



ODYSSEYWARE<sup>®</sup>

# **Teacher User Guide**



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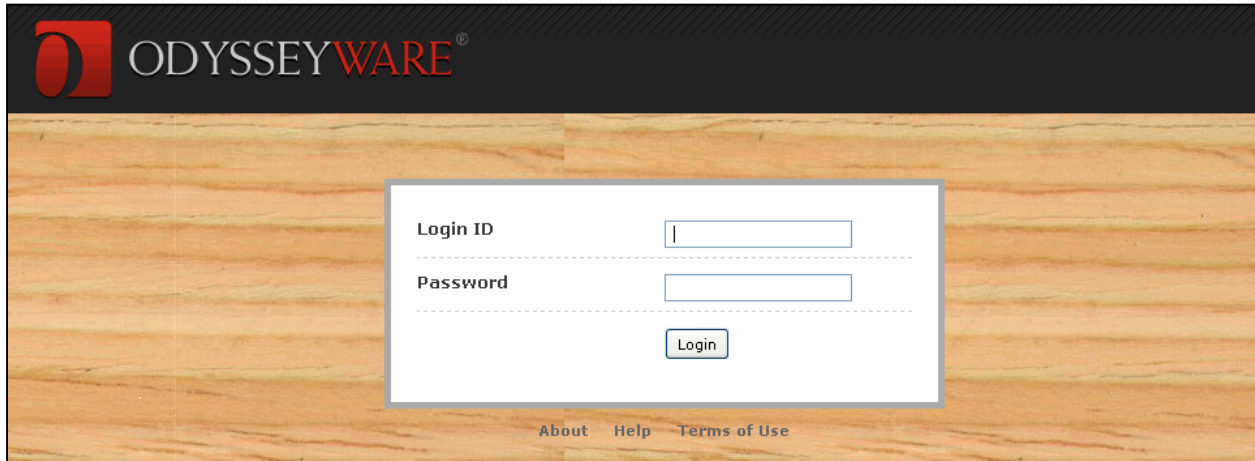
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**Note:** For technical support, please contact Technical Support at 1-877-251-6662 or go to [www.odysseyware.com/support](http://www.odysseyware.com/support).

## Welcome to ODYSSEYWARE Teacher!

Your administrator provided you with a Login ID, password, and URL, probably in the format “<https://yourschoolname.owschools.com>” to access ODYSSEYWARE (OW). As soon as you go to that site, you see a screen similar to the one below.

ODYSSEYWARE has three modes, or applications; Administrator, Teacher and Student. The **Login** page for each looks the same. Your **Login ID** and **Password** used direct you to the correct mode.



Below the **Login** box, you see three links, **About**, **Help**, and **Terms of Use**. These links are on every page in both the Administrator and Teacher modes. Let's quickly walk through each of those links, starting with **About**.

### About

The **About** page is where you find the active ODYSSEYWARE **Version** number. You can also find this information in the **Copyright** bar at the bottom of every page in the application. This page also gives you a link to contact our school setup team and access to the Teacher and Student Overviews of OW.

### Help

This link is where you find the Admin, Teacher, and Student Quick Start and User Guides. You can also find links to our Technical Support database of frequently asked questions, as well as email and telephone contact information for Tech Support.

### Terms of Use

Clicking this link allows you to access a copy of the “ODYSSEYWARE End User License”.

Once you login, you see these same three links in a bar across the bottom of every screen in the application, along with one additional link, **Feedback**.



### Feedback

The **Feedback** page enables you to send ODYSSEYWARE suggestions, or issues you may encounter in the product.

When you click the **Feedback** link, a window like the one below opens.

<p>The top section includes instructions about completing the form and an example of a completed form. Please complete the form at the bottom of the page.</p>	
<p><b>Name:</b> automatically filled in for you. You can type over this if you need to change it.</p>	
<p><b>Email:</b> the address we use to send you the issue number and respond to any questions you have regarding the issue.</p>	
<p><b>Phone:</b> A number where we can contact you about the issue, if necessary.</p>	
<p><b>Feedback:</b> Please use this space to give us as much information about the issue, suggestion, or problem as you are able. If this is an issue you are experiencing while in the application, we <u>need</u>: the subject, grade, unit and lesson, (copy and paste the URL address into this area) along with detailed information describing the issue you are experiencing.</p>	
<p>Click <b>Send</b> to submit the form to our development team or <b>Cancel</b> to discard the form.</p>	



## Home

After you login as a teacher, the first page you see is your **Home** page. Notice the box across the bottom of the page? This is where you find the links we just discussed on all subsequent pages in OW Teacher.

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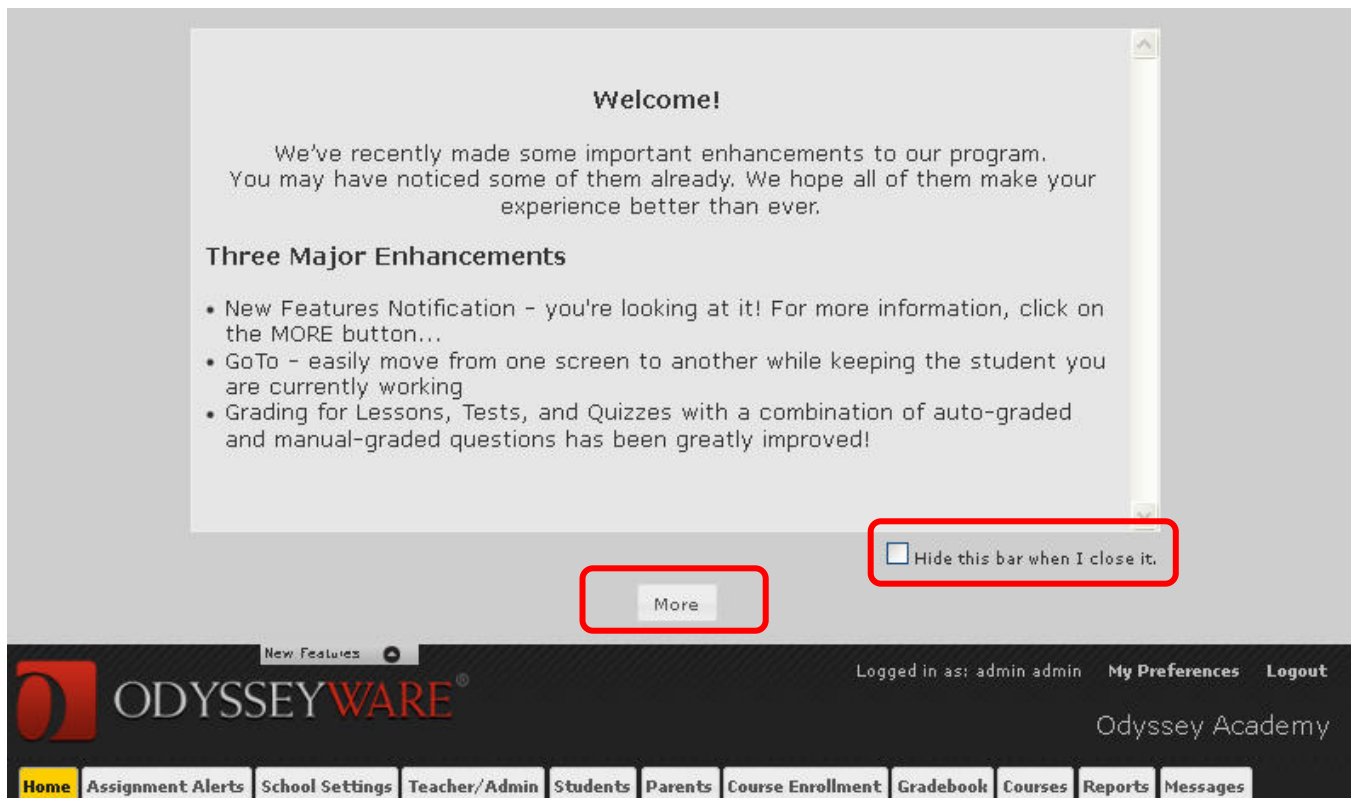
[About](#) [Help](#) [Terms of Use](#) [Feedback](#) Version: 2.0.0\_b170

Let's take a look at the top banner of your **Home** page. This banner remains consistent, no matter what page you are on in the application. You can always see the name of your school and your login name. Additionally, there are two links on the right-hand side of the banner.



Above the ODYSSEYWARE logo, you see a gray **New Features** button. Clicking this expands the window to display a list of new features and a link (the **More** button), where you can see previous updates and changes to the application. If you do not want to see **New Features** button on your screen, click the button once to expand the window once and click the checkbox beside "**Hide this bar when I close it**". You can always see the **New Features** and **Updates** again by clicking the **Version** number in the lower right-hand corner of your screen.

The **New Features** button reappears each time ODYSSEYWARE has a new release.





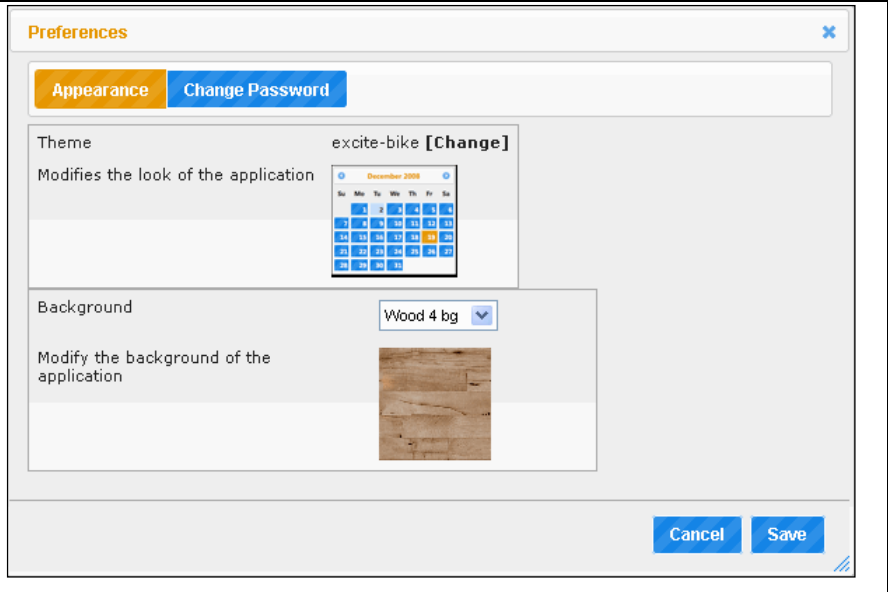
ODYSSEYWARE™

### Preferences

**Appearance** tab – Click this tab to modify your **Theme** or **Background**. (You can only do this if your admin has permitted it.)

**Change Password** tab – Click this tab to change your password. (You can only do this if your admin has permitted it.)

Click the **Save** button to retain the changes you made. Click **Cancel** to return to your **Home** page and discard any modifications.



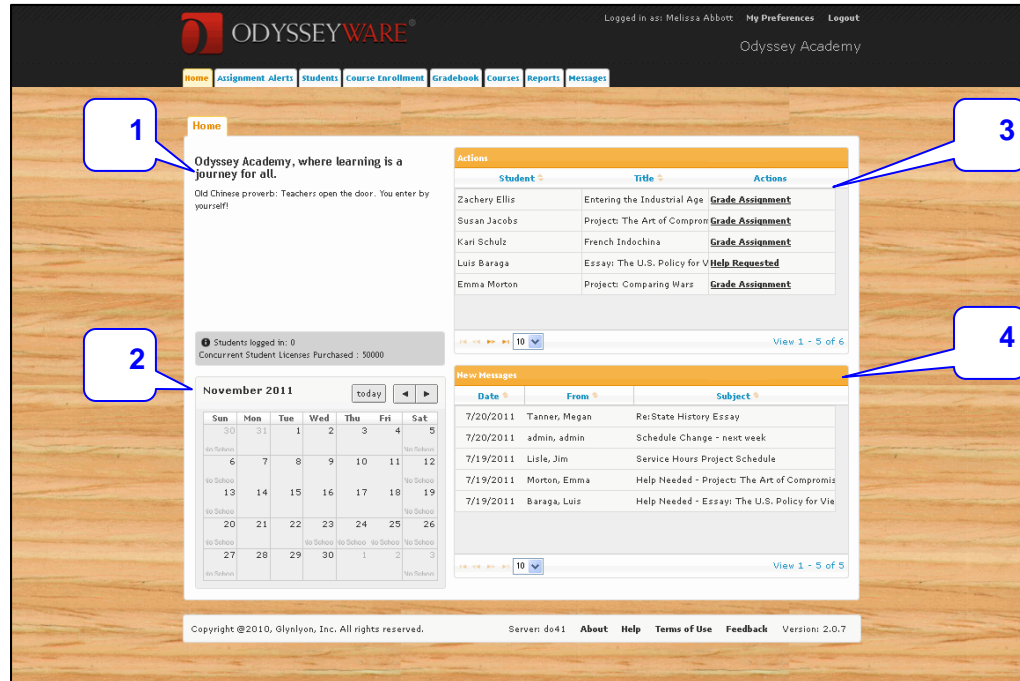
**Logout** – allows you to easily logout from anywhere in the application.

Another area that remains constant across all of the pages in Teacher mode is the row of tabs across the top of the page, enabling easy access to all functionality within the application. This guide walks you through each tab and the corresponding functions and features available when you click each one.





Let's begin on the far left with the **Home** tab.

