Odysseyware®

v2.44

Administrator Quick Start Guide

Released 08/2018

Odysseyware® v2.44 Administrator Quick Start Guide

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Helpful resources

Technical Support

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Days/Time - Monday - Friday 7 am - 11 pm (CT) and Saturday - Sunday 1 pm - 7pm (CT)

Go to: http://www.odysseyware.com/support

Email: support@odysseyware.com

Odysseyware Knowledgebase

- Go directly to the Odysseyware Training Resources **Knowledgebase** page at: https://www.odysseyware.com/training-resources. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the navigational links to access user guides, videos, and other helpful resources related to the selected link.

Contents

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What's new in this release of Odysseyware® v2.44

Odysseyware v2.44 contains several improvements:

Home page now displays much faster because the Assignment Alerts list only shows the last seven (7) days of alerts (up to 100 total). To support the change on the Home page, additional filtering was added to the Assignment Alerts tab.

Viewing and taking action on Assignment Alerts are just a few of the tasks performed on a daily basis by Teachers. Because the **Home** page is the first page that Teachers (and Admins) see when logging in to Odysseyware, this improvement allows the **Home** page to display much faster so that Teachers can quickly see the alerts to be addressed. Changing the number of assignment alerts to the last seven days means Teachers see the latest updates. Teachers can sort most of the columns and use the paging controls at the bottom to quickly find a student, assignment, or activity status, such as Overdue assignments.

To see alerts past the last seven days, Teachers can click the **Assignment Alerts** link at the top of the list and go directly to the **Assignment Alerts** tab. The **Show Progress for** filter now has additional time selections for displaying alerts. Teachers can see alerts for the past two days all the way back to the past 30 days.

Archive grace period for users and enrollments was increased from 300 days to 365 days so that a full year span is available.

This was a much-requested feature improvement. Schools wanted to have up to a full year span (365 days) grace period so that user records and enrollments in pending_archive status were not automatically archived until the full year had passed. While in pending_archived status, during the set grace period, user records and enrollments can easily be retrieved for reporting purposes and status can be changed to active or on hold, if necessary. The **School Settings > Archive** tab is available to Admin users only.

OASIS API v14 was released with a new batch endpoint and an improvement to an existing batch endpoint

For Integrators helping schools use the OASIS RESTful API to externally manage user profiles and enrollments and other data:

- A new batch endpoint was released so that Assessment Identifiers could be added to, updated, or removed from student profiles. Assessment Identifiers reference students who have taken external assessments and provide the "link" between those external assessments and Odysseyware.

- An improvement to the batch Teacher Permissions endpoint now allows Integrators to set the "super_teacher" role while setting teacher permissions.

For more information, see the *OASIS API v14 Tech Guide.*

Introduction

Welcome to the Odysseyware® *Administrators Quick Start Guide*.

This guide is meant to help you quickly get school started by establishing school settings, setting up users, and enrolling students in courses. For more detailed instruction and information, see the *Admin User Guide*. To access a copy of the guide or any other resources, do one of the following:

- Click the **Help** link located at the bottom of any Odysseyware page to access the Help and Technical Support page. Then, click the **Browse resources** button under the **Browse the Training Support Site** section.

Help

Browse the Training Support Site

The fastest way to get answers to your questions is to browse our extensive online documentation & tutorial library. Our database is regularly updated as we offer new features and expanded opportunities.
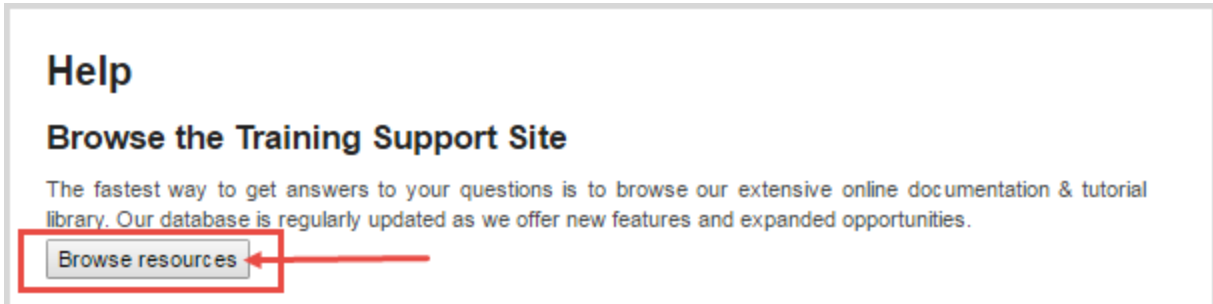
Browse resources

