



Odysseyware®
v2.58
Administrator User Guide
Released 12/2020

Odysseyware® v2.58 Administrator User Guide

Released 12/2020

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Odysseyware®

300 N. McKemy Avenue

Chandler, AZ 85226

Helpful resources

Technical Support

Phone - Toll Free: 877.251.6662

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.

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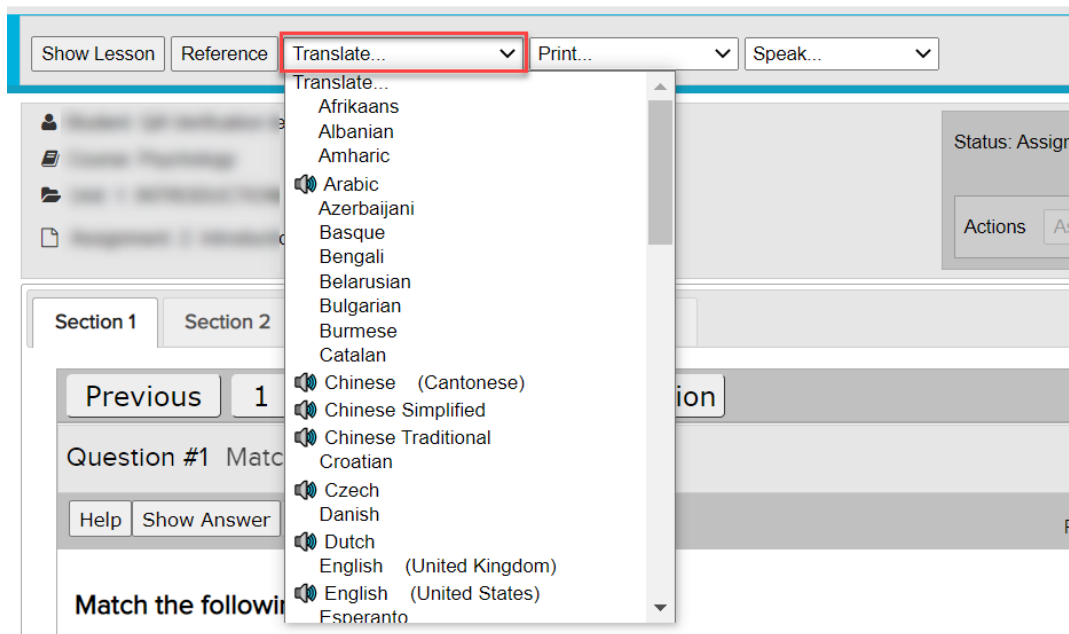
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What's new in this release of Odysseyware® v2.58

Odysseyware v2.58 contains some improvements.

UPDATE: New languages were added to the Translate list. Now users can view and hear a translation of selected text for assignments in over 70 languages.



Tip: The available languages are: Afrikaans, Albanian, Amharic, Arabic, Azerbaijani, Basque, Bengali, Belarusian, Bulgarian, Burmese, Catalan, Chinese (Cantonese), Chinese Simplified, Chinese Traditional, Croatian, Czech, Danish, Dutch, English (United Kingdom), English (United States), Esperanto, Estonian, Filipino, Finnish, French, Galician, Georgian, German, Greek, Gujarati, Haitian Creole, Hebrew, Hindi, Hmong, Hungarian, Icelandic, Indonesian, Irish, Italian, Japanese, Kannada, Korean, Latin, Latvian, Lithuanian, Macedonian, Malay, Maltese, Norwegian, Persian, Polish, Portuguese (Brazil), Portuguese (Standard Portuguese), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish (United States/Mexico), Spanish (Latin America), Spanish (Spain), Swahili, Somali, Swedish, Tamil, Telugu, Thai, Turkish, Ukrainian, Urdu, Vietnamese, Welsh, and Yiddish.

UPDATE: New users do not have to read and accept the End User License Agreement (EULA) after the first time they log in.



Note: End User License Agreement (EULA) is still available by clicking the Terms of Use link on the Login page or the school footer

T	English IV	6	35 . Test: The Individual and Society	01/14/2021 02:01 am	!
Q	Science 500	9	11 . Quiz 1: Matter	01/13/2021 02:01 am	!
L	English IV	6	29 . Diction and Syntax	01/13/2021 02:01 am	!
P	Biology	10	19 . Experiment: Carbon Dioxide	01/13/2021 02:01 am	!
L	Biology	10	21 . Humans: Movement and Reproduct	01/13/2021 02:01 am	!

The last 7 days of alerts for your students are shown above

School footer link

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About

Help

Terms of Use

Feedback

Version: 2.58.3

Chat

Your top 0 unread messages are shown above.

Assignment Alerts

Type	Student	
T	English IV	
Q	Science 500	
L	English IV	
P	Biology	
L	Biology	

The last 7 days of alerts for your students are shown above

End User License Agreement

Odysseyware User Agreement

Please read this agreement and accept it by pressing the button at the bottom of the page.

By using or allowing others to use the software, materials, interactive features, and website associated with the Odysseyware website ("Website"), you (the "User") are agreeing to be bound by these legal terms and conditions ("Agreement"). Any person interacting with the Website in any way, including but not limited to students, teachers, administrators, and parents, are Users for the purposes of this Agreement. If you do not agree to the terms and conditions of this Agreement, do not use this Website. If you are dissatisfied with this Website, any Website content, or the terms and conditions of this Agreement, you agree that your sole and exclusive remedy is to discontinue your use of this Website. You acknowledge and accept that your use of this Website is at your

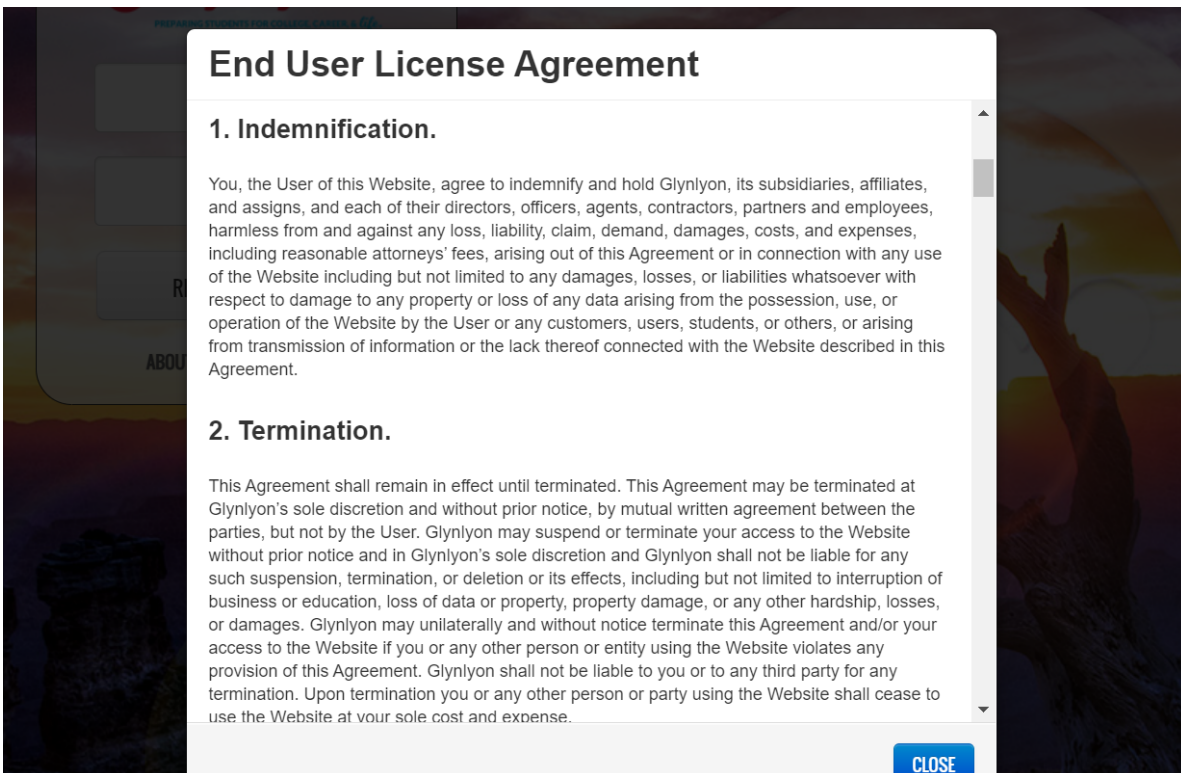
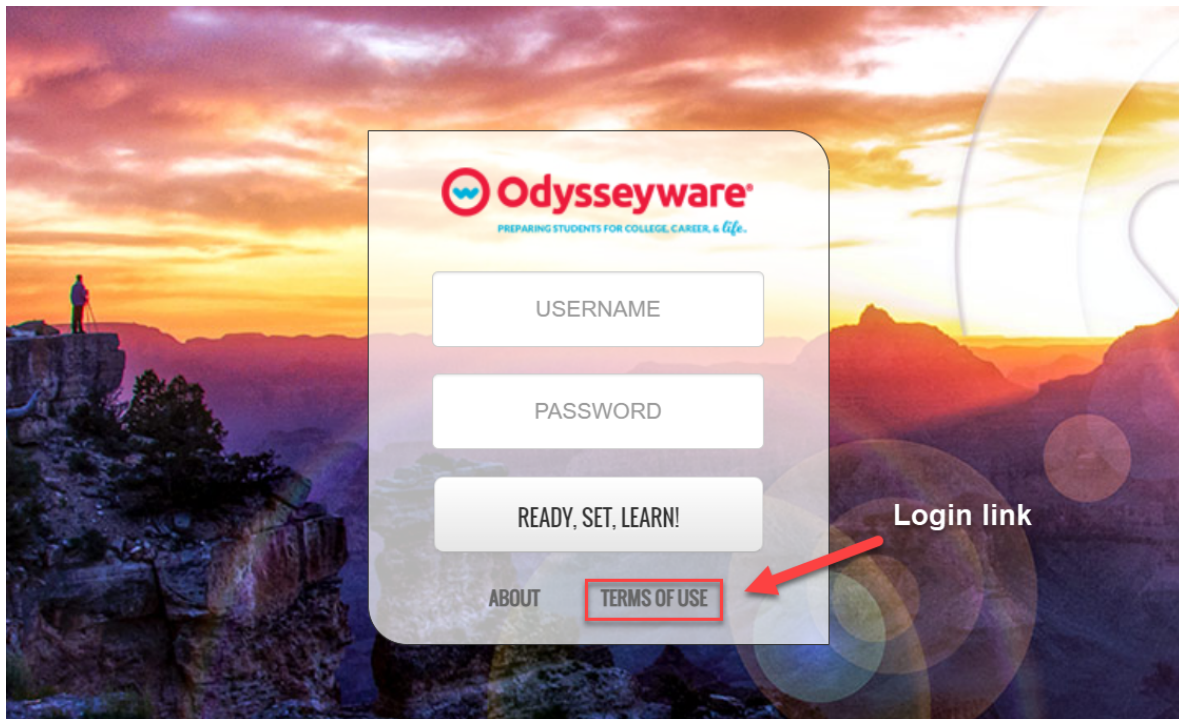
Close

Assigned Overdue Blocked/Failed

Date	Activity

View 1 - 10 of 29





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Introduction

Welcome to Odysseyware!

Odysseyware is a leading provider of award-winning online curriculum and eLearning solutions for public, virtual, charter and alternative schools. Used nationwide by thousands of schools, the Odysseyware learning management system and research based and proven core curriculum, assessments and robust and targeted learning tools, provide administrators, teachers and students with powerful learning solutions that can be utilized in a myriad of instructional settings. Administrators enjoy innovative, time-saving reporting and benchmarking tools, automatic grading functionality, search and filtering capabilities.

Odysseyware has four modes, or applications: Administrator, Teacher, Student, and Parent. These modes are based on the user role set up for you. The Login page for each mode looks the same for your school; however, the information you enter directs you to the correct mode for your user role. Odysseyware user roles are explained in ["User roles and permissions" on page 13](#).



Tip: Parent mode is for parents, guardians, or anyone who needs read-only access to see their assigned students' courses and assignments' progress, access the school calendar, and print reports. Odysseyware Admins and Teachers (with permission) can manage parents' access to Odysseyware.

About this guide

This guide is for Administrators and it explains:

- The features and tools you see in the application.
- How to complete tasks, such as :
 - Registering (adding) students and managing student user profiles.
 - Adding teachers and managing teacher profiles.
 - Enrolling students in courses and managing those enrollments while tracking progress in assignments.
- How to monitor and report progress for students.
- How to view and search your entitled curriculum (courses) and run reports to see where assignments are aligned to standards.



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

Other user guides and helpful resources are available which cover features and functions for Teachers, Students, and Parents. For more information, see ["Get help from customer support and access to online resources and videos" on page 295](#).

Guide conventions

Several text conventions are used to indicate helpful, noteworthy, and important information.



Tip: Supplementary, helpful information not essential to complete a task.



Note: Supplementary information that may be helpful to complete a task.



Warning: Advises you of consequences to actions taken.



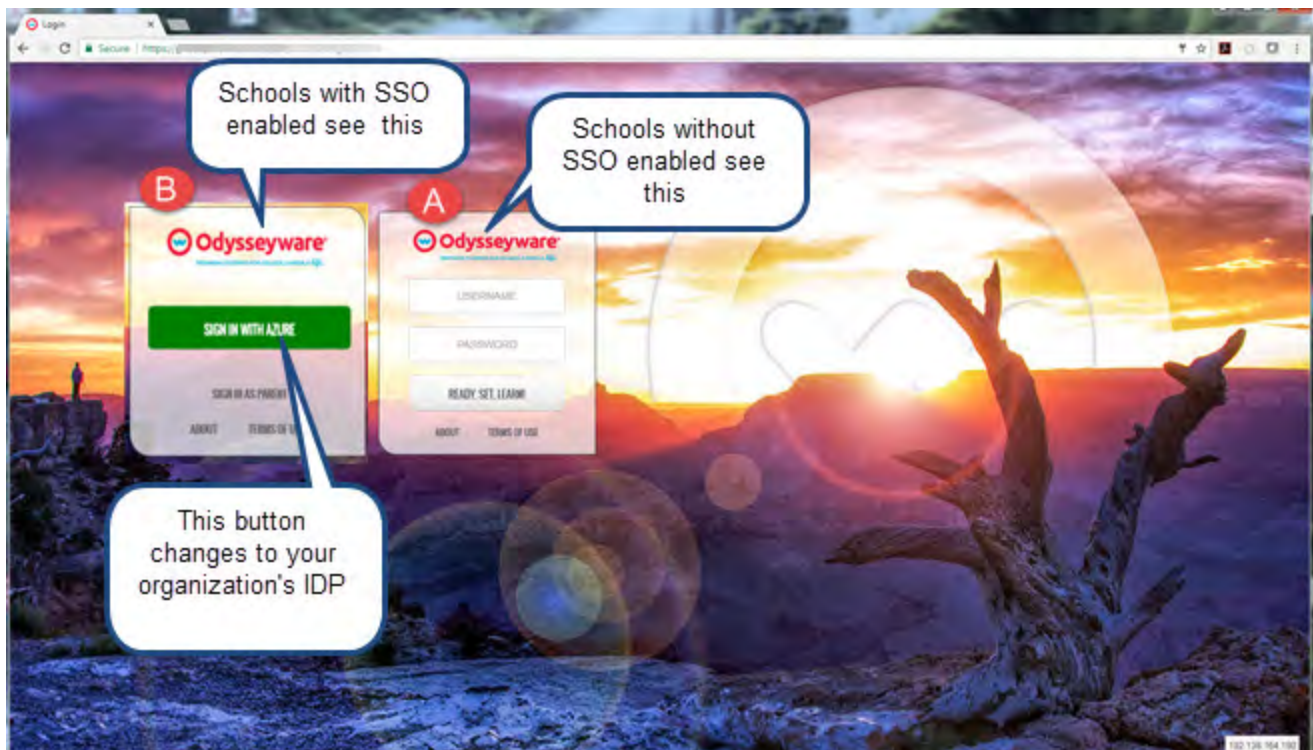
Permission(s) check: Describes the permissions required to complete the task.



Why? Offers an explanation, such as an example, to help you understand the benefits and usage of the feature.

Log in and out

You should have received the URL to your school's site. Using a supported browser, when you open your school's site, you may see a **Login** page similar to the one below.



How you log in depends on whether or not your school uses Single Sign-On (SSO). Odysseyware supports SSO with several, common Identity Providers (IDPs), such as Microsoft® Azure™ or Google. SSO is also available through Partner Integration contracts, such as Clever™ and ClassLink®.

- For schools not using SSO, in the Login form (see example A above), you need to enter your Odysseyware **Username** and **Password** which you should have received from the Odysseyware team in an email, or from your school Administrator.
- For schools using SSO with an IDP, in the Login form (example B above), you click the "**Sign In With [IDP Name]**" button which takes you to your school's IDP site where you enter your credentials. If you are already in a session in your school's IDP site, you are immediately logged in to Odysseyware.





Note: For schools using SSO Partner Integration, such as Clever or ClassLink, this means users log in to the partner integration system first, and then click a button or link to log in to Odysseyware. If the user is associated to multiple Odysseyware schools, the user can select which Odysseyware school to access. SSO Partner Integration is supported for students, teachers, and admins; parents will not have SSO login integration.

For complete steps, see [Log in to Odysseyware](#).



Note: Several branding customization options are available for the Login page, main navigation bar colors, and Help and Technical Support pages. The pages shown in this guide are the default Odysseyware pages and colors. Your school may have customized pages.

Log in to Odysseyware

1. Enter the provided URL in a supported browser.
2. On the **Login** page:
 - a. Enter the username and password provided to you.
 - b. Click **Ready, Set, Learn**.

Or

If your school uses Single Sign-On (SSO) with an IDP, click the **Login with [Azure], [Google], [Other IDP]** button. If you are already logged into your Identity Provider (IDP) session, Odysseyware immediately opens. Otherwise, at your IDP Login page, enter your SSO credentials for your organizational account, and click **Sign in**.



Note: If your login was not successful, and depending on whether or not your school has enabled SSO functionality, you may see a message explaining that your account is disabled or cannot be found in the system. If this occurs, contact your school's administrator for assistance. Login issues are also sent in a System Support message to the school's Admin.

3. You should now see the Home page. See "[View important information on your Home page](#)" on page 31.

Log out of Odysseyware

We recommend that you log out of the application *before closing the browser tab* so that all connections are satisfactorily closed and logout times can accurately be recorded. This is important because the **Login/Logout Times** report (found under **Reports > Activity Reports**) can be used for viewing attendance days and time in the application.

- Click the **Logout** link located in the upper right of every page in the application.



Note: For schools using SSO, when a user clicks Logout, the user is only logged off of Odysseyware. The user is still logged into their organizational account or partner integration application.

About and Terms of Use links

On the Odysseyware Login page, in addition to the Login box, two links appear.



Link	Description
About	Opens the About page where you find the active Odysseyware server and version number. The About page also contains information about Odysseyware and provides links to helpful resources.
Terms of Use	Opens the Odysseyware End User License Agreement (EULA) which explains the terms and conditions for using Odysseyware.

Helpful information before you begin

User roles and permissions

Odysseyware has four user roles: Admin, Super Teacher, Teacher, and Student. Each user role has *permissions* and applicable Odysseyware user modes.



Note: Odysseyware also has the Parent user role, however this role only has access to the Parent Portal mode and only sees the students associated with their parent profile. No permissions are available.

User role permissions determine:


- The features the user can access.
- The functionality the user can perform in Odysseyware.

Who sets user permissions?

Permissions can be set for the school (by the Admin) and for the individual user profile. Several school permissions are shared with user permissions so that when a change occurs to a school permission, the same change occurs to the shared permission at the individual user level. For more information, see ["School permissions affect on shared user permissions" on page 20](#).

Permissions by user role

An Admin, Super Teacher and Teacher user role also determines the students the user can see and access. For more information, see ["Student viewing rights based on your assigned user role" on page 16](#).

User role	Mode	Permissions
Admin	Admin	<p>Admin user has access to all features and functions and has built-in Odysseyware management permissions. These permissions include:</p> <ul style="list-style-type: none"> • Manage teachers and other admin users • Manage parent profiles and access • Manage all school settings • Perform all functions for all students • Perform all group functions (create, edit, delete, view, change ownership) for groups owned by the admin user and other users • Create and edit custom courses and custom assignments • Run administrative reports (Activity Reports) and generate and download Curriculum Reports • Access the Dashboard tab and use of the Admin controls on the Dashboard <p>Allowed permissions at the individual level</p> <p>At the individual profile level, the Admin user can perform functions allowed by their enabled individual permissions:</p> <ul style="list-style-type: none"> • Use an OASIS API key to make external requests using the OASIS API. • Change their password • Change grading, pacing, and assessments settings for students and enrollments • Skip questions in student assignments <p>For more information, see "Teacher and Admin user profile fields and permissions" on page 104.</p> <div>  <p>Warning: You can have multiple Admin users for your Odysseyware school. If required, create multiple Admin users with the understanding that any changes to school settings and permissions one Admin user makes, changes <i>all school settings and permissions</i> and may change shared user and enrollment settings and permissions.</p> </div>
Super Teacher	Teacher	<p>A Super Teacher user can perform functions allowed by their enabled teacher permissions:</p> <ul style="list-style-type: none"> • Add (register) students (see exceptions below) • Edit and manage students (see exceptions below) • Manage parents/guardians profiles and access • Assign courses (enroll students) • Create and edit custom courses • Manage student groups (see exceptions below) • Change their password

User role	Mode	Permissions
		<ul style="list-style-type: none"> • Change grading, pacing & assessments settings for students and enrollments • Skip questions in student assignments • Run administrative reports (Activity Reports) and generate and download Curriculum Reports • Access the Admin controls for the Dashboard (Enable Dashboard Admin View) <p>For more information, see "Teacher and Admin user profile fields and permissions" on page 104.</p> <p>Super Teacher permission exceptions at the individual profile level</p> <p>Two EXCEPTIONS to the above functions can occur at the <i>individual profile permission</i> level:</p> <ul style="list-style-type: none"> • If the Restrict to Campus permission is <i>enabled</i>, the Super Teacher is restricted to only viewing students <i>with the same Campus IDs</i> as the Super Teacher and students that have enrollments in which the Super Teacher is the Teacher of Record (TOR). For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17. • If the Manage Student Groups permission is <i>enabled</i>, even if the Manage Student Groups permission is <i>disabled</i> at the school level, the Super Teacher can create groups, edit and delete their own groups, transfer ownership of their own groups.
Teacher	Teacher	<p>Teacher user can perform the functions allowed by their enabled teacher permissions:</p> <ul style="list-style-type: none"> • Add (register) students • Edit and manage students • Manage parents/guardians profiles and access • Assign courses (enroll students) • Create and edit custom courses • Manage student groups (see exception below) • Change their password • Change grading, pacing & assessments settings for students and enrollments • Skip questions in student assignments • Run activity reports and generate and download Curriculum Reports • Access the Dashboard tab (requires active enrollments where TOR) <p>Teacher permission exception at the individual profile level</p> <p>One EXCEPTION can occur at the <i>individual profile permission</i> level:</p> <ul style="list-style-type: none"> • If the Manage Student Groups permission is <i>enabled</i>, even if the school Manage Student Groups permission is <i>disabled</i>, the Teacher can create groups, edit and delete their own groups, transfer ownership of groups they own, view groups.
Student	Student	<p>A Student user can be enrolled in courses and can perform the functions allowed by their enabled student permissions:</p> <ul style="list-style-type: none"> • Review graded quizzes and tests

User role	Mode	Permissions
		<ul style="list-style-type: none"> See answer key for completed lessons See their performance (correct/incorrect) when pass threshold is not met Have the order of questions randomize on lessons, quizzes, and tests Allow message sending Allow student to take notes in assignments See overdue notification for assignments Have progress blocked for end of term Access Writer spelling and grammar and scoring features. <p>For more information, see "Student profile user fields, enrollment settings, and permissions" on page 77.</p>

Student viewing rights based on your assigned user role

User roles also have *student viewing rights* which means the role assigned to you determines the students you can see.



Note: Odysseyware also has the Parent user role, however this role only has access to the Parent Portal mode and only sees the students associated with their parent profile.

The following table provides high-level explanations of the students that the user role can see.