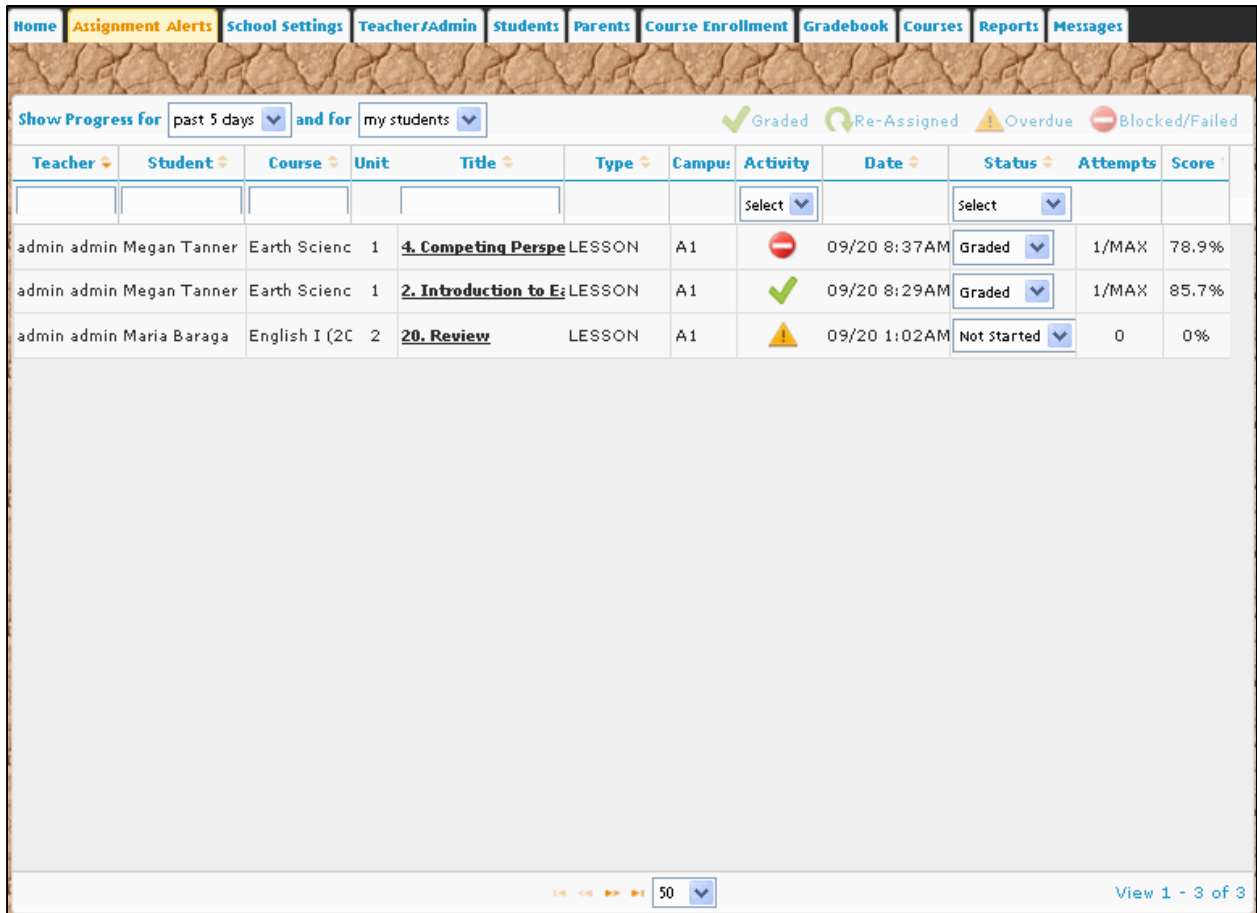


Your **Home** page has several panels:

- 1. Message of the Day** – think of this as your announcements bulletin board. Your administrator controls what displays in this panel on the **Home** page of everyone who has a login to your OW installation.
- 2. Calendar** – your school calendar displays in the panel on the left side of the **Home** page. At the bottom of the calendar you can also see how many students are currently logged in at the current time.
- 3. Actions** – displays assignments needing to be graded by the teacher and messages sent when a student uses the **Help** button on an assignment problem. Shows the student name, the assignment type and title of the assignment needing to be graded; or the date, student name and subject of the message if a help request. Click the linked message to go directly to the question to be graded. Remember to check the question numbers for an asterisk (\*). This is a reminder that question needs manual grading. Clicking a **Help** request takes you to the first help request in the assignment. Clicking an **Unlock** request allows you to unlock a quiz or test the student left, without submitting it as complete, and then tried to reenter within a two minute window. When the student attempts to reenter the quiz or test within this two minute window, he or she is presented a pop-up box asking if they want to submit the score they currently have on the quiz or test, or if they want the teacher to unlock it so they can complete the quiz or test. The choice to ask you to unlock it generates this action request type. Clicking an **Access Blocked Assignment** request takes you to the failed assignment. If you are not assigned a course, this area will be blank. Consider this as your reminder to check the **Gradebook** or **Message Inbox**.
- 4. New Messages** – shows you a listing for each new, unread message in your OW Inbox. You see the date each message was sent, who sent it, and the subject line of the message. Click a new message to open the message.

## Assignment Alerts Tab

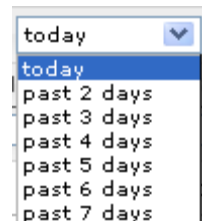
The **Assignment Alerts** tab displays a page with a list of all student assignments with a status of “completed”, “graded”, “assigned” or are overdue. **Assignments** requiring manual grading appear on your Home tab in the **Actions** block and on the **Action Required** page under the **Gradebook**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



Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
admin admin	Megan Tanner	Earth Scienc	1	4. Competing Perspe	LESSON	A1	Blocked/Failed	09/20 8:37AM	Graded	1/MAX	78.9%
admin admin	Megan Tanner	Earth Scienc	1	2. Introduction to E	LESSON	A1	Graded	09/20 8:29AM	Graded	1/MAX	85.7%
admin admin	Maria Baraga	English I (2C	2	20. Review	LESSON	A1	Overdue	09/20 1:02AM	Not started	0	0%

You can choose to view a list for just today, or up to the past seven 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.





## Teacher User Guide

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
-  indicates the student was not able to achieve a passing grade on the assignment in the maximum number of attempts allowed.

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.





## Roles and Functions of the Teacher

Your administrator selected your role; teacher or super teacher, when creating your account.

Teacher	Super Teacher
<p>Sees only students enrolled in classes he or she is assigned or students he or she added or registered in the program.</p> <p>Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) ONLY for students enrolled in assigned classes.</p>	<p>Sees ALL enrolled students.</p> <p>Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) for ALL enrolled students.</p>

Your administrator also chose the functions you would be able to perform in the role assigned:

**Student Maintenance** - enables you to edit students (change permissions, modify name)

**Add Students** – allows you to create a new student and assign them to a course with you as the teacher.

**Assign Courses** – permits you to assign any course to any student you can see. This includes assigning students to courses taught by other teachers.

**Create/Edit Courses** – makes it possible for you to create a custom course or edit a custom course created by another teacher or admin, who has allowed others to edit their custom courses.

**Change Thresholds and Weights** – lets you change assignment type grade weights and pass thresholds for students

## Students

This page displays the list of students. There are several ways to filter or sort the list of students. You can filter the list using the **View:** dropdown on the top line, immediately below the **Registration** tab. You can select to see only students enrolled in courses you are assigned (My students). What you see when you select all students depends on your role. If you are an admin or super teacher, you see all students enrolled in your school. If you are a teacher, you see only students enrolled in courses assigned to you and students you created.

You can display active students only (the default), on hold students, archived students, or all students (the combination of active and inactive students). Use the drop-down menu in the **Active** column to see the inactive or all students.

Remember, the students you see depend on the role assigned. Super teachers see ALL students registered in the school’s application. Teachers see ONLY the students assigned to a course assigned to them. Either way, the list of registered students can get long, so we provide ways to easily locate the student you want.

## Search Capability

Notice the row immediately below the column headings (Online, Login Enabled, Status, etc.). You see blank text boxes on this row in most of the columns. These are search filter boxes. Start typing in any of these boxes and the system begins filtering the list for you to meet your search criteria. This functionality is available on several other pages in the application as well. When you see the blank text boxes immediately below the column headers, you can use them to filter your list.



As we walk through what is on the **Student Registration** page, remember, you only see the options for functions your administrator assigned to you.

Before creating a student let's look at some available options. It is important to know the system is set up at two levels, school and student. If the administrator did not allow an option at the school level, it cannot be changed at the student level by a teacher regardless of permissions.

### Student Options

**Login Enabled** allows you to disable or enable students ability to login to ODYSSEYWARE.

**User Status** lets you change the status of a student. Default is **Active**, options include **On Hold** and **Archive**. If a student is placed in either on hold or archived status, all of the enrollments for that student are also placed into that status automatically.

**Threshold Settings** – there are several:

**Lesson Pass Threshold:** the percentage students must achieve on lessons to continue to the next lesson in the course.

**Quiz Pass Threshold:** the percentage students must achieve on quizzes to continue to the next assignment in the course.

**Test Pass Threshold:** the percentage students must achieve on tests to continue to the next assignment in the course.

**CRx Pass Threshold:** the percentage students must achieve on pre-tests to test out of a unit in a CRx (credit recovery) mode assigned course.

**CRx Pass Threshold** applies only to the original test for each unit of a course assigned in **CRx mode**.

**CRx** lets you assign a course so students are presented with a pre-test for each unit in the course. If the student achieves a score at or above the **CRx Pass Threshold**, the other assignments in that unit are skipped and the student is assigned the pre-test for the next unit in that course. As long as the student achieves the **CRx Pass Threshold**, the assignments are skipped and the next pre-test is assigned. The score achieved on the pre-test is the unit score.

If the student does not achieve a score at or above the **CRx Pass Threshold**, the assignments in the that unit are assigned to the student. When this happens, take note of these points:

1. The normal **Lesson, Quiz and Test Pass Thresholds** apply for all assignments.
2. Quizzes and the post-tests are treated as in any other course; meaning students have the maximum number of attempts set for this course to pass a quiz or test and the score they achieve is the recorded score.
3. The score for the pre-test is discarded and the unit score is the cumulative of all lessons, quizzes and the post-test for the unit.

If you have permission to change the thresholds, the **Personalize Thresholds** checkbox is enabled. Check this box to enable any of the **Pass Threshold** textboxes, to then change the settings for this student. If you have permission to change the pass thresholds, you can also change the maximum attempts and the block assignment type features.

**Maximum Attempts:** For each pass threshold setting, except **CRx**, there is an associated **Max Attempts** field. You can change the default setting for a student in a specific course. If the student fails to achieve the pass threshold for the assignment type, he or she is automatically reassigned that assignment. You have two options if the student fails the maximum number of times you allowed. The student continues in the course and takes the failing grade or you can block their progress in the course until you review the assignment and decide on a course of action.



**Block Progress:** Again, for each pass threshold setting, except **CRx**, you see an associated **Block Progress** field. If you check this box, once the student has failed the assignment for the maximum number of times you allowed for this course, he or she cannot continue in the course until you permit it. A message appears on your **Home** page in the **Actions** block, as well as on the **Action Required** page. The **Grading** page displays a checkmark in the **Block** column for the next assignment and the failed assignment shows “max” after the number of attempts, for example 3/max.

**Weighting:** this function allows you to set different weighting percentages for student assignments; lessons, projects, quizzes, and tests. The total of the four must be 100. You can set one or more or assignment types to 0, but we do not recommend doing this, especially for projects, as all custom assignments are projects, so would carry no grade weight. You must click the **Personalize Weights** box to enable the individual assignment weight textboxes. If the **Personalize Weights** box is grayed-out, you cannot change the weighting percentages.

**Review Test Quiz:** permits the student to view completed tests and quizzes, including their answers.

**Student Answer Key:** enables students to see the answer key in completed assignments only.  
**Enable Grading View:** permits students who have not achieved the Pass Threshold in a lesson to see which problems they answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key.

**Change Passwords:** allows students to change their own password.

**Randomize Questions:** displays the questions in student lessons, quizzes and tests in a random order. If the student is required to do a lesson, quiz or test more than once, it is very unlikely the questions will display in the same order. If two students, seated beside each other are working on the same assignment, it is HIGHLY improbable they will see the questions in the same order.

You, as teacher always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are always displayed in the original order.

**Allow Background:** permits students to select one of the other backgrounds provided.

**Theme Selection:** allows students to choose their own application theme.

**Display Planner:** enables the student planner (on the My Courses tab) to appear for the student. This allows them to easily see their progress through assigned courses, as well as any past due work.

**Allow Messaging:** this option can be edited at two levels, to enable students to send messages, but not receive them as well as to permit them to receive messages but not send them. You can also allow or disallow both functions.

### Create Student

Let's start by creating a student, and then we'll look at the rest of this page. If you are adding more than a few students, you can download and use the template to enter multiple new students at once. We'll do one student so you can see what information is necessary.

Click the **Create Student** button on the top row. The **Create Student** window (shown on the next page) appears.



ODYSSEYWARE

**Login Enabled:** Default is enabled. Click the checkbox to remove the checkmark and prevent student ability to login.

**User Status:** Default is **Active**. Click the arrow to the right of "Active" to select "On Hold" or "Archived".

**First Name:** Type in student's first name.

**Last Name:** Type in student's last name.

**User Name:** Type in the user name for this student. This field cannot be edited or changed.

**Password:** Type in the student password. It must be a minimum of 6 characters. Alphanumeric and some special characters are allowed.

**Repeat Password:** Enter the same password again to verify it.

**Default Term:** Select the term the student is to have automatically display when a student is enrolled in a course. Students can be assigned a custom term. Click the circle beside "Custom" and select the **Start** and **End** dates. You can choose the term when you enroll students in courses. Click the circle beside "Choose at enrollment". Default term is set to school default term set during school setup.

The screenshot shows a 'Create Student' window with the following fields and options:

- Login Enabled:**
- User Status:** Active (dropdown menu)
- First Name:** [Text Input]
- Last Name:** [Text Input]
- Username:** [Text Input]
- Password:** [Text Input]
- Repeat Password:** [Text Input]
- Default Term:**
  - SchoolTerm: 2011-2012 (07/18/2011 - 05/24/2012)
  - Custom: Start [Text Input], End [Text Input]
  - Choose at enrollment
- Personalize Thresholds:** 
  - CRx Pass Threshold:** 95 (Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.)
  - Lesson Pass Threshold:** 70
  - Max Lesson Attempts:** 10
  - Block Lesson Progress:**
  - Quiz Pass Threshold:** 70
  - Max Quiz Attempts:** 1
  - Block Quiz Progress:**

**Personalize Threshold Settings:** Click this box to place a checkmark to change the **Pass Threshold** and/or **CRx Pass Threshold** settings for this student. Default is the student inherits the school-level settings.

**CRx Pass Threshold:** See page 11 of this document for a description of this function. The school CRx pass threshold is the default. To change it to a different setting for this student only, you must first check **Personalize Threshold Settings** and then type over the displayed number.

**Lesson Pass Threshold:** The school pass threshold is the default. If you want to change it to a different setting for this student only, click the box in **Personalize Threshold Settings** and type over the displayed number.

**Max Lesson Attempts:** Enter the maximum number of times you want a student to attempt to complete lessons (achieve the lesson pass threshold) before having the either continue in the subject or be blocked from continuing in this subject.

**Block Lesson Progress:** Click to place a checkmark in this box, if you want to prevent the student from continuing in the subject once the student has failed to achieve the lesson pass threshold score after completing the maximum number of attempts.

**Quiz Pass Threshold, Max Quiz Attempts, Block Quiz Progress:** These three fields are approached in exactly the same way as the **Lesson Pass Threshold, Max Lesson Attempts, and Block Lesson Progress**. The difference is that they apply only to quizzes.



Notice the scroll bar to the far right of the **Create Student** page on the previous page. The lower half of the page is shown below.

**Test Pass Threshold, Max Test Attempts, Block Test Progress:** These three fields are approached in exactly the same way as the **Lesson Pass Threshold, Max Lesson Attempts, and Block Lesson Progress**. The difference is that they apply only to tests.

**Personalize Weights:** Click this box to permit changing the assignment-type weight percentages. See page 12 of this document for a description of this function. If this permission is not allowed at the school level, this box is not enabled.

**Lesson Weight, Project Weight, Quiz Weight, Test Weight:** Enter the percentage for each assignment type. All four must total 100. The **Personalize Weight** box must be checked to enable this.

**Student ID:** Optional field - Alphanumeric and special characters are allowed.

**Campus ID:** Optional field - Alphanumeric and special characters are allowed.

The screenshot shows the 'Create Student' form with the following fields and values:

- Test Pass Threshold: 70
- Max Test Attempts: 1
- Block Test Progress:
- Personalize Weights:
- Lesson Weight: 30
- Project Weight: 20
- Quiz Weight: 20
- Test Weight: 30
- Student ID: [empty]
- Campus ID: [empty]
- Student Review Test Quiz:  (Allow students to review graded Tests and Quizzes.)
- Student Answer Key:  (Allow students to see the answer key for completed assignments.)
- Enable Grading View:  (Allow students who have not reached the pass threshold to view performance (correct/incorrect))
- Change Passwords:  (Allow students to change their own passwords.)
- Randomize Questions:  Disabled (Randomize the order of questions for student lessons, quizzes, and tests.)

Buttons: Cancel, Save

**Student Review Test Quiz:** Check this box to permit student to review completed and graded quizzes and tests.

**Student Answer Key:** See page 12 above for a description of this function. The school setting is the default. To a different setting for this student only, click the box. If this is not allowed at the school level, you cannot change it at the student level.