This action opens the Odysseyware training resources Knowledgebase page where you can use Search or click a navigation link to access helpful resources, such as Quick Start Guides, User Guides, course resources, video tutorials, and more.

Or,

- Go directly to the Odysseyware Training Resources **Knowledgebase** page at: https://www.odysseyware.com/training-resources. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the navigational links to access user guides, videos, and other helpful resources related to the selected link.

Log in to Odysseyware

How you log in depends on whether or not your school has enabled Single Sign-On (SSO) functionality with Odysseyware:

- For schools without enabled SSO functionality, on the **Login** page, enter your **Username** and **Password** and then click the **Ready, Set, Learn** button.
- For schools with enabled SSO functionality, on the **Login** page, click the **Sign In With [Azure][Google][Other IDP]** button. Enter your Identity Provider (IDP) credentials and click **Sign In**, or if you are already in your school's IDP session, you are immediately signed in to Odysseyware.

View important information on your Home page

By default, Odysseyware opens to the **Home** page. The **Home** page has several tabs and boxes containing lists of important information and items needing your attention.

Tabs and lists	Description
Activity Stream tab	Contains several lists of important information and items requiring your attention. • **New Messages** list. See New Messages list. • **Actions** list. See Actions list.. • **Assignment Alerts** list. See Assignment Alerts list..
New Messages list	Contains messages received from the Odysseyware internal messaging system from students, teachers, admins, and the support system. Depending on the type of message, you may be able to reply, export, or forward the message. • Click any message to read it. See "Communicate with teachers and students using internal messaging" on page 18.
Actions list	May contain help requests, assignments blocked requests, test/quiz unlock requests, assignment questions needing manual grading, and blank essay notifications. • Click any item to directly access the item. Tip: If you select a **Grade Assignment** item and open it for grading, and you cannot complete the grading, a **Remind Me** button appears for the question so that you can reset the alert for the question. Resetting the alert puts it back into the **Actions** list. If you forget to click the **Remind Me** button, you can always click the **Actions** link to open the **Gradebook > Action Required** tab. The **Action Required** tab list contains the same items as the **Actions** list.
Assignment Alerts list	Contains completed assignments, overdue assignments, assignments reassigned, and assignments blocked for not achieving pass threshold. • Click the **Assignment Alerts** link to go to the Assignment Alerts tab. See "View assignment alerts to take action on student progress" on page 13. • Click a title to open the assignment in the Teacher Assignment view. Here you can see the lesson contents and answers, grade (score) an assignment or question, skip assignments or questions, and more. • Sort the list by assignment type, student, course, unit, title, date, and activity status.
Calendar tab	Displays the school calendar which controls pacing of enrolled courses. You, as the Admin, control "No School" and school days that appear on the calendar from the School Settings > Calendar tab. See "Configure school settings" below.

Configure school settings

Odysseyware has default school settings, but you as the Admin can modify those settings to customize enrollment grading, pacing, and assessments settings, configure user permissions, manage campus identifiers (ids), set up school terms, modify no-school days on the school calendar, determine the Standards Documents available for your school, display a welcome message and message of the day, and more.