User role	For these features, you see...
Admin	<ul style="list-style-type: none"> For any View: all students View: all students filter, you see ALL registered students, including students registered by others. For any View: my students View: my students filter, you only see students with enrollments in which you are the Teacher of Record (TOR). For student groups, you sees all students in all groups.
Super Teacher	<ul style="list-style-type: none"> For any View: all students View: all students filter, you see ALL registered students <i>EXCEPT</i> if the "Restrict to Campus" permission is enabled for your teacher profile, then you only see students with the <i>same</i> Campus IDs as your associated Campus IDs and students with enrollments in which you are the Teacher of Record (TOR). See "Super Teacher restrictions enforced by Campus IDs" on the facing page. For any View: my students View: my students filter, you see students with enrollments in which you are the Teacher of Record (TOR). For student groups, you see students with enrollments in which you are the Teacher of Record (TOR) AND if the Restrict to Campus permission is enabled for your teacher profile, you also see students with the same, associated Campus IDs as your associated Campus IDs. For the Dashboard, if not restricted by associated campus(es), you see all active student enrollments. If restricted by associated campus(es), you see enrollments for those associated campuses and where assigned as the Teacher of Record (TOR) .

User role	For these features, you see...
Teacher	<ul style="list-style-type: none"> For any View: all students View: all students filter, you see any students registered (created) by you and students with enrollments in which you are the Teacher of Record (TOR). For any View: my students View: my students filter, you see students with enrollments in which you are the Teacher of Record (TOR). For student groups, you see students you registered (created) and students with enrollments in which you are the Teacher of Record (TOR). For the Dashboard, you see students with enrollments in which you are the Teacher of Record (TOR).

Super Teacher restrictions enforced by Campus IDs





In Odysseyware, at the individual teacher profile level, when one or more Campus IDs are selected for the user, the **"Restrict to Campus"** permission can be enabled (checked) for a Super Teacher.



When the **"Restrict to Campus"** permission is enabled (checked), certain restrictions are enforced in Odysseyware to limit access to only those students with the *same Campus IDs* as the Super Teacher. If the permission is not enabled (left unchecked), the Super Teacher has access to ALL students, regardless of the associated Campus IDs for their profile.



Note: The exception to the **"Restrict to Campus"** permission enforcement occurs when the Super Teacher is the **Teacher of Record (TOR)** for an enrollment. Those students are seen by the Super Teacher, regardless of whether or not their Campus IDs are the same as the Super Teacher's Campus IDs.

For a Super Teacher with the **"Restrict to Campus"** permission enabled, the restrictions to features and functions are detailed in the table below.

Feature/function	Restriction
Create (register) students which defaults to selected, associated Campus IDs for the restricted Super Teacher	<p>On the Students > Registration tab, a Super Teacher (with permission) can register (create) students. By default, the Campus IDs associated to the Super Teacher are automatically selected for the student the Super Teacher is registering. For example, a school has 20 campus IDs. The Super Teacher, with the "Restrict to Campus" permission enabled, has four campus IDs associated to her Teacher profile. When the Super Teacher creates a new student (registers one), the list of campus IDs for the student is automatically defaulted to the four selected campus IDs for the Super Teacher. A campus ID can be unselected, but other campus IDs for the school are not available to the restricted Super Teacher.</p> <div>  Permission(s) check: Super Teacher must have the "Add Students" permission enabled for their user profile to create (register) students. </div>
Create groups (search for students to include in the group)	<p>On the New Group page, when searching for students to include in the group, the Super Teacher only sees students with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR.</p> <div>  Permission(s) check: Super Teacher must have the "Manage Student Groups" permission enabled for their user profile to create groups. </div>
Create parent profiles (search for students to add to the parent profile)	<p>On the Create a Parent Profile page, when searching for students to add to the parent profile, the Super Teacher only sees students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.</p> <div>  Permission(s) check: Super Teacher must have the "Add Parent" permission enabled for their user profile to create parent profiles. </div>
Enroll students in courses (search for students and/or groups)	<p>On the Enroll Students page, when searching for students and/or groups for the enrollment, the Super Teacher only sees students with the same Campus IDs as the Super Teacher as well as students with an enrollment for which the Super Teacher is the TOR.</p> <div>  Permission(s) check: Super Teacher must have the "Assign Courses" permission enabled for their user profile to enroll students in courses. </div>
Filter Assignment Alerts	<p>On the Assignment Alerts page, for the View: All Students View: all students filter, the results only show students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.</p>
Filter students on the Students Registration page	<p>On the Students Registration page, for the View: All Students View: all students filter, the results only show students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.</p>

Feature/function	Restriction
Filter selection on the Dashboard	<p>On the Dashboard main view, in the Admin controls area, for the campus and teacher filters, the Super Teacher only sees campuses defined for the Super Teacher and teachers at campuses defined for the Super Teacher. The enrollments shown are for students at the campus and/or for the selected teacher. When the Super Teacher uses the "Show Only My Students" filter, will see enrollments where the Super Teacher is the TOR.</p> <div>  <p>Permission(s) check: Super Teacher must have the "Enable Dashboard Admin View" permission enabled for their user profile to use the Admin controls on the Dashboard main view.</p> </div>
Import (register) multiple students	<p>On the Students > Registration tab, a Super Teacher (with permission) can import (register) multiple students. The Super Teacher is restricted to entering or selecting only those Campus IDs associated to her teacher profile for the students.</p> <div>  <p>Permission(s) check: Super Teacher must have the "Add Students" permission enabled for their user profile to import (register) students.</p> </div>
Search enrollments	<p>On the Course Enrollments page:</p> <ul style="list-style-type: none"> • The Campus IDs search option is removed. • A Student ID search will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A blank search (no selections or values entered in the search fields) will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Search the Gradebook	<p>On the Gradebook page:</p> <ul style="list-style-type: none"> • The Campus ID search option is removed. • A Student ID search will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A Group search will only return groups containing students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR. • A blank search (no selections or values entered in the search fields) will only return students with the same Campus IDs as the Super Teacher and students with an enrollment for which the Super Teacher is the TOR.
Select criteria for running Activity Reports	<p>On the Activity Reports page, report selection criteria is restricted to Users (Students), Groups, and Enrollments in which students' Campus IDs match the Super Teacher's Campus IDs and students with an enrollment for which the Super Teacher is the TOR.</p>

Feature/function	Restriction
Send messages	On the Message page, for the All Students contacts selection list, the Super Teacher only sees students with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR.
View groups owned by others	On the Students Groups page, the Super Teacher only sees students (group members) with the same Campus IDs as the Super Teacher AND students with an enrollment for which the Super Teacher is the TOR.

School permissions affect on shared user permissions

Permissions allow a user to perform certain functions in Odysseyware. Global, Student and Teacher permissions at the school level can only be set by the Admin on the School Settings > Permissions tab. Several school Global, Student and Teacher permissions have shared permissions at the individual Student, Teacher, Super Teacher, and Admin user profile level. With shared permissions, an inheritance or dependency occurs. The school permission setting *cascades down* to the shared user permission:

- If the school permission is *enabled*, then the shared, individual user permission is enabled and can be disabled. If the school permission is later disabled, then the shared permission is automatically disabled at the user level.
- If the school permission is *disabled*, then the shared, individual user permission is also disabled and cannot be enabled. However, if the school permission is later enabled, then the shared permission is automatically enabled at the user level and can be disabled.

Individual student permissions are set by the Admin or Teacher when creating(registering) or editing a student. Teacher and Admin permissions are set by the Admin when creating or editing a teacher or admin.



Note: The one exception to the school permission setting cascading down to the shared user permission is the school teacher "Manage Groups" permission. The Manage Groups permission at the individual teacher level is NOT shared with the school.


School permissions that have shared individual user permissions are:

School permission	Student	Teacher	Admin
Allow Messaging	X (Allow Message Send)		
Allow Student Notes	X		
Enable OASIS API			X
Student Review Test Quiz	X		
Student Answer Key	X		
Enable Grading View	X		
Change Passwords (see Note below)	X	X	X



Note: For schools using Single Sign-On (SSO), because SSO does not use Odysseyware passwords, the "Change Passwords" permission is hidden and not available.

Users and enrollments status types

School permission	Student	Teacher	Admin
Randomize Questions	X		
Overdue Notification	X		
 Note: Writer permissions also affect student enrollments. If the school Writer permissions are disabled, then the student enrollment Writer permissions are also disabled and cannot be enabled for the student enrollment.			
Writer - Spelling and Grammar	X		
Writer - Scoring	X		
Change Grading, Pacing, and Assessments		X	X
Skip Questions		X	X

- To learn more about school permissions, see ["Permissions tab" on page 52](#).
- To learn more about individual user permissions, see:
 - ["Student profile user fields, enrollment settings, and permissions" on page 77](#).
 - ["Teacher and Admin user profile fields and permissions" on page 104](#).

Users and enrollments status types

Odysseyware has three status types for users and enrollments: **Active**, **On Hold**, and **Archived**. As a Admin, you can change the status of users (students, teachers, and parents) and enrollments.

Active	
Active is the default status. User has access to Odysseyware; Student users can be assigned courses and Teacher and Admin users can be assigned students and courses. Enrollments are available for students and teachers.	
User conditions	Enrollment conditions
<ul style="list-style-type: none"> User login automatically enabled. User status can be changed to On Hold or Archived. Users can be associated to campuses. Student users can be added to groups and enrolled in courses. Teacher and Admin users can be assigned students and courses. Parent users can access the Odysseyware Parent Portal. 	<ul style="list-style-type: none"> Student users in Active and On Hold status can be enrolled. Course(s) appear in Student mode and Parent mode. Course(s) can be viewed and managed by assigned teachers. Enrollment status can be changed to On Hold or Archived.

On Hold	
On Hold status means the user or enrollment requires a temporary hold in Odysseyware. For example, a student or teacher needs to withdraw for a short period of time for personal reasons.	
User conditions	Enrollment conditions

On Hold

- User login automatically disabled (students, teachers, admins, and parents).
- User status can be changed to Active or Archived.
- Student users can still be added to groups and enrolled in On Hold enrollments only.
- Users keep associated campuses.
- Teacher and Admin users with active student enrollments must have their enrollments reassigned to Active Teachers or Admins.
- Parent users cannot access the Parent Portal.
- Students' Active courses are automatically placed in On Hold status.
- Course(s) are not visible in Student mode and Parent mode.
- Enrollment status can be changed to Active or Archived.

Archived

Archived status means the user no longer requires access to Odysseyware or, for an enrollment, it has been completed or is no longer necessary. For example, the student graduated from your school and no longer requires access to Odysseyware. Or, an enrollment was created in error. You supply a reason to archive an enrollment, such as Void. Archived status has a temporary "Pending Archive" period where the status can be changed to Active or On Hold based on the grace period value, such as 28 days, set by the Admin for the school.



Note: If an enrollment is in Active or On Hold status and the student has not opened any assignment in it for the duration of one year (52 weeks), the enrollment is automatically moved to Pending Archive status. The Teacher of Record (TOR) for the enrollment is notified seven days in advance of the pending archival with a system-generated message in their Inbox. The message contains "Subject = Notification to teacher regarding pending archival action". For more information, see ["How auto-archiving enrollments happens and how teachers can respond"](#) on page 251.

User conditions

- User login automatically disabled (students, teachers, admins, and parents).
- Account is temporarily placed into "Pending Archive" status and user status can be changed to Active or On Hold as long as the grace period has not expired.
- Users retain their associated campuses.
- Student users are automatically removed from groups and cannot be added to new groups.
- Teacher and Admin users with active student enrollments must have those enrollments reassigned to Active Teachers or Admins.
- After the grace period expires, login is permanently disabled and the user can never access the application again under that username.
- Parent users cannot access the Parent Portal.

Enrollment conditions

- Enrollment is temporarily placed into "Pending Archive" status until the grace period expires. Before the grace period expires, the enrollment status can be changed to Active or On Hold.
- Must supply a reason for archiving an enrollment.
- Student users cannot enroll.
- Course(s) are not visible in Student mode and Parent mode.

For more information about how to change the status of user accounts and enrollments, see:

- ["Change the status of students" on page 99.](#)
- ["Change the status of teachers or admins" on page 118.](#)



- ["Change the status of parent users" on page 126.](#)
- ["Change the status of student enrollments" on page 164.](#)

Additionally, the school Admin can set an independent grace period for automatically archiving user accounts and enrollments on the **School Settings > Archive** tab. For more information, see ["Archive tab" on page 61.](#)

How students work their assignments

This topic explains a typical work flow for a student and assumes the student has been given access to Odysseyware. The Odysseyware Student application's login page looks the same as the Teacher application, but when the student enters a student username and password, the application displays the individual student's schoolwork.

1. The student opens the Odysseyware Student application and can view the video, if desired. A system session timer starts and records the student login time.



Tip: The student "Logged In Time" (session duration) is available in the **Login/Logout Times** report, and for an active enrollment, can be viewed in the Dashboard by the Teacher of Record for the enrollment.

2. The page that appears is the **Learn > Assignments** page. The **Assignments** page displays a list of assigned Odysseyware courses (subjects) and the next few assignments due in each course.



Tip: The student can click **Learn > Courses** tab to see their Learner Dashboard showing his/her progress in all assigned courses and can also access completed assignments to prepare for quizzes and tests.

3. If an assignment is available and ready for work, the student clicks it and starts working. However, if the assignment is blocked by the teacher, a message is sent to the teacher to unblock it. Once unblocked, the assignment is available.



Note: If the assignment is a quiz or test, the student is messaged that quizzes and tests must be completed once opened. Typically, quizzes and tests may have one attempt to complete and are not like lessons and projects where the student can save their work and come back later. If the student leaves the quiz or test, such as he closes the browser before turning the quiz or assignment in, the quiz or test gets locked by the system and the student can request an unlock by the teacher.



Tip: If an assignment is overdue (past the Due Date), the student sees a visual indicator stating "Overdue" in the color red. The teacher sees the same assignment with the **Overdue** ⚠ symbol in the **Assignment Alerts** table on their **Home** page and in the **Assignment Alerts** page.

4. When the student opens an assignment, another system timer starts to record their activity time in the assignment. As the student interacts with the assignment, the timer continues. This activity time is known as "Time on Task". If the student becomes inactive, that is, stops interacting with the assignment, after 25 minutes, the timer counts down and displays a message that the student will be logged out.



Note: For a quiz or test, if the student stops interacting with it *and opens another assignment* before turning in the quiz or test, after two minutes, that quiz or test gets locked by the system. The student can request an unlock by the teacher to continue the quiz or test attempt.



Tip: The student "Time on Task" time in hours, minutes and seconds can be seen in several activity reports, and for an active enrollment, can be viewed in the Dashboard by the Teacher of Record for the enrollment.

- If the assignment is a lesson or project, the student can use the available student tools to:
 - Hear pronunciation of vocabulary words
 - View transcripts of multimedia in lessons
 - View and hear translation of assignment text
 - Hear a speaker read the assignment text
 - Read and write notes
 - Request help from the teacher
- 5. The student answers the questions and then turns in the assignment for grading. When the student clicks the "Turn It In" button, the "Time on Task" timer stops and the activity time is adjusted for the current time.
- 6. The student sees a message notifying her of the grade for the assignment and lets her know whether or not that the grade may need a final grade by the teacher. If the message says the student received a passing grade based on the set threshold, the student can work on the next assignment in the unit, or move to another assignment in another course. If the student did not receive a passing grade, a message notifies her that she may have a number of attempts available to work on the assignment again.
- 7. When finished working on assignments, the student clicks the **Sign Out** button to close the application and stop the "logged-in" session timer. Now the student's logged-in time or session duration is available in several reports and on the Teacher Dashboard.

Helpful tools and resources

For a Teacher (or Admin), other helpful tools and resources are available to help you learn more about the student experience and ways to quickly respond to and monitor student progress.

- The *Student User Guide* contains detailed instructions for students to successfully work their Odysseyware assignments. To learn more, see ["Access online resources and videos" on page 300](#).
- To learn more about the student inactivity timer, see ["How the student inactivity timer works" below](#).
- To learn more about activity reports, see ["Run reports to track student progress and faculty activity" on page 185](#).
- To learn more about the Dashboard, see ["Monitor and share student progress with the Dashboard" on page 171](#).

How the student inactivity timer works

Any time a student logs into Odysseyware and opens an assignment, a 25-minute inactivity timer starts. Each time the student clicks a navigation button or causes other interactive behavior *while in the assignment*, the inactivity timer resets to the full 25 minutes, effectively giving the student additional time to complete the assignment.



Note: The student inactivity timer only applies while the student is working in an assignment. It does not apply if the student is reading and writing messages, viewing the **Resources** page or is still on the **Assignments** or **Courses** page and has not opened an assignment. A session timer records the time when a student logs in to the application and when the student logs out using the **Sign Out** button. This "logged-in session time" can be viewed in the **Login/Logout Times** report and in the Teacher Dashboard.




Navigation and interactive behavior within an assignment which causes the inactivity timer to reset

As mentioned in the introduction section, several navigation buttons and various interactive behavior within an assignment will cause the inactivity timer to reset to the full 25 minutes.

- Clicking the **Read Next Section** and **Work On Questions** buttons
- Using any of the student tools, including **Vocab Arcade**, **Show Transcript**, **Print**, **Reference**, **Translate Text**, **Speak As**
- Clicking the **Submit Answer**, **Ask For Help** and **Turn It In** buttons
- Clicking a question number
- Refreshing the page
- Clicking or double-clicking within the assignment page
- Holding the mouse button down to drag answers
- Pressing the down arrow key to scroll through assignment content
- Scrolling down within the assignment content



Note: When typing an essay or paragraph within the Writer text box (or essay text box), for example, when working on a large book report or theme, the typing action does not reset the inactivity logout timer. However, if the student clicks the Writer **Refresh**  button to save their work and check grammar and spelling, that action does reset the inactivity timer back to the full 25 minutes. In addition, the student can click the **Submit Answer** button and the teacher gets their work-in-progress to review.

What happens when the inactivity timer has not been reset?

If the student has not interacted with the assignment after 25 minutes, a warning message appears stating that the student will be logged off in 60 seconds due to inactivity. The student must click the **Keep Me Signed In** button to continue. If the student does not click the **Keep Me Signed In** button within the time frame as it counts down, the student is logged off and sent back to the school's Login page.



You will be signed out in 56 seconds due to inactivity.

KEEP ME SIGNED IN



Note: If the assignment is a quiz or test and the student stops interacting with it, not only does the inactivity timer appear, but the quiz or test gets locked by the system. However, if the student stops interacting with a quiz or test **and opens another assignment before turning in the quiz or test**, the quiz or test gets locked by the system after two minutes. When the student attempts the quiz or test again, in any situation, the student can request an unlock by the teacher. Quizzes and tests are not like lessons and projects where students can save their work and come back later. Typically, quizzes and tests may have one attempt to complete the questions. If not completed and turned in, a system lock occurs.

How inactivity time is reported

A student is credited 25 minutes (1,500 seconds) activity time when an assignment is opened. If the student does nothing in the assignment and whether or not he/she logs out, one of the following results occur:

- If the student fails to log out, for example, she just closes the browser tab, she still receives 25 minutes activity time.



Note: With a failed logout, the student's session ends at the preset session_closed_at time which is currently set to one hour or 3,600 seconds. If the **Login/Logout Times** report is run within that hour, the session duration shows as "In Progress".

- If the student logs out using the application's **Sign Out** button, the inactivity time is adjusted to reflect the current time.

Once the student begins interacting with the assignment, the activity time is adjusted. At the end of the assignment session, when the student clicks the **Turn It In** button, the activity time gets updated to the current time such that the extra 25 minutes gets adjusted.

How grades (scores) are calculated for assignments, units, and courses

Odysseyware currently has two available roll-ups - the unit score roll-up and the course score roll-up. The scope of the unit roll-up is all assignments in that unit. Similarly for the course; it is all units in the course.

A *unit* is made up of *assignments*. Odysseyware has four assignment types which receive grades: Lessons, Projects, Quizzes, and Tests. Each of these four assignment types has a *weighting value* that determines the assignment type's relevance to the overall course grade for the unit. Weighting values can be set at the school level, individual student level, and at the enrollment level.

Example A shows the assignment weights for an enrollment. During the course enrollment process, the weight values for the enrollment can be personalized by toggling the **Personalize Weights** setting to **Yes**. Now the course enrollment assignments would use the new weight values. Otherwise, the enrollment inherits the default school weights.

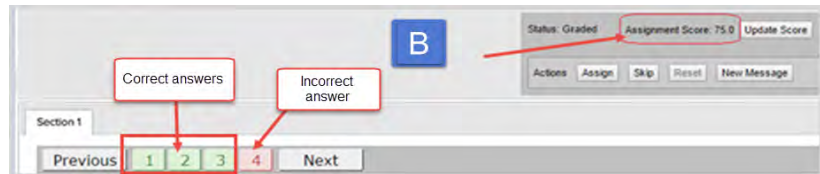
How assignment grades (scores) are calculated

Each assignment, no matter how many questions, is worth 100% and each question carries an equal value to the assignment.



How grades (scores) are calculated for assignments, units, and courses

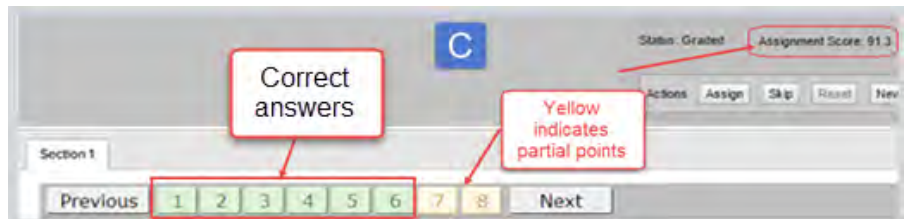
The assignment in example B has four questions. Therefore, each question is worth 25% ($100/4=25\%$). Three of the four questions have Correct answers, indicated by the Green background color, and the question with the Incorrect answer is indicated by the Red background color. So, the assignment score is $3 * 25\%$ or 75.0.



Now, let's look at an assignment that has eight questions; six that have correct answers and two with partially correct answers indicated by the Yellow background color. So, for this assignment, each question is worth 12.5% ($100/8=12.5\%$). The assignment is showing an overall score of 91.3% and the following examples show how this score was calculated.

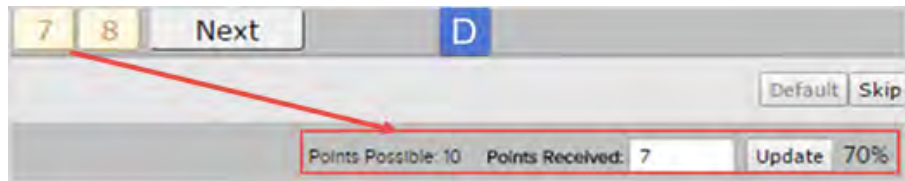
Example C shows that six of the questions have correct answers, indicated by the Green background color.

Calculates to: $6 * 12.5 = 75\%$



Example D shows that Question 7 was worth 10 points, but the student received 7 points, which equals 70%.

Calculates to: $12.5 * 70\% = 8.75\%$



Example E shows that Question 8 was worth 10 points, but the student received 6 points, which equals 60%.

Calculates to: $12.5 * 60\% = 7.5\%$



So, the overall grade for the assignment is the sum of its question values:

- $75\% + 8.75\% + 7.5\% = 91.25\%$

The assignment grade has been rounded up to 91.3%.



Tip: It is important to remember that if a teacher decides to skip a question in a graded assignment, the assignment score is automatically recalculated because the skipped question no longer counts towards the assignment total.

How unit grades are calculated

Now that we know how to calculate an assignment score, let's calculate the weighted grade for a unit. To calculate the weighted grade for each assignment type, refer back to the weights shown in example A above. The default values are:

- Lesson Weight - 25%
- Quiz Weight - 25%
- Project Weight - 25%
- Test Weight - 25%

Step 1: Look at the number of assignments and grades for each type for the unit

- 10 Lessons with grades of: 96, 87, 32, 83, 94, 77, 96, 88, 79, 63
- 3 Quizzes with grades of: 99, 100, 62
- 4 Projects with grades of: 72, 85, 97, 98
- 1 Test with a grade of: 93

Step 2: Calculate an average for each assignment type and multiply that average by the assignment type weight to get a Unit Grade by Type

To calculate an average, add all grades for each type and then divide by the number of assignments.

Assignment Type	Grades	Total	No of Assignments	Average	Weight	Unit Grade by Type
Lesson	98 + 87 + 32 + 83 + 94 + 77 + 96 + 88 + 79 + 63	797	10	79.7	25%	19.925
Project	75 + 85 + 97 + 98	355	4	88.75	25%	22.1875
Quiz	99 + 100 + 62	261	3	87	25%	21.75
Test	93	93	1	93	25%	23.25
Weighted Grade for Unit						87.1125

Step 3: Add the Unit Grades for each assignment type to calculate the Weighted Grade for the Unit

The weighted grade for the unit is 87.1125 which is then rounded up to **87.11%**.



Note: The example above assumes that the unit contains all four assignment types. If a unit does not contain an assignment type, for example, Projects, then the Projects weight is redistributed across the other assignment types so that the weighting always equals 100% for the unit.

How course grades are calculated

To calculate the course score roll-up, you need to look at the unit scores and the number of units in the course. Let's take a simple example of a course with 10 units. Once you have each unit score, add them up and then divide by the number of units.