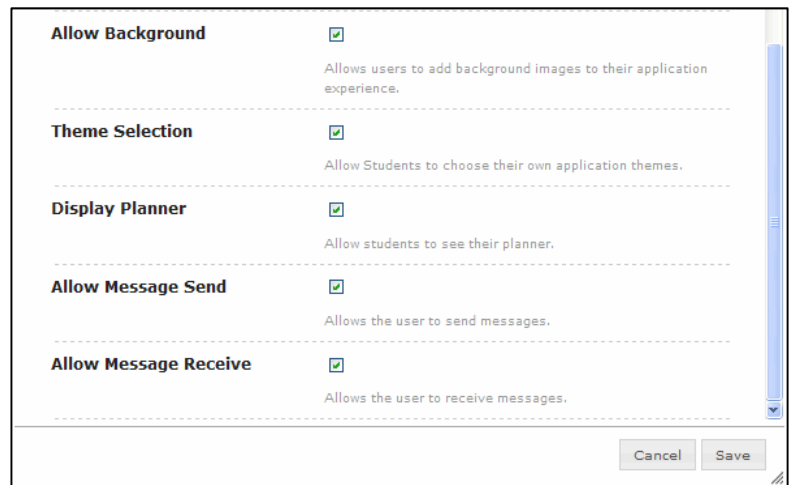
**Enable Grading View:** Click this box to allow students who have not achieved the pass threshold to view which questions they have correct or incorrect. See description in **Student Answer Key**. If this is not allowed at the school level, you cannot select it at the student level.

**Change Passwords:** See description in Student Answer Key. If this is not allowed at the school level, you cannot enable it at the student level.

**Randomize Questions:** See description in Student Answer Key. If this is not allowed at the school level, you cannot permit it at the student level.

**Allow Background:** If you permitted backgrounds at the school level, the associated box is checked enabling this student to add background images. Click the box to restrict this student only from using this feature.

**Theme Selection:** If you permitted theme selection at the school level, the associated box is checked enabling this student to choose their own application theme. Click the box to restrict this student only from using this feature.



<b>Allow Background</b>	<input checked="" type="checkbox"/>	Allows users to add background images to their application experience.
<b>Theme Selection</b>	<input checked="" type="checkbox"/>	Allow Students to choose their own application themes.
<b>Display Planner</b>	<input checked="" type="checkbox"/>	Allow students to see their planner.
<b>Allow Message Send</b>	<input checked="" type="checkbox"/>	Allows the user to send messages.
<b>Allow Message Receive</b>	<input checked="" type="checkbox"/>	Allows the user to receive messages.

Cancel Save

**Display Planner:** Selecting this option displays a 4 square **Planner** tab for students, “Overdue”, “Schoolwork”, “Upcoming” and “Overall Progress”. Students can access their daily schoolwork from either the **Planner** tab or the **Courses** tab.

If you do not choose this option, students see only see a **Courses** tab. No due dates are displayed for students without the **Planner** option; hence, they have no overdue assignments. All assignments are accessed using the course tree displayed on the left-hand side of this **Courses** tab page.

**Allow Message Send:** If you selected **Allow Messaging** at the school level, this option is enabled. Click the box to restrict the student from sending messages within the application.

**Allow Message Receive:** If you selected **Allow Messaging** at the school level, this option is enabled. Click the box to restrict the student from receiving messages within the application.

**Save / Cancel:** Be sure to click the **Save** button when you are finished. Click **Cancel** to delete what you have entered and return to the **Registration** tab.

## Import Students

To register multiple students at once, use the **Import Student** feature. All students automatically inherit school level settings and permissions. You can change them for each student during the **Preview and Edit** process. (See **Step 7** on next page.)

1. Click the **Import Student** button on the **Student Registration** tab.
2. Click the **Download Template** button on the **Import Student** pop-up window. MS Excel is the default application for the **Import Students** file.
3. Click **Open with** and **OK** to use the default. Four fields are required:
  - Student first name
  - Student last name
  - User Name
  - Password – you will get an error message if the password is less than 6 characters.

**NOTE: Student ID and Campus ID** are optional fields. Use **Student ID** to enter any student identification number. If your installation has multiple campuses, it is a very good idea to designate an identifier for each and enter it in the **Campus ID** field. You can use any alpha or numeric character in these fields.

4. Enter the information for each student. Save the file to a location from which you can upload.
5. Click the **Browse** button and locate the template file you just created and saved.

6. Click the **Next** button.

7. The **Preview and Edit** window opens. Duplicate **Usernames** appear in red with a message at the top of the student list alerting you to this. Click each field you want to change, one at a time. A textbox opens allowing you to type over the existing entry. Be sure to click in another field after you make a change to verify your changes. You get an error message if the password is less than 6 characters long.

**Preview and Edit**

Login Enabled:       User Status: Active  Change Passwords

Randomize Questions       Allow Background       Theme Selection

Allow Message Send       Allow Message Receive       Student Answer Key

Enable Grading View       Display Planner

CRX Pass Threshold       Quiz Pass Threshold       Test Pass Threshold

Lesson Pass Threshold       Max Quiz Attempts       Max Test Attempts

Max Lesson Attempts       Block Lesson Progress       Block Quiz Progress       Block Test Progress

**Default Term**

SchoolTerm: 2011-2012 (07/18/2011 - 05/24/2012)  Custom Start  End

Choose at enrollment

<input type="checkbox"/>	First Name	Last Name	Username	Password	Student Id	Campus Id
<input type="checkbox"/>	Anna	Jurden	ajurden	123456	W86	
<input type="checkbox"/>	Bryce	Morrison	bmorrison	123456	W34	
<input type="checkbox"/>	Devlin	Koontz	dikoontz	123456	W59	
<input type="checkbox"/>	Alberto	Barrela	abarrela	123456	E75	
<input type="checkbox"/>	Fernando	Martos	fmartos	123456	E87	
<input type="checkbox"/>	Gustavo	Torres	gtorres1	123456	E48	
<input type="checkbox"/>	Esmie	Torres	etorres	123456	N14	
<input type="checkbox"/>	Dylan	Spalding	dspalding1	123456	N61	
<input type="checkbox"/>	Hannah	Spalding	hspalding	123456	N94	

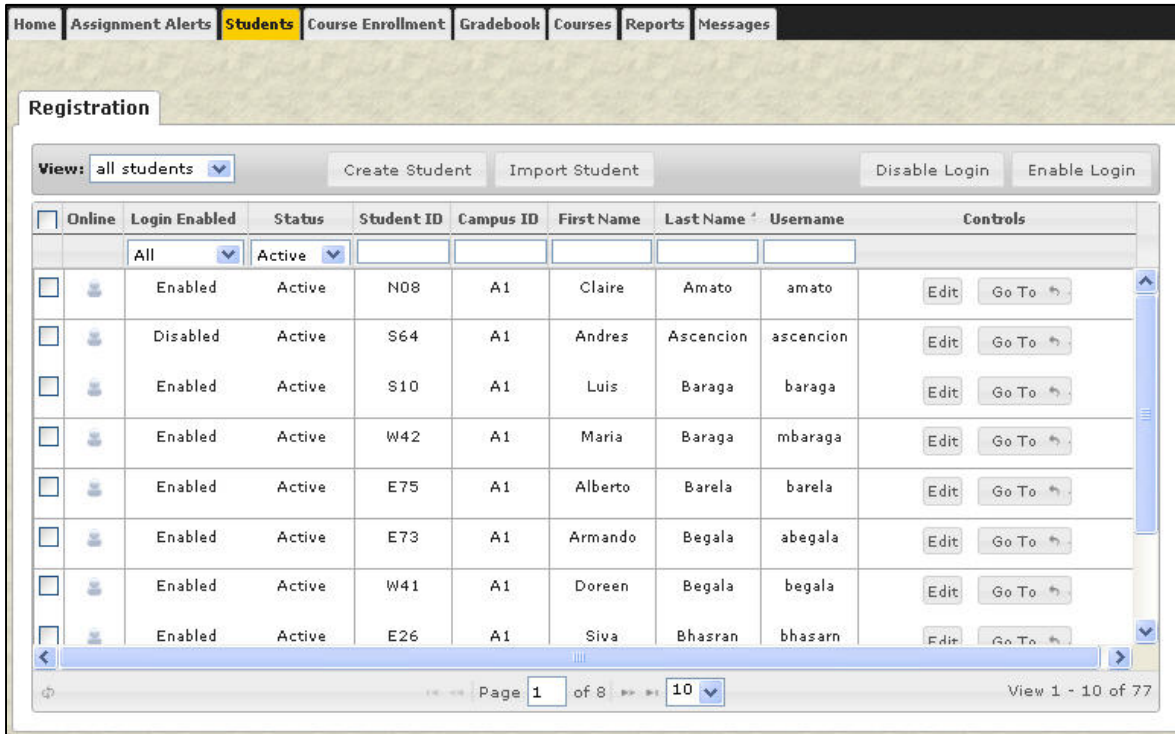
8. Make changes to settings at the top of the page. Any changes made here apply to all imported students.

**NOTE:** If you make changes to any settings while on this page, those fields are now customized for these students. If you later change a school setting that you customized on this page, it will NOT be applied to these students. You must change each individual student whose settings were customized.

9. Click the checkbox in the first column to select students on the page to import.

10. Click **Submit** when you are finished.

Your students should now appear in the student list on the **Registration** tab.



### Filtering the List

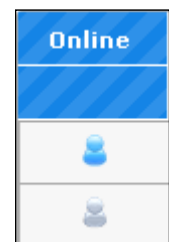
You may have noticed a drop-down menu on the far left side of the box immediately below the **Registration** tab, This allows you to filter the list of students to either “all students” registered or “my students”. If you select “my students”, only students assigned to courses where you are assigned as the teacher appear.

Notice the empty text boxes just below the column headings for **Student ID**, **Campus ID**, **First Name**, **Last Name**, and **Username**. Simply start typing in any of these boxes to filter the student list. You can also sort the list by who is Online. Simply click the header “Online” to display the sort arrow.

There are ten columns across the **Registration** page:

<input type="checkbox"/>	Online	Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username	Controls
<input type="checkbox"/>	All		Active						

- Selection Column:** Allows you to perform the same action to multiple students in one step. Click the checkbox in the row for each student you want included. A checkmark indicates the student is selected.
- Online:** Indicator tells you if the student is logged onto the application or not. If the indicator on the row with the student’s name is highlighted/darker this tells you the student is logged on the system. To log this student off the application, freeing up a license, simply click the icon on the row corresponding to the student you want to log off.
- Login Enabled:** Lets you sort the student list by students whose logins are enabled, disabled or see all students displayed.





4. **Status:** This column allows you to filter the list of displayed students, Use the drop-down menu to select, “All”, “Active”, “On Hold”, or “Archived”. The default is active.
5. **Student ID:** Student ID assigned to this student by your school. Optional field
6. **Campus ID:** The campus ID assigned to this student by your school. This is an optional field to use if your school chooses.
7. **First Name:** Displays the first name of the student
8. **Last Name:** Displays the last name of the student
9. **Username:** Displays the student’s login username
10. **Controls:** Links to additional functionality for the student. See the “Controls” paragraph below

### Disable Login/Enable Login

There are two buttons on the right side of this tab, **Disable Login** and **Enable Login**. If you want to prevent or permit student login:

1. Click the checkbox in the far left column of the same row as the student name
2. Click the appropriate button (**Disable Login** or **Enable Login**).

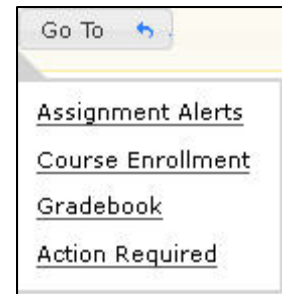
To change the status of multiple students, repeat **Step 1** for all students you wish to change, then go to **Step 2**.

### Controls

Additionally, there are two buttons in the **Controls** column:

1. **Edit**
2. **Go To**

When you click the **Go To** button, a menu, like the one to the right displays. You can go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook**, or **Action Required** pages related to the student from here.



The easiest way to enroll a student in a course is click **Course Enrollments** on this menu. Alternately, you can click the **Course Enrollment** tab and search for the student. (See **Course Enrollment** on the next page.)

The fastest way to access grading tasks, or see tasks related directly to a single student is to use the links from this menu. You can also click the associated tabs for the items and search for a student.

Clicking **Edit** opens the **Edit Student** page for this student, which displays all of the student identification information and settings for this student as they are currently saved in the system. From this page, you can make changes to this student’s settings as described in the tables on pages 13-15. The **Edit Student** page is the only place you can change a student’s status to **On Hold** or **Archive**.

On the bottom of the tab you see the page number and a drop-down box with 10 displayed, you can use the drop-down arrow to choose to display more students (20 or 30) per page. The “View” message at the far right of this row lets you know which students you are viewing based on the either the total number of students or the total number of students that meet your filter specifications.





### Add Enrollment

To add a course enrollment for a student from this page, click the **Add Enrollment** button to the right of the student's name to display the **Add Enrollment** window. The student's name is already displayed.

Click the **Subject** drop-down box and select the subject to assign.

Click the **Course** drop-down box and choose the specific course you want to assign.

Click the **Status** drop-down box and select the status for the course. Default is **Active**.

Click the **Teacher** drop-down box and select the teacher for this course.

Select the term to use for this course. The school default term displays automatically. Click the arrow to the right of the displayed term to see other available school-level terms. If you do not see the term you want, click the circle beside **Student** or **Custom** as appropriate to display those available terms.

To assign this course in prescriptive recovery mode, click the box to the left of **CRx Mode**.

To block all tests and/or quizzes in this course for this student, click the checkbox beside **Block Tests** and/or **Block Quizzes**.

To personalize any of the pass thresholds, click the **Personalize Thresholds** box and enter the new percentage in the appropriate **Pass Threshold** box.

To personalize the **CRx Pass Threshold**, enter the percent (number only) in the textbox.

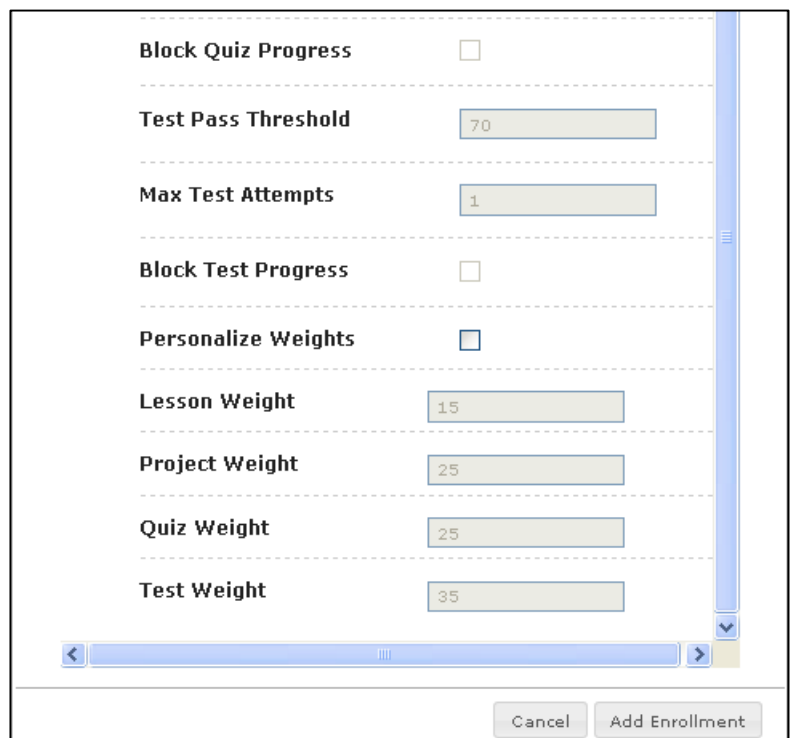
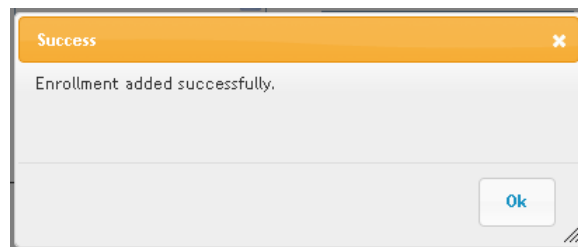
After each of the **Lesson Pass Threshold**, **Quiz Pass Threshold**, and **Test Pass Threshold** fields, you see the option to determine the maximum number of times a student may attempt to successfully achieve the pass threshold before they are prevented from continuing in the course. Enter the maximum number of attempts for the selected assignment type in this course in the associated **Max Attempts** field.