1. On the main nav bar, click **School Settings**.

2. Click a tab to take action.

3. Click **Save** to save any changes.

Tab	Actions
Messages & Displays	To display a welcome message and message of the day, and manage the Standards Documents for your school, do the following: a. For the messages, enter the information in all text boxes. b. For **Standards Documents**, by default, all standards you are entitled to see are selected. To remove a standard, clear the check box. To remove all standards so they are not visible in Curriculum Reports, custom course search and the Courses tab search, as well as for viewing aligned standards for Odysseyware assignments, clear the **Selected** check box. c. Click **Save**.
Grading, Pacing, & Assessments	To modify the default school enrollment settings for students and course enrollments. **Important:** School grading, pacing, and assessments settings may affect individual student enrollment settings and course enrollment settings. Do the following: a. For grading, pacing, and assessments settings, change any of the default percentages and remove or select other options. b. For assignment weights, enter new percentages. Weighting values must total 100. c. Click **Save**.
Permissions	To modify the default school permissions, do the following: a. Select or clear permissions based on your school's user permissions needs. **Important:** Some school permissions affect user permissions. b. Click **Save**.
Campus IDs	To manage campus identifiers for your school, do one or more of the following: • To add a campus identifier, click the **+ Add Campus ID** button. Enter a name and click **Save**. Campus names cannot include the pipe [I] character. Allowable values are: 0-9 a-z A-Z ` ~ ! @ # $ % ^ & * ( ) - _ = + [{] } \ ; : ' " , < . > / ? space. • To edit a campus identifier, under **Actions**, click **Edit**. Change the name and click **Save**. • To delete a campus identifier, under Actions, click **Delete**. Click **Delete** to confirm. • To set a default campus, click **Yes** for the **Set Default Campus** toggle. Select a default indicator.
Archive	To modify the default number of days for users and enrollments to be in a grace period for archival purposes, do the following: a. Enter number of days for Grace Periods (1 to 365). b. Click **Save**.
Terms	To set up additional school terms or modify existing terms for enrollment purposes, do the following: a. To add a term, in the row containing the empty boxes, enter a **Name** and select **Begin** and **End** dates. Select **Enrollable** to allow the term to have enrollments, and then click **Add Term**. Odysseyware automatically calculates the working days based on the school calendar school days. b. To make this new term the default term for enrollments, select **Default**. c. To modify an existing term, click **Edit** and make changes. Click **Save**.

Tab	Actions
Calendar	To modify the default school calendar (which affects pacing of assigned courses) or view future months, do the following: • Click any school day (empty calendar day) to make it a "No School" day. • To change a "No School" day back to a school day, click the day that shows the "No School" text. • Use the arrows next to the **today** button to move from one month to another.
User Associations	The **User Associations** tab appears for those schools with certain permissions enabled by an Odysseyware License Administrator in the Support tool. This tab is used to establish "connection links" also known as association identifiers between a school's outside sources, such as a SIS or Identity Provider (IDP) and Odysseyware. These association identifiers are required to keep users' records connected between systems. For schools with a Student Information System (SIS) which integrates with Odysseyware, do the following: a. To manage SIS IDs for all users and assessment IDs for students, click the **SIS** tab. b. To add a SIS ID for a student or teacher/admin user, enter a unique value in the **SIS Identifier** column. Click out of the field to save the value. c. To edit or delete a SIS ID, select the **Show all students** or **Show all teachers and admins** check box. In the **SIS identifier** field, click to activate the value, enter a new value, or delete the value. Click out of the field to save. **Tip:** For students only, to delete multiple SIS IDs, select the students which activates the **Delete SIS ID** button. Then, click the **Delete SIS ID** button. For those schools with enabled Single Sign-On (SSO) functionality, to add or edit SSO IDs for users, do the following: a. Click the **Single Sign-On** sub-tab. b. Select the **Show non-associated users only** check box. This action displays all users that do not have SSO IDs set up in Odysseyware. c. To add the SSO ID, in the **SSO Identifier** column, enter the value for the user in the format required by the Identity Provider (IDP). For example, if the IDP is Google for the school, you might enter: johnstudent@gmail.com. The value must be unique for the school or it will not save. To save the entered value, click in another field. d. Continue entering unique SSO IDs for other unassociated users and clicking in other fields to save the values.