So, the overall grade for the course is the sum of its units divided by the number of units:

- $75\% + 85\% + 80\% + 72\% + 80\% + 87\% + 90\% + 92\% + 85\% + 90\% = 836\% / 10 = 83.6$

The course grade is then **83.6%**.



Tip: To learn about how unit and course progress complete is calculated, see ["How unit and course progress percentage complete is calculated"](#) below.

How unit and course progress percentage complete is calculated

Odysseyware displays unit and /or course progress percentage complete in multiple views, including the Teacher Dashboard, Gradebook, Learner Dashboard for students, and also in several Activity Reports. How the unit progress and course progress percentage complete is calculated differs based on whether the enrollment is a standard enrollment (CRx mode is not enabled or is not available for the course) or is a CRx mode-enabled course.



Tip: For more information about CRx mode, see ["How CRx mode works" on page 134](#).

Unit and course progress for a standard enrollment (no CRx mode)

Unit progress for a standard enrollment is calculated by: Number of Graded Assignments in the unit / Total Number of Assignments in the unit (excluding assignments in Skipped status, Reference assignment types, and Review assignment types) * 100%.

- Example: 2 graded assignments in a unit with a total of 10 assignments would calculate unit progress at $(2/10) \times 100 = 20\%$

Course progress for a standard enrollment is calculated by: Number of Graded Assignments in the course / Total Number of Assignments in the course (excluding assignments in Skipped status, Reference assignment types, and Review assignment types) * 100%.

- Example: 2 graded assignments in the course with a total of 45 assignments would calculate course progress at $(2/45) \times 100 = 4.44$ or 4%

Unit and course progress for a CRx mode enrollment

For an enrollment in CRx mode, the calculation for unit and course progress is different because the determining factor is whether or not the student achieves the Pass Threshold on the Pre-test for a unit. Let's use the example of a CRx course with five (5) units. Each unit has a Pre-test, so at this point, there are a total of five (5) assignments in the course.

Unit progress

- Scenario A: Student achieves the Pass Threshold on the Pre-test for the first unit. The remaining assignments in the unit are automatically set to "Skipped" status and the Pre-test in the next unit is assigned. Unit progress for unit 1 is 100%.
- Scenario B: Student does not achieve the Pass Threshold on the Pre-test. The remaining assignments in the unit must be worked on. As the student completes the assignments and gets a grade, the unit progress calculates just as it does for a standard enrollment, that is, number of graded assignments / number of assignments in the unit. When all the assignments are complete and graded, unit progress shows at 100%

Course progress = $\sum \text{Unit N Progress} / N \text{ Units}$ where N is the unit number. The course progress is simply an averaging of the individual unit progress so that large fluctuations of course progress are not made visible in the application and reports, thus possibly skewing true course progress.

- Student passes the Pre-test in unit 1. Course progress is 20% = $(100\% \text{ for unit 1} + 0 + 0 + 0 + 0) / 5$. Student moves on to unit 2, but fails to meet the pass threshold. Now, the student has 20 assignments in unit 2 to complete plus three Pre-tests to do in units 3-5 for a total number of assignments of 23. At this point, the course progress still stays at 20%, because if the course progress was calculated like it is for a standard enrollment, the new course progress would be: $1/23 \times 100\% \approx 4.3\%$. Seeing the course progress go from 20% to 4.3% does not represent true course progress because course progress is expected to increase as the student completes the assignments in a unit. Therefore, averaging the unit progress keeps the course progress much more steady.

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View important information on your Home page

After you log in, the first page that appears is your **Home** page which may look similar to the one below.

Odysseyware® Logged into Durango Charter School
NEW FEATURES LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS COURSE ENROLLMENT GRADEBOOK COURSES REPORTS MESSAGES

Welcome, Claude

Activity Stream **A** Calendar **B**

New Messages

Date	From	Subject
------	------	---------

Your top 0 unread messages are shown above.

Actions

Student	Title	Actions
Chloe Baer	Language in Motion: Pronou	Grade Assignment

10 View 1-1 of 1

Assignment Alerts

Type	Student	Course	Unit	Title	Date	Activity
L	Dissengulp, Belwar	Digital Arts	1	2. Introduction to Digital Arts	06/14/2016 11:21 am	✓
L	Dissengulp, Belwar	Counseling and Mental Health Service	1	4. The Medical Model of Mental Health	06/07/2016 02:17 am	⚠

Features you always see include:

- The **Activity Stream** tab (item **A** above). This tab is active, by default, because the sections on the tab display important information so that you are immediately made aware of items that need your attention. To learn more about the sections and actions you can take on the **Activity Stream** tab, see ["Activity Stream tab" on page 34](#).
- The **Calendar** tab (item **B** above). This tab, when clicked, displays the school calendar. The school calendar shows days marked as "Non-school" days and all other days without the marking are considered "School" days for student enrollment pacing. For more information about the **Calendar** tab, see ["Calendar tab" on page 40](#).

You may see a welcome message and/or message of the day in the message area just above the tabs. See ["Message area" on page 34](#).



Note: Only active students consume seat licenses. Admins, teachers, and parents do not consume a license.

Home page "static" features

Several features on the **Home** page are "static" which means these features appear on every page in the application. Static features include:

- Your user name (optional), school name, **New Features** link, and the **Logout** link located in the top right of the browser page (item **C** below). Teachers and Admins with the "Change Password" permission will also see a **My Preferences** link that allows users to change their Odysseyware password. To learn more, see [New Features and My Preferences links](#).

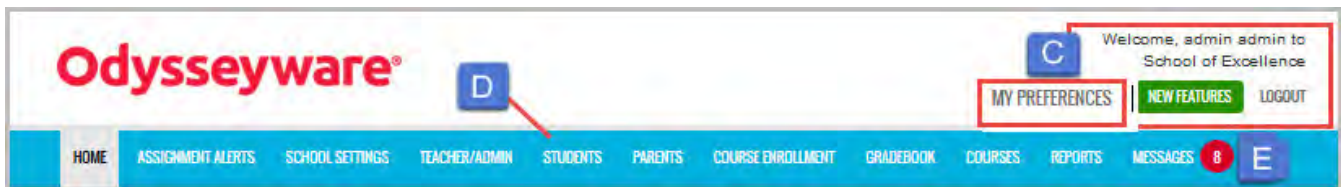


Note: For schools using Single Sign-On (SSO), the **My Preferences** link is hidden because these schools do not set their passwords in Odysseyware.

- A main navigation (nav) bar (item **D** below) containing tools (tabs) so that you can easily navigate to the named features and functionality. Notice that the **Home** tool is active on the nav bar indicating that the **Home** page is the active page. You simply click a tool (tab) to go to the named page.



Tip: A visual indicator (item **E**) next to the **Messages** tool lets you know that you have unread messages in your **Messages** Inbox. The Odysseyware internal messaging system is explained in ["Communicate with teachers and students using internal messaging" on page 239](#).



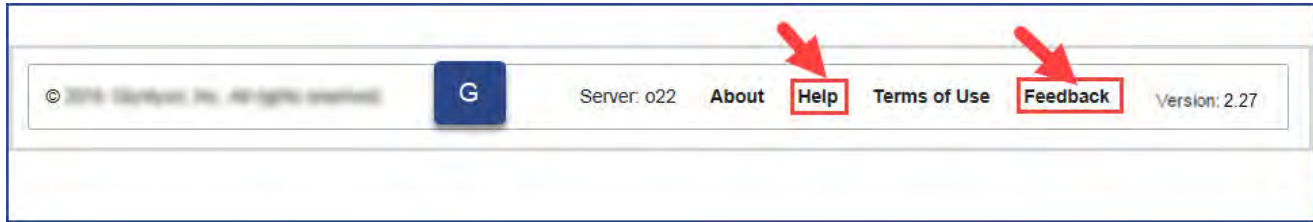
- A **Help** widget (item **F** below) located at the far-right bottom of each top-level page. This **Help** widget lets you easily and quickly get help from customer support via chat, sending a message or requesting a callback all while continuing your tasks within the application. See ["Get online help from customer support" on page 296](#).



Note: The **Help** widget changes to a **Chat** widget after the available support hours.

- A footer bar (item **G** below) containing copyright information, the server name hosting your Odysseyware school, the Odysseyware version number, and several links - **Help** and **Feedback**, along with the **About** and **Terms of Use** links explained earlier in this guide.





Help and Feedback links

The **Help** and **Feedback** links, located in the footer bar on every page, open other pages where you can access key resources and fill out a form to let us know if you have comments about a feature or want to report an issue.

- **Help** link - This link opens the **Help and Technical Support** page. See "[Access online resources and videos](#)" on page 300.
- **Feedback** link - This link opens the **Feedback** page. See "[Provide product feedback or report an issue](#)" on page 41.

New Features and My Preferences links

Several other links identified on the **Home** page include:

- **New Features** link - The **New Features** link opens a page that contains the details of the most recent new features and updates to the application. A **More Details** button at the bottom of the **New Features** page lets you see previous updates and changes to the application. New features and updates are available at any time from the **New Features** button or the **Version** number in the lower right-hand corner of the Odysseyware screen.



Tip: The **New Features** page opens automatically when there is a new release of Odysseyware.

- **My Preferences** link - The **My Preferences** link opens a page where users can change their Odysseyware password. To see the My Preferences link, the user must have the "Change Passwords" permission enabled. Enter a new password and enter it again, and click **Save**.

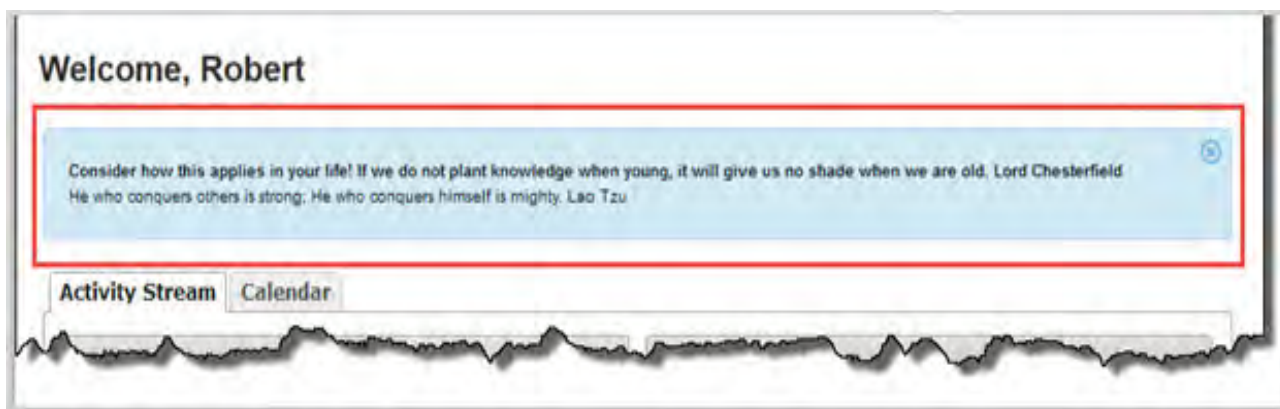
 A screenshot of the 'My Preferences' dialog box. At the top is a title bar with the text 'My Preferences' and a close button. Below the title bar is a section titled 'Change Password' with a button labeled 'Change Password'. Under this section are two sets of input fields. The first set is labeled 'Enter New Password' and the second set is labeled 'Re-enter New Password'. At the bottom of the dialog box are two buttons: 'Cancel' and 'Save'.



Note: For schools using Single Sign-On (SSO), the **My Preferences** link is hidden because these schools do not set their passwords in Odysseyware.

Message area

Think of this area as your school's announcements bulletin board. In the message area, a welcome message and a message of the day may display in all Odysseyware modes for Admins, Teachers, Students, and Parents.



You, as Admin, control the information displaying in the message area on the **Home** page of everyone who has a login to your URL. You can change the welcome message and message of the day using the **School Settings > Messages & Display** tab. See ["Messages & Display tab" on page 44](#).

- To close the message area, click the **Close X** in the upper right corner

Activity Stream tab

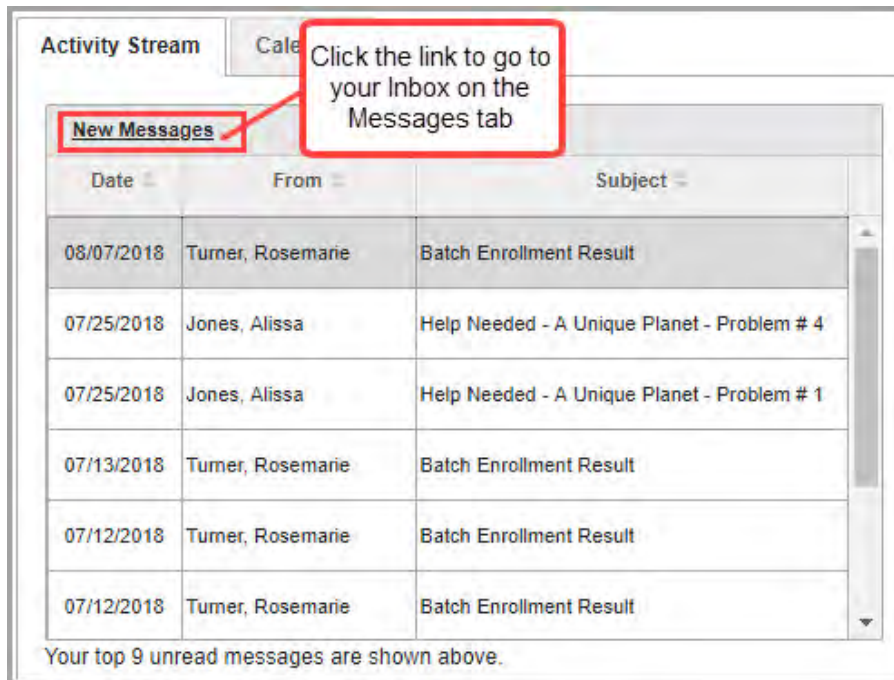
The **Activity Stream** tab has three sections (panels) each containing lists of current, important information requiring your attention: **New Messages**, **Actions**, and **Assignment Alerts**. Typically, for Administrators, because you may not have assigned, enrolled students, you may only have content in the **New Messages** section.

New Messages list

As mentioned previously, Odysseyware has an internal messaging system. The **New Messages** list displays the latest unread messages in your **Inbox** of the internal messaging system. You see the date each message was received, who sent the message to you, and the subject line of the message.



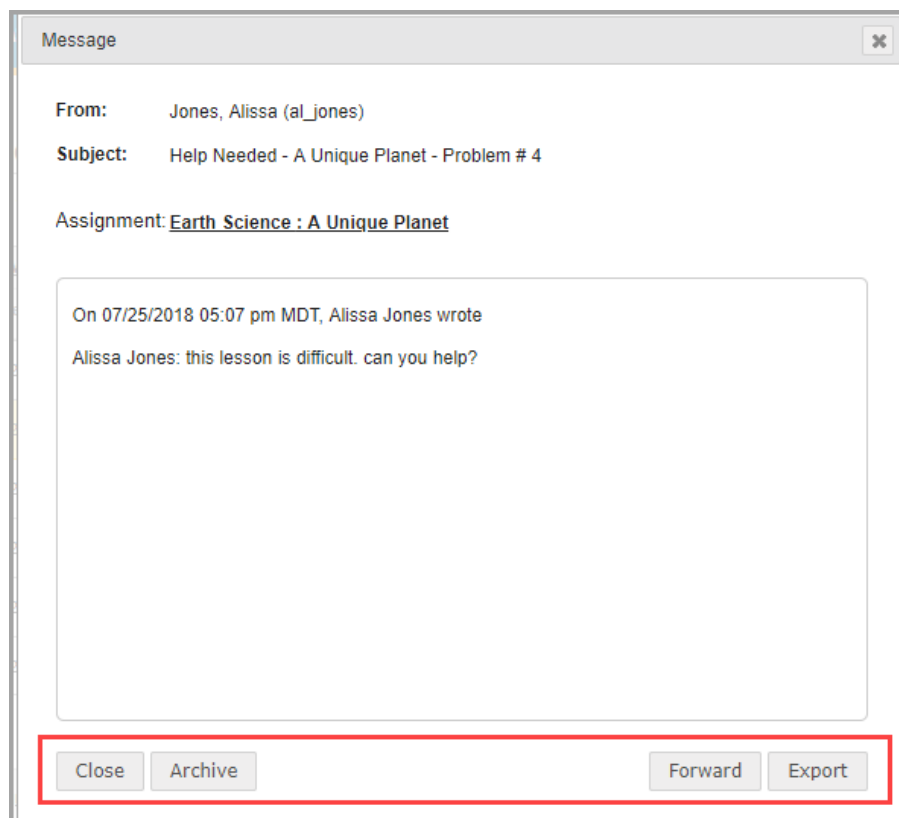
Note: If the Odysseyware messaging system has been disabled by the school administrator, you will not see the **New Messages** list.



Open and respond to messages

Do one of the following:


- Click the **New Messages** link to go to your **Inbox** on the **Messages** tab. You can see all unread and read messages. See ["Messages tab" on page 242](#).
- Click a message to open it. Tools (buttons) allow you to take action with the message, such as closing or archiving it. Depending on the type of message, you may be able to forward, reply, or export the message. When you open a message and take action, it is removed from the **New Messages** list, but the message remains in the list on the **Messages** tab.



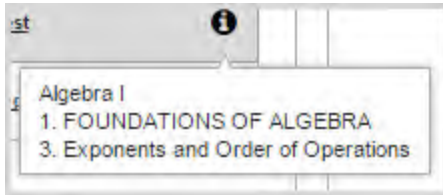
Actions list

Typically, as an Administrator, you may not have assigned, enrolled students, so you may only see an enrollment request if a student logs in and has no active course enrollments. The rest of the time, this section is blank. If you have assigned, enrolled students, the **Actions** list contains notifications that require some action by you, such as:

- Each question in an assignment that needs manual grading, for example, an essay question. This is a **Grade Assignment** notification.
- An assignment needs to be unblocked for the student to proceed. The student clicked the **Message Teacher** button which triggered an **Assignment Blocked** notification.
- An assignment is blocked because the student failed and no attempts are remaining (**Blocked Failed Attempts**) notification.
- A student is requesting help with an assignment question. The student has clicked the Request Help requests by a student using the Help button on an assignment problem (**Help request**) notification.
- Requests to unlock quiz or test so the student can proceed (**Unlock Quiz** or **Unlock Test**) notifications.
- A student submitted a blank essay for an assignment (**Blank Essay Submitted**) notification.
- A course term has reached its end date and student progress is blocked. A student clicked the **Message Teacher** button on the alert message and that action triggered a **Reschedule end of term** notification for the teacher.

You see the student name, the assignment type and title, and the type of notification. If you hover the pointer over the **Info**  icon, you can see Course Name, Unit number and name, and Assignment number and name as shown in this example:

Activity Stream tab



Tip: If you select a **Grade Assignment** notification in the **Actions** list 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. If the notification has been read, be sure to look in the Read list.

Click the link to go to the Gradebook > Action Required tab.

Student	Title	Actions
John Wrigley	Mathematic System: Set T	Grade Assignment ⓘ
John Wrigley	Mathematic System: Set T	Help Request ⓘ
John Wrigley	Quiz 2: Undefined Terms	Blocked Failed Attempts ⓘ
Jessica Brunskill	Project: Participating in a D	Reschedule end of term ⓘ
Jessica Brunskill	Quiz 2: Scientific Investigat	Unlock Quiz ⓘ

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Manage items in the Actions list

Do one of the following:

- Click **Actions** at the top of the list to go to the **Gradebook > Action Required** tab. This is where you can see assignments which require teacher action, such as an assignment needs manual grading or your student submitted a request for help.
- In the **Actions** column, click the notification link to take action on the item.

Notification link	Action
Grade Assignment	Opens the assignment to the question requiring grading.
Assignment Blocked	Opens the Gradebook > Grading tab with the unit expanded to the blocked assignment so that you can unblock the assignment.
Unlock Quiz or Unlock Test	Automatically unlocks the quiz or test for the student.
Blank Essay Notification	Opens the assignment (in the Teacher Assignment view) to the essay question not completed by the student. You can decide whether or not to reassign the question to the student.
Help Request	Opens the assignment (in the Teacher Assignment view) and the student's help question is displayed for your review and response.
Reschedule end of term	Opens the student enrollment (on the Course Enrollment tab) where you can click the Reschedule button to change the enrollment end date.

Assignment Alerts list

Typically, as an Administrator, this section may be blank unless you have assigned, enrolled students. This section displays the last seven (7) days of assignment alerts for your students. These alerts let you know if an assignment is overdue, has been graded by the system or by you, is blocked or failed, or has been reassigned by the system because the student did not meet the pass threshold.

Click the link to go to the Assignment Alerts tab to see all alerts.

A Type	B Student	C Course	Unit	D Title	E Date	F Activity
P	Jones, Alissa	Earth Science	2	14. Project: Mapping	08/08/2018 02:01 am	⚠
L	King, Avery	Earth Science	2	13. Using Topographic Maps	08/08/2018 02:01 am	⚠
Q	Jones, Alissa	Geometry	1	5. Quiz 1: Set Theory	08/07/2018 05:52 pm	✓
L	Jones, Alissa	Geometry	1	3. Mathematic System: Set Theory Re	08/07/2018 05:29 pm	✓
L	Jones, Alissa	Geometry	1	4. Mathematic System: Operations wi	08/07/2018 05:26 pm	✓

The last 7 days of alerts for your students are shown above

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Features identified above include:

Item	Feature	Description
A	Type column	Contains a symbol indicating the assignment type. Hover the pointer over the symbol to see a tool tip explaining the assignment type. See " Assignment type symbols " below.
B	Student column	Shows the name of the student.
C	Course and Unit columns	Shows the course name and unit number.
D	Title column	Contains the assignment title link which when clicked, opens the assignment in the Teacher Assignment view for viewing students' answers, reassigning questions, viewing status of, and more.
E	Date column	Shows the date and time the alert posted.
F	Activity column	Contains a symbol indicating the current state of progress of the activity. See " Assignment activity symbols " below.

Manage assignment alerts

You can:





- Sort the list by column headings. Click the ascending/descending arrows by a column header to sort accordingly.

To take action for an alert, do one of the following:

- Click the **Assignment Alerts** link at the top of the list to go to the **Assignment Alerts** tab.
- Click an assignment **Title** link to open and view the assignment in the **Teacher Assignment** view where you can skip the assignment, view the questions and answers, and more.













Assignment activity symbols

Symbols in the **Activity** column of the **Assignment Alerts** list indicate the current progress state of the assignment.

Symbol	Indicates
	Assignment has been graded, either by the system or by the teacher.
	Assignment has been reassigned to the student.
	Assignment is overdue.
	Student is blocked or was not able to achieve a passing grade on the assignment in the maximum number of attempts allowed.

Assignment type symbols

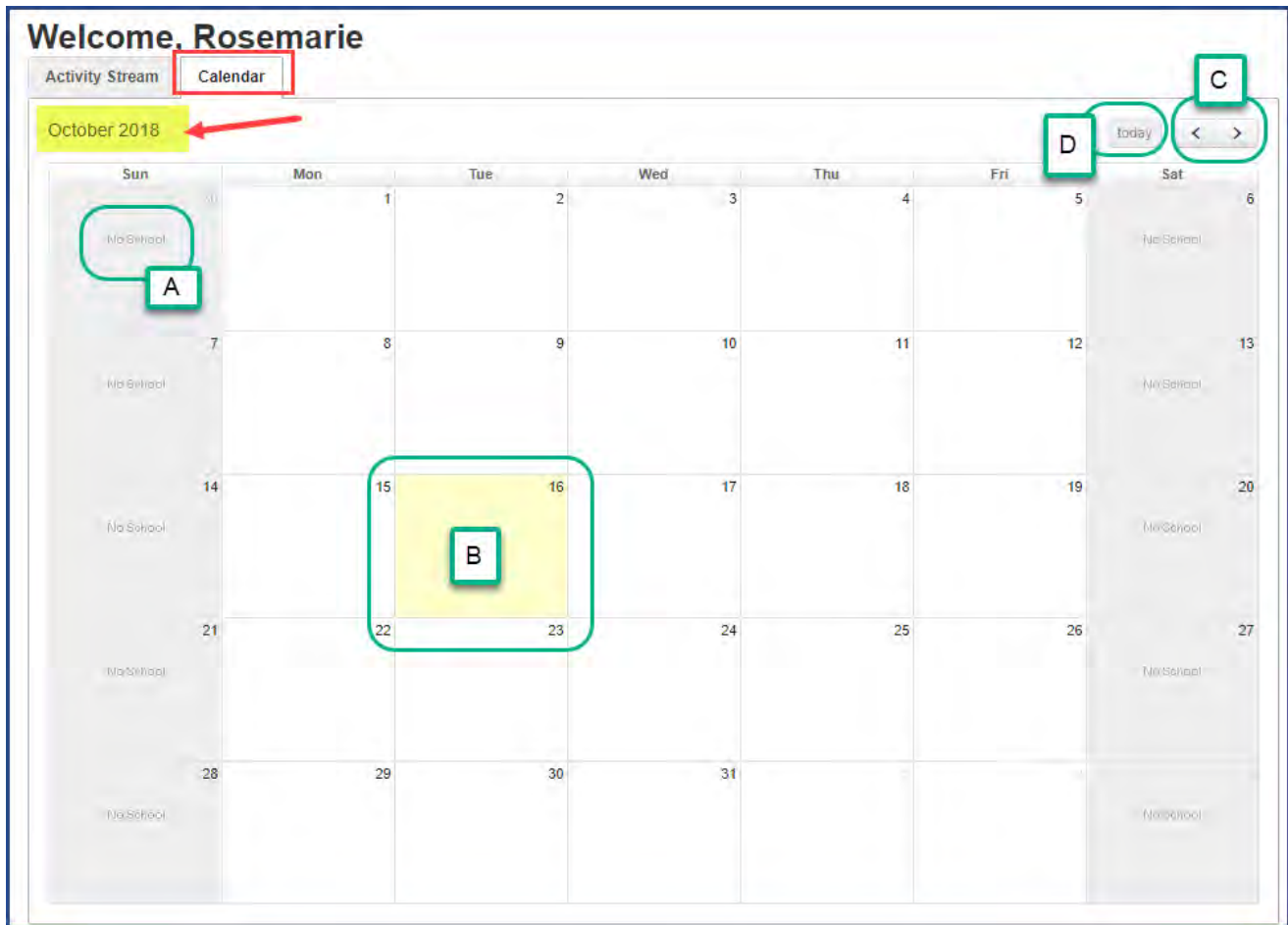
Odysseyware uses symbols for each assignment type within an assignment unit so that you can easily identify the type of assignment.

