



OdysseyWare Implementation Tips

OdysseyWare Training Department

ADMIN SET UP ○ How do we assign credit?

- OW courses are generally ten units which are typically used as one course. Each state has their own assigned credit per year's course which they can divide accordingly. However, some administrators look not just at content mastery for credit, but also some seat time. Some want additional projects assigned (two are built in per lesson on OW) to show mastery and enhance alignment to the respective state standard requirements as well.

○ What will the hours be for our credit recovery program?

- Many schools have four day programs M-T from about 7:30 to 3:30. Some programs allow more work at home and have as few as three days open. Fridays may be open for hands on tutoring on specific topics.

**ADMIN SET
UP**

- **How are teachers assigned vs. facilitators and monitors?**
 - Schools tell us that there must be a teacher available to students pertaining to all four core subjects. However, many programs assign facilitators the “teacher” role for checking answers and answering basic questions. They will then call or email the teachers on the subjects for either tutoring or help on specific problems. Teachers can work either directly with students or through facilitators/monitors, but they should be at the top of the education “umbrella”. Summer school regulations are often more lax state to state, and some have suggested teacher availability on one- three days a week while students work with facilitators. Students can “suspend out” any problems in question by leaving a request for help until the teacher is available to respond.

- **How do we set up our computer room?**
 - The most popular way is in a u shape without cubicles, so the screens are visible to the teachers at all times. Teachers will want to watch the bottom tool bars for unnecessary additions. Headphones are recommended for students. One area should be isolated somewhat for testing, as teachers can block tests so they can monitor the students who are testing. A red flag can be posted on a cubicle to remind other students to stay away.

- **How will we advertise the credit recovery program?**
 - Some schools use posters in the halls with ads for students who may not be able to graduate on time. Some online education services advertise on radio or TV as well. Most schools advertise through their guidance department to inform students needing credit recovery.

**Additional Tips
for
Administrators**

- Keep track of students from different schools by prefacing the last name with initials of the school
- If students have completed courses and you wish to separate them from a teacher's list; create a teacher called "completed courses" and reassign those courses to that teacher.
- Consider setting your school calendar to end a week early if you have students who typically procrastinate
- The weighting system: must add to 100%, however if no special projects are assigned to a student, it will not give a score of zero to that weighted section. It will simply offer a grade based on the ratio of weighting given to tests quizzes and lessons.
- Make sure if you wish to block all tests, that you do this as you add courses; *you can not go back as an admin and do this later*. It would then require a manual block done by the teacher.

**Additional Tips
for
Administrators**

- If you have two teachers working with a student, you can assign them both “team one” as their log in and they will know they are sharing with another person. In this way they are less likely to delete a course that they think was added in error.
- Remember that the “Change Passcodes” aspects and “See Answers” choices are all on a main “circuit breaker” on the global setting. In order for any teacher level settings to activate, these choices need to be checked yes on a global level.

**TEACHER
TIPS**

- See if you can open several screens to do your work answering students and monitoring them at the same time. One administrator/teacher uses four screens at once, using several displays!
- If you'd like to look inside courses quickly; assign your "practice" student to every course you're interested in seeing. Then drill down in the courses with the grading button to see the details of what's covered. We also have a catalogue available, and a quick reference guide for core course content.
- Make sure when using the CRx mode that students are entering from the home page directly, or they may not access their tests.
- If in the rare event you see a yellow check requiring help on your student progress page and you can't find anything; log in as the student to view the question. You can then log out and send a message to help the student.
- You can translate from Spanish to English if necessary to read students' questions by using the translate feature. This works for questions attached to their problems, not in the global messaging system.
- If you wish to control who does and who doesn't work at home, and you don't want to inactivate students daily (or do all of their logins daily so they don't ever see their passwords), you can try this: Tell them not to work at home. You will see their work the following day on the student progress page, and you can reassign all of their work, thus erasing all of their efforts. This will stop them quickly from attempting to work at home!

**TEACHER
TIPS**

- Have the students and parents sign a contract when they begin using OdysseyWare showing that they understand it is a privilege, and any cheating would cause them to lose this privilege. Also, you can print out the tests of students who were caught cheating.
- Watch for funny patterns with students such as multiple tries with red X's. Find out if they are trying to rush through the system, or if they have difficulty with the material. The next tip offers a solution to those who try the questions without reading.
- Regarding students who rush; drop the pass threshold to 5 (not 0 as it would default to the global threshold) for those who try to rush the lesson without reading. Tell them that their grades will stick, and they can't re-take the lesson.
- Naturalreader.com can be downloaded free and will read highlighted material to students in special education.
- Use the view capacity on the toolbar to increase font size for those who have difficulty reading the font.
- If students are going back into their tests after taking them to write down questions and answers; there are two you can do: DO NOT allow them pens, pencils and paper during their test, and/or go in immediately on their site and write the score down. Then "skip" that test and they can't go back in to see it. Before the report card is issued, you can "complete" the test and the score will reappear. DO NOT REASSIGN or all data is lost!

**STUDENT
TIPS**

- Use “control F” to scroll up and highlight words they need to search in the lesson. This is a great way to assist them when reviewing their material!
- Write notes in a journal to review before tests.
- Write a note to your teacher daily about your learning experience!
- Scroll to look for teacher notes, and go slowly making sure you’ve completed all of your questions before clicking ‘finish assignment’.
- Students can click control plus on the tool bar to increase text size.

**MONITOR
TIPS**

- **Watch for:**
 - Multiple windows open on bottom toolbar
 - Name on screen isn’t student
 - Mark desk for student taking a test
 - Look for pen, pencils, texting on phone
- Offer tips such as:
 - Show how to click back in when booted off
 - Help allow pop-ups for the translate and reference features
 - Make sure when using the CRx mode that students are entering from the home page directly, or they may not see their tests

**MONITOR
TIPS**

- When the student is using the product, have them use “control F” to scroll up and highlight words they need to search in the lesson. This is a great way to assist them when reviewing their material!
- Ask the students to write notes in a journal to review before tests.
- Let the students write to the teacher daily about their learning experience! This enhances buy in, and mastery as well.
- Tell students to scroll to look for teacher notes, and to go slowly making sure they've completed their questions before clicking ‘finish assignment’.
- Keep the classroom situated in a semicircle without cubicles.
- Watch the name of the student doing the work-does that name match the student?
- When class starts, log in each student and make sure option to “remember this password” is checked “never” so that the next class, a student doesn’t put in name of previous student and access their work.
- Email teacher with concerns when necessary.

- INCENTIVES**
- Compliment students; post their results both on a board and on the product, offer rewards and special visits with teachers for successes
 - Allow free play on a temporarily assigned course should they attain their credits ahead of schedule.
 - Consider allowing students on OW to graduate early.