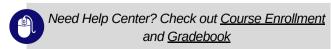


Getting Started with Imagine Odysseyware Checklist



	lcome, Educators! This checklist will guide you through essential set up tasks to ensure you and your dents are ready to use Imagine Odysseyware this school year and beyond.
	First, log into Imagine Odysseyware using your educator credentials to make sure your login credentials work and you can access the Imagine Odysseyware platform. *Contact your administrator if you need assistance.
SE	ET UP TASKS
St	udent Management ————————————————————————————————————
	 Ensure students have Odysseyware accounts. If your district / school is responsible for adding students, search for accounts from the Students page. If you are responsible for adding student accounts individually, you can use the Create Student or Import Students feature on the Students page to create accounts.
	Manage students to update existing student accounts and/or update student options as needed.
	Create a group(s) and add students to the group(s).
	TIP: Groups make enrolling students in courses quick and easy, and progress monitoring and reporting is more focused.
	Need Help Center? Check out <u>Student Users</u>
Co	ourse Management ————————————————————————————————————
	Locate courses available for your school from the Courses page.
	Select course(s) you will facilitate and click the icon to explore content. • Access Course Overview • Preview course activities
	Manage course content and/or create courses as needed.
	Need Help Center? Check out <u>Courses</u>
En	roll Students in Courses
	 Ensure students are enrolled in course(s). If you are responsible for enrolling students in courses yourself, use Add Enrollment feature on Gradebook page. If your district / school is creating course enrollments, use Course Enrollment page to search for your
	students and check enrollments. TIP: Apply your group filter to Course Enrollment to narrow data view.
	Manage individual course enrollments to meet specific student needs and accommodations.





Getting Started with Imagine Odysseyware Checklist



PROGRESS MONITORING, GRADING, & DATA

☐ Celebrate student success!

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and which pages and/or group-based and individual reports to use.

Но	omepage and Gradebook
	View Homepage daily and throughout the day to identify students who need attention using the Activity Stream including New Messages, Actions, and Assignment Alerts.
	Utilize the Gradebook to take actions on individual student assignments throughout the course enrollment(s).
	Need Help Center? Check out <u>Understanding the Home Page</u> and <u>Actions on Students within the Gradebook</u>
Re	ports ————————————————————————————————————
	oup-based reports help educators monitor and manage multiple students at one time and provide data to ntify individual students for further analysis.
	View the Dashboard report at least weekly to analyze data for active student enrollments
	TIP: Use the Guide Me in-product tutorial to walk through the Dashboard for additional support.
	View Activity Reports to closely monitor engagement, progress, achievement, and growth (if available) and inform instructional decisions.
	TIP: Individual student reports are accessible by the student and can be used to self-monitor.
	Need Help Center? Check out <u>Reports</u>
BE	EST PRACTICES
	Establish implementation model, usage goals, and classroom routines.
	Set and communicate weekly expectations.
	Consider implementing student goal-setting and self-monitoring protocols. If desired, use <u>Imagine</u> <u>Odysseyware's Student Goal Sheet</u> to help students take ownership of learning.
	Conference with students and develop action plans for assisting those struggling.
	What type of conferencing schedule will you put in place?
	How will you provide support for students inside and outside of the classroom? Will you require notes or other support resources?
	Will you require notes or other support resources? TIP: It may be helpful to reference the Imagine Odyssovyyare Data Post Practices for Educators document.
	TIP: It may be helpful to reference the <u>Imagine Odysseyware Data Best Practices for Educators document</u> and locate strategies within the data and recommendations charts.