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
	Alternate test (Pre-test)		Quiz		Alternate quiz
	Lesson		Reference, such as a Course Overview, Glossary and Credits. Typically, Reference assignments are Assigned by default, but do not have a Due Date.		Alternate semester test
	Project		Test (or Unit Test)		Alternate final test
	Final exam (test)		Semester exam (test)		Review

Calendar tab

The **Calendar** tab displays the current month (by default) and it is where days are designated as school days and no school days for the entire school. Changing a school day to a "no school" day or a "no school" day to a school day affects the working days for school terms and assignments' pacing.

Provide product feedback or report an issue



Features and tools on the school calendar include:

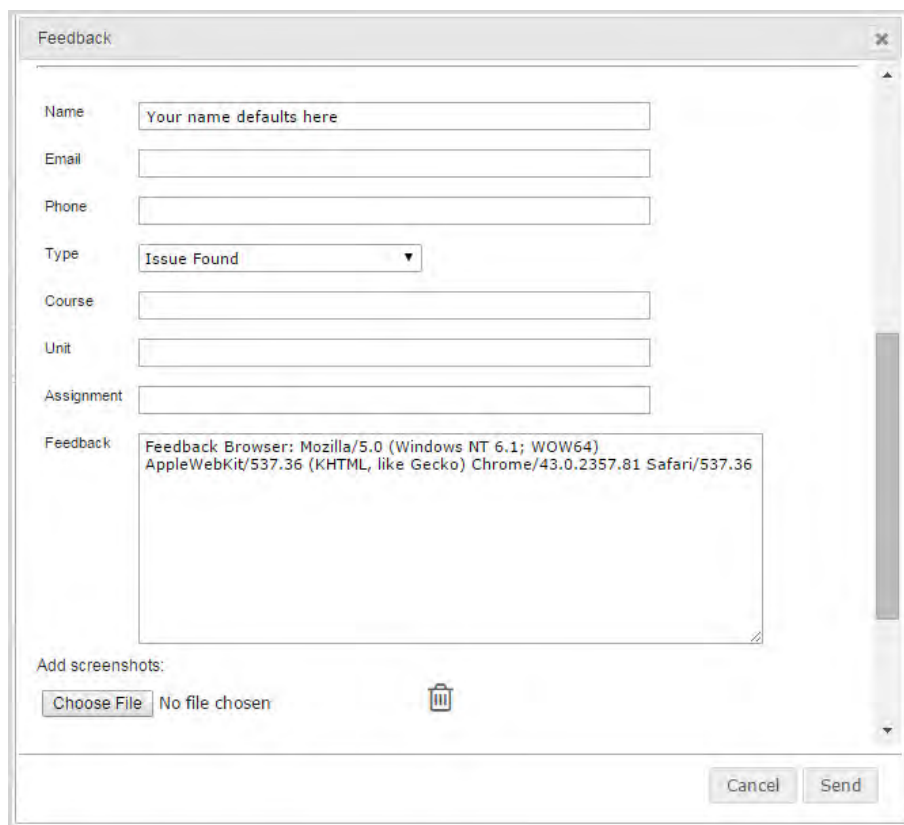
Item	Feature/tool	Description
A	No School indicator	Shows days marked as "No School" days. By default, weekdays (Monday through Friday) are considered school days and weekend days (Saturday and Sunday) are automatically designated as "No School" days.
B	Yellow-colored day	Indicates the current day.
C	Forward and Back arrows	Click Forward to go to the next month; click Back to go back to the previous month.
D	today button	Click to return to the current month and day.

As the Odysseyware Administrator, you set days as "No School" or change "No School" days to school days using the **School Settings > Calendar** tab. See ["Change status of school days on the school calendar"](#) on page 66.

Provide product feedback or report an issue

The **Feedback** page lets you send product feedback or report an issue with the application or with a custom course.

- To provide feedback or report an issue, click the **Feedback** link located in the footer of every page.



The image shows a 'Feedback' dialog box with the following fields:

- Name:
- Email:
- Phone:
- Type:
- Course:
- Unit:
- Assignment:
- Feedback:

Feedback Browser: Mozilla/5.0 (Windows NT 6.1; WOW64)
AppleWebKit/537.36 (KHTML, like Gecko) Chrome/43.0.2357.81 Safari/537.36

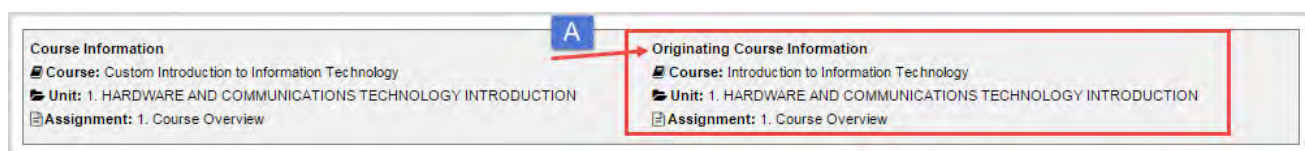
At the bottom, there is a section for screenshots with a 'Choose File' button, 'No file chosen' text, and a trash icon. 'Cancel' and 'Send' buttons are at the bottom right.

The form contains instructions about the type of information to provide. Be sure to complete the form as explained in the instructions on the page, providing as much detail as possible.

To report an issue with a custom course that was copied from a standard course

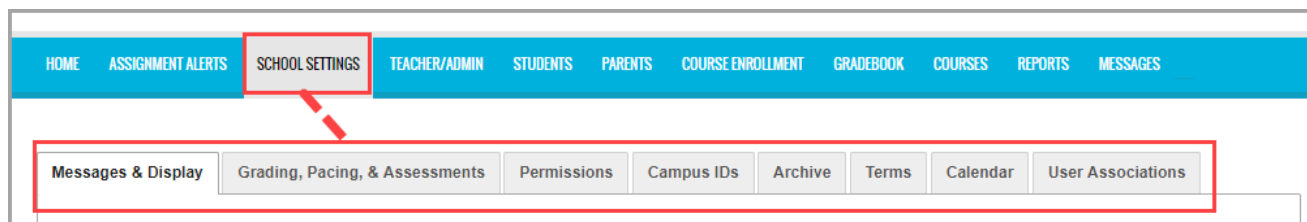
If you are reporting an issue with a custom course that was copied from a standard course, it is very helpful if we know the original location of the standard course material. To provide this information:

1. On the main nav bar, click **Courses**, click the **Custom** sub-tab and search for the custom course.
2. Click the **Preview** tool, find the appropriate assignment and open it.
3. At the top right of the preview page is the **Originating Course Information** for the standard course as shown in item A below. Copy the information and paste it into the Feedback page or take a screen shot and add it to the feedback issue.



View and manage global settings for your school

The **School Settings** tool on the main navigation bar is one of the most important features you will use as the Odysseyware Administrator.



School Settings has multiple sub-tabs which contain the "global" or overall settings for your school. Settings include the number of times a student gets to take a quiz or test, what the passing grade should be for specific assignment types, user permissions to application features, whether or not external sources can share data with your school, which days are schooldays and which ones are non-schooldays for establishing pacing for enrollments, and more. The table below lists each sub-tab and provides an overview of the actions you can take on the tab.

Tab	Actions	For more information, see...
Messages & Display	<ul style="list-style-type: none">Create and change messages that display for all users.Change the time zone for your school. A default time zone is set when your school is configured. The time zone affects the internal messages you send and receive, reports, assignment alerts, and assignment pacing.Manage the Standards Documents that control whether or not state and national standards can be viewed for aligned assignments, can be searched when creating custom courses, and can be selected for Curriculum Reports.	"Messages & Display tab" on the next page.
Grading, Pacing, & Assessments	<ul style="list-style-type: none">Establish school grading thresholds, pacing attempts, assessments progress, and assignment weightings for enrollments.	"Grading, Pacing, & Assessments tab" on page 47.
Permissions	<ul style="list-style-type: none">Enable and disable school permissions that other users (Admins, Teachers, and Students) will automatically inherit.	"Permissions tab" on page 52.
Campus IDs	<ul style="list-style-type: none">Manage campus identifiers to represent actual or virtual sites for your school so that you can properly allocate resources.	"Campus IDs tab" on page 58
Archive	<ul style="list-style-type: none">Set a grace period for automatically archiving user accounts and enrollments.	"Archive tab" on page 61.
Terms	<ul style="list-style-type: none">Set and manage school terms for enrollments.	"Terms tab" on page 62.
Calendar	<ul style="list-style-type: none">Establish the school calendar of working school days and non-school days which affect school terms and course pacing.	"Calendar tab" on page 64.
User Associations	<ul style="list-style-type: none">Manage user identifiers so that external sources can connect to, log in to, or share data with Odysseyware.	"User Associations tab" on page 66.

Messages & Display tab

The **Messages & Display** tab controls:

- The school **Name** that displays at the top of each page in Administrator, Teacher, Student, and Parent modes. This field has most likely already been filled in for you by the Odysseyware team when they set up your school, but you can change it. See ["Change the school name, time zone, and messages" on the facing page](#).
- The **Time Zone** for your school. The time zone setting affects dates and times that display in the following features for Admins and Teachers:
 - **Messages** tab for received messages (inc. forward/reply).
 - **Assignment Alerts** date.
 - **Action Required** tab event date.
 - **Gradebook** unit start/complete date.
 - **Gradebook** assignment start/complete date.
 - **Home** page **New Messages** grid.
 - **Dashboard**.
 - **Activity Reports**.
- A **Welcome Message** to display to new users. Change this message as often as you like.
- An encouraging **Message of the Day** seen by all users in all modes. Change this message as often as you like.
- The **Standards Documents** for your school. When **Standards Documents** are enabled, you can view the aligned state and/or national standards for assignments in the **Gradebook** and Teacher Assignment view and run curriculum reports. Standards alignment is a relationship between the Odysseyware curriculum (Lessons and Projects specifically) and the various standards published by state and other academic standards organizations. To learn more about standards documents, see ["Manage standards documents for your school" on page 46](#).



Note: In order to see the **Standards Documents** for your school on this tab, an Odysseyware License Administrator must first enable the Standards Authority option and select states in the Odysseyware Support tool for your school. If the state has adopted Common Core standards (CCSS), both the CCSS and state-specific standards are available. If you do not see Standards Documents listed here, contact Odysseyware Customer Support.



Change the school name, time zone, and messages

Messages & Display | Grading, Pacing, & Assessments | Permissions | Campus IDs | Archive | Terms | Calendar | User Associations

Name The Name of the School

Time Zone Time Zone for your school

Welcome Message The Welcome Message appears on the user's home page. This message can be no more than 255 characters.

Message of the Day The Message of the Day appears on the user's home page below the Welcome Message. This message can be no more than 255 characters.

Standards Documents

Selected	State	Standard
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Achieve	Achieve NGSS Arranged by Disciplinary Core Idea (DCI)
<input checked="" type="checkbox"/>	Achieve	Achieve NGSS Arranged by Topic
<input checked="" type="checkbox"/>	California	California Common Core Content Standards
<input checked="" type="checkbox"/>	California	California Content Standards
<input checked="" type="checkbox"/>	California	California NGSS Alternative Discipline Specific Courses
<input checked="" type="checkbox"/>	California	California NGSS Arranged by Disciplinary Core Idea (DCI)
<input checked="" type="checkbox"/>	California	California NGSS Arranged by Topic
<input checked="" type="checkbox"/>	Minnesota	Minnesota Academic Standards

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Change the school name, time zone, and messages

You can use the **Messages & Display** tab to change your school name, change the time zone used throughout the application and reports, and add or change school messages.

- On the main nav bar, click **School Settings**.
- Click the **Messages & Display** tab.
- Do one or more of the following changes:
 - To change the school name, enter the name of the school.
 - To change the time zone for your school, click the list arrow and select a time zone.
 - To add or change a welcome message, in the **Welcome Message** text box, enter any message, up to 255 characters.

- To add or change a daily message, in the **Message of the Day** text box, enter an upcoming event, announce the arrival of a new teacher, or add any information you desire, up to 255 characters.
4. Click **Save**.

Manage standards documents for your school

You can manage the standards documents that display in Odysseyware. *Standards alignment* is a relationship between the Odysseyware curriculum (Lessons and Projects specifically) and the various standards published by state and other academic standards organizations.

Features and tools dependent on having standards documents enabled for your school

The features and tools in the application that are dependent on having standards documents enabled for your school include:

- The **Standards** tab accessed from search when creating or editing custom courses.
- The **Standards** tab accessed from the **Search** button on the **Courses** tab.
- Viewing aligned standards for assignments in the **Gradebook**.
- Viewing aligned standards for assignments in the **Teacher Assignment** view.
- Selecting data for and running **Curriculum Reports** to see data.



Note: An Odysseyware License Administrator must enable the **Standards Authority** option and select the states for the standards documents that your school is entitled to see.

1. On the main nav bar, click **School Settings**.
2. Click the **Messages & Display** tab.
3. In the **Standards Documents** area, by default, all standards documents for states that you have access to are selected. However, some national standards documents appear in the list, but are not selected. Do one of the following:
 - To add a standards document for use with the features and tools mentioned above, select it.
 - To remove a particular state's standards or a single standard document, use the **State** or **Standard** search fields to enter a state or characters of a standard's name to filter the list. Then, to remove the item, clear its check box.
 - To remove ALL standards documents, clear the check box in the **Selected** column.



Warning: If you remove all standards, this action affects all the features and tools in Odysseyware which rely on Standards Documents as mentioned in the opening paragraph of this topic.

Standards Documents

Enter characters to search by State or Standard.

Selected	State	Standard
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Achieve	Achieve NGSS Arranged by Disciplinary Core Idea (DCI)
<input checked="" type="checkbox"/>	Achieve	Achieve NGSS Arranged by Topic
<input checked="" type="checkbox"/>	California	California Common Core Content Standards
<input checked="" type="checkbox"/>	California	California Content Standards
<input checked="" type="checkbox"/>	California	California NGSS Alternative Discipline Specific Courses
<input checked="" type="checkbox"/>	California	California NGSS Arranged by Disciplinary Core Idea (DCI)
<input checked="" type="checkbox"/>	California	California NGSS Arranged by Topic
<input checked="" type="checkbox"/>	Minnesota	Minnesota Academic Standards

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Save

4. Click **Save**.

Grading, Pacing, & Assessments tab

The settings on the **Grading, Pacing, & Assessments** tab apply to enrollment settings at the *SCHOOL* level. These school settings cascade down to the individual student user level and enrollment level.



Permission(s) check: School grading, pacing, and assessments settings can be over-ridden and personalized for a student or enrollment *if* the teacher or admin creating the student's profile or the enrollment has the school teacher permission "Change Grading, Pacing, and Assessments" enabled for their teacher user profile. See ["School permissions" on page 54](#).

Odysseyware uses several grading, pacing, and assessments settings to:

- Establish a grading percentage (pass threshold) a student must achieve to pass an assignment, such as a lesson, test, or quiz.
- Set pacing by assignment type by specifying the number of attempts to pass an assignment type and whether or not progress is blocked when the student has not achieved the pass threshold.
- Provide a method to prevent students from taking quizzes and tests (block progress) until the teacher can assess students' preparation level.
- Provide the ability to skip assessment questions based on scope and sequence of assignments.

Default settings and values are set up by an Odysseyware License Administrator for your school as explained in ["School grading, pacing, and assessments settings" on page 49](#). As an Admin, you can change the default settings and values for your school's needs. See ["Change school grading, pacing, and assessments settings" on page 51](#).

Messages & Display	Grading, Pacing, & Assessments	Permissions	Campus IDs	Archive	Terms	Calendar	User Associati
<h3>Grading & Pacing</h3>							
CRx Pass Threshold	<input type="text" value="70"/>	Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.					
Lesson Pass Threshold	<input type="text" value="70"/>						
Max Lesson Attempts	<input type="text" value="10"/>						
Block Lesson Progress	<input type="checkbox"/>						
Quiz Pass Threshold	<input type="text" value="70"/>						
Max Quiz Attempts	<input type="text" value="1"/>						
Block Quiz Progress	<input type="checkbox"/>						
Test Pass Threshold	<input type="text" value="70"/>						
Max Test Attempts	<input type="text" value="1"/>						
Block Test Progress	<input type="checkbox"/>						
Flex CRx	<input type="checkbox"/>	Flex CRx will only assign lessons for incorrect questions when a CRx pre-test is failed. This feature also uses Flex Skipped to skip quiz questions for skipped lessons. This feature only works for courses with Flex Assessments and only works in CRx mode.					
Flex Skipped	<input type="checkbox"/>	Flex Assessments will skip questions for skipped lessons. This feature only works for courses with Flex Assessments. For an enrollment in CRx mode this feature will only work for quizzes.					
<h3>Monitored Assessments</h3>							
Quiz	<input type="checkbox"/>	Selecting this will prevent a student from entering a Quiz until you have unblocked them, allowing you to assess their preparation level for the assessment or to proctor the exam					
Test	<input type="checkbox"/>	Selecting this will prevent a student from entering a Test until you have unblocked them, allowing you to assess their preparation level for the assessment or to proctor the exam					

School grading, pacing, and assessments settings

Weighting values apply to the four assignment types: lesson, project, quiz, and test. A weighting value determines the weight for how the grades for each assignment type are factored into the unit and overall course grade.

Weighting

Lesson Weight	<input type="text" value="25"/>	Input a number from 0-100. All four weights need to equal 100.
Project Weight	<input type="text" value="25"/>	Input a number from 0-100. All four weights need to equal 100.
Quiz Weight	<input type="text" value="25"/>	Input a number from 0-100. All four weights need to equal 100.
Test Weight	<input type="text" value="25"/>	Input a number from 0-100. All four weights need to equal 100.

Save

School grading, pacing, and assessments settings

School grading, pacing, and assessments settings *cascade down* to the individual student user settings and also to course enrollments UNLESS the student or enrollment has *personalized* settings. Personalization of student and enrollment settings can occur if the teacher or admin creating the student's profile or creating the enrollment has the school teacher permission "Change Grading, Pacing, and Assessments" enabled for their teacher user profile. For more information, see ["How personalized Grading, Pacing, Assessments \(GPA\) and Weights settings affect students and enrollments"](#) on page 142.

Grading and pacing settings

Default grading and pacing settings can be changed to meet your school and district requirements. See ["Change school grading, pacing, and assessments settings"](#) on page 51.

Setting	Description	Default
CRx Pass Threshold	Students must achieve set percentage to pass a pre-test for each unit of a course assigned in CRx mode. CRx mode means "Credit recovery mode." For more information, see "How CRx mode works" on page 134.	70
Lesson Pass Threshold	Students must achieve set percentage to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning". What this means: When a student submits a lesson with a score below the Pass Threshold, the lesson is automatically reassigned to the student to do again and the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned. See "Max Lesson Attempts" below.	70
Max Lesson Attempts	Maximum number of opportunities for students to achieve lesson pass threshold.	10
Block Lesson Progress	If enabled (checked), when students do not achieve a score at or above the Lesson Pass Threshold within the Max	Disabled

Setting	Description	Default
	Lesson Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.	
Quiz Pass Threshold	Students must achieve set percentage to pass a quiz.	70
Max Quiz Attempts	Number of opportunities for students to achieve quiz pass threshold.	1
Block Quiz Progress	If enabled (checked), when students do not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.	Disabled
Test Pass Threshold	Students must achieve set percentage to pass a test.	70
Max Test Attempts	Number of opportunities for students to achieve test pass threshold.	1
Block Test Progress	If enabled (checked), when students do not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.	Disabled
Flex CRx	If enabled (checked), and the course is a Flex Assessments course with CRx mode enabled, if the student does not achieve the CRx Pass Threshold on a unit pre-test, they are assigned <i>only the lessons</i> in the unit associated with the <i>incorrect questions</i> on the pre-test. The lessons in the unit with correctly answered questions are automatically skipped. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 138 .	Disabled
Flex Skipped	If enabled (checked), allows teachers to skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to skipped lessons are disabled (grayed-out) and have a Skipped status. These questions do not have to be answered by students and are not included when calculating student grades. For an enrollment in CRx mode, this setting only works for quizzes.	Disabled
Monitored Assessments		

Change school grading, pacing, and assessments settings

Setting	Description	Default
Quiz	If enabled (checked), prevents students from entering the quiz until the teacher unblocks them. This setting allows the teacher to monitor students' preparation level for the quiz or to proctor the quiz.	Disabled
Test	If enabled (checked), prevents students from entering the test until the teacher unblocks them. This setting allows the teacher to monitor students' preparation level for the test or to proctor the test.	Disabled

Weighting settings

As mentioned previously, Odysseyware has four assignment types: lessons, projects, quizzes and tests that have a weighting value. A weighting value determines how the grades for each assignment type are factored into the unit and overall course grade. The four weighting values must total 100.

Setting	Description	Default
Lesson Weight	Weight of lessons for the unit and overall course grade.	25
Project Weight	Weight of projects for the unit and overall course grade.	25
Quiz Weight	Weight of quizzes for the unit and overall course grade.	25
Test Weight	Weight of tests for the unit and overall course grade.	25

Change school grading, pacing, and assessments settings

You can change the default school grading, pacing, and assessments (GPA) and weighting settings. When you change a school GPA and weighting setting, you may also be changing the related enrollment settings at the individual student level and enrollment level. Changes at the individual student level and course enrollment will occur if the individual student or course enrollment does NOT have personalized enrollment settings.

1. On the main nav bar, click **School Settings**.
2. Click the **Grading, Pacing, & Assessments** tab.
3. To change a **Grading** setting, do the following:
 - a. For an assignment pass threshold percentage setting, enter a number between 1 and 100 with no % sign. For example, the Lesson Pass Threshold default setting is 70. To change it to 75%, enter 75.
 - b. For an attempts setting, such as the Max Quiz Attempts setting, enter a number.
 - c. To enable or disable block progress for an assignment type, such as Block Lesson Progress, select or clear the check boxes.
 - d. To enable or disable the **Flex CRx** or **Flex Skipped** settings, select or clear the check boxes.
4. To enable or disable **Monitored Assessments** settings for enrollments, select or clear the check boxes.
5. To change a **Weighting** setting for an assignment type, enter a number from 0 -100. All four assignment weights must total 100.
6. Click **Save**.

Permissions tab

The settings on the **Permissions** tab apply to school-level permissions for user accounts, such as teachers (and admins) and students. Permissions are also set at the individual user account level for teachers (and admins) and students. Most user-level permission settings are *dependent on* the shared school permission setting. Dependent means:

- If the school permission is *enabled*, then the shared user permission is also enabled and can be disabled. If the school permission is later disabled, then the shared user permission is also automatically disabled and cannot be enabled unless the shared school permission is changed.
- If the school permission is *disabled*, then the shared user permission is also disabled and cannot be enabled unless the shared school permission is later enabled.

For more information, see ["School permissions affect on shared user permissions" on page 20](#).

School permissions are grouped into several categories: Global, Grading, Teacher, Student, and Writer as explained in ["School permissions" on page 54](#).