Add (register) students

You can add (register) an individual student or multiple students. To add multiple students, see "Import (register) multiple students" on the facing page.

Add an individual student

1. On the main nav bar, click **Students**.

2. On the **Registration** tab, click **Create student**.

   The **Create Student** page appears.

3. Complete the user identification fields, permissions settings, and enrollment grading, pacing, and weights settings shown on the page. **Remember** - permissions and enrollment grading, pacing, and weights settings may be dependent on the school permissions and school grading, pacing, and weights settings. For more information, see the *Admin User Guide*.

4. When finished, click **Save**.

   The new student user appears in the list on the Registration tab.

Import (register) multiple students

1. On the main nav bar, click **Students**.

2. On the **Registration** tab, click **Import Students**.

   a. Click **Download Template**.

   > **Note:** For schools *with* enabled Single Sign-On (SSO) functionality, the template contains the fields needed to create/register students and use SSO. You need the students' organization Login usernames from your Identity Provider (IDP). For example, your school uses Google accounts to sign on to various web applications using a single username and password. The required columns are: First Name, Last Name, and SSO ID. The SSO ID is the student's SSO Login username. Two columns, Student ID and Campus ID are optional.

   b. Enter required data in template and save as .csv file. For the Campus ID column, you can enter multiple campus identifiers for a student by using the pipe (I) symbol to separate values.

   > **Warning:** Campus identifiers MUST match identifiers already set up by the Admin. During import, if campus ids do not match, an error message appears.

   c. On **Import Student** page, click **Browse** and locate the .csv file.

   d. Click **Next**.

   The **Preview and Edit** page appears.

3. If duplicate usernames are detected (for schools without enabled SSO functionality), click the duplicate **Username** and enter a new username, and then click in any other field to verify the new username.

   > **Note:** For schools with enabled SSO functionality, student usernames are generated by the system based on the SSO ID entered in the template for students.

4. Make changes as necessary to the permissions, enrollment settings, and school term. Any changes to settings apply to all imported students, but you can modify individual settings later. If desired, you can change or add data to any field in the student list. Click a field, and in the text box, enter the data. Or, to add or remove a campus id, click in the **Campus IDs** cell for the student and from the list, select a campus id or clear the check box to remove the campus id.

5. To import the students, click the check box in the first column next to each student, or to select all students, click the check box at top of first column.

6. Click **Submit**. Click **Done**.

Create student groups

You can create groups of students so that you can easily enroll the group members at the same time and also write and send messages to group members simply by selecting the group. You can also search for student groups in the Gradebook and run group reports. You can add Active or On Hold students (that you can access) to groups.

1. On the main nav bar, click **Students**.

2. Click the **Groups** tab to open it, and then click the **+New Group** button.

   The **New Group** page appears. Your name as the group owner is displayed in the **Group Owner** field.

> 💡 **Tip:** You can transfer the ownership of groups you created to another teacher. After the group is created, select it, and then from the **Actions** list, select **Change Owner** and click **Apply**. Search for the new owner and click **Save**.

3. Under **Group Details**, in the **Name** field, enter a unique group name. The name must be unique for your school (capitalization does not make it unique) and contain three (3) characters, but not more than 31 characters.

4. (Optional) In the **Description** field, enter a short description to help you identify the group. The description can contain between three (3) and 255 characters.

5. To search for and select students to include in the group, do the following:

   a. In the **Search Students** field, enter three characters of a student's first or last name, username, Student ID or Campus ID. A list of accessible students that match the characters you entered appears. Or, to see the list of all students, type one character and then press Backspace to remove the character.

   b. From the search results list, to select one or more students, click the check box next to the student's first name. To select all the students, click the check box at the top of the column next to the **First Name** column. If the search results are large, use the paging controls at the bottom of the list to view and select students.

   c. Click **Add to group** or under **Actions**, click the **Add Student** ➕ tool for each student.

