



Teacher Quick Start Guide

Welcome to OdysseyWare!

This guide will help you quickly access the various program aspects in the teacher mode. Should you need further information you can use the Teacher Mode manual located at OdysseyCare.com located under “articles”.

I. GETTING STARTED: Open your Firefox 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.**

LOGIN: Type in your case sensitive username and password. Your administrator will provide these for you.

II. TEACHER HOME PAGE: This page contains your Welcome Message, Message of the Day, Student Progress and Message Center.

a. Student Progress: Click the **Student Progress** box at the top of the page to see the **Student Activity** screen; this enables the teacher to view all their students’ daily assignments. This listing contains completed or in progress assignment information including Student name, course, unit assignment, date and time submitted, status, attempts and score.

- **Unit Assignment:** Click the highlighted Assignment name to go directly into this student’s completed assignment.

- **Status Icons:** One of three icons will be displayed under the status column

- **Complete:** If a student has matched the **Pass Threshold** score or greater, a **green checkmark** will appear.
- **Attempted:** If a student has **scored less than the Pass Threshold**, a **red X** will appear.
- **Needs Attention:** A **yellow checkmark** will appear if students have **requested help** on a particular question or the lesson requires **manual grading** of an essay or free response question.
- **Sorting Feature:** Hovering over activity titles (course, student, date, and status) will allow you to change the information into ascending/descending, grouping or alphabetical order.

Student Progress

STUDENT ACTIVITY

Select	Student	Course	Unit	Assignment	Date	Status	Attempts	Score
<input type="checkbox"/>	Bell, Tinker	Psychology (2008)	1	3. More About Psychological Perspectives	Thu Sep 18 17:06:53 2008	Needs Attention	2	42
<input type="checkbox"/>	Bell, Tinker	American History (2008)	1	9. The Middle Colonies	Fri Sep 5 19:28:01 2008	Attempted	1	48
<input type="checkbox"/>	Bell, Tinker	American History (2008)	1	8. Quiz 2: Colonization Begins	Fri Sep 5 19:26:18 2008	Completed	1	38

- **Remove a Listing:** Once a lesson is viewed, the assignment automatically removes itself from the **Student Activity** list. You can still view the work by

accessing it from the **Student** or **Grading** menus. You can also remove a listing by clicking the checkbox in the **Select** column, then clicking the **- Remove Selected Items** button. You can also delete multiple listings at once by clicking the **Toggle Selection** button on the bottom left.

b. 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: Teachers may message other teachers, administrators and students, but students can only message teachers that are assigned to them or reply to a message sent by an admin or teacher. Also, *remember that messages are never deleted.*

III. STUDENTS: The **Student** page displays a list of all of your students.

a. Grading: Click on **Grading** to create a progress report or view a lesson plan. There are two ways to arrive at this page: by clicking the **Grading** button on the left and then clicking on the student's name at the bottom or by clicking the **Students** button to the left and then the **Grading** link next to the student's name. From the **Grading** page you can also access the course customization tools.

- **Make a Report:** Allows a teacher to create different reports to view a student's performance. A teacher may choose detailed report or unit report select a start and end date then format in either a pdf or csv file.
- **Lesson Plan:** Click **Lesson Plan** to view a day-by-day breakdown of what a student needs to accomplish to stay on track. You can change the start date for the lesson plan by selecting a new date on the drop-down menus. The lesson plan is generated based on the start and end dates of your default school calendar.
- **Printing a Lesson Plan:** Click the Print icon on your web browser, or use File menu in the web browser and choose the Print option. You may also cut and paste all or any portion of the lesson plan into another application, such as Word or Excel.

Grading and Review

[Make Report](#) [Lesson Plan](#)

COURSE ASSIGNED TO LILY, TIGER

Title	Date Started	Progress	Date Completed	Total Score
Health and Personal Wellness (2008)	2008-08-10	<div style="width: 10px; height: 10px; background-color: green; display: inline-block;"></div>	Not Completed	43

b. Assign Courses: This feature if passed down from the administrator will allow the teacher to add additional courses to their assigned students. **Super Teachers can assign the first course. Otherwise, the first course must be assigned by the administrator.**

- 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. Reminder – Students assigned CRx courses are not to access courses using the “My Course” button on the upper left side of the main menu. They are to use individual course access link located in the lower middle section of the Home Page.

- **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:

Course:

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)

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

[Unassign](#)

Status	Active	CRx	<input type="checkbox"/>	Health and Personal Wellness (2008)	hpw_2008
Teacher:	Rella, Cindy (3)	End Date:	0 / 0 / 0	Not Completed	61

d. Edit: This function allows the admin/teacher to make changes to student profiles. Click **Edit** next to the student’s name to:

- Students can be inactivated/activated with the top toggle switch
- 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**.
- Enter a number into the **CRx Threshold** field to override the school CRx threshold percentage for this individual student. Zero simply defaults to the school **CRx mode** threshold.
- Activate or inactivate Student Answer Key or Password features.
- **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.
- **Randomize Questions:** 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.

e. Current Students Online: Displays students who are **currently logged in** to the website and assigned to this teacher. Their time online will show to the right. **Click** on the **Home** button to **update** the **time online**; it is not a live counter.