Note: Writer is a tool to help improve student writing by offering targeted feedback of key elements used in the writing process. The purpose is to encourage student practice and revision to improve writing skills. Data from this process provides teachers better understanding of student strengths and opportunities for coaching.

Permissions tab

Messages & Display	Grading, Pacing, & Assessments	Permissions	Campus IDs	Archive	Terms	Calendar	User Associations
Global Permissions							
Allow Messaging	<input checked="" type="checkbox"/>	Allow user to send and receive messages. This can be turned off on a user by user basis by editing individual users.					
Allow Student Notes	<input checked="" type="checkbox"/>	Allow students to take notes in assignments. This can be turned off on a user by user basis by editing individual users.					
Enable OASIS API	<input type="checkbox"/>	Allow a school to use the OASIS RESTful API for integration with their own SIS.					
Grading Permissions							
Blank Essay Notification	<input type="checkbox"/>	When activated a notification will be sent to the teacher if a question is submitted with no answer.					
Teacher Permissions							
Change Password	<input type="checkbox"/>	Allow teachers to change their own passwords.					
Change Grading, Pacing, and Assessments	<input type="checkbox"/>	Allow teachers to change assignment type grade weights, pass thresholds and to monitor assessments.					
Skip Questions	<input type="checkbox"/>	Allow teachers to skip or unskip individual questions.					
Manage Groups	<input checked="" type="checkbox"/>	Allow teachers to add, edit and delete groups.					
Student Permissions							
Student Review Test Quiz	<input type="checkbox"/>	Allow students to review graded Tests and Quizzes.					
Student Answer Key	<input type="checkbox"/>	Allow students to see the answer key for completed assignments.					
Enable Grading View	<input type="checkbox"/>	Allow students who have not reached the pass threshold to view performance (correct/incorrect)					
Randomize Questions	<input type="checkbox"/>	Randomize the order of questions for student lessons, quizzes, and tests.					
Change Passwords	<input type="checkbox"/>	Allow students to change their own passwords.					
Overdue Notification	<input type="checkbox"/>	When selected, any student assignment that has passed the due date will change color and display "Overdue" on the students' Learn page.					
WRITER							
Spelling and Grammar	<input type="checkbox"/>						
Scoring	<input type="checkbox"/>						
<input type="button" value="Save"/>							

School permissions

The following sections explain the default school permissions by category: Global, Grading, Student, Teacher, and Writer. As mentioned in ["Permissions tab" on page 52](#), several school permissions' settings *cascade down* to shared, individual student user and teacher user permission settings so that when changes are made to the school permission, the shared user permission is also changed. See ["Enable or disable school permissions" on page 57](#).


Each section describes the school permissions under the category, the default setting, and indicates whether or not the individual user permission is dependent on (shared with) the school permission. School permissions that do not apply to individual user permissions are also noted.




Note: For schools using Single Sign-On (SSO), the "Change Password" permission for Teachers and Students is masked (hidden) because this permission does not apply as those schools use their organization's credentials to log in to Odysseyware.

Global permissions

Global permissions apply to the Odysseyware site.


Permission	User permission dependency	Description	Default setting
Allow Messaging	Yes	<p>Students and teachers can use the Odysseyware internal messaging system for communication. Messages appear in the Activity Stream > New Messages list and in the Actions list, in the Action Required tab list (Help requests) and on the Messages tab.</p> <div>  <p>Warning: If this permission is disabled at the school level, the Messages tab is disabled (grayed-out) for students and teachers and the "Allow Message Send" permission is disabled for students. In addition, teachers and admins who create enrollments do not see messages confirming the success or failure of the enrollment.</p> </div>	Enabled (checked)
Allow Student Notes	Yes	Allows students to take notes during assignments.	Enabled
Enable OASIS API	Yes	Allows a school access to the OASIS API and their admin users to generate an OASIS API key for school use. See "User Associations tab" on page 66 .	Disabled

School permissions

Permission	User permission dependency	Description	Default setting
		 Note: Permission applies if your school has optioned to use the OASIS RESTful API for integration with your school's SIS.	



Grading permissions

Grading permissions look at course assignments, such as lessons, quizzes, and tests, and in some cases, may apply to projects where noted.

Permission	User permission dependency	Description	Default setting
Blank Essay Notification	N/A	<p>Alerts the teacher of record for an enrollment when one of the following conditions are true:</p> <ul style="list-style-type: none"> ALL subjective (manual-graded) questions in a lesson, quiz, or test are submitted with no answers AND student has no attempts remaining. Does not alert teacher if one subjective question has an answer. <p>OR</p> <ul style="list-style-type: none"> ALL subjective (manual-graded) questions in a lesson, quiz, or test are submitted with no answers AND student meets the pass threshold.  Note: This setting does not apply to projects.	Enabled

Teacher permissions

Several school teacher permission settings *cascade down* to the shared individual teacher (and in some cases, admin) user permission settings. The user permission setting dependency on the school permission setting is noted in the table. For more information about teacher user permissions, see ["Teacher and Admin user profile fields and permissions" on page 104](#).


Permission	User permission dependency	Description	Default setting
Change Password	Yes	Allows teachers and admins to change their Odysseyware password. <div>  Note: This permission is hidden for schools using SSO. </div>	Disabled
Change Grading, Pacing, and Assessments	Yes	Allows teachers (and admins with assigned enrollments) to personalize the assignment pass thresholds, maximum attempts, block progress settings, flex settings and assignment weighting settings for student profile enrollment fields and course enrollments. See " Grading, Pacing, & Assessments tab " on page 47.	Disabled
Skip Questions	Yes	Allows teachers (and admins if they have assigned enrollments) to skip individual questions in a student assignment.	Disabled
Manage Groups	No	Allows teachers to add, edit, and delete groups. <div>  Tip: Admins already have this permission built-in to their role. </div>	Enabled

Student permissions

Several school student permission settings *cascade down* to the related, individual student user permission settings. The user permission setting dependency on the school permission setting is noted in the table. For more information about student user permissions, see "[Student profile user fields, enrollment settings, and permissions](#)" on page 77.

Permission	User permission dependency	Description	Default setting
Student Review Test Quiz	Yes	Allows students to review completed and graded quizzes and tests.	Disabled
Student Answer Key	Yes	Allows students to see the answer key in completed assignments only.	Disabled
Enable Grading View	Yes	Allows students who have not achieved the Pass Threshold in a lesson to see which problems they answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key. This permission is tied into the number of lesson attempts setting for enrollments.	Disabled
Randomize Questions	Yes	Allows questions in student lessons, quizzes and tests to	Disabled

Enable or disable school permissions

Permission	User permission dependency	Description	Default setting
		display in a random order. If the student is required to do a lesson, quiz or test more than once, it is very unlikely the questions will display in the same order. If two students, seated beside each other are working on the same assignment, it is HIGHLY improbable they will see the questions in the same order. Teachers always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are displayed in the original order.	
Change Passwords	Yes	Allows students to change their Odysseyware password.  Note: This permission is hidden for schools using SSO.	Disabled
Overdue Notification	Yes	On the student's Learn page, the color changes and displays "Overdue" beside a student assignment that has passed the due date.	Disabled

Writer permissions

Writer permissions apply to students and enrollments. The school settings cascade down to the individual student user and enrollment permission settings.

Permission	User permission dependency	Description	Default setting
Spelling and Grammar	Yes	Allows students to right-click and see suggestions for incorrectly spelled words or improved grammar usage.	Disabled
Scoring	Yes	Allows students to get an overall score for the assignment. The Teacher provides the final grade.	Disabled

Enable or disable school permissions

When you change a school permission, you may also be enabling or disabling the shared permission at the individual user level. To understand how this works, see ["School permissions" on page 54](#).

1. On the main nav bar, click **School Settings**.
2. Click the **Permissions** tab.
3. For any permission setting, select the check box to enable it or clear the check box to disable it.
4. Click **Save**.

Campus IDs tab

As Administrator, you use the **Campus IDs** tab to set up and manage campus identifiers (ids) for your school. Campus identifiers (IDs) can represent the various physical and virtual sites for your school. Campus IDs are then associated to user profiles so that you can easily perform Course Enrollments and Gradebook searches by campus id, sort data in several lists, and for reporting purposes. Users can have multiple campus IDs associated to their user profile.



Note: If your school has a Single Sign-On (SSO) Partner Integration contract and the Campus Integration Model has been selected, you will see an **Integration ID** column which contains values representing the integration identifiers needed for the SSO integration. These Integration Identifiers are used to map a campus to an SSO Partner Integration school under a single district. Typically, the Edgenuity Technical Services team manages Integration IDs for SSO Partner Integration contracts. Before you make changes to a campus which has an Integration ID, check with Technical Services.

The screenshot shows the 'Campus IDs' tab interface. At the top, a navigation bar includes 'HOME', 'ASSIGNMENT ALERTS', 'SCHOOL SETTINGS' (highlighted), 'TEACHER/ADMIN', 'STUDENTS', 'PARENTS', 'COURSE ENROLLMENT', 'GRADEBOOK', 'COURSES', 'REPORTS', and 'MESSAGES 7'. Below this, a sub-navigation bar includes 'Messages & Display', 'Grading, Pacing, & Assessments', 'Permissions', 'Campus IDs' (highlighted), 'Archive', 'Terms', 'Calendar', and 'User Associations'. The main content area is titled 'Campus IDs' and contains a table with columns: 'Campus ID' (labeled C), 'Campus Count' (labeled D), 'Default' (labeled E), 'Integration ID' (labeled A and highlighted with a red box and callout: 'This column appears for Campus Integration model only'), and 'Actions' (labeled F). The table lists several campus identifiers: 0638-OW, 444, 555, Blue, ddoine_1, ddoine-1, North, and RCamp. To the right of the table is a 'Set Default Campus' toggle (labeled A) with 'Yes' and 'No' buttons, and a '+ Add Campus ID' button (labeled B). Each row in the table has 'Delete' and 'Edit' links in the 'Actions' column.

Features available on the **Campus IDs** tab include:

Item	Feature	Description
A	Set Default Campus toggle	If set to Yes , enables the Default column indicators so that a default campus can be selected.
B	Add Campus ID button	Click to add a campus identifier.
C	Campus ID column	Displays campus identifiers.
D	Campus Count column	Displays the number of Active and On Hold users associated to the campus. <div> <p>Note: Archived users retain any associated campus IDs, but those users do not appear in the Campus Count.</p> </div>

Item	Feature	Description
E	Default column	Displays indicators so that a default campus can be selected. Enabled when the Set Default Campus toggle is set to Yes .
F	Actions column	Displays the Delete and Edit controls.

What's next?

- To add, edit, and delete campus ids and set a default campus, see "[Manage campus identifiers](#)" below.

Manage campus identifiers

You can create campus identifiers (IDs) to represent the various physical and virtual sites for your school. Campus IDs can then be associated to user profiles so that you can run reports based on a specific campus.

If desired, you can:

- Make a campus id as the default site so that at least the one campus ID appears associated to a user profile.
- Edit a campus identifier to change the name which automatically changes it for associated users.
- Delete a campus identifier when it is no longer needed which automatically removes it from associated users.





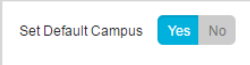


Note: If your school has a Single Sign-On (SSO) Partner Integration contract and the Campus Integration Model has been selected, you will see an **Integration ID** column which contains values representing the integration identifiers needed for the partner Integration. These Integration Identifiers are used to map a campus to a partner integration school under a single district. Typically, the Edgenuity Technical Services team manages Integration IDs for SSO Partner Integration contracts. Before you make changes to a campus which has an Integration ID, check with Technical Services.


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Set Default Campus **Yes** No
+ Add Campus ID

Campus ID	Campus Count	Default	Integration ID	Actions
Banerainbow	0	<input checked="" type="radio"/>	59d2b63ad8ec1d0a1b00016c	Delete Edit
Batcold	0	<input type="radio"/>	59d2b63ad8ec1d0a1b00018b	Delete Edit
Beerampant	0	<input type="radio"/>	59d2b63ad8ec1d0a1b000115	Delete Edit

Action	Do the following...
Add campus id	<ol style="list-style-type: none"> Click the + Add Campus ID  button. The New Campus ID page appears. In the Campus ID field, enter up to 50 characters for the campus name. <div>  Note: Campus names cannot include the pipe [] character. Allowable values are: 0-9 a-z A-Z ` ~ ! @ # \$ % ^ & * () - _ = + [{ } } \ ; : ' " , < . > / ? space. </div> Click Save. The new campus id appears in the list under the Campus ID column. If you want this to be the default campus id, select Default.
Edit campus ID	<ol style="list-style-type: none"> In the Actions column for the campus ID, select Edit. The Edit Campus ID page appears. In the Campus ID field, enter a new name (up to 50 characters). <div>  Note: Campus name cannot include the pipe [] character. </div> Click Save.
Delete campus id	<ol style="list-style-type: none"> In the Actions column for the campus ID, select Delete. The Delete Campus ID page appears. If Active or On Hold users are associated to this campus, the message appears stating that the campus identifier will be removed from the campus count number of associated users' profiles. <div>  Note: For users in Archived or Pending Archive status, the associated campus id is automatically removed from the user record. </div> To confirm the deletion, click Delete. Otherwise, to keep it, click Cancel.
Set a default campus identifier	<ol style="list-style-type: none"> For the Set Default Campus toggle, click Yes. <div>  </div> <p>This action enables the Default column indicators.</p> Select the Default indicator for the campus you want to appear as the default item when selecting campus ids for students, teachers, and admins as shown in the example below.

Archive tab

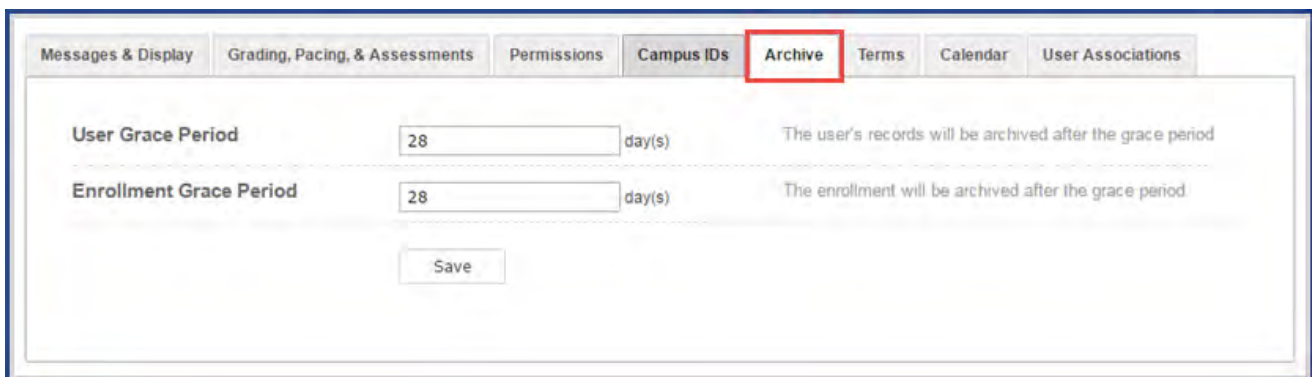
Action	Do the following...
	<div> <div>Campus IDs</div> <div>LabD005 (default)</div> <div>[Select all]</div> <div>Groups</div> <div> <input checked="" type="checkbox"/> LabD005 (default) <input type="checkbox"/> 2681 142QA <input type="checkbox"/> BaylorHall </div> <div>Associations</div> </div>
Remove the default campus	<p> Note: If you remove the default campus indicator, this means that when a new user record is created, no default campus id is selected. However, for a campus-focused Super Teacher creating a new student record, that student automatically inherits the same campus ids as the Super Teacher.</p> <ul style="list-style-type: none"> For the Set Default Campus toggle, click No. <p>This action removes the Default indicator for a campus and deactivates the Default column indicators.</p>

See the following to learn how to associate campus ids to user profiles:

- ["Add and remove Campus IDs for students" on page 98.](#)
- ["Add and remove Campus IDs for teachers and admins" on page 116.](#)

Archive tab

As an Odysseyware Administrator, you can set an independent grace period for delaying the automatic archival of user accounts (students, teachers, and admins) and enrollments on the **Archive** tab. Default values are set up for you, but you can change the grace period values based on your school's needs. See ["Change archive grace periods for users and enrollments" on the next page.](#)



Odysseyware has three status types for users and enrollments as explained in ["Users and enrollments status types" on page 21.](#)

Archived status overview

When a user or enrollment is changed to Archived status, Odysseyware places the account or enrollment in a temporary "Pending Archive" status until the grace period expires. During the grace period, the Archived status can be reversed, with all

information related to the user account or enrollment returned to either On Hold or Active status. However, once the grace period ends, the user account or enrollment automatically moves from Pending Archive to Archived status and the status cannot be reversed. The record is permanently archived. You would have to create a new user account with a new user name or create a new enrollment.



Note: If an **enrollment** is in **Active** or **On Hold** status and the student has not opened any assignment in it for the duration of one year (52 weeks), the enrollment is automatically moved to Pending Archive status. The Teacher of Record (TOR) for the enrollment is notified seven days in advance of the pending archival with a system-generated message in their Inbox. The message contains "Subject = Notification to teacher regarding pending archival action". For more information, see ["How auto-archiving enrollments happens and how teachers can respond" on page 251](#).

Change archive grace periods for users and enrollments

The default archive grace period is set to 28 days for both the **User Grace Period** and the **Enrollment Grace Period**. You can change values to:

- For the **User Grace Period**, enter any number of days between 1 and 1460 days.



Note: The **User Grace Period** days setting was extended from 365 days to four years or 1460 days so that users who return to the school within four years can have their user records changed from Archived status to Active or On Hold.

- For the **Enrollment Grace Period**, enter any number of days between 1 and 365.

To change archive grace periods:

1. On the main nav bar, click **School Settings**.
2. Click the **Archive** tab.
3. In the fields, enter a number for days in the grace period.
4. Click **Save**.

Terms tab

The **Terms** tab is where you, as Administrator, define the time frames for reporting or course completion for your school. A term determines the pacing schedule which is based on course activities and number of working days in the term. See ["Manage school terms" on the facing page](#).



Manage school terms

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Term was deleted.

Coursework schedule changes for active student enrollments will be visible day after any changes are made to existing terms

Name	Begin	End	Working Days	Enrollable	Default	Actions
Fall 2018	10/09/2018	12/31/2018	60	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Cannot Delete Edit
2018 6 week	10/16/2018	11/27/2018	31	<input checked="" type="checkbox"/>	<input type="radio"/>	Delete Edit
2018 2 month	11/01/2018	12/31/2018	43	<input checked="" type="checkbox"/>	<input type="radio"/>	Delete Edit
Winter 2018	12/01/2018	02/28/2019	64	<input checked="" type="checkbox"/>	<input type="radio"/>	Delete Edit
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="button" value="Add Term"/>	

Terms:

- Never inhibit a student from working; they just set a pacing guide.
- Can be rescheduled which allows flexibility for self-pacing.
- Can be used in report generation, for example, to see if students are on pace.


Manage school terms

You can create multiple terms, such as full-year terms, semester terms, and future terms. You decide if a term is enrollable and which term is the default. You must have at least one default term created to enroll students. The default term appears when enrolling students in courses, however, you can select from ALL enrollable terms. You can also edit a term's name and start and end dates and delete a term as long as the term does not have any active or on hold enrollments.



Note: Any changes to terms are reflected in Odysseyware within one day (24 hours).

A term's working days are automatically calculated for you based on the Begin and End dates selected and the days selected as school days of the calendar found on the **Calendar** tab. See "[Calendar tab](#)" on the next page.

Action	Do the following...
Add term	<ol style="list-style-type: none"> 1. In the blank term row in the list, in the Name field, enter a name for term. It is recommended that the term name be unique so that when selecting a term for an enrollment, it is easily identifiable. 2. In the Begin field, click to display a calendar. Select a date or use the arrows to the right and left of the month and year to navigate to a previous or future month to select the begin date for the term. 3. In the End field, click to display a calendar and select the end date for the term. The End date must be after the Begin date. 4. To allow students to be enrolled in the term, select the Enrollable check box. 5. Click Add Term. The new term appears in the list of terms with the working days automatically entered based on the selected Begin and End dates and the designated calendar school days. 6. If you want this to be the default term that appears when enrolling students in courses, select Default. You must select one term as the default.
Edit term	<ol style="list-style-type: none"> 1. In the Actions column for the term, select Edit. The Edit Term dialog box appears. 2. In the Name field, enter a new name. 3. In the Begin field, click to display a calendar and select a date. You cannot select a date prior to the current date. 4. In the End field, click to display a calendar and select a date. 5. Click Save.
Delete term	<div>  Note: You cannot delete a term that has active or on hold enrollments. </div> <ol style="list-style-type: none"> 1. In the Actions column for the term, select Delete. 2. To confirm the deletion, click OK. 3. If the term does not have active any active or on hold enrollments, it is deleted. However, if the term has any active or on hold enrollments, nothing happens. The term remains.

Calendar tab

The **Calendar** tab displays the monthly school calendar where you, as the Administrator, designate days as "No School" or school days. By default, weekdays (Monday through Friday) are considered school days and weekend days (Saturday and Sunday) are automatically designated as "No School" days and display the "No School" label, but you can change the status of days based on your school's needs. See ["Change status of school days on the school calendar" on page 66](#).

Calendar tab



Warning: School days that are designated as "No School" days and "No School" days that are designated as school days automatically make adjustments to coursework pacing for active student enrollments. This means if you change a "No School" day to a "School" day or the reverse, all active student enrollments are automatically rescheduled and new Due dates are calculated based on the "school" and "no school" days for the assigned term or start and end dates for active student enrollments.

School day and no school day calendar changes also affect the number of working school days for school terms as explained in ["Terms tab" on page 62](#).



Tip: As an example of why you would designate days as "No School" days, let's say you have two days every full semester that are considered school holidays. You would designate those days as "No School" days so that course pacing and working school days in associated terms are adjusted accordingly. If a "No School" day is not designated as such on the calendar, it does not factor into the working days for a term.



Note: Every Odysseyware teacher and parent (using the Parent Portal) sees the school calendar.

Change status of school days on the school calendar



Warning: School days that are designated as "No School" days and "No School" days that are designated as school days automatically make adjustments to coursework pacing for active student enrollments. This means if you change a "No School" day to a "School" day or the reverse, all active student enrollments are automatically rescheduled and new Due dates are calculated based on the "school" and "no school" days for the assigned term or start dates and end dates for active enrollments.

1. On the main nav bar, click **School Settings**.
2. Click the **Calendar** tab.
By default, the current month appears.
3. To navigate through the months, click the **Next** or **Previous** arrows to go to a future month or to go back a month. Click **today** to return to the current month.
4. To change the status of a school day to a "No School" day, click a day that does not have the "No School" label, or to change the status of a "No School" day to a school day, click a day that has a "No School" label.

A tool tip and confirmation message display based on the status change as shown in these examples.

Changed date to a school day



Changed date to a non school day



Any adjustments to coursework schedule changes for active student enrollments are visible the day after any changes.

User Associations tab

The **User Associations** tab appears for those schools with certain permissions enabled in the internal Support tool by an Odysseyware License Administrator. The **User Associations** tab is needed to manage connection identifiers or association identifiers between external sources, such as a Student Information System (SIS), Single Sign-On (SSO) Identity Providers, or SSO Integration Partners and Odysseyware.

The **User Associations** tab may have one or more sub-tabs to handle the identifiers for the various external sources: [SIS tab](#), [Assessments tab](#), [Integrations tab](#), and/or [Single Sign-On tab](#).

SIS tab

The **SIS** tab contains two lists: **Students** and **Teacher/Admin**. The **SIS Identifier** column in each list contains the external ID for the user in the external Student Information System (SIS). This SIS Identifier, or external ID, provides the "connectivity" for user information and other types of data to be managed or integrated between the SIS and Odysseyware using the proprietary Glynlyon OASIS RESTful API.



Note: For more information about the Glynlyon OASIS API, contact Odysseyware Sales.

On the **SIS** tab, you can add, edit, and delete SIS Identifier values for students and teachers/admins. See ["Manage SIS Identifiers for users" on page 69](#).



Tip: Students' SIS Identifier values may also be the same value needed for the assessment identifiers on the **Assessments** tab. See [Assessments tab](#).



