



ODYSSEYWARE®

**ODYSSEYWARE®
Assignment Alert Page
User Guide**

Assignment Alert Tab

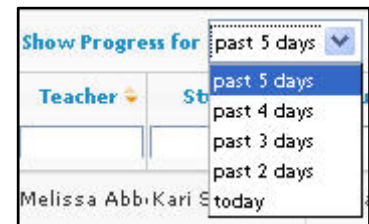
The **Assignment Alert** tab displays a page with a list of all student assignments with a status of “completed”, “graded”, “assigned” or are overdue. **Assignments** requiring manual grading appear on your Home tab in the **Actions** block and on the **Action Required** page under the **Gradebook** tab.

Home Assignment Alerts Students Course Enrollment Gradebook Courses Reports Messages											
Show Progress for		and for									
past 5 days		my students									
Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
							Select		Select		
Melissa Abb	Daniel Tanner	Vietnam Era	1	<u>1. Vietnam</u>	LESSON	A1	✓	05/2 11:33AM	Graded	1	100%
Melissa Abb	Ramon Rivera	Government	1	<u>1. Why Have Govern</u>	LESSON	A1	✓	05/2 11:31AM	Graded	1	90%
Melissa Abb	Kari Schulz	Vietnam Era	5	<u>3. The Fall of Saigon</u>	LESSON		⚠	04/30 1:01AM	Not Started	0	0%
Melissa Abb	Kari Schulz	Vietnam Era	5	<u>2. Prisoner of War</u>	LESSON		⚠	04/29 1:01AM	Not Started	0	0%
Melissa Abb	Kari Schulz	Vietnam Era	5	<u>1. Nixon and Waterg</u>	LESSON		⚠	04/28 1:01AM	Not Started	0	0%

View 1 - 5 of 5

You can choose to view a list for just today, or up to the past five days. Just use the **Show Progress for** drop-down list to make your selection.

Use the drop-down list to the right of **Show Progress** list to filter the display to show all students or only students assigned to you.



There are 12 columns across the top of the **Assignment Alert** page. You can sort on any column with the arrowheads beside the column header.

For example, you can sort by **Teacher**, **Student**, **Course**, or Assignment **Title**. Currently the list is sorted by **Teacher** in descending order. I know this because the downward facing arrowhead to the right of **Teacher** is darker than the other arrowheads.



You also see three symbols in the **Activity** column (and in the upper right corner of the page):

- ✔ tells you the assignment is graded
- ⚠ lets you know the assignment is past due
- ↻ indicates the assignment has been reassigned to the student


You can sort by these activity symbols and the **Status** as well.

Using the blank textbox below the column headers, I can also narrow the list to display a specific teacher, student, course, or assignment title by entering the first 3 or more characters of the name I want in the textbox below the column heading.

Let's take a look at the columns starting on the left.

- Teacher Name
- Student Name
- Course Name
- Unit number
- Assignment Title
- Assignment Type
- Campus ID
- Activity (Graded, Reassigned or Overdue)
- Date the assignment was submitted as complete
- Status of the assignment - Assigned, Graded, Not Started (you may see this on overdue assignments). Assignments with these three status codes are the only ones you will see displayed on this page.
- Attempts
- Score – assignment score

You can adjust the width of the columns by hovering your mouse over the line to the right of each

column header until it looks like this: . When your cursor looks like this, click and holding your mouse button down, drag the column to the width you prefer.

You can click any assignment title to go directly to that assignment.

You can also change the status of any assignment in the list by clicking the drop-down arrow beside the status displayed. The choice you see may differ depending on the current status of the assignment.

If an assignment shows the status as “Assigned” you can either mark it “Complete” or “Skipped”.

Assignments with a status of “Graded” can only be reassigned. Do this by changing the status to “Assigned”.

Assignments showing a status of “Not Started” may be changed to “Assigned” or “Skipped”.

Any assignment you change to “Skipped” drops off your list when you refresh your screen.

All assignments over five days old automatically drop off the list.