   Selected students are removed from the search results and now appear in the **Students in the group** list.

6. If desired, to remove a student from the **Students in the group** list, click the check box to select the student. Then, click **Remove from group**, or under **Actions**, click the **Remove Student** ✖ tool.

7. When finished, click **Save**.

Enroll students in courses

You can enroll one or more students in one or more courses at the same time. Consider the following before you begin enrolling *multiple* students in *multiple* courses at the same time:

- Students in the enrollment *with individual*, *personalized* Grading, Pacing, and Weights settings for their student profile will keep those personalized settings for the enrollment and those students in the enrollment *without individual*, *personalized* Grading, Pacing, and Weights settings will use the default school-level Grading, Pacing, and Weights settings. If you, as the enrollment creator and logged-in user, have the "Change Grading, Pacing, and Assessments" permission, you can modify (personalize) the enrollment settings for the *entire* enrollment. For more information about Grading, Pacing, and Weights settings personalization, see the *Admin User Guide*.

- You select one teacher of record (TOR) and one term for the entire enrollment.

> 💡 **Tip:** There are several ways to enroll students in courses. One of the easiest ways is to enroll a group of students (see "Create student groups" on the previous page) using the **Add Enrollment** button on the **Gradebook**.

1. On the main nav bar, click **Gradebook**.

2. By default, the **Grading** tab is active, so click the **+Add Enrollment** button.

   The Enroll Students page appears.

3. Under **Enroll Your Students**, in the **Add Student / Group** field, start typing the group's name or a student's name, username, student ID, or campus ID. When matching names appear, select the group or student. If desired, continue searching and adding students to the enrollment.

4. To search for and select course(s) for the enrollment, in the **Add Courses** field, start typing the course or subject name. When matching courses appear, select the course. If desired, continue searching and adding courses to the enrollment. Remember - all courses must use the same term, and teacher. However, each course can have its semester, status, and CRx mode settings modified as described in the next step.

5. If desired, and if the course allows it, do the following:

   a. Select a course length (example A) of Full semester (Full), First semester (Sem 1), or Second semester (Sem 2). If the course length cannot be changed, the options are disabled.

   b. Click **OFF** to change status from **Active** to **On Hold** (example B).

   c. Click **OFF** to turn ON **CRx** mode (example C). If CRx mode cannot be changed for the selected course, the option is disabled.

6. In the **Teacher** field, the name of the logged-in user appears by default. To assign the enrollment to another teacher (or admin), clear the field and start typing the person's name. Select the teacher/admin from the matching list.

7. In the **Terms** field, keep the default term or click to select another school term. If desired, click **Custom Term** and enter custom term start and end dates.

8. If desired, to view the enrollment grading and pacing, weights, monitored assessments settings and other permissions, click the **View and edit settings** ⚙ tool located in the upper-right corner of the page. If you make changes, click **Save Settings**. Otherwise, click **Cancel**.

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> **Tip:** If you plan to do consecutive student enrollments, as a time-saving feature, select the **Create Another Enrollment** check box located below the **Create Enrollment** button at the bottom of the page. This action keeps your selected students, teacher, term, and courses in the **Enroll Students** page so that you only have minimal changes to make after submitting the first enrollment. If you switch to another Odysseyware tab or page between consecutive enrollments, your settings are not saved.

9.   When finished, click the **Create Enrollment** button.

10.   At the enrollment submitted successfully message, click **OK**.

> **Note:** When the enrollment is processed by Odysseyware, as the enrollment creator, you receive a "Batch Enrollment Result" message in your Messages Inbox that notifies you of <u>successful and failed</u> enrollments. If an enrollment failed, the message explains why. Be sure to check your messages. The Teacher assigned to the enrollment also receives the " Batch Enrollment Result" message in their Messages Inbox. See "Communicate with teachers and students using internal messaging" on page 18.