User Associations tab

Messages & Display | Grading, Pacing, & Assessments | Permissions | Campus IDs | Archive | Terms | Calendar | **User Associations**

SIS | **Assessments**

Students 1

☐ Include students with SIS identifiers Delete SIS ID

<input type="checkbox"/>	First Name	Last Name	User Name	SIS Identifier
<input type="checkbox"/>	Alexandra	Kedward	alex_k	
<input type="checkbox"/>	Allison	Evans	aevans	
<input type="checkbox"/>	Amanda	Panter	AmandaP	
<input type="checkbox"/>	Ashley	Nicole	ashstu	
<input type="checkbox"/>	Brian	Smith	bsmith60	
<input type="checkbox"/>	Cactus	Jane	cajane	
<input type="checkbox"/>	Caleb	Sweeney	calebs	
<input type="checkbox"/>	Chloe	Baer	c_baer	

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Teacher/Admin 2

☐ Include teachers and admins with SIS identifiers

<input type="checkbox"/>	First Name	Last Name	User Name	SIS Identifier
<input type="checkbox"/>	Cecil	Palmer	c_palmer	
<input type="checkbox"/>	Claude	Ferguson	cferguson	

Assessments tab

The **Assessments** tab contains a list of students who need to have assessment identifiers, or assessment IDs, managed for their student profile. An "assessment identifier" typically is used to identify students who have taken external assessment tests. The assessment id is the "connectivity link" between those external assessment test results and Odysseyware.

On the **Assessments** tab, you can enter assessment ids, copy SIS identifiers from the **SIS** tab (if the value is the same) and use those values for assessment ids, and delete assessment ids. See ["Manage Assessment Identifiers for students" on page 72](#).

Messages & Display | Grading, Pacing, & Assessments | Permissions | Campus IDs | Archive | Terms | Calendar | **User Associations**

SIS **Assessments**

Students

Copy All SIS Identifiers ⓘ | Delete Assessment ID

	First Name	Last Name	User Name	Assessment Identifier
<input type="checkbox"/>				
<input type="checkbox"/>	Aaron	Buchholz	Aaron_2003	
<input type="checkbox"/>	Alexandra	Kedward	alex_k	
<input type="checkbox"/>	Allison	Evans	aevans	
<input type="checkbox"/>	Amanda	Panter	AmandaP	
<input type="checkbox"/>	Ashley	Nicole	ashstu	
<input type="checkbox"/>	Big	Rico	birico	KRP81872
<input type="checkbox"/>	Brian	Smith	bsmith60	
<input type="checkbox"/>	Cactus	Jane	cajane	

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Integrations tab

The **Integrations** tab contains a list of all users (admins, teachers, and students) and displays their integration identifier used for logging in directly to Odysseyware from the Single Sign-On (SSO) Partner Integration application, such as Clever or ClassLink.



Note: Typically, the Edgenuity Integrations and Technical Services Team manages Integration IDs for SSO Partner Integration contracts. Before you make any changes to a user's Integration ID, check with the Integrations and Technical Services Team because the secure data sync needs to know how to handle adds, updates, and deletes of users.

Single Sign-On tab

The **Single Sign-On (SSO)** tab contains a list of all users (admins, teachers, and students) and displays their SSO identifier used by the school's Identity Provider (IDP) for logging in to their Odysseyware school.



Permission(s) check: The **Single Sign-On** tab is visible when the "Enable Single Sign-on" permission is enabled in the Support tool by an Odysseyware License Admin.

You can also add and edit the SSO IDs for users. See ["Manage Single Sign-On \(SSO\) Identifiers for users"](#) on page 71.



Manage SIS Identifiers for users

Messages & Display Grading, Pacing, & Assessments Permissions Campus IDs Archive Terms Calendar **User Associations**

SIS **Single Sign-On**

Users

☐ Show non-associated users only

Use this page to add or edit the IDs from your IDP for Single Sign-On

First Name	Last Name	SSO Identifier	User Type
			All
1	Fish	croakerx56@gmail.com	Student
10	fish		Student
2	Fish		Student
21	fish		Student
9	999	test999@schoolica.com	Teacher
A	Tegland		Student
a777	777	test777@schoolica.com	Admin
Aaron	Appel	UNOVER	Student

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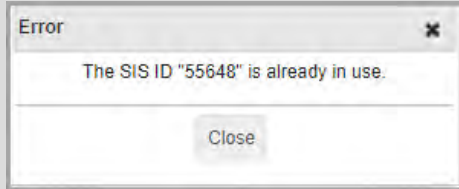
Manage SIS Identifiers for users

External IDs, or SIS Identifiers, are unique, external school identifiers created and maintained in the source Student Information System (SIS). External IDs are associated with user profiles and provide the "connectivity" link for the proprietary Odysseyware OASIS API to successfully create and update user profile data between a SIS and Odysseyware.



You can add, update, and delete SIS IDs for users.

1. On the main nav bar, click **School Settings**.
2. Click the **User Associations** tab.

By default, the **SIS** sub-tab is the active tab and all users *that do not have* an external ID (SIS Identifier) are displayed.

Action	Do the following...
Add SIS IDs	<p>a. Search by the user's First or Last name to locate the user.</p> <p>b. Enter the value in the SIS Identifier field. The entered value must be unique for the user and meet the external ID field requirements of: Contain at least one (1) character and no more than 255 characters and consist of valid keyboard characters of: 0-9 a-z A-Z ` ~ ! @ # \$ % ^ & * () - _ = + [{] \ ; : ' " , < . > / ? space (entered with spacebar).</p> <p>c. If the value entered is not unique, an error message appears as shown below.</p>  <p>d. To save the entered value, click in another field.</p>
Update (edit) SIS IDs	<p>a. To display users with SIS IDs, select the Show all students or Show all teachers and admins check box.</p> <p>b. Search the list by the user's First Name or Last Name.</p> <p>c. In the SIS identifier field, click to activate the value, delete the value and enter the new SIS ID. The entered value must be unique and meet the requirements as described in Add SIS ID step b.</p> <p>d. Click in another field to save the new value.</p>
Delete SIS IDs for students	<p>a. To display students with SIS IDs, select the Show all students check box.</p> <p>b. Click the selection check box in the left column to select one or more students. To select all students, click the check box in the column heading. This action highlights the student (s) and activates the Delete SIS ID button.</p> <p>c. Click the Delete SIS ID <input type="button" value="Delete SIS ID"/> button.</p> <p>A message appears confirming the record(s) updated successfully.</p>
Delete SIS IDs for teachers/admins	<p>a. To display teachers/admins with SIS IDs, select the Show all teachers and admins check box.</p> <p>b. Search the list by the user's First Name or Last Name.</p> <p>c. In the SIS identifier field, click to activate the value, delete the value.</p> <p>A message appears confirming the record(s) updated successfully.</p>



Tip: You can also delete a SIS ID for an individual user in their user profile. Click the **Associations Info**  indicator in a user's profile to display all associated, external values. A **Delete**  tool lets you easily delete the SIS ID as shown in the example below.



Manage Single Sign-On (SSO) Identifiers for users

For those schools using Single Sign-On (SSO) with an Identity Provider (IDP), such as Microsoft Azure or Google, to log in to Odysseyware, you can manage (add and edit) the SSO Identifiers (IDs) that users need to complete the login process. The SSO ID is the user's IDP Login Username, for example, JohnSmith@schoolica.com.



Note: SSO IDs must be unique for the school, for example, you cannot have two SSO IDs that use the same value of JohnSmith@schoolica.com.

Managing the SSO ID in Odysseyware creates the association so that the user can use their SSO credentials to log in to Odysseyware. If the SSO ID is not set up for a user, the user cannot log in to Odysseyware.



Note: An SSO ID is established by the school's Identity Provider, such as Azure. The SSO ID must come from the Identity Provider's system. However, SSO Partner Integration contracts use an Integration ID established by the integration partner.



Tip: For Teachers and Admins, the SSO ID can also be added or edited on the user's profile in the **Associations** field.

Messages & Display Grading, Pacing, & Assessments Permissions Campus IDs Archive Terms Calendar **User Associations**

SIS **Single Sign-On**

Users

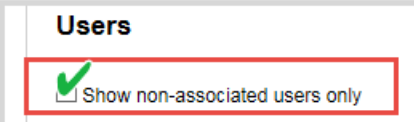
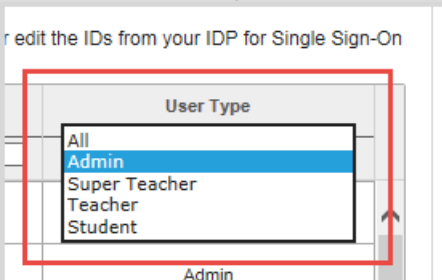
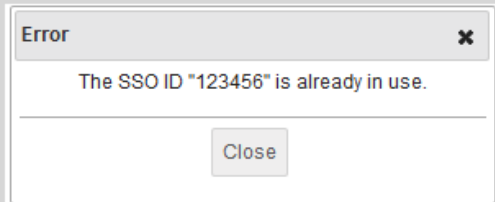
☐ Show non-associated users only

Use this page to add or edit the IDs from your IDP for Single Sign-On

First Name	Last Name	SSO Identifier	User Type
1	Fish	croakerx56@gmail.com	Student
10	fish		Student
2	Fish		Student
21	fish		Student
9	999	test999@schoolica.com	Teacher
A	Tegland		Student
a777	777	test777@schoolica.com	Admin
Aaron	Appel	UNOVER	Student

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1. On the main nav bar, click **School Settings**.
2. Click the **User Associations** tab, and then click the **Single Sign-On** sub-tab.

Action	Do the following...
Add SSO IDs	<p>a. Select the Show non-associated users only check box. This action displays all users that do not have SSO IDs set up in Odysseyware.</p>  <p>b. To filter the list to only show a specific user type, for example, students, click in the User Type column to display a list of user types. Select the type, for example, select Student to only see students.</p>  <p>c. 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 and an error message appears as shown in the example below.</p>  <p>d. To save the entered value, click in another field.</p> <p>e. Follow steps c and d above to continue entering SSO IDs for other unassociated users.</p>
Edit SSO ID for a user	<p>a. Use the search text boxes under the First Name or Last Name column headings to locate the user.</p> <p>b. In the SSO Identifier field, delete the existing value and enter the new SSO ID. The new SSO ID value must be unique for the school or it will not save.</p> <p>c. Click in another field to save the value.</p>



Tip: The school's Admin user receives an "Unassociated login attempt" message in their Inbox when a user can be authenticated by their IDP, but does not have an association in Odysseyware. This association can be fixed on the **Single Sign-On** tab.

Manage Assessment Identifiers for students

As an Odysseyware Admin, if you need to modify an assessment identifier for a student because the value was entered incorrectly, or you want to completely remove the association of the assessment identifier for a student, you can.

When you modify the assessment identifier for a student, this action:



Manage Assessment Identifiers for students

- Changes the Assessment ID value wherever the assessment identifier appears for the student.





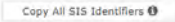
Note: Previously uploaded test results for the student based on the prior assessment id *are not* affected. If you upload test results again based on the modified (updated) assessment id, those tests appear in the list along with the previous tests when viewing the student's assessment profile.

When you remove (delete) the association of the assessment identifier for a student, this action:

- Removes any uploaded test results for the student based on that assessment ID for the student in the **Assessment Summary > Active Assessments, Students, and Archived Assessments** tabs.
- Removes the **Assessment Profile** button from the **Gradebook > Grading** tab. For students with active assessment IDs, the **Assessment Profile** button is located in the toolbar to the right of the student's name.

You can add, update, and delete assessments IDs for users.

- On the main nav bar, click **School Settings**.
- Click the **User Associations** tab, and then click the **Assessments** sub-tab.
- Do one or more of the following actions.

Action	Do the following...
Add assessment IDs manually	<ol style="list-style-type: none"> (Optional) To enter an id for a single student, search by the user's First or Last name to locate the user. Otherwise, proceed to the next step. Enter the value in the Assessment Identifier field. The entered value must be unique for the user and meet the external ID field requirements of: Contain at least one (1) character and no more than 255 characters and consist of valid keyboard characters of: 0-9 a-z A-Z ` ~ ! @ # \$ % ^ & * () - _ = + [{] } \ ; : ' " , < . > / ? space (entered with spacebar). To save the entered value, click in another field.
Copy SIS IDs to use as assessment IDs	<div>  <p>Note: Make sure that the SIS ID values are the same values as the Assessment IDs before you take this action.</p> </div> <ol style="list-style-type: none"> To select individual students, click the check box for the student, or to select all students, click the Select all check box located at the top of the first column. <div>  </div> <ol style="list-style-type: none"> Click the Copy All SIS Identifiers button.  button. A message appears stating that SIS Identifiers copied successfully.

Action	Do the following...
Delete Assessment IDs	<p>a. (Optional) To delete an assessment id for a single student, search by the user's First or Last name to locate the user.</p> <p>b. Click the selection check box in the left column to select the student. Or, if you want to delete assessment ids for all students, click the check box in the column heading. This action highlights the student (s) and activates the Delete Assessment ID button.</p> <p>c. Click the Delete Assessment ID <input type="button" value="Delete Assessment ID"/> button.</p> <p>A message appears confirming the record(s) deleted successfully.</p>

Register (add) and manage students

As an Administrator, you can add new (register) students to your school, manage their Odysseyware user profiles, and create and manage student groups. Students must be registered in Odysseyware so that they can be enrolled in courses and added to groups.

Two tabs provide the tools to view, add new, and manage students and student groups: **Registration** and **Groups**.

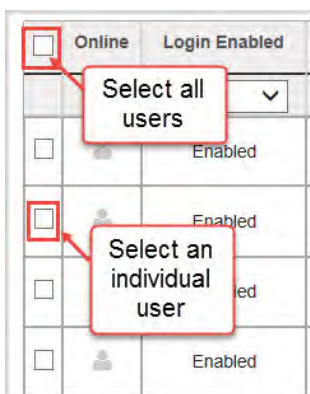
- On the main nav bar, click **Students** to access the **Registration** and **Groups** tabs.

The screenshot displays the Odysseyware administrator interface. At the top, a blue navigation bar contains links: HOME, ASSIGNMENT ALERTS, SCHOOL SETTINGS, TEACHER/ADMIN, STUDENTS (highlighted with a red box), PARENTS, COURSE ENROLLMENT, GRADEBOOK, COURSES, REPORTS, and MESSAGES. Below this, a sub-navigation bar shows two tabs: Registration (highlighted with a red box) and Groups. The main content area is titled 'View: all students' and includes a search bar and several action buttons: 'Select an action', 'Apply', 'Disable login', 'Enable login', 'Create student', and 'Import students'. A table lists student information with columns: Online, Login Enabled, Status, Student ID, Campus IDs, First Name, Last Name, Username, and Controls. The table contains seven rows of student data. At the bottom, a pagination bar shows 'Page 1 of 3' and 'View 1 - 25 of 51'.

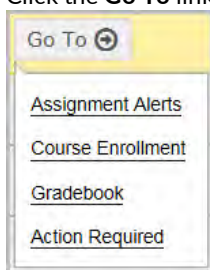
Online	Login Enabled	Status	Student ID	Campus IDs	First Name	Last Name	Username	Controls
<input type="checkbox"/>	Enabled	Active	370	2681 142QA	Noah	Chambers	chambers01	Edit Go To
<input type="checkbox"/>	Enabled	Active	385	2681 142QA	Julia	Cobb	cobb01	Edit Go To
<input type="checkbox"/>	Enabled	Active	388	2681 142QA	Leon	Cooke	cooke01	Edit Go To
<input type="checkbox"/>	Enabled	Active	366	2681 142QA	Xavier	Curry	curry01	Edit Go To
<input type="checkbox"/>	Enabled	Active	399	2681 142QA	Helena	Dawson	dawson01	Edit Go To
<input type="checkbox"/>	Enabled	Active	383	2681 142QA	Sarah	Drummond	drummond01	Edit Go To
<input type="checkbox"/>	Enabled	Active	389	2681 142QA	Amelie	Dunn	dunn01	Edit Go To

On the **Registration** tab, you can:

- Click the **Create student** button to add (register) an individual student for your school. See ["Add \(register\) individual students" on the next page](#).
- Click the **Import students** button to import (register) multiple students at the same time. See ["Import \(register\) multiple students" on page 89](#).
- Filter, search, and sort the **Registration** list to find a specific student, see a list of students associated to an entered campus id, or see a list of users placed in Archived status. See ["Filter, search, and sort the Students Registration list" on page 95](#).
- Use the selection check box to perform the same action on multiple students at same time. For example, you can select multiple users to disable or enable their logins or change their user status.



- Use the **Online** column to see whether or not a user is currently online in Odysseyware. A user symbol appears and if the symbol is highlighted or appears active, the user is online. If the symbol appears gray or not active, the user is not currently online. You can log off an online user. See ["Log off online users" on page 101](#).
- Under **Controls**, use the **Edit** and **Go To** links:
 - Click the **Edit** link to edit a student's profile. See ["Edit student user profiles" on page 97](#).
 - Click the **Go To** link to open a shortcut menu like the one shown here.



From this shortcut menu, go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook Grading**, or **Action Required** tabs for the selected student. This is one of the easiest ways to enroll the selected student in a course, access grading tasks, or see other assignment alerts for the selected student.

On the **Groups** tab, you can:

- Create groups containing students that you want to organize together, such as a group of students to enroll in a summer school term or a group of students that attend the same campus.
- Edit student groups by adding or removing students or changing the name or description.
- Delete student groups that you no longer need.
- Transfer ownership of groups (change owner) to other users. For example, a teacher owns several groups and needs to take a leave of absence. Ownership of those groups can be transferred to another user.

For more information, see ["View and manage student groups" on page 289](#).

Add (register) individual students

The following steps explain how to add (register) an individual student in Odysseyware. To add (register) multiple students at the same time, see ["Import \(register\) multiple students" on page 89](#).

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. On the **Registration** tab, click **Create student**.

The **Create Student** page appears.

3. Complete the student user profile fields, enrollment grading and pacing, and weights settings, and permissions as explained in ["Student profile user fields, enrollment settings, and permissions"](#) below.
4. When finished, click **Save**.

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



Note: Once a student is added (registered) in Odysseyware, their user profile cannot be deleted. If you need to remove their access to Odysseyware, change their user status to Archived. See ["Change the status of students"](#) on page 99.

Student profile user fields, enrollment settings, and permissions

An Odysseyware Student user profile has over 35 fields grouped into three categories:

- User status and identification fields. See ["User status and identification fields"](#) below.
- Enrollment settings. See ["Student enrollment settings"](#) on page 80.
- Permissions. See ["Student permissions"](#) on page 84.



Note: For schools using Single Sign-On (SSO) to log in to Odysseyware, several identification fields are not required and password-related fields are hidden because the student will be using their organization or partner's credentials (username and password) to log in to Odysseyware. For schools not using SSO, the required fields and password-related fields remain required and visible.



Note: Student Grading and Pacing and Weights enrollment settings are inherited from the school Grading and Pacing and Weights enrollment settings. This means that if a change occurs to a school Grading and Pacing and Weights setting, then the related student Grading and Pacing and Weights setting is also changed *UNLESS* the student has *personalized* Grading and Pacing and Weights settings. With personalization, the inheritance is broken with the school Grading and Pacing and Weights settings. For more information, see ["How personalized Grading, Pacing, Assessments \(GPA\) and Weights settings affect students and enrollments"](#) on page 142.



Permission(s) check: Several student permissions are shared with or dependent on the school Permissions. This means that if a change occurs to a school permission, then the shared student permission is also changed. For more information, see ["School permissions affect on shared user permissions"](#) on page 20.

User status and identification fields

Two examples are provided for the user status and identification fields available when creating a student's profile and when editing a profile. These two examples represent the changes that occur depending on whether or not the school is using Single Sign-On (SSO) to log in to Odysseyware:

- For schools not using SSO, Example A below shows the top section of the **Create Student** and **Edit Student** pages that relate to user status and personal identification in Odysseyware. The arrows indicate the field changes that occur when editing a student's profile.

Create Student

Login Enabled ☒

User Status Active

First Name *

Last Name *

Username *

Password *

Repeat Password *

Student ID

Campus IDs

Groups 0

Associations 0 No associations available

Edit Student A

Login Enabled ☒

User Status Active

First Name * Ashley

Last Name * Becker

Username * abecker

Password [Change]

Force Password Change ☐ Upon next login, the student will be prompted to change their password

Student ID BWA25

Campus IDs 0071 152QA

Groups 0

Associations 2 Assessment abecker SIS abecker

Student fields for school without SSO

- For schools using SSO, Example B below shows the top section of the **Create Student** and **Edit Student** pages. Notice that the **Username** field is not required for entry and Password-related fields (shown in example A above) are hidden.

Create Student

Login Enabled ☒

User Status Active

First Name *

Last Name *

Username

Student ID

Campus IDs OASIS1123@Campus (default)

Groups 0

Associations 0

Edit Student B

Login Enabled ☒

User Status Active

First Name * Zack

Last Name * Morris

Username zmorris

Student ID

Campus IDs Azure

Groups 0




Associations 1 SSO zmorris@glynlyon.com





SSO ID

Student fields for school with SSO

This table explains the user status and identification fields shown in both examples.

Field	Description
Login Enabled	Default is Enabled. If enabled (checked), the user can log in to Odysseyware. If disabled (cleared), the user cannot log in to Odysseyware.
User Status	Default is Active. From the list, select to place the user in On Hold or Archived status. See "Change the status of students" on page 99 .
First Name*	*Required field for schools not using Single Sign-On (SSO). Enter (or edit) the student user's first name.

Field	Description
	 Note: For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login or through the scheduled partner integration secure sync.
Last Name*	<p>*Required field for schools not using Single Sign-On (SSO).</p> <p>Enter (or edit) the student user's last name.</p>  Note: For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login or through the scheduled partner integration secure sync.
Username*	<p>*Required field for schools not using Single Sign-On (SSO).</p> <p>Enter a user name for logging in to Odysseyware. User names must be unique and contain at least one (1) character and no more than 100 characters. Allowed characters are: .0-9 a-z A-Z_ (underscore) - (hyphen) . (period).</p>  Note: For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login or through the scheduled partner integration secure sync.
Password*	<p>*Required field for schools not using Single Sign-On (SSO).</p> <p>Enter a password for logging in to Odysseyware.</p> <ul style="list-style-type: none"> When creating a student profile, enter a password for logging in to Odysseyware. It must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z ` ~ ! @ # \$ % ^ & * () - _ = + [{] } \ ; : ' " , < . > / ? space (entered with space bar). When editing a student's profile, the field contains a Change link. Click Change to change the password. Then, in the New Password field, enter the password.
Repeat Password*	<p>*Required field for schools not using Single Sign-On (SSO).</p> <p>Enter the same password again to verify it.</p>
Force Password Change	<p>This field appears when editing a student's profile for schools not using Single Sign-On (SSO).</p> <p>Default is Disabled. If enabled (checked), with the next log in to Odysseyware, the user is prompted to change their password. They can set their own password.</p>
Student ID	<p>Enter text, numbers, or special characters that can be used for identifying the user. This field is useful for filtering, sorting, and searching in many Odysseyware lists and reports.</p>

Field	Description
	 <p>Note: For those schools using SSO integration with Clever, this field can contain the user's Clever student_number which gets populated upon Clever sync. If your school has Clever integration, you may want to check with your school Admin before changing the value in this field.</p>
Campus IDs	<p>Campus IDs associated to a student's profile help to identify the resources, such as virtual or physical sites for your school, where the student attends. Campus IDs are useful for filtering, sorting, and searching in many Odysseyware lists and reports. See "Add and remove Campus IDs for students" on page 98.</p>
Groups	<p>Indicates the number of student groups in which the student is a member. See "View and manage student groups" on page 289.</p> <ul style="list-style-type: none"> When creating a student profile, the number is 0. When editing a student's profile, the number is 0 if the student is not a member of any groups. If the student is a group member, the field changes to display the number of groups. Click Show to see the group names. Click Hide to hide the group names.
Associations	<p>Indicates the number of associations for the student. Associations are connections to outside (external) sources which manage data flow between Odysseyware and the outside source, such as a Student Information System (SIS). Associations are managed by the Odysseyware Admin on the School Settings > User Associations tab.</p> <p>When creating a student profile, typically, the number is 0. When editing a student's profile, the number may be 0 if the student has not been associated to any outside sources. If the student has associations, the field changes to display the number of associations.</p> <ol style="list-style-type: none"> To see the Associations details, click the Info  symbol. <div data-bbox="370 1218 1331 1375">  </div> <p>If the student has an assessment identifier value and student identifier value used by the Student Information System (SIS) and those identifier values have been entered in Odysseyware, then that Assessment ID value and SIS ID value appear here. For schools using Single Sign-On (SSO) with an Identity Provider (IDP), the student's SSO Identifier also appears here once it has been entered into Odysseyware.</p> <ol style="list-style-type: none"> To delete the SIS ID and/or SSO identifier, click the Delete  tool at the end of the value. Confirm the deletion. If you need to enter a different or new SIS id or SSO value for the user, as the Admin, you must use the School Settings > User Associations tab. Click the Info symbol again to hide the Associations details.

Student enrollment settings

Example C below shows the next set of fields on the **Create Student** page related to student course enrollment grading, pacing, and assignment weighting settings. As mentioned previously, several settings can be *personalized* for the student by the teacher

(or admin), for example, the student is part of an Individualized Education Program (IEP) or a Section 504 plan or may require additional monitoring and progress efforts.