After the **Lesson Max Attempts**, **Quiz Max Attempts**, and **Test Max Attempts**, is an associated **Block Progress** field. Click the checkbox for the selected assignment type to prevent the student from continuing in this course, if the maximum attempts have been used without achieving the associated pass threshold.

To personalize the assignment weighting percentage for lessons, projects, quizzes or tests, click the **Personalize Weights** box and then change the percentage weights in any of the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and/or **Test Weight** boxes. Remember, the total of these four boxes must equal 100.

Click **Add Enrollment** when you have selected the options you want or click **Cancel** to discard this enrollment.

After you click **Add Enrollment**, a confirmation window pops up, click **OK**.

Once you have enrolled the student in a course, it appears below the column headers described at the bottom of page 19.

		Reschedule	Activate	Place On Hold	Archive			Add Enrollment
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions	
<input type="checkbox"/>	Science	Earth Science (2011)	Active		Thomas, Donna	Future Term (06/06/2011 - 12/08/2012)	<b>Edit</b>	

### Reschedule

To reschedule a single course for a student:

1. Click the checkbox in the far left-hand column beside the course you want to reschedule.
2. Click the **Reschedule** button.
3. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes.
4. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.



To reschedule multiple courses for a single student:

1. Click the checkbox in the first column beside the courses you want to reschedule.

Amato, Claire (Username: amato, User Status: Active) Go To ↻

Reschedule   Activate   Place On Hold   Archive Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	High School Health (2011)	Active		Hazen, Tyler	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>
<input type="checkbox"/>	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>

4. Click the **Reschedule** button at the top of the course list
5. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes
6. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.

**NOTE:** Rescheduling a course requires 24 hours for changes to appear.

### Place On Hold

**Place on Hold** permits you to temporarily prevent the student from working in this course.

1. Click the checkbox in the first column beside the course you want to put in this status.
2. Click the **Place On Hold** button at the top of the course list.

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Vietnam Era (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>

3. Click the **Place On Hold** button on the confirmation window to remove the course for this student or click **Cancel** to leave the enrollment as is.
4. Click **Ok** on the **Success** box that appears when you click the **Inactivate** button.

**NOTE:** Depending on the search criteria you have set, the course may disappear from the course list. To view it, make sure you have the **Enrollment Status** in the **Search** box set to **All**.

To remove the hold, you need to change the status of the course. Do this by repeating the steps above, but click the **Activate** button instead of the **Place on Hold** button in **Step 3**.

To place multiple courses on hold for a student, you have two choices. If you are placing all courses on hold, consider either putting the student in **Place On Hold** status or **Disabling** the student's login. Otherwise, click the checkbox in the first column beside the courses you want to **Place on Hold** for the student and follow Steps 2-4 above.

**NOTE:** If you place a student in **On Hold** or **Archive** status, all of their enrollments (courses) are also changed to reflect that same status.



### Archive

The **Archive** button allows you to archive this course for a student. To archive a course:

1. Click the checkbox in the first column beside the courses you want to **Archive** for the student.

<input type="checkbox"/>		<input type="button" value="Reschedule"/>	<input type="button" value="Activate"/>	<input type="button" value="Place On Hold"/>	<input type="button" value="Archive"/>	<input type="button" value="Add Enrollment"/>	
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	English Language Arts	English II (2011)	Active		Jordan, John	Future Term (06/06/2011 - 12/08/2012)	<a href="#">Edit</a>

2. Click the **Archive** button at the top of the course list.
3. Using the **Reason** drop-down list, select why you are archiving the course:
  - a. It is **Complete**
  - b. It is **Incomplete** (and will not be completed)
  - c. It is being **Dropped**
  - d. It is **Void** (perhaps the wrong course was assigned)
4. Click the **Archive** button to complete the action or click the **Cancel** button to leave the enrollment as is.
5. Click **Ok** on the **Success** box that appears when you click the **Archive** button.

**NOTE:** Remember, there is a grace period after you archive an enrollment or a student. This period can range from 1 to 100 days, depending on what you, as the administrator set in the **School Settings / Archive**. The default is set to 28 days. During this grace period, you can reinstate the enrollment or the student. After the grace period, you can view or pull reports on the data, but no work can be done and you cannot view the problem level of an assignment.

To **Archive** student enrollment from multiple courses, click the checkboxes beside the courses to archive, and follow Steps 2-5 above.

### Edit

Let's take a look at the **Edit** link in the **Actions** column. Clicking this link opens an **Enrollment Settings** pop-up window. Before we look at this page, there are a couple of points to note.

Notice, the **Status** column after each course name. Depending on the **Enrollment Status** selected in the **Search** box at the top of the window, you see either **All** courses, **Active** courses, **On Hold** courses, or **Archived** courses.

Amato, Claire (Username: amato, User Status: Active)							<input type="button" value="Go To"/>
<input type="checkbox"/>		<input type="button" value="Reschedule"/>	<input type="button" value="Activate"/>	<input type="button" value="Place On Hold"/>	<input type="button" value="Archive"/>	<input type="button" value="Add Enrollment"/>	
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	High School Health (2011)	Active		Hazen, Tyler	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>
<input type="checkbox"/>	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>



Clicking the **Edit** link opens an **Enrollment Settings** pop-up window where you can:

Click the drop-down arrow to the right of the current teacher's name to change the **Teacher** of record. (This moves all pending action required from the current teacher to the new teacher.)

Change the **Status** by clicking the drop-down arrow in that box. If the course is in Archived status, you see a note to the side advising you the number of days left in the "grace period", before the course may no longer have the status changed back to **On Hold** or **Active**. (The length of the grace period is set in **School Settings > Archive**.)

Change the options you set for **CRx Mode**, **Block Tests** or **Block Quizzes**. If the checkbox beside the option has a checkmark, it is enabled. Click to remove the checkmark. No checkmark? Click the box to add one. Grayed-out? This option is not available for this course.

**Enrollment Settings**

Teacher: Carney, Audrey

Status: Archived You have 28 days to reactivate this enrollment.

One or more of the following enrollments has completed work.

Reason: Complete

---

Enrollment Settings

CRx Mode

Block Tests

Block Quizzes

Personalize Thresholds

CRx Pass Threshold: 90 Percentage required to pass the pretest for a unit when in credit recovery (CRx) mod

Lesson Pass Threshold: 70

Max Lesson Attempts: 10

Block Lesson Progress

Cancel Save Enrollment

To change any of the **Pass Threshold** settings, you must first click the **Personalize Thresholds** box to enable the other two. Enter the new percentage for the setting(s) you wish to change. (Archived courses cannot be modified.)

After the **Lesson Pass Threshold**, **Quiz Pass Threshold**, and **Test Pass Threshold**, is an associated **Max Attempts** field. Enter the maximum number of attempts for the selected assignment type in this course.

The lower half of the **Enrollment Settings** screen appears on the next page.



After the **Lesson Max Attempts**, **Quiz Max Attempts**, and **Test Max Attempts**, is an associated **Block Progress** field. Click the checkbox for the selected assignment type to prevent the student from continuing in this course, if the maximum attempts have been used without achieving the associated pass threshold.

Change the assignment-type weights by first clicking **Personalize Weights** to enable the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and **Test Weight** text boxes. Next enter the weighting into these boxes, making sure the four boxes total 100.

Click **Save Enrollment** to retain the changes you made or click **Cancel** to discard them.

Click **Ok** on the **Success** box that appears when you click the **Save Enrollment** button.

Quiz Pass Threshold	70
Max Quiz Attempts	1
Block Quiz Progress	<input type="checkbox"/>
Test Pass Threshold	70
Max Test Attempts	1
Block Test Progress	<input type="checkbox"/>
Personalize Weights	<input type="checkbox"/>
Lesson Weight	15
Project Weight	25
Quiz Weight	25
Test Weight	35

To the right of the student's name, above the **Add Enrollment** button, you see the **Go To** button. Just like on the **Student** tab, the **Go To** button displays a list of pages linked to this student. Click any of the links to go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook**, or **Action Required** page for this student.

- Go To
- Assignment Alerts
- Course Enrollment
- Gradebook
- Action Required



### Course Enrollment Filter/Search Function

If you choose to use the **Course Enrollment** tab, the box at the top of the **Enrollments** tab page is a SEARCH box, NOT where you actually enroll a student in a course. Use this feature to filter your course or student list.

<input checked="" type="radio"/> View by student	Student Status	Active	Student	Andrew Ackers	<input checked="" type="radio"/> All Students
<input type="radio"/> View by course	Enrollment Status	Active	Teacher	-Select a teacher-	<input type="radio"/> All Enrolled Students
			Subject	-Select a subject-	<input type="radio"/> All Non-Enrolled Students
			Course	-Select a course-	<input type="radio"/> All for Time-frame:
					Future Term (06/06/2)
<input type="button" value="Search"/>					

You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name.

Civil War (2011) Go To

Reschedule   Activate   Place On Hold   Archive   Add Enrollment

<input type="checkbox"/>	Student Name	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Neely, Casandra (Username: cneely, User Status: Active)	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>
<input type="checkbox"/>	Amato, Claire (Username: amato, User Status: Active)	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**.

Baraga, Maria (Username: mbaraga, User Status: Active) Go To

Reschedule   Activate   Place On Hold   Archive   Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	English Language Arts	English I (2011)	Active		admin, admin	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>
<input type="checkbox"/>	Elective	Personal Financial Literacy (2011)	Active		admin, admin	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Edit</a>

You can also filter the list to see only the enrollment information for one student, by typing the name of a single student into the **Student** textbox. ((As you type, a list of students whose name begins with those letters appears. You can continue typing or select from the displayed list.) You can continue typing or select from the displayed list.

If you only want to see who is enrolled in a specific subject or course, use the drop-down menus beside **Subject** and/or **Course** to make your selection.

You can also narrow the list displayed by choosing only enrolled or non-enrolled students or by selecting a specific term. Just click the circle beside your choice. Once you make your filtering choice(s), be sure to click **Search** to see the list appear below the **Filter/Search** box.

The buttons and links in the displayed lists work as described on the previous pages no matter what filter or search you use.



## Gradebook

There are two tabs in your **Gradebook**:

- **Grading** – enables you to keep track of how your students are progressing through their assigned course(s).
- **Action Required** – permits you to directly access any assignment needing your attention with a single click.

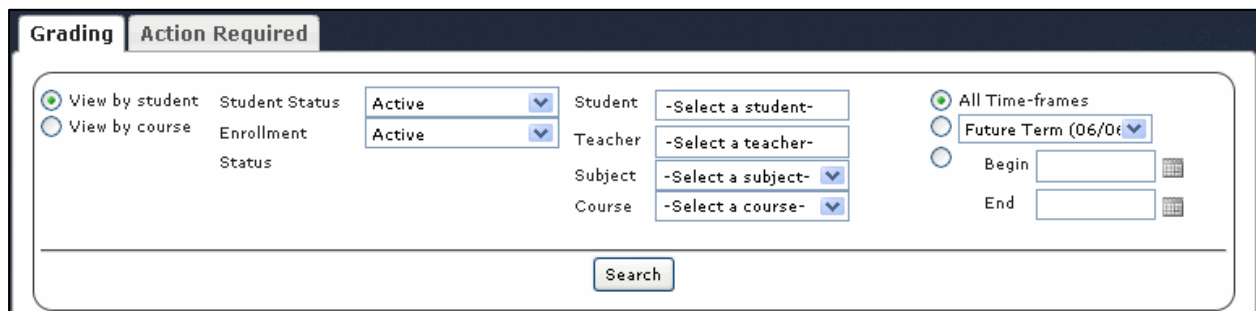
We'll walk through the features and functions of both pages, beginning with the **Grading** page.

A few points about grading first:

- Students and teachers see the current score of assignments with manually graded problems (assignments in the “completed” status).
- If essay type questions are left blank, they are automatically graded zero.
- If the application determines the student has no chance of achieving a passing score, even if all manually graded questions receive a 100%, the lesson is automatically reassigned to the student.
- The assignment is not sent to the teacher for grading until either the student has achieved the pass threshold or the maximum number of attempts is reached.
- If the student leaves all essay questions blank, the teacher receives a “Blank Essay Notification” instead of a request for Manual Grading.

## Grading

The box at the top of the **Grading** tab page is a **SEARCH** box. Use this feature to filter your course or student list. You can then choose to narrow your list by selecting only one student, only one teacher, a single subject, a single course within a subject, or some combination of these choices. (You must choose a **Subject** before you can choose a single **Course**.) Additionally, you can choose to view a selected term or identify a specific range of dates (**Begin** and **End**).



You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name. In the example below, I selected one subject and one course.

In addition to the student name, you see the date the student started the course and the date they are to be finished with all course work. There is a bar chart to quickly see student progress through the coursework and finally the current score for all completed work in the course.

Essentials of Business (2011)						
Student Name	Enrollment Status	Start	End	Progress	Score	Go To
+ Neely, Casandra (Active)	Active	8/16/2011	5/24/2012	10%	79.5	
+ Carter, Zoe (Active)	Active	7/13/2011	5/27/2011	10%	83.8	
+ Gonzales, Carlos (Active)	Active	8/16/2011	5/24/2012	5%	98	
+ Isley, Ryan (Active)	Active	8/16/2011	5/24/2012	15%	89.5	
+ Dent, Julie (Active)	Active	8/16/2011	5/24/2012	7%	89.3	
+ Zahner, Suzanna (Active)	Active	8/16/2011	5/24/2012	17%	80.7	

Notice the **+** in the first column. Click this to expand a list of all unit titles for this course below a student's name. The far right column displays the student's current composite score for this entire unit.

You can skip an entire unit that has not been started. To skip an entire unit, click to place a checkmark in the unit to be skipped. All assignments in this unit show a status of "Skipped", when the unit is expanded. (See second example below.) You can also skip individual assignments as discussed on page 27.

#	Unit Title	Skipped	Start	Complete	Progress	Score
+ 1	THE ORIGINS OF U.S. INVOLVEMENT	<input type="checkbox"/>	2/20/2012		100%	90.6
+ 2	FROM MILITARY ADVISORS TO COME	<input type="checkbox"/>	2/21/2012		13%	97.5
+ 3	A NATION DIVIDED BY WAR	<input type="checkbox"/>			0%	0
+ 4	ACHIEVING PEACE WITH HONOR	<input type="checkbox"/>			0%	0
+ 5	THE LEGACY OF VIETNAM	<input type="checkbox"/>			0%	0
+ 6	COURSE REVIEW AND EXAM	<input type="checkbox"/>			0%	0

Click the **+** beside any unit title to expand the unit and see all assignments in that unit. At this level you see additional information:

- Assignment **Type**
- Assignment **Status**
- **Blocked** indicator
- **Due** date for the assignment
- Number of times the student has tried to successfully complete the assignment (**Attempts**)
- Assignment **Score**



## Teacher User Guide

Course Name	Enrollment Status	Start	End	Progress	Score																																																																																													
- Earth Science (2011)	Active	6/6/2011	12/8/2012	<input type="text"/> 2%	93.4																																																																																													
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## Teacher User Guide

Notice that in the unit skipped for this student, all assignments show a status of “Skipped”.


