



Administration Quick Start Guide

Welcome to OdysseyWare!

This guide will help you to quickly and easily utilize the OdysseyWare on-line software.

I. GETTING STARTED: Open your web browser. Type the web address that links you to OdysseyWare Online. The link follows the general form of: yourschoolname.owotw.com

NOTE: Do not type “www” before the URL.

a. **LOGIN:** Type in your **user name** and your **password**

II. ADMIN HOME PAGE: This page contains your **Welcome Message** and a **Message of the Day (MOTD)**.

a. **Message Center:** To the left and below the list of tabs is the Message Center button. The number of unread **messages** you have is **displayed in red** and **zero messages displayed in green**. If you want to send a quick message, or read one that just arrived, right-click the Message Center to open a small menu giving you those options. You may also use the full messaging feature to receive/send or retrieve old messages. You will have access to this feature on every screen. **Note:** Admin may message all teachers and students, teachers may message admin, teachers and students but students can only message teachers that are assigned to them or reply to a message sent by an admin or teacher. *Remember that messages are never deleted.*

b. **Concurrent User Details:** Displays the **amount of licenses** your school has purchased. If you are using ECash then this area will display your remaining balance. For further details regarding the terms of the licensing or ECash, speak with your trainer.

c. **Current Users Online:** Displays **all** the **users** who are **currently logged in** to the website. Their time online will show to the right. **Click** on the **Home** button to **update** the **time online**; it is not a live counter.

III. SCHOOL SETUP: The **School Setup** page is where you, as the administrator edit the global settings for your site. Global settings affect all users. Note: **Text will need to be entered in all boxes; or you will get an “under construction” message when submitting changes.**

a. The first text box will allow you to change the name of your school. This is pre-filled for you.

b. The **Welcome** and **MOTD (Message of the Day)** text boxes appear next. You may format the text using the formatting options at the top of each box, or copy and paste messages written originally in Microsoft Word. These messages appear on the student, teacher and administrator homes pages.

c. **PASS THRESHOLD:** Sets the minimum passing score for students. Enter the grade in the form of a whole number, which will correspond to a percentage, i.e. 75. Do not include the percent sign. Any students scoring below the designated threshold will be

prompted to retake the lesson, unless that student's threshold is individually set by their teacher. Keep in mind the pass threshold only applies to lessons, not to quizzes and tests.

d. The login header and login message appear on the login page. You may wish to use a message reminding your students that user names and passwords are case sensitive and using the "Logout Tab" is highly important in properly exiting the system.

e. WEIGHT: The cumulative score is dependent upon the weighting. Each section can have a different number, but the weight must total 100. The weight applies to all of the courses and cannot be customized for the individual student. If you choose not to use one of the selections you still need to enter the number zero in the space for the system to calculate correctly.

f. CRx: Credit recovery feature. It allows a student to "test out" of certain units. These are students who have already mastered the skills and do not need to repeat the work. A global pass threshold maybe set by the administrator OR Teachers have the ability to override per individual students' need. CRx can be activated at the time of the assigned student or selected/de-selected anytime after the course is assigned. Student will then be assigned a pretest (this is not a placement test). Lesson pass threshold (if activated) continues to take effect to complete following unit lessons if required.

Lesson Weight:	<input type="text" value="25"/>
	eg. 25
Project Weight:	<input type="text" value="25"/>
	eg. 25
Quiz Weight:	<input type="text" value="25"/>
	eg. 25
Test Weight:	<input type="text" value="25"/>
	eg. 25
C Rx Pass Threshold:	<input type="text" value="70"/>
Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.	

g. Student Answer Key: This allows the student to see the correct answers after they meet the threshold. If the lesson is reassigned they will not be able to see the answers.

h. Student Password: Allows students to change their own password located in My Settings.

i. Teacher Password: Allows teachers to change their own password located in My Settings.

j. Enable Grading View: Allows student to view their performance if they did not pass the threshold. Individual questions will be marked correct/incorrect or partially correct. If not enabled, they will only view the percentage of accuracy before looping back into the assignment.

k. Randomize Question Activation: When activated the system will regenerate the order of questions in lessons, quizzes, and tests each time the student logs out and re-enters the assignment or refreshes their page. **Note:** Teachers view of all assignments will always be in the original order.