View assignment alerts to take action on student progress

If you are an admin with assigned students, you use the **Assignment Alerts** tab to view the timely progress status of current assignments (back to the past 30 days) for your students or for all students. You immediately see if an assignment is overdue, blocked/failed, graded, or has been re-assigned. You can take action on an assignment and view the contents of an assignment.

1. On the main nav bar, click **Assignment Alerts**.

2. You can:

   - Filter and sort the list to change the information displayed. For example, to see alerts for the past 14 days, from the **Show Progress for** list, select **past 14 days**.
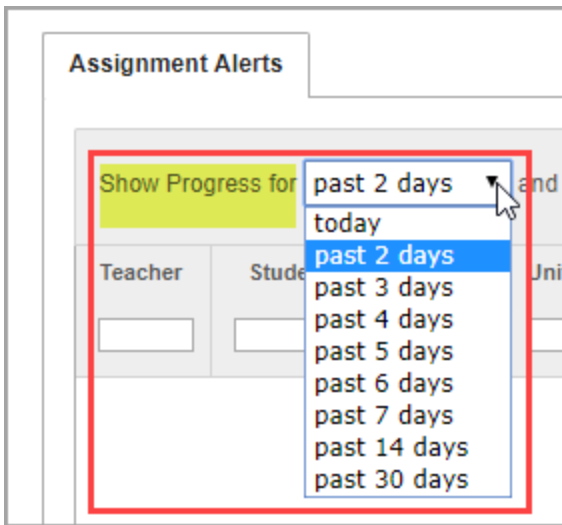
   - Change status of assignments. Select a status from the **Status** list.

   - Manually enter a grade for assignments. Select a status of **Graded** and then in the **Update Score** page, enter a score. Click **Save**.

   - Click an assignment title to view contents of and manage assignments in the Teacher Assignment view. You can see questions, student's answers, lesson content and more.

Monitor and share student progress with the Dashboard

For schools with active student enrollments, the **Dashboard** tab is the default tab for **Reports**. The **Dashboard** tab has two views - the main view and a student details view. The information shown and tools available differ between the views.

> **Note:** For more information about the Dashboard features and tools, see the *Dashboard User Guide* or the *Admin User Guide*.

- Use the interactive graphs to visually see where all students are in assignment completion and current score. Click a graph bar (or color) to filter the data shown.

- Quickly identify students who have overdue assignments or are scoring low so that discussions and possible intervention can begin.

- Export data to .csv or .pdf formats to analyze and share with others.

- See a student's current score, relative score, score by assignment type, the amount of time spent working on assignments, and course progress for an individual course on the Students Details view.

- Quickly navigate to the student's enrollment in the Gradebook (without leaving the Dashboard) to view and manage individual assignments.

Run student and faculty activity reports

Odysseyware has a variety of reports available to report on student progress and track student activity. In addition to student reports, Admins also have several school-level reports available to monitor faculty progress and activity.

Two access points are available to run reports from:

- The main nav bar **Reports > Activity Reports** sub-tab where you can apply filters to the data.

- The **Quick Reports** [icon] tool from the **Gradebook** where several student reports based on the course enrollment term are available.

For either access point, you can select to export the report as a Web (HTML) page, CSV file, or a PDF.

> **Note:** Depending on the report export format, some reports generate as separate reports with many pages.

1. On the main nav bar, click **Reports**, then click the **Activity Reports** sub-tab.

2. If desired, to change the time zone for the report, select a different time zone.

3. From the reports list on the left, select a report.

   This action displays the applicable report filters, such as **Select Time-frame**, **Select Users**, **Select Group**, **Select Campus ID**, and **Select Enrollments**, which determine the information to include in the selected report.