- 2 HISTORY OF THE EARTH		<input checked="" type="checkbox"/>					0%	0
Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
LESSON	1. Determining Earth's Age	Skipped	<input type="checkbox"/>				0	0
LESSON	2. Relative Dating	Skipped	<input type="checkbox"/>				0	0
PROJECT	3. Project: Relative Dating	Skipped	<input type="checkbox"/>				0	0
LESSON	4. Absolute Dating	Skipped	<input type="checkbox"/>				0	0
QUIZ	5. Quiz 1: History of Life on Earth	Skipped	<input type="checkbox"/>				0	0
LESSON	6. Geologic Time	Skipped	<input type="checkbox"/>				0	0
PROJECT	7. Project: The Clock of Eons	Skipped	<input type="checkbox"/>				0	0
LESSON	8. Mass Extinctions	Skipped	<input type="checkbox"/>				0	0
PROJECT	9. Project: Before, During, and After	Skipped	<input type="checkbox"/>				0	0
LESSON	10. Paleoclimatic Changes	Skipped	<input type="checkbox"/>				0	0
PROJECT	11. Project: Greenhouse Effect	Skipped	<input type="checkbox"/>				0	0
QUIZ	12. Quiz 2: Study of Earth's History	Skipped	<input type="checkbox"/>				0	0
PROJECT	13. Special Project	Skipped	<input type="checkbox"/>				0	0
LESSON	14. Review	Skipped	<input type="checkbox"/>				0	0
TEST	15. Test	Skipped	<input type="checkbox"/>				0	0
TEST	16. Alternate Test	Skipped	<input type="checkbox"/>				0	0
REFERENC	17. Glossary and Credits	Skipped	<input type="checkbox"/>				0	0



At this **Assignment** level, you see:

- **Assignment Type** – options included: lesson, project, quiz or test
- **Assignment Title**
- **Status** – these are automatically assigned by the system. You can change them as necessary to meet your needs. Options include:
  - **Not Started** – status given to all assignments the student has in queue to work on
  - **Assigned** – status for currently assigned work
  - **Skipped** – status for assignments you or the application chose not to assign to the student. If you want to assign a skipped assignment, you must first change the status to “Not Started”, and then change it to “Assigned”.
  - **Completed** – status given to assignments the student has submitted as finished, but having teacher-graded problems. Once you or the teacher completes all grading tasks for the assignment, the status is automatically changed to **Graded**. If you want the student to redo the assignment, you can change the status to “Assigned”.
  - **Graded** - status for all assignments submitted by the student as complete having no teacher graded problems. If you want the student to redo the assignment, you can change the status to “Assigned”.
- **Blocked** – if this box has a checkmark, the assignment is blocked, preventing the student from continuing in this subject until you or the teacher removes the block. Click the box to remove the checkmark to unblock the assignment. Alternately, if you want to block an assignment, not currently blocked, click the box to add the checkmark.

**NOTE:** If you block an already posted assignment, the student CANNOT view the completed, posted assignment, but CAN move forward to future assignments in the course.
- **Due Date** – shows the date the assignment should be completed by the student
- **Completed Date** – Once the assignment has been fully completed
- **Attempt** – counter showing the number of times the student tried to successfully complete the assignment. If the student has reached the maximum number of attempts allowed, you see “max” after the number, for example 3/max.
- **Score** – percentage score the student has achieved on the most current attempt on the assignment

To collapse the assignment and/or unit views, returning to the student list, click the  to the left of the unit title or student name.

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**. When you choose to view by student you have the same options detailed above (View by Course), it just displays information under either the selected student or each student in a course. For example, on the next page is a picture of what you see if you select a single student:





If you choose to view an entire course by student, you see a screen similar to this:

1 Goto Page 1 of 1 Go

Results: 1 to 6 of 6

**Carter, Zoe (Username: carter, User Status: Active)** Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	7/13/2011	5/27/2011	10%	83.8

**Dent, Julie (Username: dent, User Status: Active)** Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	7%	89.3

**Gonzales, Carlos (Username: cgonzales, User Status: Active)** Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	5%	98

**Isley, Ryan (Username: isley, User Status: Active)** Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	15%	89.5

**Neely, Casandra (Username: cneely, User Status: Active)** Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	10%	79.5

**Zahner, Suzanna (Username: szahner, User Status: Active)** Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	17%	80.7

1 Goto Page 1 of 1 Go

Results: 1 to 6 of 6

In all views, the course can be expanded to display the unit and assignment views.

Now, let's go to the next page and take a look at the **Action Required** tab.

### Action Required

The **Action Required** tab provides a list of all assignments requiring manual grading, and any assignments where a student has submitted a request for help. In the **Type** column you see either "Manual Grading" or "help Requested".

Just like other pages in the application, you can filter the list by typing into the textboxes below the column headings (**Student, Subject, Course, Unit, or Assignment**). Begin typing and a list of choices appears. You can continue typing to filter further or select one of the displayed items.

Grading		Action Required						
Unread		Mark Unread		Mark Read				
<input type="checkbox"/>	Student	Subject	Course	Unit	Assignment	Type	Event Date	Actions
<input type="checkbox"/>	* Claire Amato	Elective	Civil War	THE PRE-WAR YEARS	Quiz 2: Comprom	UNLOCK_QUIZ	8/25/2011 6:03	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Claire Amato	Elective	Civil War	THE PRE-WAR YEARS	Political Comprom	MANUAL_GRAD	18/17/2011 10:50	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Luis Baraga	Elective	Vietnam Era	THE ORIGINS OF	Essay: The U.S. F	HELP_REQUEST	7/19/2011 8:24	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Zachery Ellis	Elective	20th Century Am	COMING OF AGE	Entering the Indu	MANUAL_GRAD	15/2/2011 11:18	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Susan Jacobs	Elective	Civil War	THE PRE-WAR YEARS	Project: The Art c	MANUAL_GRAD	15/2/2011 11:22	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Emma Morton	Elective	Civil War	THE PRE-WAR YEARS	Project: Comparir	MANUAL_GRAD	17/19/2011 8:25	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Emma Morton	Elective	Civil War	THE PRE-WAR YEARS	Project: The Art c	HELP_REQUEST	7/19/2011 8:29	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Kari Schulz	Elective	Vietnam Era	THE ORIGINS OF	French Indochina	MANUAL_GRAD	15/2/2011 11:25	<a href="#">View Lesson</a>

Page 1 of 1 10 View 1 - 8 of 8

There are four types of actions you see listed on this page, “Manual Grading” tasks, “Help Requests”, “Blocked/Failed Attempt” and a request to “Unlock” a quiz or test. These are the same items you see in the **Actions** block on your **Home** page. Once you select **Mark Read** for a “Blocked/Failed Attempt” item, it is removed from the **Actions** block on your **Home** page.

### Unlock Quiz or Test Feature

If you are sure you want to unlock the quiz or test for the student, click the link in the Actions block on your Home page to immediately unlock it. If you want to view the quiz or test before unlocking it, click **View Lesson** from this page first, then go to your **Home** page to unlock it.

Tasks can be filtered by selecting **Read** or **Unread** items. The default is to display **Unread** items.

The box in the far left column is a selection checkbox. If you want to mark an item or group of items on the Unread list as read, click the checkbox beside each item to change, and then click the **Mark Read** button. You can use this same functionality to mark read items as unread.

The **Actions** column on the far right-hand side of the page provides a link, **View Lesson** directly into the first question in the assignment. You can then click through the questions in each section, either by clicking the individual question number buttons or by clicking the **Next** and **Previous** buttons. If there are multiple sections in the lesson, click **Next Section** to move to the next section. To go back to a previous section, click the section tab.

To see the lesson material, click **Show Lesson**. The question appears at the bottom of the lesson. Once you click **Show Lesson**, it toggles to read **Hide Lesson**. Click this to return to viewing only the questions. There is an asterisk beside the question number you need to

grade, like this:



Show Lesson Reference Teacher Notes Translate... Speak... Print Attempt: 1 of 10

Student: Claire Amato  
 Course: Civil War  
 Unit: 1. THE PRE-WAR YEARS  
 Assignment: 11. Abolition and John Brown

Status: Completed Assignment Score: 0.0 [Update Score](#)

Actions [Assign](#) [Skip](#)

Section 1

Previous 1 2 3 4 5 6 7 8 9\* Next



The screenshot shows the OdysseyWare interface for grading a question. At the top, there is a navigation menu with 'Go To' and a dropdown menu. Below that, student information is displayed: Student: Luis Baraga, Course: Vietnam Era, Unit: 1. THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM, and Assignment: 4. French Indochina. The question editor shows 'Question #6 Paragraph' with a 'Points Received' box set to 7 and an 'Update' button. The 'Answer Key' section contains a paragraph about social inequalities in Vietnam. At the bottom, there is an 'Upload Answer File' section with a 'Browse...' button and 'Upload' and 'Delete' buttons. Yellow callouts with numbers 1, 2, 3, #, &, and \* point to these specific UI elements.

To grade the question:

1. Enter the number of points out of the total possible in the **Points Received:** box
2. Click the **Update** button to the right of the **Points Received** box to save the points and score the question. To see the updated score reflected for the entire assignment, you must refresh your screen.
3. Click the **Go To** button at the top of the screen and select where you want to go.

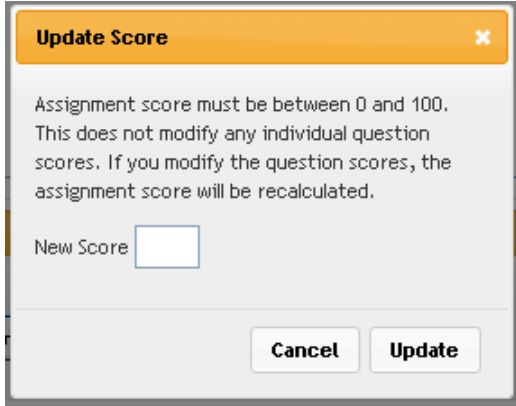
To change an existing score, do the same thing. (The assignment status must be either "Completed" or "Graded" to change a score)

1. Just type over the number of points in the **Points Received:** box
2. Click **Update**. The percentage beside the **Update** button automatically changes as do the assignment, unit, and course grades.
3. Click the **Go To** button at the top of the screen and select where you want to go.

The screenshot shows the OdysseyWare interface for grading a question. At the top, there is a navigation menu with 'Go To' and a dropdown menu. Below that, student information is displayed: Student: Luis Baraga, Course: Vietnam Era, Unit: 1. THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM, and Assignment: 4. French Indochina. The question editor shows 'Question #17 Paragraph' with a 'Points Received' box set to 0 and an 'Update' button. The 'Answer Key' section contains a paragraph about social inequalities in Vietnam. At the bottom, there is an 'Upload Answer File' section with a 'Browse...' button and 'Upload' and 'Delete' buttons. Yellow callouts with numbers 1, 2, 3, #, &, and \* point to these specific UI elements.

If the student created a file containing the answer to the problem, click the **Browse** button in the **Upload Answer File** section and select the file.

The screenshot shows the 'Upload Answer File' section of the OdysseyWare interface. It displays the maximum file size (10MB) and the accepted file types (csv, doc, docx, docm, docx, jpeg, jpg, ppt, pptx, txt, rtf, docx). The 'File' field is currently empty, and the 'Actions' section includes 'Browse...', 'Upload', and 'Delete' buttons.

<p># - The <b>Update</b> button, on the top assignment score bar, allows you to change the score for the entire assignment without changing individual question scores. Click the button to open the <b>Update Score</b> window. Enter the new <b>Score</b> and click <b>Update</b>. The score you just gave the assignment appears as the assignment score.</p>	
<p>* The <b>Attempts</b> counter lets you know how many times the student has attempted to complete this lesson successfully. The student sees the same counter.</p>	
<p>&amp; - Use these buttons to <b>Assign</b> or <b>Skip</b> the question</p>	

## Courses

Let's take a look at what you see when you click the **Courses** tab. First, you notice three sub-tabs on the left side of the page, **Courses**, **Custom Courses**, and **Custom Projects**.



Below these sub-tabs you see the **Courses** list (**Courses** sub-tab page). This initial display shows you only the standard ODYSSEYWARE course listing. To the right-hand side of this page you see a series of buttons. The first four, **All**, **All Standard**, **Custom**, and **My Custom** are filter buttons.

Once your school has created multiple custom courses, it may be simpler to view only a subset of all of the available courses. Use these buttons to filter what is displayed. The last button on the far right, **Create Course** enables you to create your own custom course. We'll take a look at that functionality shortly.

There are two different types of courses available in ODYSSEYWARE, Standard courses and Custom courses. Standard courses are the default courses you automatically get with you purchase ODYSSEYWARE. Custom courses are those you create, either by recombining assignments from existing standard courses, by creating custom projects and developing a course based only on those, or some combination of pulling in existing assignments and adding custom projects. We will discuss how this is done beginning on page 38.

Courses						view:	All	All Standard	Custom	My Custom	Create Course
Subject	Course	Author	Enrollable	Edit Permissions	Actions						

The grid course listing (shown above) displays these headings; **Subject**, **Course**, **Author**, **Enrollable**, **Edit Permissions**, and **Actions**.

**Subject** – Math, Science, Elective, etc.



**Course** – Name of the actual course in the subject, Physical Fitness, Science 700, etc.

**Edition** – Year the course was created

**Author** – If this is a standard course, you see N/A. If this is a custom course, you see either admin, admin or the name of the teacher who created the course.

**Enrollable** – if this course is ready to have student enrolled, a green checkmark appears in the box in this column.

**Edit Permissions** – one of three choices displays;

**Read-only** – box is grayed-out, as these are standard courses

**Admin-only** – a custom course that only the admin can edit.

**Admin-teachers** – a custom course the admin and all teachers can edit.

**Actions** – contains links to actions available for this course. Possible choices include:

**Preview** – applies to all courses. Click to open the course and preview a list of the units in the course, and the list of assignments in each unit. You can also click an assignment to open it and view the presentation and questions in preview mode.

**Copy** – allows you to make a copy of a course

The above 2 actions are the only ones available for standard courses. Custom courses offer two additional actions:

**Edit** – permits you to open the custom course and make edits to it.

**Delete** – allows you to delete a custom course.

Subject	Course	Edition	Author	Enrollable	Edit Permissions	Actions
Elective	Technology and Research	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy
Elective	Trigonometry	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy
Elective	Twentieth Century American H	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy
Elective	Vietnam Era	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy
Elective	World Geography	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy
English Language	English I	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy

Notice the small arrow beside the **Subject** column heading? This tells you the list is sorted by that column and since the darker arrow head faces up, I know it is in ascending order. If the lower arrow head was darker, more prominent, I would know the list was sorted in descending order. Click once to change the sort order. This list can also be sorted by **Course**. Simply click the **Course** column heading once to sort it in ascending order, click it a second time to change to descending order.