I. Submit Changes: Click and changes will be effective immediately.

IV. CALENDAR: Define the **start** and **end date of your school year** by filling in the corresponding drop down boxes. Holidays can be assigned by left clicking on a specific day. You will know that it has been marked as a holiday when the date turns dark grey also notice your schools start date will turn green and the end date red. The total days your school is in session will then appear along side of the calendar. Once the school calendar has been established, you can enable the calendar feature when adding students. See the calendar feature under students for more information.

V. TEACHERS: The teachers' page is your headquarters for **creating/editing teacher accounts**, viewing classes at glance, or sending messages to individual staff members.

[Edit Teachers](#)

TEACHER LISTING

[Add Teacher](#)

Inactive Teachers All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z >

Name	Controls		
Poppins, Mary	Show Students	Send Message	Edit

- a. **Show Students:** Allows you to see all students currently **assigned to that teacher**.
- b. **Send Message:** Use this option to send a quick **message to this instructor**.
- c. **Edit:** The edit function lets the administrator access the information saved from the **Add Teacher** page. Access the Edit screen to retrieve or **change passwords**, or **change teacher permissions**. Teachers can be rendered **active/inactive** here.
- d. **Add Teacher:** Enter their name, user name, and password. The user name can never be changed, however the password can. Teachers have three permission levels:
 - **Super Teacher:** Gives a teacher access to all student data, not just the data for students assigned to them.
 - **Student Maintenance:** Lets a teacher edit their student accounts.
 - **Assign Courses:** Allows teacher to assign additional courses to their students.

VI. STUDENTS: The **Students** page is where the administrator can see all students using the OdysseyWare environment at a glance.

[Edit Students](#)

STUDENT LISTING

[Add Student](#) [Usage Summary](#)

Inactive Students All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z >

Name	Controls		
Bell, Tinker	Assign Courses	Send Message	Edit

- a. **Add Student:** Enter their name or (student ID number) user name, and password. The user name can never be changed, however the password can.
 - **Calendar:** Enables the course work scheduling feature. On a weekly basis OdysseyWare compares the amount of work assigned versus the number of days left to complete said work. Then, all assignments will be divided equally among the remaining days of the school year. The student will be presented with a weekly

schedule on their home page, informing them of which items should be completed each day.

- **School End Date:** If this student must be finished with their work before the pre-set school end date (which you set on the school setup page) you can enter an override date in the field provided. Enter the date as year, month, and day (yyyy-mm-dd).

- **Easy Spelling:** By default, OdysseyWare deducts full credit for misspelled fill in the blank answers. This option allows the site to accept closely misspelled words as correct answers.

- **Spelling Hit:** to determine a percentage deduction for misspelled answers. If you wish to deduct a certain percentage for misspelled answers, enter a value (0-100) in this field.

- **Pass Threshold:** The global threshold setting to pass lessons only maybe overridden in this area. Enter a different percentage here if needed for this student. Leave blank to default to the global school setting.

- **CRx Threshold:** The global threshold setting to pass the pretest for the unit maybe overridden in this area. Enter a different percentage here if needed for this student. Leave blank to default to the global school setting.

- **Student Answer Key:** Must be first activated in the school global setting to pass this permission on to the student. This feature allows a student to see the answer key for completed assignments.

- **Change Password:** Must be first activated in the school global setting to pass this permission on to the student. This feature allows a student to change their own password located in My Settings.

- **Submit Changes:** To record and save your changes, be sure to click submit changes which will take effect immediately.

b. Assign Courses: Allows the administrator to add new courses and schedule customized course lengths. Once a teacher has been assigned a student by the administrator, they can add more courses as needed.

- Select a **Subject** from the drop down menu.

- Select a **Course** from the drop down menu.

Note: Some course numbers are typically the grade level multiplied by 100.

Example: 6th grade Science is listed as Science 600 with exceptions of high school level, test prep and elective courses.

- Select the **Teacher** accountable for this course to student.

- **Block Tests:** This feature allows you to block the students from taking the tests, as they may be doing their lessons at home. The teacher can unblock the test when it is determined that the student is ready, and in a location that can be supervised.