4. Select filters as required by the report:

   a. If the report requires a time frame, for the **Select Time-frame** filter, select a one or more school terms or enter custom start and end dates.

   b. If the report requires user information, for the **Select Users** filter, as a quick search, use the **Name** search field to locate a user. Or, just select users from the list that appears. Click the check box next to the name to include the user in the report.

   c. If the report requires group information, for the **Select Group** filter, select one or more student groups.

   d. If the report requires campus information, for the **Select Campus** filter, select one or more campus ids.

   e. If the report requires enrollment information, for the **Select Enrollments** filter, click the **Show/Refresh** button to display all courses for the selected users. Then, use the **Course**, **Edition**, **Student**, **Teacher**, **Status**, or **Reason** filters to easily locate course enrollments. Select the check box for each enrollment to include in the report.

5. From the **Export as** section (at the top or bottom of the filters area), select a report format.

6. Based on your selected report format, you can open the file immediately, save it, or print it.

Run reports focused on aligned standards

You can run reports focused on standards alignments for your entitled courses or across all content. The **Reports >Curriculum Reports** sub-tab allows you to select the state and/or national standard (based on your entitled states' standards and national standards documents) first, then each remaining selection activates the next selection category of data for the report.

> **Permission(s) check:** An Odysseyware License Administrator must enable permission for a school to have access to Curriculum Reports. If permission is disabled, Curriculum Reports are not available.

1. On the main nav bar, click **Reports**, then click the **Curriculum Reports** sub-tab.

2. From the list, select a report.

3. From the **Select Document** list, select the state or national standard.

4. From the **Select Subject** list, select the curriculum subject.

5. Select a grade or discipline. Then, depending on your report selection, from the **Select Course** list, select a course.

6. Click **Run Report**.

> **Tip:** The report downloads to an .xlsx format used by Microsoft® Excel® so that you can easily find standards and sort the report data and possibly import the data to other applications.

7. The **Save As** dialog box appears with a default File name for the report based on your selections. You can keep the file name or change it. Click **Save**.

8. When the download is complete, open the file.

Add teacher and admin users for your school

1. On the main nav bar, click **Teacher/Admin**.

2. Click **Create Teacher/Admin**.

3. Complete the user fields and select a role for the user (Teacher, Super Teacher, or Admin). Permissions on the page change based on the role you select.

4. For permissions, select the check boxes to enable the permission or remove the check boxes to disable the permission for the user. Remember - some permission settings are dependent on the school permission setting and may not be enabled or disabled.

> **Tip:** For schools with enabled SSO functionality, click the Associations **Info** ℹ symbol and enter the SSO ID (for example, johnsmith@schoolica.com) in the **SSO** field. This action creates the association for the Identity Provider (IDP) with SSO.

> **Note:** When setting up a Super Teacher profile, if you provide a Campus ID, you can enable the "Restrict to Campus" permission so that the Super Teacher can only see students associated with the same Campus ID(s) as the Super Teacher. For more information about the Super Teacher restrictions, see the *Admin User Guide*.

5. Click **Save**.

Provide Odysseyware access to parents and guardians

You can provide access to the Odysseyware Parent Portal for parents and guardians. The parent or guardian receives an email with a link to the Parent Portal to set up their password and log in.

Before you create the parent profile, you need:

- At least one student associated with it. If you have not added the student(s) to Odysseyware, see "Add (register) students" on page 9.

- The parent's valid email address. Their email address becomes their Odysseyware username.

1. On the main nav bar, click **Parents**.

2. Click the **Create Parent Profile** tab.

   a. Enter the **First Name** and **Last Name** of the parent or guardian.

   b. In the **Login ID** field, enter a valid email address of the parent or guardian. This email address is their Odysseyware username.

   c. In the **Add Student** field, start typing the name of the student associated with the parent or guardian. As you begin typing, a filtered list appears. Select the name of the student to associate with this parent or guardian.

   d. Click **Add**.

   e. Repeat steps c and d to associate additional students.

   f. Click **Save**.