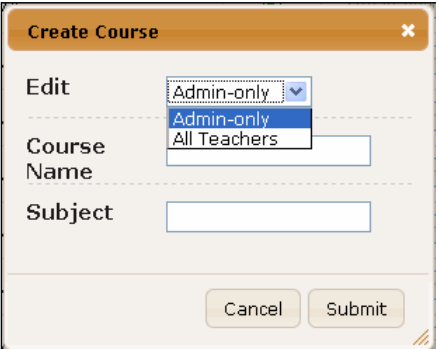
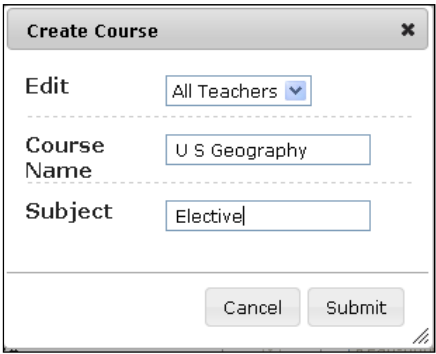
At the bottom of the page you see the page number information:

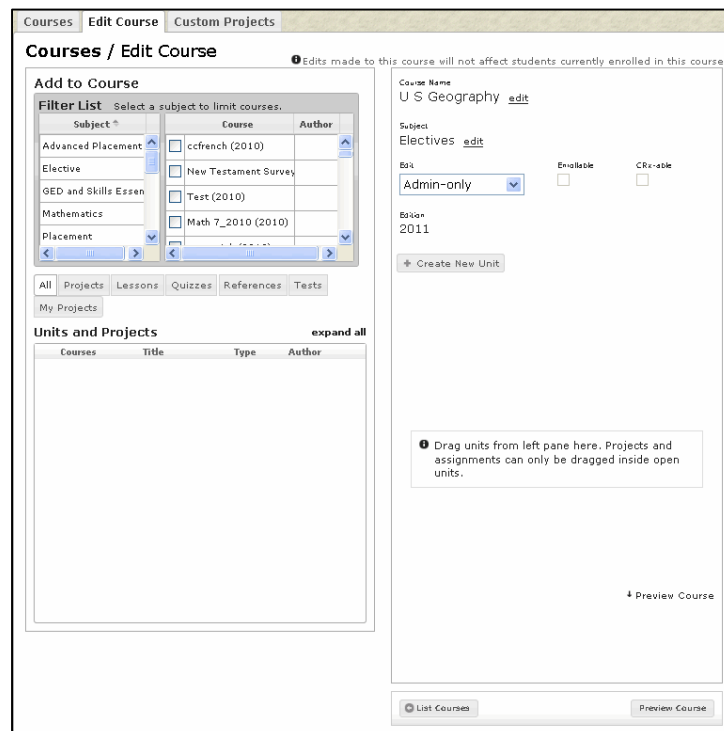
Page 2 of 4 View 26 - 50 of 96

You can use the drop-down arrow to increase the number of items displayed per page. Choices include 25, 50, or 75 for this page. To the far right you see which items are being displayed out of the total items available.

### Custom Course / Create Course

You can create a custom course by clicking the **Custom Courses** sub-tab or the **Create Course** button on the far right at the top of the grid. Clicking either one opens the **Create Course** window.

<p>Use the <b>Edit</b> drop-down menu to select who can edit this course, <b>Admin-only</b> or <b>All Teachers</b>.</p>	
<p>Type the <b>Course Name</b> in the associated textbox.</p>	
<p>Type the <b>Subject</b> in the associated textbox.</p>	
<p>Click the <b>Submit</b> button to save the information or the <b>Cancel</b> button to return to the <b>Courses</b> page, discarding any entries you have made on this window.</p>	
<p>Once you have entered the course identifier information, you see the <b>Edit Course</b> page. (Notice the “Custom Course” sub-tab is now the “Edit Course” sub-tab.) This is where you drag units and/or assignments from existing courses into the custom course you want to create. (See example below.)</p>	



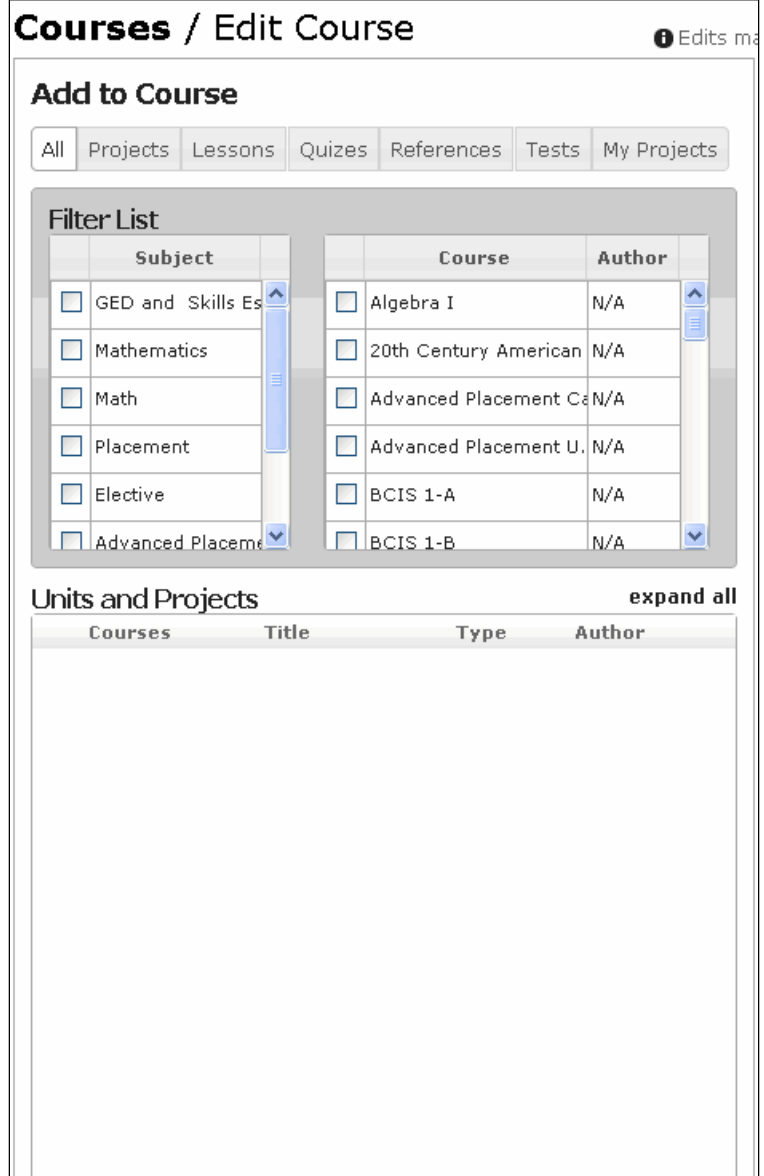
Let's take a look at every section of this page, beginning with the left column, **Add to Course**.

Notice the row immediately below "Add to Course". This series of buttons allows you to filter the display in the bottom panel (**Units and Projects**) by assignment type. Select the type of assignment you want to drag into your custom course by clicking the button.

To further narrow your choices, click one or more courses displayed in the **Course** panel to the right of the **Subject** column.

All of the units for the selected subjects and courses display, along with any custom projects you have created in those subjects in the **Units and Projects** panel.

Once you click a subject or course in the **Filter List**, the units and custom projects display. Click **expand all** on the right side of Units and Projects to open all units and display the assignment titles. You can also the arrow to the left of each unit to display only one unit at a time.



**Courses / Edit Course** Edits ma

**Add to Course**

All Projects Lessons Quizzes References Tests My Projects

**Filter List**

Subject	Course	Author
<input type="checkbox"/> GED and Skills Es	<input type="checkbox"/> Algebra I	N/A
<input type="checkbox"/> Mathematics	<input type="checkbox"/> 20th Century American	N/A
<input type="checkbox"/> Math	<input type="checkbox"/> Advanced Placement C	N/A
<input type="checkbox"/> Placement	<input type="checkbox"/> Advanced Placement U.	N/A
<input type="checkbox"/> Elective	<input type="checkbox"/> BCIS 1-A	N/A
<input type="checkbox"/> Advanced Placeme	<input type="checkbox"/> BCIS 1-B	N/A

**Units and Projects** expand all

Courses	Title	Type	Author



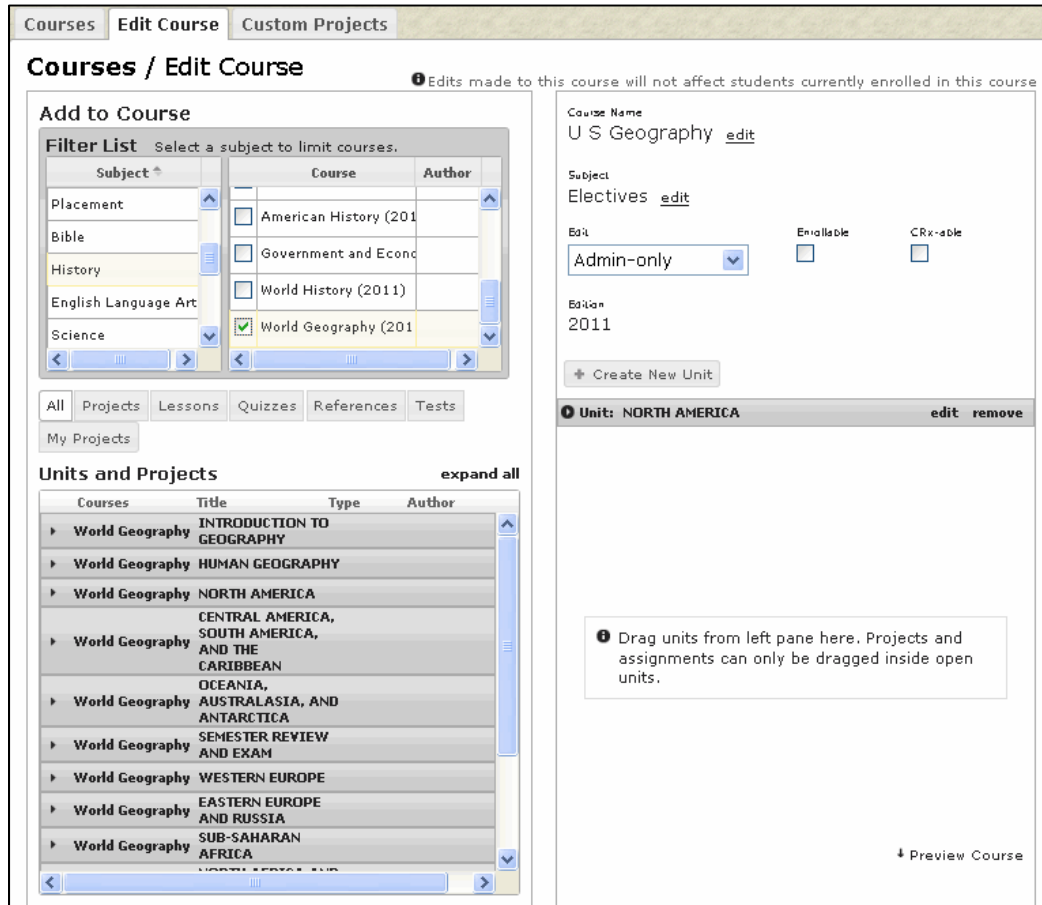
**Units and Projects** expand all

Courses	Title	Type	Author
▶ 20th Century American History	COMING OF AGE		N/A

Once you have populated the **Units and Projects** section with units and assignments you want in your custom course, you are ready to begin creating the course. You use the course information in the left column to create your custom course in the right column.


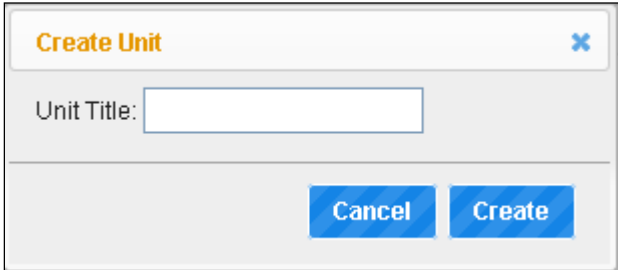
If you want to use an entire unit, simply click the unit you want to use and holding your mouse button down, drag it from the **Units and Projects** panel to the right side of the screen, below the **Create New Unit** button, .





I just moved the unit “North America” from the **Units and Projects** panel in the left column over to my new custom course, U S Geography in the right column. To use individual assignments from a unit, you must first decide what unit the assignments will be in. All assignments **MUST** be in a unit. If you want to drag an assignment into an existing unit, be sure the unit on the right side is expanded as well as the unit folder in the **Units and Projects** panel and drag the individual assignment as you did the entire unit.

If you want to put the assignment into a new unit, you must first create the unit. To do this:

<p>Click the <b>Create New Unit</b> button </p>	
<p>Enter the name of the unit in the <b>Unit Title</b> textbox.</p>	
<p>Click <b>Create</b>.</p>	

I created a new unit, “Geographic Tools” and moved two assignments into that unit, by clicking and dragging them from the **Units and Projects** panel into my new unit. I then decided to make the new unit the first unit in the course, so I drug it above the unit, “North America” that was in that position.



I can drag custom projects in the same way I did the individual assignments. Just remember all assignments can only be placed in an open unit, even custom projects.

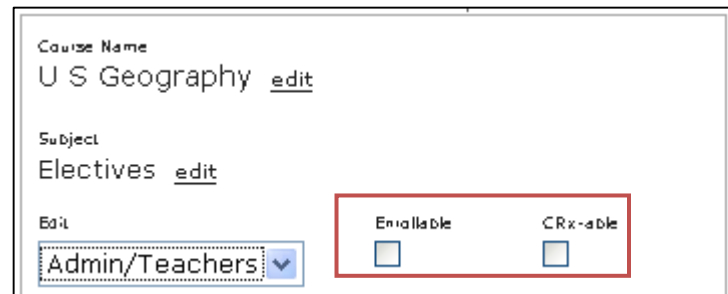
Once you have added all of the units and assignments to the custom course, you can rearrange assignments within a unit by clicking and dragging them. You can also move units into a different order in the same way.

Click **edit** beside a unit name to change the title of the unit. Click **remove** beside a unit or assignment if you decide you want to remove that unit or assignment.

Before you finish, you have the option of previewing either an individual assignment or the entire course. To preview an individual assignment, click the **preview** link beside the assignment title you want to preview. To preview an entire course, click the **Preview Course** at the bottom of the right hand column.

If you are ready to make the course available for enrollment, click the checkbox below **Enrollable** at the top of the right column

If you want to be able to assign this course in CRx mode, click the checkbox below **CRx-able**.

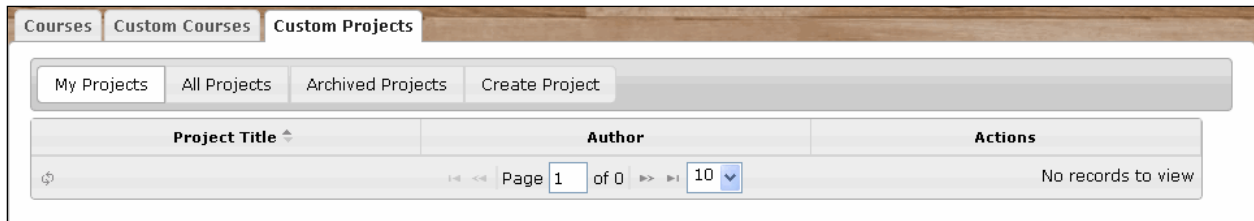


**NOTE:** If you want to make the course **CRx-able**, be sure to check the **Enrollable** box first!

Click either the **Courses** sub-tab or the **List Courses** button (  ) to return to the **Course** page.