Permission(s) check: To personalize the student enrollment settings, the teacher (or admin) must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile (See "[How personalized Grading, Pacing, Assessments \(GPA\) and Weights settings affect students and enrollments](#)" on page 142.)



Note: Once a student profile has personalized Grading, Pacing, and Weights enrollment settings, the dependency with the shared school Grading and Pacing and Weights settings is broken. Those student personalized settings are automatically carried through to the student course enrollment settings, but can be further personalized just for the enrollment.

Create Student

C

Default Term

SVR Term 2018 (02/05/2018 - 06/29/2018)

SchoolTerm

Custom

Start

End

Choose at enrollment

Personalize Grading and Pacing

Disabled

CRx Pass Threshold

Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.

Lesson Pass Threshold

Max Lesson Attempts

Block Lesson Progress

Quiz Pass Threshold

Max Quiz Attempts

Block Quiz Progress

Test Pass Threshold

Max Test Attempts

Block Test Progress

Flex CRx

Flex CRx will only assign lessons for incorrect questions when a CRx pre-test is failed. This feature also uses Flex Skipped to skip quiz questions for skipped lessons. This feature only works for courses with Flex Assessments and only works in CRx mode.

Flex Skipped

Flex Assessments will skip questions for skipped lessons. This feature only works for courses with Flex Assessments. For an enrollment in CRx mode this feature will only work for quizzes.

Personalize Weights

Disabled

Lesson Weight


Project Weight

Quiz Weight

Test Weight

Student profile user fields, enrollment settings, and permissions

This table explains the enrollment settings shown in example C. As mentioned previously, for grading, pacing, and weighting settings to be personalized by the teacher (or admin) adding or editing the student profile, the teacher (or admin) must have the "Change Grading, Pacing, and Assessments" permission enabled for their user profile. Otherwise, the student inherits the default school-level grading, pacing, and assessments thresholds, pacing, Flex, and assignment weights and is subject to changes to the school settings.

Field	Description
Default Term	<p>When creating a student's profile, this field shows the default school term (set by the Administrator) and is selected by default. Keep the default setting, or:</p> <ul style="list-style-type: none"> Select Custom and in the Start box, click to select a term start date from the calendar. Click in the End box and select a term end date. Select Choose at enrollment to select the term when you enroll the student in courses. <div>  Note: When editing a student's profile, you do not see the Default Term field. </div>
Personalize Grading and Pacing	<ul style="list-style-type: none"> IMPORTANT: If the setting can be enabled (check box is active), once checked, this permission allows a teacher (or admin) to personalize the various assignment pass thresholds, CRx pass threshold, assignment pacing (block progress), Flex CRx and Flex Skipped enrollment settings for the student. These personalized settings will be used by the student for course enrollments. However, if the setting is later disabled (un-checked), the student automatically inherits the school-level assignment pass thresholds, CRx pass threshold, assignment pacing (block progress), and Flex settings. For more information, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 142. If setting is Disabled (check box appears inactive), this means the teacher creating or editing the student profile DOES NOT HAVE the "Change Grading, Pacing, and Assessments" teacher permission enabled in their user profile. The student inherits the school-level assignment pass thresholds, CRx pass threshold, assignment pacing (block progress) and Flex CRx and Flex Skipped settings for enrolled courses.
CRx Pass Threshold	Percentage number the student must achieve to pass a pre-test for each unit of a course assigned in CRx mode. See "How CRx mode works" on page 134.
Lesson Pass Threshold	<p>Percentage number the student must achieve to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning".</p> <p>What this means: Whenever the student submits a lesson with a score below the Pass Threshold, the lesson is automatically reassigned to the student to do again. Whenever this happens, the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned.</p>
Max Lesson Attempts	Maximum number of opportunities for student to achieve lesson pass threshold.
Block Lesson Progress	If enabled (checked), when the student does not achieve a score at or above the Lesson Pass Threshold within the Max Lesson Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Quiz Pass Threshold	Percentage number the student must achieve to pass a quiz.
Max Quiz Attempts	Number of opportunities for the student to achieve quiz pass threshold.

Field	Description
Block Quiz Progress	If enabled (checked), when the student does not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Test Pass Threshold	Percentage number the student must achieve to pass a test.
Max Test Attempts	Number of opportunities for the student to achieve test pass threshold.
Block Test Progress	If enabled (checked), when the student does not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, the student's progress is blocked and he/she must notify the teacher (via the internal messaging) to unblock their progress.
Flex CRx	If enabled (checked), when the student does not achieve the CRx Pass Threshold on a unit pre-test (for a course in CRx mode), they are assigned only the lessons in the unit <i>associated with the incorrect questions</i> . Lessons for correctly answered questions are automatically skipped. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Flex Skipped	<p>If enabled (checked), allows the student to skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to the lessons skipped are disabled (grayed-out) and have a Skipped status. These questions do not have to be answered by the student and are not included when calculating student grades. For an enrollment in CRx mode, this settings only works for quizzes.</p> <p>For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 138.</p>
Personalize Weights	<p>A weighting value applies to the four assignment types: lesson, project, quiz, and test, and it determines the weight for how the grades for each assignment type are factored into the student's unit and overall course grade. All four weight values must total 100.</p> <ul style="list-style-type: none"> • If setting is Disabled (check box appears inactive), this means the teacher does not have the "Change Grading, Pacing, and Assessments" teacher permission enabled in their user profile. This permission allows a teacher to personalize the pacing, grading, and assignment-type grade weights for individual students. The student, by default, sees the school-level weights settings for enrolled courses. • If the setting can be enabled (check box is active), once checked, the teacher can personalize the assignment weighting settings for the individual student. These personalized settings can be used by the student for course enrollments.
Lesson Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of lesson grades within the unit. Otherwise, the school-level lesson weight value appears.
Project Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of project grades within the unit. Otherwise, the school-level project weight value appears.
Quiz Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of quiz grades within the unit. Otherwise, the school-level quiz weight value appears.
Test Weight	If the Personalize Weights setting was enabled, enter a value between 0 and 100 for the weight of test grades within the unit. Otherwise, the school-level test weight value appears.

Student permissions



Two examples are shown here for the final set of fields on the **Create Student** page related to student permissions. Individual student permissions that are dependent on the setting for school student permissions are noted in the table following the examples. These two examples represent the changes that occur to a student's profile depending on whether or not the school is using Single Sign-On (SSO):

- For schools not using SSO, example D shows the fields related to user permissions.



Note: Writer is a tool to help improve student writing by offering targeted feedback of key elements used in the writing process. The purpose is to encourage student practice and revision to improve writing skills. Data from this process provides teachers better understanding of student strengths and opportunities for coaching.

D

Student permissions for school without SSO

Create Student

Student Review Test Quiz
☒

Allow students to review grade

Student Answer Key
☐ Disabled

Allow students to see the answer key for completed assignments.

Enable Grading View
☒

Allow students who have not reached the pass threshold to view performance (correct/incorrect)

Change Passwords
☐ Disabled

Allow students to change their own passwords.

Force Password Change
☐ Upon next login, the student will be prompted to change their password

Randomize Questions
☐ Disabled

Randomize the order of questions for student lessons, quizzes, and tests.

Allow Message Send
☒

Allows the user to send messages.

Allow Student Notes
☒

Allow students to take notes in assignments. This can be turned off on a user by user basis by editing individual users.

Overdue Notification
☒

When selected, any student assignment that has passed the due date will change color and display "Overdue" for this student.

Block Term End Progress
☐

Selecting this will stop a student from continuing to work once they have reached the end of term. The student will be able to send a request to their teacher to have the end of term extended.

WRITER

Spelling and Grammar
☒


Enable spelling and grammar checking for essays.

Scoring
☒

Enable essay scoring.

Cancel
Save

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Student profile user fields, enrollment settings, and permissions

- For schools using SSO, example E shows the **Create Student** permissions. Notice that any password-related fields are not displayed as shown in example D above.

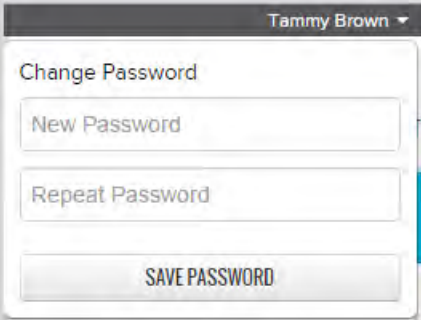
Create Student E

Student Review Test Quiz	<input checked="" type="checkbox"/>	Allow students to review grades
Student Answer Key	<input type="checkbox"/> Disabled	Allow students to see the answer key for assignments.
Enable Grading View	<input checked="" type="checkbox"/>	Allow students who have not reviewed performance (correct/incorrect)
Randomize Questions	<input type="checkbox"/> Disabled	Randomize the order of questions for student lessons, quizzes, and tests.
Allow Message Send	<input checked="" type="checkbox"/>	Allows the user to send messages.
Allow Student Notes	<input checked="" type="checkbox"/>	Allow students to take notes in assignments. This can be turned off on a user by user basis by editing individual users.
Overdue Notification	<input checked="" type="checkbox"/>	When selected, any student assignment that has passed the due date will change color and display "Overdue" for this student.
Block Term End Progress	<input type="checkbox"/>	Selecting this will stop a student from continuing to work once they have reached the end of term. The student will be able to send a request to their teacher to have the end of term extended.
WRITER		
Spelling and Grammar	<input checked="" type="checkbox"/>	Enable spelling and grammar checking for essays.
Scoring	<input checked="" type="checkbox"/>	Enable essay scoring.


Cancel Save

Student permissions for school with SSO. Notice the Password-related settings are hidden.

This table explains the student permission fields shown in both examples. Individual student permissions that are dependent on (inherited from) the setting for the shared school student permission are identified in the table. What this means is that if the school student permission is disabled, the student permission is disabled and cannot be enabled.

Field	School permission dependency	Description
Student Review Test Quiz	Yes	If enabled (checked), allows student to review completed and graded quizzes and tests.
Student Answer Key	Yes	If enabled (checked), allows the student to see the answer key in completed assignments only.
Enable Grading View	Yes	If enabled (checked), permits the student who has not achieved the Lesson Pass Threshold to see which problems he/she answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key.
Change Passwords	Yes	<p>*Field appears for schools not using SSO.</p> <p>If enabled (checked), allows the user to change his/her Odysseyware password. The Change Password window appears when the student clicks the down arrow next to their name.</p> 
Force Password Change	N/A	<p>*Field appears for schools not using SSO.</p> <ul style="list-style-type: none"> When creating a student's profile, if enabled (checked), the student must change their password at the next login. When editing a student's profile, the Force Password Change permission moves to the top of the Edit Student page.
Randomize Questions	Yes	If enabled (checked), questions in lessons, quizzes and tests display in random order for the student. If the student is required to do a lesson, quiz or test more than once, it is very unlikely the questions will display in the same order. If two students, seated beside each other are working on the same assignment, it is HIGHLY improbable they will see the questions in the same order.

Import (register) multiple students

Field	School permission dependency	Description
		 Note: Teachers always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are always displayed in the original order.
Allow Message Send	Yes	If enabled (checked), the student can use the Odysseyware internal messaging system for communication with assigned teachers only. Students can also send help requests from assignments and view teachers' responses.
Allow Student Notes	Yes	If enabled (checked), student can take notes during assignments.
Overdue Notification	Yes	If enabled (checked), in the Student application, for any assignment that has passed the due date, the color changes and displays "Overdue" for the student.
Block Term End Progress	N/A	If enabled (checked), the student is stopped from continuing to work on the course once the end of term date is reached. The student can send a message to the teacher requesting the term be extended.
Spelling and Grammar	Yes	If enabled (checked), Writer works much like a word processor in that the student right-clicks to see suggestions for incorrectly spelled words or improved grammar usage.
Scoring	Yes	If enabled (checked), student can get an overall score for the assignment. The Teacher provides the final grade.

Import (register) multiple students

To register up to 500 students at one time in Odysseyware, use the **Import Student** tool. You must have the appropriate number of student licenses available for the number of students you plan to import. If you want to register only one student, see ["Add \(register\) individual students" on page 76](#).



Note: If your school uses Single Sign-On (SSO) Partner Integration, because students will automatically get their identification details and integration identifiers set up during secure sync, you should not use the Import Student tool. However, for those schools using SSO with an Identity Provider, such as Google, you can use the Import Student tool and you need to provide the student's SSO identifier.

Importing students requires that you:

- Download the provided **ImportStudentTemplate.csv** file.
- For schools not using SSO, the template contains the fields needed to create/register students in Odysseyware. You must provide a username and password for each student to log in to Odysseyware. The required columns are: First

Name, Last Name, username, and password. Two columns, student id and campus id, are optional. For accepted usernames and passwords, see ["Student profile user fields, enrollment settings, and permissions" on page 77](#).

This example shows the template fields for schools not using SSO.

	A	B	C	D	E	F	G
1	First name	Last name	username	password	student id	campus id	
2							
3							
4							
5							
6							
7							
8							
9							

- For schools using SSO with an Identity Provider where an SSO ID is used, 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.

This example shows the template fields for schools that use SSO with an Identity Provider.

	A	B	C	D	E
1	First Name	Last Name	SSO ID	Student Id	Campus Id
2					
3					
4					
5					
6					

Tip: You can save the template and use it again.

- Enter the student information in the required fields (and optional fields, if desired). For the **Campus Id** column, you can enter multiple campus identifiers for a student by using the pipe (|) symbol to separate values. Or, if you do not know the campus IDs already set up for your school, you can wait to select Campus IDs from a list of existing campus Identifiers before you run the import process.



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

Import (register) multiple students



Note: For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher can only enter Campus IDs associated to her teacher profile.

- Save the file to a location on your computer where you can easily locate it.
- Upload the file into Odysseyware.



Permission(s) check: All students included in the import file automatically inherit school-level grading and pacing settings UNLESS the "Change Grading, Pacing, and Assessments" permission is enabled for your user profile. This means you can modify the grading and pacing enrollment settings for all students in the import. Student permissions shown are the enabled or disabled school permissions.



To import students:

1. On the main nav bar, click **Students**.
2. On the **Registration** tab, click the **Import Students** button.

The **Import Student** page appears.

3. Click the **Download the template csv** link.
4. Click **Open with** and **OK** to use the default application to open the template.
5. Enter student information in the template:

Column	Req/Opt	Do the following...
First_name	Req	<ul style="list-style-type: none"> • Enter the student's first name.
Last_name	Req	<ul style="list-style-type: none"> • Enter the student user's last name.
Username	Req*	<p>*Required only for schools not using SSO.</p> <ul style="list-style-type: none"> • Enter a user name for logging in to Odysseyware. <p>User names must be unique and contain at least one (1) characters and no more than 100 characters. Allowed characters are: .0-9 a-z A-Z_ (underscore) - (hyphen) . (period).</p>

Column	Req/Opt	Do the following...
Password	Req*	<p>*Required only for schools not using SSO.</p> <ul style="list-style-type: none"> Enter a password for logging in to Odysseyware. <p>Passwords must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z `~!@#\$%^&*()-_+=[]{} \ ; : ' " , < . > / ? space (entered with space bar).</p>
SSO ID	Req*	<p>Required only for schools using SSO with an Identity Provider.</p> <ul style="list-style-type: none"> Enter the students' organization Login usernames. <p>You need the students' organization Login usernames from your Identity Provider (IDP). The SSO ID is the student's SSO Login username. For example, dsmith@schoolica.com.</p>
Student ID	Opt	<ul style="list-style-type: none"> Enter 0 (min) to 50 (max) chars of allowed UTF-8 encodable characters that can be used for identifying the user.
Campus ID	Opt	<ul style="list-style-type: none"> Enter 0 (min) to 50 (max) chars of allowed UTF-8 encodable characters for one or more campus identifiers that match campus identifiers already set up for the school. For multiple campus ids, use the pipe () symbol to separate each entry. For example: SBSW Campus 1 Campus Eight. <div>  <p>Tip: You can wait to select from a list of campus identifiers before you complete the import process. If the campus identifiers you entered in the import file do not already exist for the school, you get a warning message and must correct the items to process the import.</p> </div> <div>  <p>Note: For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher can only enter Campus IDs associated to her teacher profile.</p> </div>

- Save the template file.
- On the **Import Student** page, click **Browse** to locate the template file.
- When the file name appears in the field, click **Next**.

The **Preview and Edit** page appears. This page lets you preview and edit the students' permissions and grading and pacing enrollment settings before it is imported into Odysseyware. As mentioned previously, all students included in the import inherit the default school student permissions and grading and pacing enrollment settings **UNLESS** you have the "Change Grading, Pacing, and Assessments" permission enabled so that you can modify the grading and pacing settings.

For schools not using SSO, the Preview and Edit page may look like this:

Import (register) multiple students

Preview and Edit

General

☒ Login Enabled:
User Status: **Active** ▼

☐ Change Passwords
☐ Randomize Questions
☒ Allow Message Send
☐ Student Answer Key
☒ Enable Grading View

Writer

☒ Spelling and Grammar
☒ Scoring

Flex

☒ Flex CRx
☒ Flex Skipped

Pass Threshold

CRx:
L:
Q:
T:

Attempts Threshold

L:
Q:
T:

Block

L:
Q:
T:

Terms

☒ SchoolTerm: **Summer 2016 (07/18/2016 - 08/31/2016)** ▼
☐ Custom: Start End
☐ Choose at enrollment

List of students to import. Keep the information or make changes.

	First Name	Last Name	Username	Password	Student ID	Campus IDs
<input type="checkbox"/>	Kevin	Carroll	kcarroll	Pass12	s_jm232	BaylorHall LabD005 ▼
<input type="checkbox"/>	Lois	Bailey	lbailey	Pass13	s_jm234	BaylorHall LabD005 ▼

Cancel Submit

For schools using SSO with an IDP, the **Preview and Edit** page may look like this.

Preview and Edit

General

☒ Login Enabled:
User Status: **Active**

☐ Randomize Questions
☒ Allow Message Send
☐ Student Answer Key
☒ Enable Grading View

Permissions

Writer

☒ Spelling and Grammar
☒ Scoring

Flex

☒ Flex CRx
☒ Flex Skipped

Grading and Pacing settings for enrollments

Pass Threshold

CRx:
L:
Q:
T:

Attempts Threshold

L:
Q:
T:

Block

L:
Q:
T:

Terms

☒ SchoolTerm: **Summer 2016 (07/18/2016 - 08/31/2016)**
☐ Custom: Start End
☐ Choose at enrollment

List of students to import. Keep the information or make changes.

<input type="checkbox"/>	First Name	Last Name	SSO ID	Student ID	Campus IDs
<input type="checkbox"/>	Jane	Doe	jdoe@gmail.com	11115	Campus 1 Campus 2

Cancel Submit

Filter, search, and sort the Students Registration list

9. On the **Preview and Edit** page, do the following:

- For enabled student permissions, you can clear a check box to disable the permission.
- For grading and pacing enrollment settings, if you have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile, the settings appear active and can be changed and enabled or disabled. If the settings appear inactive, this means you do not have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile and the school-level grading and pacing enrollment settings are in effect.
- For schools not using SSO, if the system detects duplicate usernames, at the top of the student list, a message in red text appears and the username in the list is also colored red. Click in the **Username** field to change it.
- 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.



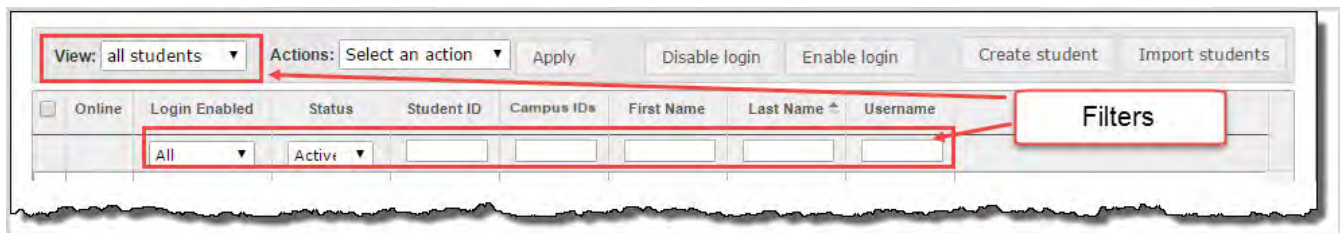
Note: For a Super Teacher with the "Restrict to Campus" permission enabled, that Teacher sees only the Campus IDs associated to her teacher profile for selection.

- To have Odysseyware quickly verify the data you entered, click in another field. If errors are detected for required fields, those errors display in a message box at the top of the page.
- To select the students to import into Odysseyware, in the student list, select the check box in the first column next to the **First Name**.
- When finished selecting students and/or changing other permissions, click **Submit**. If errors are detected, a message appears describing the error. Fix the issue and click **Submit** again.
- Click **Done** on the confirmation window.

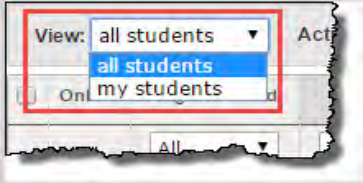
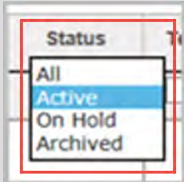
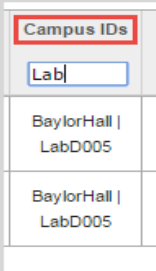
The imported students are now included in the student list on the **Registration** tab and their student profiles can be accessed for editing. Additionally, for schools using SSO with an Identity Provider, the imported students and their SSO ID appears in the **Associations** field on the Student Profile and on the **School Settings > User Associations > Single Sign-on** tab.

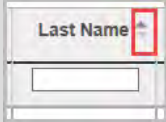

Filter, search, and sort the Students Registration list

To help you locate a specific student user, you can filter, search, and sort the students list on the **Students > Registration** tab. The **View** field and the row below the column headings contain filter tools, such as drop-down lists and blank text boxes. The blank text boxes are smart search boxes in which you enter text or characters so that Odysseyware can find matching data and automatically filter the list.



The students you see depend on your assigned user role. For a reminder, see ["Student viewing rights based on your assigned user role" on page 16](#).

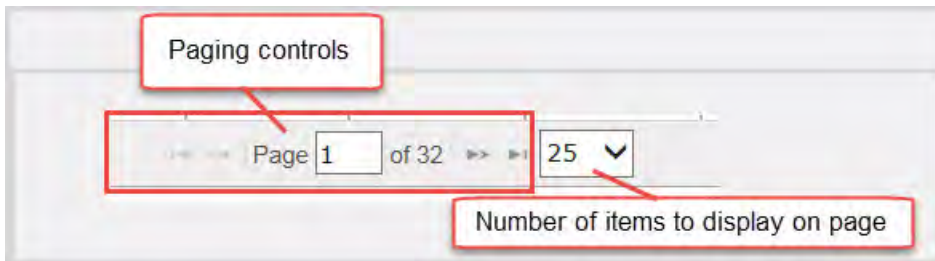
Action	Do the following...
View all students	<ul style="list-style-type: none"> By default, the View field shows all students. The "all" students that you see depends on your user role. For more information, see "User roles and permissions" on page 13.
View my students	<ul style="list-style-type: none"> From the View field, to filter the list to see only your students (students in courses assigned to you), select my students. 
Filter list by login enabled and/or status	<ul style="list-style-type: none"> Click the down arrow to display the list choices and select an item. The Registration list is filtered to your selection. 
Search by student id, campus ids, first or last name, or username	<ul style="list-style-type: none"> Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. 

Action	Do the following...
Sort list	<ul style="list-style-type: none"> Click to the right of a column heading name to display an ascending/descending control. Sort the column. 
Reset (remove) column filters	<ul style="list-style-type: none"> Click the Reset filters symbol located in the lower left of the page. The filters are removed from the list and the default list displays. 

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages or enter the page number.



Edit student user profiles

When a student is in Active status, you can edit the student's user profile to:

- Enable or disable the ability to log in.
- Change status to On Hold or Archived.



Tip: A student in Archived status retains any associated campus ids.

- Make changes to a username.
- Add or remove permissions.
- Personalize grading and pacing and assignment weighting.
- Change a password.

1. On the main nav bar, click **Students**.
2. Filter, search, or sort the student registration list to locate the user. See ["Filter, search, and sort the Students Registration list" on page 95](#).
3. Click **Edit**.

The **Edit Student** page appears. For more information about the identification and login fields, user permissions, and enrollment settings you can change, see ["Student profile user fields, enrollment settings, and permissions" on page 77](#).

4. Make changes as needed to:
 - Disable or enable a log in. See ["Disable and enable student user logins" on page 100](#).
 - Change user status. See ["Change the status of students" on the facing page](#).
 - Change first name, last name, or username* by entering new information in the fields.