3. Verify the information you added and click **Send Confirmation**. Click **OK**.

   The email contains a link which remains active for 36 hours. If the parents do not open, read and create their password, you will need to resend the confirmation.

View, manage, and search courses

Odysseyware supports our standard courses as well as any custom courses you may want to develop.

- **Standard courses** are the default courses provided when you purchase Odysseyware. You cannot modify the Odysseyware standard courses.

- **Custom courses** are those you create either by searching for and combining units and assignments from existing standard courses or by searching for and combining your custom assignments with assignments from standard Odysseyware courses. You can also create a course comprised entirely of custom units and assignments created by you and other users.

> **Note:** Creating custom courses is explained in the *Custom Course Guide* and creating custom assignments is explained in the *Teacher Authoring Tool Guide*.

The **Courses** tab contains a list of all standard courses your school is entitled to see and enroll students in as well as custom courses created by your teachers and/or admins. The **Courses** tab also provides:

- Several sub-tabs to help you filter the list to the courses you want to view. By default, when you start using Odysseyware, the **All** list displays the standard Odysseyware courses. Once your school has created custom courses, the **All** list also contains those courses as well. You use the **All Standard**, **Custom**, **My Courses**, and **Archived** sub-tabs (filters) to change the course information displayed.

- A **Create Course** button that enables you to create your own custom course. See the *Custom Course Guide* for information on how to create custom courses.

- A **Search** button lets you search your entitled Odysseyware curriculum and other content types (custom courses and assignments, all standard topics, and Standards documents) to flag content for your custom courses.

There are several ways to search content:

- Navigate through "levels" of a selected content type. For example, Odysseyware standard **Curriculum** is organized into levels by **Subject**, then by **Course**, then by **Units**, and finally by **Assignments**. This means you can drill into a course all the way to the assignment level to see the content before assigning the course to students or creating a custom course.

- Enter a keyword and apply filters to narrow your search results for a selected content type. For example, you want to search **Topic** content for all uses of the word "energy", but you want to only see items for Grade 8.

You can flag content to save it to a list and easily access those flagged items to create custom courses.

For more detailed instruction and information, see the *Admin User Guide.*

Communicate with teachers and students using internal messaging

Odysseyware has an internal messaging system that allows teachers and admins to receive messages from other teachers, admins, and students, and send messages to other teachers, admins, students, and student groups. Teachers and admins also receive internal system support messages that let them know if an enrollment may soon be archived or other important system notifications. Teachers and admins can also export help-requested and person-to-person messages as PDFs to provide the message details to others. Students can send messages to their teachers, even while working on an assignment, and receive messages from their teachers.

To read, reply to, and send an internal message:

1. On the main nav bar, click **Messages**.

    By default, the **Messages** tab displays **All messages** (unread and read) in your **Inbox** in chronological order by date and time when received. Unread messages appear in bold text and read messages are in normal text.

2. To read a message, under **Actions**, click the **View message** 👁 tool. Depending on the type of message, you may be able to forward, reply to or export the message.

3. To write and send a message, click **New Message**.

4. To select the recipients for the message, do the following:

    a. From the **Contacts** list, select a type of contact to filter the list. Depending on your user role, the types of contacts you can select from may include **All Students**, **My Students**, **Admins**, **Teachers**, **All Groups**, and **My Groups**.

    b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.

    c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.

> 💡 **Tip:** You can enter the first few characters of a user's name in the blank text field to filter the appropriate list.

5. Enter the subject of the message, and then type the message.

6. Click **Send Message**.

Export messages as pdfs

1. To export a person-to-person or help-requested message as a PDF, on the **Messages** tab, under **Actions**, click the **Export** 📥 tool. Or, if you already have the message open, click the **Export** button.

    The message downloads as a PDF. Depending on your browser, the file may show on a tab at the bottom of the page.

2. Click to open the file, or just attach the pdf file to any email in an external messaging program.