## Custom Projects

Let's take a look at the **Custom Projects** page. This is what you see the first time you open it.

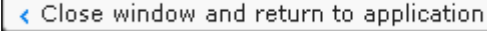


The four buttons below the sub-tabs are:

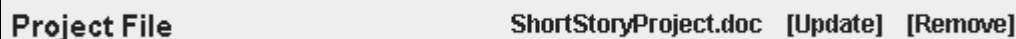
- **My Projects** – displays a list of the projects you created
- **All Projects** – displays a list of all custom projects created by the admin and teachers in your school
- **Archived Projects** – displays a list of any projects you or another admin or teacher in your school moved to the archive status
- **Create Project** – click here to start working on a new custom project

Below these buttons is the area where you will see the project list you selected using the buttons. The three columns in this list are the **Project Title** (the list is sorted ascending by this column as a default. You can rearrange the list by clicking either the up/down arrow to the right of the column heading or by clicking “Author”). The second column is **Author**. This tells you who created the project. **Actions** is the last column. Your choices here are:

- **Preview** – allows you to see the project the way your student will see it (along with the options you selected for status, title, edit permission and possible points). When you view the project in preview mode, a button appears in the top banner of the page so you can close the project and return to the **Custom**

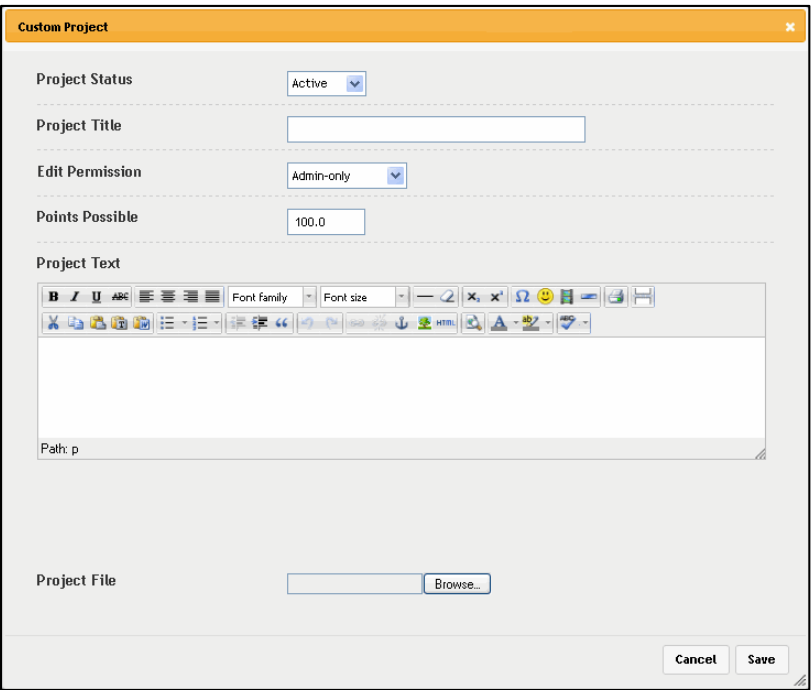
**Projects** page, 

- **Edit** – permits you to make changes to the project. Once you upload a file and save the project, you can update or remove the file in edit mode using the **[Update]** **[Remove]** on the **Project File** line.









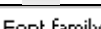
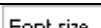































- **Copy** – enables you to make an exact copy of the project. This is handy when you need to create similar projects... saves some typing!
- **Archive** – lets you change the status of the project with a single click.

Let's start by clicking **Create Project**.

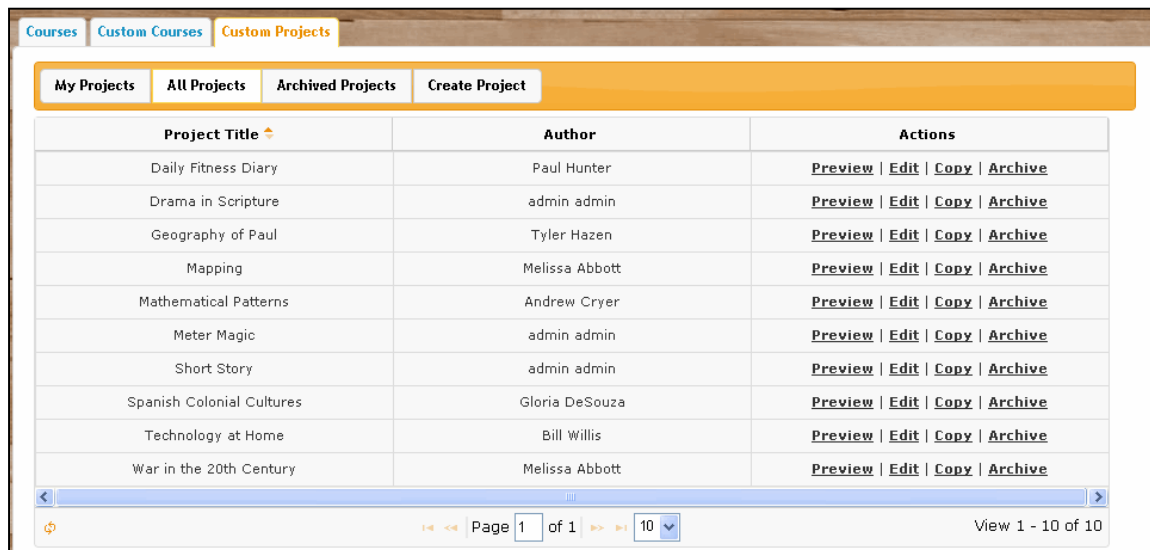
<p><b>Project Status:</b> <b>Active</b> (default) or <b>Archived</b> – Use the drop-down menu to choose.</p>	
<p><b>Project Title:</b> Type the title you want to give this project into the textbox.</p>	
<p><b>Edit Permission:</b> Use this drop-down menu to select who can edit this project, <b>All Admin</b> or <b>All Teachers</b></p>	
<p><b>Points Possible:</b> Enter the number of points available for the student to earn on this project. 100 is the default.</p>	
<p><b>Project Text:</b> Enter student instructions for the project in the white space below the format bar. This is what the student sees when they open the project. There are a number of formatting options available to you as you enter the instructions for this project. See the chart below for further explanation of the options available. You can also copy a URL into this box, if you wish.</p>	
<p><b>Project File:</b> If you prefer to use a template or already have a file with project instructions, click the <b>Browse...</b> button to locate, select and upload the file to the system.</p> <p>If you choose to upload a file, you might want to put an instruction into the <b>Project Text</b> area advising the student to be sure to click the <b>Download Project Details</b> button, which will appear above the <b>Project Text</b> area if you use a file.</p> <p>You can have your student upload a file to complete the project.</p>	
<p>Click <b>Save</b> to retain your work or <b>Cancel</b> to return to the <b>Custom Projects</b> page discarding the work.</p>	

## Text Format Options

ICON	ICON DESCRIPTION
	Bolds highlighted text
	Italicizes highlighted text
	Underlines highlighted text
	Allows you to strike through highlighted text
	Aligns text to the left margin
	Centers text
	Aligns text to the right margin
	Justifies text across the line
	Drop-down menu to select the font style
	Drop-down menu to select the font size
	Inserts a horizontal ruler
	Removes all formatting
	Makes selected text subscript
	Makes selected text superscript
	Insert a special character
	Add an emoticon
	Lets you insert or edit embedded media
	Horizontal Rule
	Print a copy of your assignment
	Insert a page break
	Cut an item
	Copy a selected item
	Paste an item
	Paste an item as plain text
	Paste an item from MS Word
	Lets you create a bulleted list
	Creates a numbered list
	Allows you to indent text, one to the left, one to the right

	Enables use of block quotes
	Undo and Redo
	Insert or edit a link
	Unlink highlighted item
	Insert or edit an anchor
	Insert an image
	Allows editing of HTML
	Lets you preview the assignment
	Select color for highlighted text
	Select a background color
	Spell Checker

Once you have created a custom project they appear in the grid on the **Custom Projects** page. The default display is **My Projects**. If you want to see every project created in your school's installation, click **All Projects**.



The screenshot shows the 'Custom Projects' page with a navigation bar at the top containing 'Courses', 'Custom Courses', and 'Custom Projects'. Below this is a sub-navigation bar with 'My Projects', 'All Projects', 'Archived Projects', and 'Create Project'. The main content is a table with the following data:

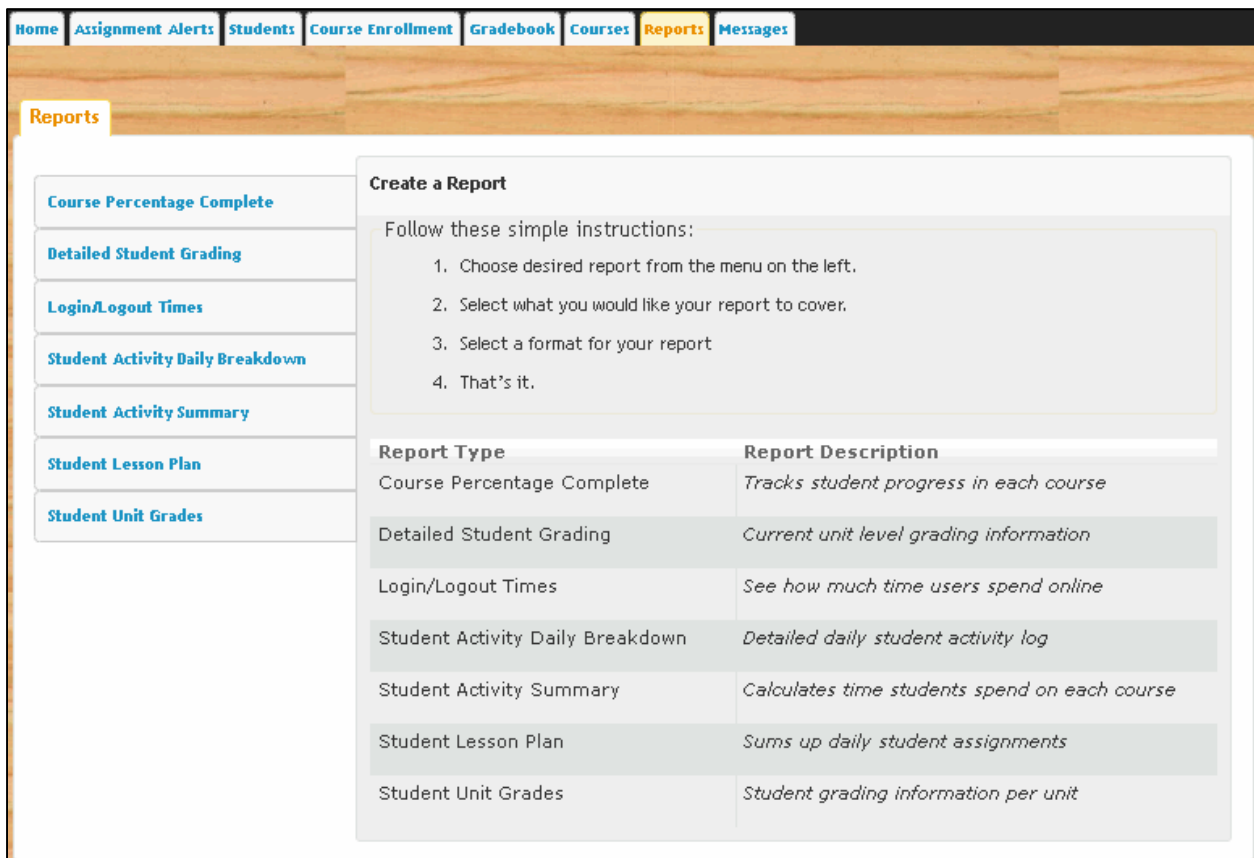
Project Title	Author	Actions
Daily Fitness Diary	Paul Hunter	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Drama in Scripture	admin admin	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Geography of Paul	Tyler Hazen	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Mapping	Melissa Abbott	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Mathematical Patterns	Andrew Cryer	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Meter Magic	admin admin	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Short Story	admin admin	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Spanish Colonial Cultures	Gloria DeSouza	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Technology at Home	Bill Willis	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
War in the 20th Century	Melissa Abbott	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1' and 'View 1 - 10 of 10'.

## Reports

ODYSSEYWARE provides a variety of reports to help you manage and track student activity and progress. (See examples of reports in **Appendix A** beginning on page 52.)

- **Course Percentage Complete** – Enables you to quickly track how far along a student is in one or more assigned courses.
- **Detailed Student Grading** - Shows you current grade information for the student at a unit level.
- **Login/Logout Report** – Provides a list of selected users, their login and logout times, and the duration of each session, for each day during the selected date range.
- **Student Activity Daily Breakdown** – Lists the amount of time students worked on each course by day, along with the total time spent in all selected courses.
- **Student Activity Summary** – shows the total amount of time selected students spent in each course for the date range or selected term, along with the total time spent in all courses.
- **Student Lesson Plan**– provides a breakdown of all assignment(s) for each selected course for a student. Report lists the course, teacher assigned, assignment title, unit, status of assignment due date and completed date if appropriate.
- **Student Unit Grades** – displays the score for each unit by selected course for each student selected. (You have the option to select completed units only. Completed means all assignments (including projects) have been submitted and all items requiring teacher-grading have been scored.) Also displays the course score to date.



The screenshot shows the 'Reports' section of the Odysseyware interface. At the top, there is a navigation bar with links for Home, Assignment Alerts, Students, Course Enrollment, Gradebook, Courses, Reports (highlighted), and Messages. Below this, a 'Reports' tab is active. On the left, a vertical menu lists report types: Course Percentage Complete, Detailed Student Grading, Login/Logout Times, Student Activity Daily Breakdown, Student Activity Summary, Student Lesson Plan, and Student Unit Grades. The main content area is titled 'Create a Report' and includes instructions: 'Follow these simple instructions: 1. Choose desired report from the menu on the left. 2. Select what you would like your report to cover. 3. Select a format for your report. 4. That's it.' Below the instructions is a table with two columns: 'Report Type' and 'Report Description'.

Report Type	Report Description
Course Percentage Complete	Tracks student progress in each course
Detailed Student Grading	Current unit level grading information
Login/Logout Times	See how much time users spend online
Student Activity Daily Breakdown	Detailed daily student activity log
Student Activity Summary	Calculates time students spend on each course
Student Lesson Plan	Sums up daily student assignments
Student Unit Grades	Student grading information per unit



All reports, except the **Login/Logout Report** require you to select the following information:

**Time Period:** You can select any **Term**, or **Start** and **End Dates** you wish to use.

**Users:** There are several ways you can select the people to include on the report. You can sort by **Name, Username, Student ID, Campus, or Status.**

**Enrollments:** Click the **Show/Refresh** button to display all courses for the selected users. Select any **Course, Edition, Student, Teacher, Status, or Reason**

**Report Format:** Use the drop-down menu to select:

- Web- opens a new browser window to display a formatted printable report
- CSV – comma separated file, use Excel or another spreadsheet application to most easily display the data
- PDF – formats a printable report in the same browser window as the application. Be sure to use the **Back** button or arrow on your browser to return to the application. Click **OK** to resend the data when prompted.