IV. GRADING: Ability to view courses, number of students assigned in each course and students assigned to you as their teacher along with customization of a course by assigning, skipping or blocking lessons in a unit.

- Click the course name then the student name you want to customize.
- Next, click into any unit from this page you wish to modify and access a list of activities.
- When you open the unit, you will see a list of all the assignments. The left column displays the assignment type and title.

a. Assignment Types: There are five assignment types in Odysseyware.

1. Lesson: Lessons contain both text and multimedia content. There are over 25,000 embedded media files throughout our courses! Students proceed through various text and multimedia presentations. When they reach the end of the lesson, they are given a number of questions to test concept mastery and retention.

2. Quizzes: OdysseyWare quizzes are given every few lessons to review the concepts already covered. Quizzes are cumulative.

3. Tests: OdysseyWare tests provide a unit level examination. All units have an alternate test available.

4. Projects: Some projects are preset, and some special project slots allow you to insert your favorite lessons into the OdysseyWare environment. Simply type your instructions into the Note field.

5. Reference: The reference activity includes all the vocabulary words from the entire unit. It offers a work cited page and all unit web links as well.

b. Title: The second column lists the Title (name of the activity). Just click the Title to view the lesson.

c. Batch/Status: There are checkboxes next to each listing in the “Batch” column. These checkboxes are designed to let you batch lessons together when customizing or click on the **All** button below to select all the activities in this unit.. The customization tools are listed in drop-down menus under the Status heading. There are five possible status selections:

- **Assigned:** This status option assigns the activity to the student work queue. Assignments must be completed in sequential order; students cannot skip around.
Important: If you change the status of a lesson that was already completed to “Assigned”, the student will have to take the lesson again. All answers for that lesson are reset and the student must start from scratch.
Furthermore, as an example, if a student is working in Unit 9, and you reassign a completed activity from Unit 1, the student must complete the reassigned lesson in Unit 1 before continuing with Unit 9.
- **Completed:** An activity’s status changes to Completed when the student has finished the activity with a score above the pass threshold. The pass threshold was determined earlier by your administrator, but can also be overridden by you under the Edit Student function. The Completed status can be used when you have manually changed a grade or if the student has not met the pass threshold, but you would like the current grade to remain as is and the student to move on.
Important: If you change the status to Completed, any questions that may have been left unanswered will be counted as zeros in the final score.
- **Accepted:** This enables you to manipulate completion dates for reporting purposes. *This status is rarely used and is NOT typically recommended.*
- **Skipped:** Students do not have to complete, and are not able to view, lessons you have skipped. This function allows you to focus in on a particular skill or concept, rather than making a student work through the whole course. The computer passes over all skipped assignments, until it reaches a lesson that is either Assigned or Blocked.
- **Blocked:** The block function prevents a student from continuing on until the teacher changes the activity status to assigned or skipped. Keep in mind, if you want to block all the tests in every unit for the whole course, choose “Block All Tests” in the Assign Courses menu. Blocking quizzes can be done per student per lesson.

d. Attempts/Score: Attempts will be the total times the student was looped into a lesson before reaching the pass threshold and the Score column is the final grade for that lesson, quiz or test. **Asterisk* next to the score indicates a question needs assistance or manual grading is needed within this assignment. The asterisk will disappear when the request is resolved.

EARTH SCIENCE (2008): UNIT 1 - ORIGIN OF THE EARTH

Assignment Type	Title	Batch	Status	Attempts	Score
Lesson	1. Introduction to Earth Science	<input type="checkbox"/>	Completed	2	86
Project	2. Project: Research a Career	<input type="checkbox"/>	Completed	1	100
Lesson	3. Competing Perspectives	<input type="checkbox"/>	Completed	2	79*

Batching Feature - located at the bottom of Grading Page

Test	18. Test	<input checked="" type="checkbox"/>	Blocked
Test	19. Alternate Test	<input checked="" type="checkbox"/>	Blocked
Reference	20. Glossary and Credits	<input checked="" type="checkbox"/>	Skipped
Batch controls			All Choose...

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

a. 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 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.

b. 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**.

c. 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.

VI. MY SETTINGS: Change your password here and click submit to save.

VII. FEEDBACK: Is sent directly to the product development staff. If you have any suggestions about our curriculum or have a new idea that could improve our system, please send us a note.

VIII. 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.

IX. LOGOUT: When you finish working in the OdysseyWare environment, be sure to log out. OdysseyWare automatically logs students out after 15 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.

**We hope you've enjoyed the OdysseyWare Online
Teacher Mode Quick Start Guide.**

**We know your experience using OdysseyWare will be challenging,
enjoyable, and rewarding.**

Again, welcome to OdysseyWare!!