- **CRx:** Allows a student to test out of units rather than taking the entire course. These are students who have mastered the skills and do not need to repeat the work. Click the box to apply the CRx mode.

- **Course End Date:** You can also create a customized end date for each course. Use the format (yyyy-mm-dd) to enter a customized course end date.

If you leave the **Student End Date** blank, the school calendar end date is used.

- **Add Course:** When you have filled in the correct information, click Add Course. Notice the course will then appear under Courses Assigned.

ASSIGN COURSES

Subject: Select a Subject
Course: Select a Course
Teacher: Select a Teacher

Block All Tests:

CRx Mode [?](#)

END DATE

Custom end date for this course. Leave blank to follow global or student level end date.

(ex. 2004-12-31)

[Add Course](#)

c. **Courses Assigned:** Within the course box you have the ability to change a course to active/inactive, change a teacher, end date or unassign a course.

WARNING! *Un-assigning a course will permanently delete all coursework and scores for that student!* Click **Unassign** above the course name and then press **OK** in the confirmation box. As an alternative, you may choose to set the status of the course to **Inactive**, which will not delete any data.

COURSES ASSIGNED

Status		Active	CRx	Elementary Spanish (2008)	pgsp1_2008
Teacher:	Rella, Cindy (3)	<input type="button" value="Unassign"/>	<input type="button" value="Edit"/>	End Date: 0 / 0 / 0 / 0 / Not Completed	0

d. **Send Message:** Allows the admin to send a message to a particular student.

e. **Edit:** This function allows the admin/teacher to make changes to student profiles.

Click **Edit** next to the student's name to:

- Retrieve or change passwords.
- Check or uncheck the **Calendar** box, which creates a weekly schedule of assignments for the student.
- Enter an end date [yyyy-mm-dd] for this student's coursework to override the school calendar.
- Check the **Easy Spelling** box to allow credit for misspelled words when students answer fill in the blank questions.
- Enter a number into the **Spelling Hit** field to deduct a percentage for misspelled answers.
- Enter a number into the **Passing Score** field to override the school pass threshold percentage for this individual student. Zero simply defaults to the school **Pass Threshold**.
- Students can be inactivated/activated with the top toggle switch

f. **Usage Summary:** Generates a Time-On-Task report based on start and end dates selected for each subject per student. Report formulated in pdf. or csv.

[Edit Students](#)

STUDENT LISTING

[Add Student](#) [Usage Summary](#)

Name		Controls	
Bell, Tinker		Assign Courses	Send Message

[Inactive Students](#) [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [>](#)

VII. MESSAGES: This system allows admin to send and receive messages to teachers, or students. To access this page, simply click the Messages button on the side bar menu.

- a. **New Messages:** This is your inbox, where each new message is listed with the sender name, the subject, and the date received. To read new messages, simply click on the subject line of the new message. Once a message is read, it automatically becomes a **Past Message**.
- b. **Past Messages:** Messages you have already viewed can always be retrieved under Past Messages. All messages are stored on our servers and cannot be deleted.
- c. **Send Message:** Click here to compose a new message. Observe the list of possible recipients on the left display box. Click on the user you want to contact, then click on the right arrows. Hold the control key down to select multiple recipients.
 - Enter a subject header.
 - Enter the content of your message.
 - Finally, when you are finished, click **Send** to send your message to all the people on the recipient list.

Note: Students cannot send each other messages and cannot originate messages to anyone other than the teachers they have been assigned to.

VIII. FEEDBACK: If you have any comments/issues or suggestions about our curriculum or an idea that could improve our system, please send us a note. Please include your name, contact number and email address so we may quickly reply.

IX. LOGOUT: When you finish working in the OdysseyWare environment, be sure to use the log out button. OdysseyWare automatically logs out users after 60 minutes of inactivity, but it is always a good idea to log out if you are away from your desk. When you log out you are returned to the Login page.

X. SUPPORT: Click the life preserver icon in the top right hand corner of your screen to get help with any technical issues that may arise.

Thank you for using our OdysseyWare Administrator Quick Start Guide. We hope our courses provide your school with endless enjoyment and intrigue.
Let the journey begin....