Export as: Web CSV PDF

Select Time-frame

Select	Term	Start Date	End Date
<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	2011-2012	02/14/2012	11/30/2012
<input type="checkbox"/>	Spring 2012	02/14/2012	06/20/2012

Record Count: 2

Start Date:  End Date:

Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>	<input type="text"/>				Active <input type="button" value="v"/>
<input type="checkbox"/>	Amato, Claire	amato	N08	A1	Active
<input type="checkbox"/>	Ascencion, Andres	ascencion	S64	A1	Active
<input type="checkbox"/>	Baraga, Luis	baraga	S10	A1	Active
<input type="checkbox"/>	Baraga, Maria	mbaraga	W42	A1	Active
<input type="checkbox"/>	Barela, Alberto	barela	E75	N/A	Active
<input type="checkbox"/>	Begala, Armando	abegala	E73	A1	Active
<input type="checkbox"/>	Begala, Doreen	begala	W41	A1	Active
<input type="checkbox"/>	Bhasran, Siva	bhasarn	E26	A1	Active
<input type="checkbox"/>	Borelli, Christopher	cborelli	S91	A1	Active
<input type="checkbox"/>	Borelli, Seth	borelli	W38	A1	Active
<input type="checkbox"/>	Cameron, Beatrice	cameron	E36	A1	Active
<input type="checkbox"/>	Carlisle, Madeline	carlisle	N54	A1	Active
<input type="checkbox"/>	Conrad, Joya	conrad	S33	N/A	Active

Record Count: 78

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Record Count: 0

As soon as you select the **Report Format**, the report generates in a separate window.



The **Login/Logout Report** requires the following information:

**Time Period:** Enter the **Start Date** and **End Date**.

**Users:** There are several ways you can filter the people to include on the report. You can sort by **Name**, **Username**, **Student ID**, **Campus**, or **Status**. Click the checkbox beside the name of anyone you want included on the report. To select all, click the checkbox at the top of the column.

**Report Format:** Use the drop-down menu to select:

- Web- opens a new browser window to display a formatted printable report
- CSV – comma separated file, use Excel or another spreadsheet application to most easily display the data
- PDF – formats a printable report in the same browser window as the application. Be sure to use the **Back** button or arrow on your browser to return to the application. Click **OK** to resend the data when prompted.

**Export as:** Web CSV PDF

Choose Time-frame
   
 Start Date:  End Date:

Select Users
 

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>	<input type="text"/>				Active <input type="button" value="v"/>
<input type="checkbox"/>	Abbott, Melissa	abbott	N/A	N/A	Active <input type="button" value="v"/>
<input type="checkbox"/>	Carney, Audrey	carney	N/A	N/A	Active <input type="button" value="v"/>
<input type="checkbox"/>	Flores, Loretta	flores	N/A	N/A	Active <input type="button" value="v"/>
<input type="checkbox"/>	Hazen, Tyler	hazen	N/A	N/A	Active <input type="button" value="v"/>
<input type="checkbox"/>	Hunter, Dave	hunter	N/A	N/A	Active <input type="button" value="v"/>
<input type="checkbox"/>	Lisle, Jim	lisle	N/A	N/A	Active <input type="button" value="v"/>
<input type="checkbox"/>	Willis, Bill	willis	N/A	N/A	Active <input type="button" value="v"/>
<i>Record Count: 7</i>					

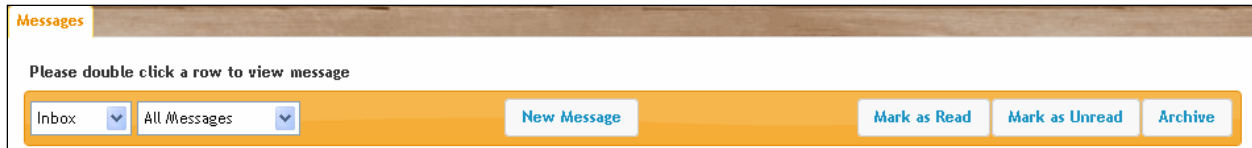
**Export as:** Web CSV PDF

As soon as you select the **Report Format**, the report generates in a separate window.

## Messages

ODYSSEYWARE provides an internal messaging system. Your administrator chooses if it will be used in your installation or not. Your administrator decides if the students and teachers can use it (school level). If the administrator decides to use it, you and the admin can then decide which students can send and or receive messages using it (student level).

When you click the **Messages** tab, your **Inbox** automatically displays. Notice across the top row there are several drop-down menus and buttons.



Let's briefly walk through each.

- **Inbox** – click this drop-down menu to display your **Sent items** or **Archive** items.
- **All Messages** – clicking this drop-down menu allows you to filter your Inbox to display only messages you have already read or ones you have not read yet.
- **New Message** – click this button to open a new message screen
- **Mark as Read** – click the box in the far right column of a row with an unread message and click this button to mark it as read.
- **Mark as Unread** – click the box in the far right column of a row with a message you have read and click this button to mark it as unread.
- **Archive** – click the box in the far right column of a row with a message and click this button to move the message out of your inbox and into the archive folder.

## Inbox

Each message appears in a row of your **Inbox**. (See example on the next page.) To simply read the message, double-click the row containing the above information. Unread messages display in bolded text. Each row offers information about the message. Moving from left to right the columns include:

- **Selection column** – click the checkbox to select the message. Use this column to quickly perform the same action to multiple messages, for example, move several messages to the archive folder.
- **Date:** the date the message was received (Notice the arrowheads to the right of Date? This indicates you can sort your inbox in ascending or descending order based on the date the message was received.)
- **From:** Tells you who sent the message.
- **Subject:** Title of the message sent
- **Preview:** Gives you the first few words of the message.
- **Actions:** Click one of the three links, **Reply**, **Forward**, or **Archive** to handle the message.

Messages					
Please double click a row to view message					
Inbox ▾ All Messages ▾		New Message Mark as Read Mark as Unread Archive			
<input type="checkbox"/>	Date ▾	From	Subject	Preview	Actions
<input type="checkbox"/>	11:39AM	Tanner, Megan	Re:Re:Re:State History Essay	Done - I left it in your box. On 2012-...	<a href="#">Reply</a> <a href="#">Forward</a> <a href="#">Archive</a>
<input type="checkbox"/>	11:37AM	Morton, Emma	Help Needed - Project: The Art of Compromise - Pro Emma Morton: ok, thanks		<a href="#">Forward</a> <a href="#">Archive</a> <a href="#">View Lesson</a>
<input type="checkbox"/>	08:52AM	admin, admin	Staff Development Day - April		<a href="#">Reply</a> <a href="#">Forward</a> <a href="#">Archive</a>
<input type="checkbox"/>	07/19/2011	Lisle, Jim	Service Hours Project Schedule		<a href="#">Reply</a> <a href="#">Forward</a> <a href="#">Archive</a>

Once you have dealt with a message, it is a good idea to either click the **Archive** link on the same line as the message, or click the checkbox in the first column and click the **Archive** button to move it out of your **Inbox** and into the **Archive**.

## Archived

Just as with the **Inbox**, each message is on a separate row. The columns are the same, the two differences are:

1. The last link in the **Actions** column allows you to move the message back to the **Inbox**
2. The **Move to Archive** button is now **Move to Inbox**.

## Sent

Again, as with the **Inbox**, each message appears on a separate row. The columns are the same. There are a few differences:

1. The only link in the **Actions** column allows you to forward the message to someone else within the system.
2. **New Message** is the only button available.



### Help Request Messages

Messages sent by students from within an assignment have “Help Needed” in the **Subject** and give you a link in the **Actions** column to go directly to the problem in the assignment. These messages also appear in **New Messages** on your **Home** page, the **Help Messages** section of the **Actions** area on your **Home** page, and on the **Action Required** tab of your **Gradebook**, where the **Type** column says “Help Requested”.

<input type="checkbox"/>	● 7/19/2011	Morton, Emma	Help Needed - Project: The Art of Compromis	Emma Morton: Do I ha	<a href="#">Forward</a>   <a href="#">View Lesson</a>   <a href="#">Archive</a>
<input type="checkbox"/>	● 7/19/2011	Baraga, Luis	Help Needed - Essay: The U.S. Policy for Viet	Luis Baraga: I am kind	<a href="#">Forward</a>   <a href="#">View Lesson</a>   <a href="#">Archive</a>



## Appendix A – Report Examples

### Course Percentage Complete

<b>Odyssey Academy</b> <b>Course Percentage Complete Report</b>				
Report Start Date:	Jul 18, 2011			
Report End Date:	May 24, 2012		Date	Feb 20, 2012
Neely, Casandra [cneely, A1, W10]				
Current Score	Course Title	Total Assignments	Assignments	Course Completed %
94.6	Civil War(2011)	83	4	4.8
79.5	Essentials of Business(2011)	41	4	9.8
92.1	Earth Science(2011)	168	2	1.2
95.8	English II(2011)	178	3	1.7

### Detailed Student Grading

<b>Odyssey Academy</b> <b>Detailed Student Grading Report</b>						
Report Start Date:	Jul 18, 2011					
Report End Date:	May 24, 2012		Date Retrieved:	Feb 20, 2012		
Neely, Casandra [cneely, A1, W10]						
Course Name : English II (2011)						
Unit	Type	Assignment	Started *	Completed *	Time(h:m)	Score
1	LESSON	2. Language in Motion: Vocabulary	07/18/2011 03:33 pm	07/18/2011 03:44 pm	00:12	97.50
1	LESSON	3. Language in Motion: Word Meaning	07/18/2011 03:45 pm	07/18/2011 03:52 pm	00:07	90.00
1	LESSON	4. Language in Motion: Etymology	07/20/2011 11:01 am	07/20/2011 11:45 am	00:44	100.00
U					Unit Score:	95.80
C					Course Score:	95.80
* All Dates and Times are MST						



# Login/Logout Report

Odyssey Academy			
<b>Login/Logout Times Report</b>			
Report Start	Feb 20, 2012		
Report End Date:	Feb 21, 2012	Date Retrieved:	Feb 21, 2012
<b>Torres, Esmie [torres ]</b>			
Date	Login Time (MST)	Logout Time (MST)	Session Duration
02/20/2012	9:13:51 AM	10:16:05 AM	01:02:14
02/20/2012	11:00:59 AM	11:35:39 AM	00:34:39
02/20/2012	11:41:09 AM	12:21:26 PM	00:40:16
02/20/2012	12:32:16 PM	1:05:00 PM	00:32:43
02/20/2012	1:32:58 PM	1:49:04 PM	00:16:06
02/20/2012	1:52:11 PM	2:49:09 PM	00:56:58
Total Time:			04:02:59
02/21/2012	8:07:49 AM	10:32:20 AM	02:24:31
02/21/2012	11:42:51 AM	12:09:45 PM	00:26:54
02/21/2012	1:48:57 PM	2:57:36 PM	01:08:38
Total Time:			04:00:03
Total Duration:			08:03:03



### Student Activity Daily Breakdown

Odyssey Academy		
Student Activity Daily Breakdown Report		
Report Start	Feb 20, 2012	
Report End	Feb 21, 2012	Date Retrieved: Feb 21, 2012
Torres, Esmie [torres, N14 ]		
Date	Course Title	Total Navigation Time (hh:mm:ss)
02/20/2012		
	Earth Science (2011)	00:56:08
	Psychology (2011)	00:40:31
	Vietnam Era (2011)	00:55:20
	<b>Total Time:</b>	<b>02:31:59</b>
02/21/2012		
	Earth Science (2011)	00:03:59
	Psychology (2011)	00:49:45
	Vietnam Era (2011)	01:04:34
	<b>Total Time:</b>	<b>01:58:18</b>
	<b>Total Duration:</b>	<b>04:30:17</b>

### Student Activity Summary

Odyssey Academy	
Student Activity Summary Report	
Report Start	Feb 20, 2012
Report End	Feb 21, 2012
	Date Retrieved: Feb 21, 2012
Torres, Esmie [torres, N14 ]	
Course	Total Navigation Time (hh:mm)
Earth Science (2011)	01:20
Psychology (2011)	01:30
Vietnam Era (2011)	02:37
<b>Total Activity Time :</b>	<b>05:27</b>



## Student Lesson Plan

Odyssey Academy						
Student Lesson Plan Report						
Report Start	Feb 20, 2012					
Report End	Feb 24, 2012		Date Retrieved: Feb 21, 2012			
Torres, Esmie [torres, N14]						
Teacher	Course	Unit	Assignment	Status	Due Date	Completed
Hunter, Dave	Earth Science(2011)	1	2: Introduction to Earth Science	Graded	02/21/2012	02/20/2012
Hunter, Dave	Earth Science(2011)	1	3: Project: Research a Career	Assigned	02/21/2012	N/A
Hunter, Dave	Earth Science(2011)	1	4: Competing Perspectives	Graded	02/21/2012	02/20/2012
Lisle, Jim	Psychology(2011)	1	2: Introduction to Psychology	Graded	02/21/2012	02/20/2012
Lisle, Jim	Psychology(2011)	1	3: Experimental Psychology and	Graded	02/21/2012	02/20/2012
Abbott, Melissa	Vietnam Era(2011)	1	2: Vietnam	Graded	02/21/2012	02/20/2012
Abbott, Melissa	Vietnam Era(2011)	1	3: Early History	Graded	02/21/2012	02/20/2012
Hunter, Dave	Earth Science(2011)	1	5: Science Weighs In	Assigned	02/22/2012	N/A
Hunter, Dave	Earth Science(2011)	1	6: Project: Doppler Effect	Assigned	02/22/2012	N/A
Hunter, Dave	Earth Science(2011)	1	7: Quiz 1	Not Started	02/22/2012	N/A
Lisle, Jim	Psychology(2011)	1	4: More About Psychological	Completed	02/22/2012	02/21/2012
Abbott, Melissa	Vietnam Era(2011)	1	4: French Indochina	Completed	02/22/2012	02/21/2012
Hunter, Dave	Earth Science(2011)	1	8: A Sequence Of Events	Not Started	02/23/2012	N/A
Hunter, Dave	Earth Science(2011)	1	9: Planetary Motion	Not Started	02/23/2012	N/A
Hunter, Dave	Earth Science(2011)	1	10: Ability To Orbit	Not Started	02/23/2012	N/A
Lisle, Jim	Psychology(2011)	1	5: Report: Influential Psychologists	Assigned	02/23/2012	N/A
Abbott, Melissa	Vietnam Era(2011)	1	5: Quiz 1: Toward French	Graded	02/23/2012	02/21/2012
Hunter, Dave	Earth Science(2011)	1	11: Project: Newton's Law	Assigned	02/24/2012	N/A
Hunter, Dave	Earth Science(2011)	1	12: Quiz 2	Not Started	02/24/2012	N/A
Hunter, Dave	Earth Science(2011)	1	13: A Unique Planet	Not Started	02/24/2012	N/A
Lisle, Jim	Psychology(2011)	1	6: Psychological Fields and Careers	Assigned	02/24/2012	N/A
Abbott, Melissa	Vietnam Era(2011)	1	6: Nationalist Movement	Graded	02/24/2012	02/21/2012
Abbott, Melissa	Vietnam Era(2011)	1	7: World War II	Graded	02/24/2012	02/21/2012



### Student Unit Grades

Odyssey Academy														
Student Unit Grades Report														
Report Start Feb 01, 2012							Date Feb 21, 2012							
Report End Date: Feb 21, 2012														
Esmie Torres,[torres, N14]														
	1	2	3	4	5	6	7	8	9	10	11	12	13	Course Score
Earth Science (2011)	84.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	84.4
	1	2	3	4	5	6	Course Score							
Psychology (2011)	91.8	0.0	0.0	0.0	0.0	0.0	91.8							
	1	2	3	4	5	6	Course Score							
Vietnam Era (2011)	97.8	100.0	0.0	0.0	0.0	0.0	98.9							