Note: *For schools using Single Sign-On (SSO) with an Identity Provider to log in to Odysseyware, the **Username** field cannot be edited because it contains a formatted version of the student's SSO ID which is automatically generated by the system. Additionally, the **Change** link and several Password-related fields are hidden in the student profile because those schools using SSO do not use Odysseyware passwords.

- Change password* by clicking the **Change** link. In the **New Password** field, enter the password and enter it again to confirm.
 - Add campus ids or remove associated campus ids. See ["Add and remove Campus IDs for students" below](#).
 - Enable or disable permissions and enrollment settings.
5. When finished, click **Save**.

Add and remove Campus IDs for students

Once Campus IDs are set up for the school, you can then add those Campus IDs to students' profiles. Campus IDs are useful for filtering, sorting, and searching in many Odysseyware lists and reports. You can also remove Campus IDs from student profiles.

You may have set up a default Campus ID so that when new student records are created, the student is automatically associated to that default campus.

1. On the main nav bar, click **Students**.
2. For an existing student, filter, search, or sort the student registration list to locate the student. See ["Filter, search, and sort the Students Registration list" on page 95](#).

Or, if you are creating a new student record, click **Create Student**.

The **Edit Student** page appears. For more information about the identification and login fields, user permissions, and enrollment settings you can change, see ["Student profile user fields, enrollment settings, and permissions" on page 77](#).

3. For the **Campus IDs** field, from the list, do one of the following:
 - To associate one or more campus ids to the student, select each one. Or, to associate all, click the **Select all** option. If a default campus id has been set up by the Admin, this campus identifier appears by default for the student as shown in the example below.



Change the status of students

- To remove an associated campus ID, clear the check box.
4. When finished, click **Save**.

Change the status of students

Typically, most students are in **Active** status so that those students can log in and do their assigned schoolwork. If desired, you can change a student's status from **Active** to **On Hold** or to **Archived**, and from **On Hold** back to **Active** or to **Archived**. If a student is in **Archived** status AND the grace period has not expired, you can change the student's status from **Archived** to **Active** or **On Hold**.



Why? You may want to change a student's status to On Hold if the student cannot start their assigned courses so you do not want the assignments to show as Overdue. Once the student is ready to start, you can update the status to Active which automatically enables the ability to log in. Because you cannot delete a student's profile in Odysseyware, you can change the status to Archived so that the user can no longer log in.

For an explanation of what happens to the student and their assigned enrollments in each status, see ["Users and enrollments status types"](#) on page 21.



Warning: When you place a student in **Archived** status, it is like placing the student's information in a virtual file cabinet. The information does not get deleted from Odysseyware; it just gets filed away from sight but can be easily retrieved *IF* the grace period has not expired. The grace period for archived user accounts is set by your Odysseyware Administrator. When a user's status is changed to **Archived**, Odysseyware places the account in a temporary **"Pending Archive"** status until the grace period expires. During the grace period, the **Archived** status can be reversed, with all information related to the user account returned to either **On Hold** or **Active** status. Once the grace period ends, the user account automatically moves from **Pending Archive** to **Archived** status and the status cannot be reversed. You would have to create a new user account with a new user name. **Be aware** that students placed in **Archived** status are automatically removed from any student groups, but will retain any associated Campus IDs.








Note: If you place a student in On Hold or Archived status, all of their enrollments (courses) are automatically changed to On Hold or Archived status. The enrollments in Archived status would use the Enrollment Grace Period before being placed into permanent Archived status.


You can select one or more students to change the status.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. To easily locate the student or students, filter, search, or sort the student registration list. See ["Filter, search, and sort the Students Registration list" on page 95](#).

For example, you want to change several students' status from On Hold to Active. You would filter the Status column to only show On Hold students in the list.

3. Select the check box in the far left column to highlight the student for selection. Or, if you want to select all the students, select the check box in the column heading as shown in this example.

<input checked="" type="checkbox"/>	Online	Login Enabled	Status	Student ID	Campus IDs	First Name	Last Name *	Username
		All ▾	On Hold ▾					
<input checked="" type="checkbox"/>		Disabled	On Hold			fname	~!@#\$%	fname.
<input checked="" type="checkbox"/>		Disabled	On Hold	doeje12	eschool15	James	Doe	james.doe
<input checked="" type="checkbox"/>		Disabled	On Hold			oasis	nayak	257chars257cha
<input checked="" type="checkbox"/>		Disabled	On Hold	22121	21212	sid	nayak	sidss102
<input checked="" type="checkbox"/>		Disabled	On Hold			Brooke	Snyder	bSnyder_zwnrrt

4. From the **Actions** list, select a status. Click **Apply**.
5. At the confirmation message, click **OK**.
6. If you used any filters, the students you selected may be removed from the list or the list may now appear empty. To remove the filters and reset the list, click the **Reset filters**  symbol located in the lower left of the **Registration** tab.



Tip: You can also change an individual student's user status by editing their student profile. See ["Edit student user profiles" on page 97](#).

Disable and enable student user logins

You can easily disable and enable the login of any student, or multiple students, on the **Registration** tab. For example, you want to temporarily turn off a student's access to Odysseyware without changing their user status to On Hold.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. To easily locate the student or students in the list, filter, search, or sort the registration list. See ["Filter, search, and sort the Students Registration list" on page 95](#).
3. Select the check box in the far left column to highlight the student for selection. Or, if you want to select all the students in the list, select the check box in the column heading next to the **Online** column.
4. To disable the user(s) login, click **Disable Login** or to enable the login, click **Enable Login**.





Tip: You can also disable and enable a user's login by editing their student profile. See ["Edit student user profiles" on page 97](#).

Log off online users

You can log off online users. You may want to do this if you need to edit their user profile to add or remove permissions or change their user status. You might want to send them a message first if you plan to log them off.

1. On the main nav bar, click **Students**, or to log off a teacher or admin, click **Teacher/Admin**.
2. To easily locate the user in the list, in the **First Name** or **Last Name** filter text box, begin typing the first few letters of the user's first or last name. The list displays the users that match the text you entered.
3. In the **Online** column, if the user is online, the user symbol appears active as shown in this example.

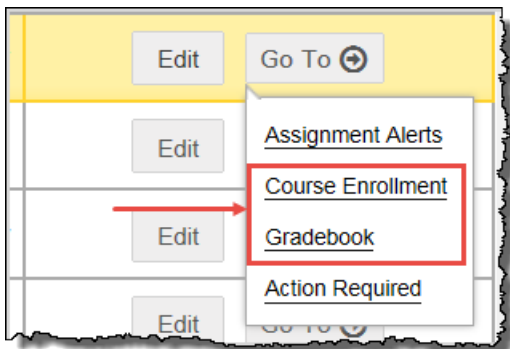


4. Click the active symbol to log off the user.

View and add course enrollments for students

You can use the **Course Enrollment** or **Gradebook** shortcut link (under the **Go To** control) to view the current enrollments for a student and add new course enrollments. These shortcut links open the Course Enrollment or Gradebook tab, prefills the student's name in the Student search field at the top of the tab, and displays all courses the student is currently enrolled in. If the student is not enrolled in any courses, you can easily add enrollments.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. Filter, search, or sort the student registration list to locate the user. See ["Filter, search, and sort the Students Registration list" on page 95](#).
3. Under **Controls**, click **Go To**, and then click **Course Enrollment** or **Gradebook**.



Depending on the shortcut link selected, the **Course Enrollment** tab or **Gradebook** tab opens showing the student's courses. You can:

- View the individual courses for the student. To do this, change the filter to **View by course**, and click **Search**.
- View the student's progress in assigned courses (Gradebook tab only).
- Add course enrollments by clicking **Add Enrollment**. See ["Enroll students in courses" on page 149](#).

Manage teacher and admin users

As an Odysseyware Administrator, you can add teachers and other admin users that need to access Odysseyware for your school. Teachers (and admins if necessary) can then be assigned student enrollments. When adding teachers, you assign them one of the teacher roles, Super Teacher or Teacher (see ["User roles and permissions" on page 13.](#))



Tip: Keep in mind that the user role you select for a teacher determines the students the teacher can access. See ["Student viewing rights based on your assigned user role" on page 16.](#)

To help you manage teachers and other admin users, you can enable or disable *permissions* on their individual user profile. Permissions grant access to features and functionality in Odysseyware. If an teacher (or admin) needs to leave your school and no longer needs access to Odysseyware, you can change his status to disable the ability to log in and easily reassign his enrollments to another teacher.

The **Teacher/Admin** tab contains a list of all the Odysseyware teacher and admin users for your school. By default, all **Active** users appear in the list. You might be the only user listed if other teachers and admins are not set up.

- On the main nav bar, click **Teacher/Admin** to access the **Teacher/Admin** tab.

The screenshot shows the 'Teacher/Admin' tab interface. At the top, there are buttons for 'Disable Login' and 'Enable Login'. A red box labeled 'A' highlights the 'Create Teacher/Admin' button. Below this is a table with columns: 'Online', 'Login Enabled', 'Status', 'Teacher ID', 'Campus IDs', 'First Name', 'Last Name', 'Username', 'Type', and 'Controls'. A red box labeled 'D' highlights the 'Online' column. A red box labeled 'B' highlights the search and filter controls. A red box labeled 'C' highlights the 'Select all' and 'Select one' checkboxes. A red box labeled 'E' highlights the 'Controls' column. The table lists several users, including 'Amy Administrator', 'Annie Neighbor', 'asnayak1', 'Betty Bigelow', 'David Young', 'David Brown', and 'Delta Burrows'. At the bottom, there is a pagination bar showing 'Page 1 of 9' and 'View 1 - 10 of 82'.

On the **Teacher/Admin** tab, you can:

- Click the **Create Teacher/Admin** button (example A) to add a teacher or admin user for your school. See ["Add teacher or admin users" on the next page.](#)
- Filter, search, and sort the list (example B) to find a specific teacher or admin user, see a list of teachers by campus id, or see a list of users placed in Archived status. See ["Filter, search, and sort the Teacher/Admin list" on page 114.](#)
- Use the selection check box (example C) to perform the same action on multiple teachers at same time. For example, you can select multiple users to disable or enable their logins.

- Use the **Online** column (example D) to see whether or not a user is currently online in Odysseyware. A user symbol appears and if the symbol is highlighted or appears active, the user is online. If the symbol appears gray or not active, the user is not currently online. You can log off an online user. See ["Log off online users" on page 101](#).
- Under **Controls** (example E), use the links to:
 - Click the **Edit** link to change a user's status or make changes to an existing user's profile. See ["Edit teacher or admin user profiles" on page 116](#).
 - Click the **Enrollments** link to quickly access all enrollments assigned to the teacher or admin. See ["Access enrollments for teachers" on page 120](#).

Add teacher or admin users

As the Odysseyware Admin, you can add a teacher or admin user to Odysseyware for your school. When you add a teacher or admin user, you are creating a user profile. This user profile contains a user role which controls student viewing and access rights and also has permissions which control the functions and tools the user can access, such as whether or not the user can add (register) students for the school.



Note: Permissions on the **Create Teacher/Admin** page change based on the Teacher / Admin role you select for the user.

1. On the main nav bar, click **Teacher/Admin**.
2. On the **Teacher/Admin** tab, click the **Create Teacher/Admin** button.
The **Create Teacher/Admin** page appears. You use this page to create the user's profile.
3. For the user profile, do the following:
 - Complete the required user identification and status fields.
 - Select a Teacher or Admin user role.
 - Enable or disable permissions.

For more information about the profile fields and permissions, see ["Teacher and Admin user profile fields and permissions" below](#).



Note: If you selected campus IDs for a Super Teacher, you can also restrict the user to only seeing and accessing students with the same campus IDs.

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

The new user appears in the list on the **Teacher/Admin** tab.

Teacher and Admin user profile fields and permissions

Odysseyware Teacher and Admin user profiles have user status and identification fields and permission settings. Because the Admin role has built-in permissions, permissions for the Teacher role are focused on tasks you want the individual teacher to perform.

For Teachers and Admins, profile fields are explained here as:

- User status and identification fields. See ["User status, identification, and associations fields" on the facing page](#).
- Teacher and Super Teacher permissions. See ["Teacher and Super Teacher permissions focused on tasks" on page 109](#).
- Admin permissions. See ["Admin permissions" on page 112](#).





Note: For schools using Single Sign-On (SSO) to log in to Odysseyware, several identification fields are not required and password-related fields are hidden because the Teacher or Admin will be using their organization or partner's credentials (username and password) to log in to Odysseyware. For schools not using SSO, the required fields and password-related fields remain required and visible.



Permission(s) check: Several Teacher (and Admin) permissions are shared with school permissions which means that if a change occurs to the school permission, then the shared individual Teacher (or Admin) permission is also changed. Permissions that are dependent (shared) with school permissions are noted in the following sections.

User status, identification, and associations fields

In this section, the examples show the user status and identification fields that are the same for any selected user role - Admin, Teacher, or Super Teacher. Once a role is selected for the user, several other fields change. The first two examples represent the changes that occur for the user status and identification fields depending on whether or not the school is using Single Sign-On (SSO) to log in users in to Odysseyware:

- For schools not using SSO to log in to Odysseyware, example **A** below shows the top section of the **Create Teacher/Admin** page that relates to user status and personal identification fields.

The screenshot shows the 'Create Teacher/Admin' form for a school without SSO. The form is titled 'Create Teacher/Admin' and has a tab labeled 'A' for 'School without SSO'. The form includes the following fields:

- Login Enabled:** A checkbox that is checked.
- User Status:** A dropdown menu with 'Active' selected.
- First Name *:** A text input field.
- Last Name *:** A text input field.
- Username *:** A text input field.
- Email:** A text input field.
- Password *:** A text input field.
- Repeat Password *:** A text input field.
- Force Password Change:** A checkbox with the label 'Upon next login, the teacher will be prompted to change their password'.

A blue box labeled 'A' highlights the 'School without SSO' tab. Another blue box highlights the 'Common user status and identification fields for all roles' section, which includes the User Status, First Name, Last Name, Username, Email, Password, and Repeat Password fields.

- For schools using SSO, example B School with SSO shows the top section of the **Create Teacher/Admin** page for the user status and identification fields. Notice that the **Username** field is not required for entry, and the three Password-related fields (as shown in example A above) are hidden.

Create Teacher/Admin

B School with SSO

Login Enabled ☒

User Status Active ▼

First Name *

Last Name *

Username

Email

Common user status and identification fields for all roles

The next three examples show other fields, such as the user role, and the changes that occur based on the selected user role.

- Example C shows the additional, special fields available to the Super Teacher role.

Teacher/Admin Super Teacher ▼ **C**

Teacher ID

Campus IDs Central | Cherry Tree Hill | Oscar ... ▼

Restrict to Campus ☒ Super Teacher can only access students with the same campus ID.

Enable Dashboard Admin View ☐ Super Teacher can access dashboard Admin view.

Associations 0 ⓘ

Super Teacher special fields

- Example D shows the common fields for the Teacher role.

Teacher/Admin Teacher ▼ **D**

Teacher ID

Campus IDs

Associations 0 ⓘ

Teacher fields

- Example E shows the common fields for the Admin role.

Teacher/Admin: Admin ▼ E




Teacher ID:



Campus IDs:



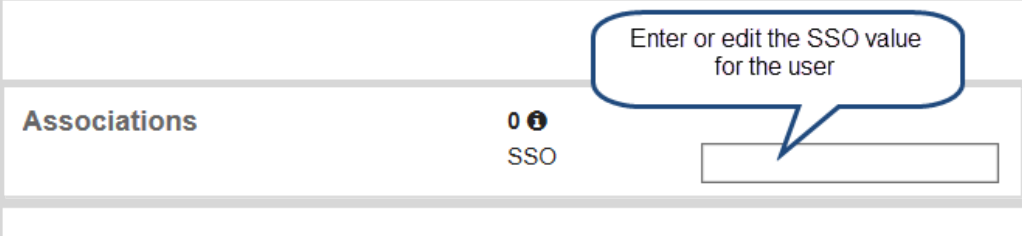



Associations: 0 ⓘ

Admin fields

The following table explains the user status, identification, and associations fields shown in all examples for teachers and admins.

Field	Description
Login Enabled	Default is Enabled. If enabled (checked), the user can log in to Odysseyware. If disabled (cleared), the user cannot log in to Odysseyware.
User Status	Default is Active . From the list, select to place the user in On Hold or Archived status. See "Change the status of teachers or admins" on page 118 .
First Name*	<p>*Required field for schools not using Single Sign-On (SSO) .</p> <p>Enter (or edit) the user's first name.</p> <div>  <p>Note: For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login or through the scheduled partner integration secure sync.</p> </div>
Last Name*	<p>*Required field for schools not using Single Sign-On (SSO) .</p> <p>Enter (or edit) the user's last name.</p> <div>  <p>Note: For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login or through the scheduled partner integration secure sync.</p> </div>
Username*	<p>*Required field for schools not using Single Sign-On (SSO).</p> <p>Enter a user name for logging in to Odysseyware. User names must be unique and contain at least one (1) character and no more than 100 characters. Allowed characters are: 0-9 a-z A-Z_ (underscore) - (hyphen) . (period).</p> <div>  <p>Note: For schools using Single Sign-On (SSO), changes to identity fields are provided from the IDP upon login or through the scheduled partner integration secure sync.</p> </div>
Email	Enter a valid, formatted email address (up to 255 characters) for the teacher or admin.
Password*	*Required field for schools not using Single Sign-On (SSO)

Field	Description
	<ul style="list-style-type: none"> When creating a teacher or admin profile, enter a password for logging in to Odysseyware. It must be a minimum of six (6) characters. Allowed characters are: 0-9 a-z A-Z ` ~ ! @ # \$ % ^ & * () - _ = + [{] } \ ; : ' " , < . > / ? space (entered with space bar). When editing a teacher or admin profile, the field contains a Change link. Click Change to change the password. Then, in the New Password field, enter the password.
Repeat Password*	<p>*Required field for schools not using Single Sign-On (SSO)</p> <p>Enter the same password again to verify it.</p>
Force Password Change	<p>This field appears when editing a teacher or admin's profile for schools not using SSO.</p> <p>Default is Disabled. If enabled (checked), with the next log in to Odysseyware, the user is prompted to change their password. They can set their own password.</p>
Teacher/Admin	<p>Select an Odysseyware user role: Admin, Teacher, or Super Teacher. Depending on the role selected, the user permissions change on the page. See "User roles and permissions" on page 13.</p>
Teacher ID	<p>Enter text, numbers, or special characters that can be used for identifying the user. This field is useful for filtering, sorting, and searching in many Odysseyware lists and reports.</p> <div>  <p>Note: For those schools using SSO integration with Clever, this field can contain the user's Clever teacher_number (for teachers) or a Clever staff_id (for admins) which gets populated upon Clever sync. If your school has Clever integration, you may want to check with your school Admin before changing the value in this field.</p> </div>
Campus IDs	<p>Campus IDs associated to a profile can be used to identify virtual or physical sites for your school where the user is involved. This field is useful for filtering, sorting, and searching in many Odysseyware lists and reports. See "Add and remove Campus IDs for teachers and admins" on page 116.</p> <div>  <p>Note: For teachers with the Super Teacher role, if this field is left blank, the "Restrict to Campus" permission (see below) is disabled. If this field has associated values, the "Restrict to Campus" permission can be enabled.</p> </div>
Restrict to Campus	<p>Available to the Super Teacher role only. This permission may be disabled if no value is present in the Campus IDs field (see above). If disabled, the Super Teacher can access ALL students. See Campus IDs.</p> <ul style="list-style-type: none"> If disabled (default), the Super Teacher can access ALL students. If enabled (checked), restrictions to only accessing students with the same campus IDs are enforced for the Super Teacher in Odysseyware.

Field	Description
	 Tip: When the Restrict to Campus Super Teacher creates a student, that student automatically inherits the associated campus ID(s) for the restricted Super Teacher. See " Super Teacher restrictions enforced by Campus IDs " on page 17.
Enable Dashboard Admin View	Available to the Super Teacher role only. If enabled, allows the Super Teacher to access the Admin controls on the Dashboard. If the Super Teacher also has the "Restrict to Campus" permission enabled, the Super Teacher only sees campuses (for the campus filter) and teachers (for the teacher filter) at campuses associated to their profile.
Associations	<p>Indicates the number of associations for the user. Associations are connections to outside sources that are used in Odysseyware to help manage data flow between Odysseyware and the outside source, such as a Student Information System (SIS). Associations are managed by the Odysseyware Admin on the School Settings > User Associations tab.</p> <p>When creating a teacher or admin profile, the number is 0. When editing a profile, the number is 0 if the user has not been associated to any outside sources. If the user has associations, the field changes to display the number of associations.</p> <ol style="list-style-type: none"> To see the Associations details, click the Info () symbol. For schools using SSO with an Identity Provider (IDP), in the SSO field, when creating a user, you can enter the user's IDP Username, for example, JohnSmith@schoolica.com.  <ol style="list-style-type: none"> Once the value is entered, when editing a user, you can update the IDP credentials or, if desired, you can click the Delete  tool to completely erase the value. If the user has a SIS Identifier, you can click the Delete  tool next to the value to delete the user's SIS identifier. If you need to enter a different SIS id for the user, you must use the School Settings > User Associations > SIS tab.  <ol style="list-style-type: none"> Click the Info symbol again to hide the Associations details.

Teacher and Super Teacher permissions focused on tasks

The next set of fields are the Teacher and Super Teacher user permissions focused on tasks for managing students, courses, and enrollments. Two examples are provided to show the differences for schools using SSO to log in to Odysseyware.

- For schools not using SSO, example F below shows these tasked-focused user permissions.

Student Maintenance	<input type="checkbox"/>	Allows teachers to edit students.
Add Students	<input type="checkbox"/>	Allows teachers to add students.
Add Parent	<input type="checkbox"/>	Allow teachers to create a parent profile for all students.
Assign Courses	<input type="checkbox"/>	Allow teachers to assign or unassign courses to students.
Create/Edit Courses	<input checked="" type="checkbox"/>	Allow teachers to create and edit custom courses.
Manage Student Groups	<input checked="" type="checkbox"/>	Allow teachers to create/edit/delete groups.
Change Password	<input type="checkbox"/> Disabled	Allow teachers to change their own passwords.
Change Grading, Pacing, and Assessments	<input checked="" type="checkbox"/>	Allow teachers to change assignment type grade weights, pass thresholds and to monitor assessments.
Skip Questions	<input checked="" type="checkbox"/>	Allow teachers to skip or unskip individual questions.

Cancel Save

- For schools using SSO, example G below shows these task-focused user permissions. Notice that the **Change Password** permission is hidden. This is because with SSO, schools do not use Odysseyware passwords.

Student Maintenance	<input type="checkbox"/>	G	Task-focused permissions for School with SSO
Allows teachers to edit students.			
Add Students	<input type="checkbox"/>		
Allows teachers to add students.			
Add Parent	<input type="checkbox"/>		
Allow teachers to create a parent profile for all students.			
Assign Courses	<input type="checkbox"/>		
Allow teachers to assign or unassign courses to students.			
Create/Edit Courses	<input checked="" type="checkbox"/>		
Allow teachers to create and edit custom courses.			
Manage Student Groups	<input checked="" type="checkbox"/>		Notice the Change Password permission is hidden
Allow teachers to create/edit/delete groups.			
Change Grading, Pacing, and Assessments	<input checked="" type="checkbox"/>		
Allow teachers to change assignment type grade weights, pass thresholds and to monitor assessments.			
Skip Questions	<input checked="" type="checkbox"/>		
Allow teachers to skip or unskip individual questions.			

Cancel Save

The table below explains the Teacher and Super Teacher permissions shown in both examples above and indicates whether or not the teacher permission is dependent on the shared school permission.

Field	School permission dependency	Description
Student Maintenance	No	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to edit student accounts. If disabled, the Teacher or Super Teacher can only view students in the Registration list.
Add Students	No	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to add student accounts to Odysseyware. If disabled, the Teacher or Super Teacher does not see the

Field	School permission dependency	Description
		Create student and Import students tools on the Students > Registration tab.
Add Parent	No	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to create parent profiles for students. If disabled, the Teacher or Super Teacher does not see the Parents tool on the main nav bar.
Assign Courses	No	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to enroll students in new courses. If disabled, the Teacher or Super Teacher does not have access to the Add Enrollment or Edit enrollment tools.
Create/Edit Courses	No	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to create and modify custom courses and create and modify custom assignments. If disabled, the Teacher or Super Teacher can only view courses (content) and search courses.
Manage Student Groups	No	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to add, edit, and delete student groups. If disabled, the Teacher or Super Teacher can only view student groups.
Change Password	Yes	<p>This field only appears for schools not using Single Sign-On (SSO).</p> <ul style="list-style-type: none"> If enabled (checked), makes the My Preferences link visible which allows the user to change his/her Odysseyware password.
Change Grading, Pacing, and Assessments	Yes	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to personalize grading and pacing and weightings for student profiles and personalize grading, pacing, weightings, and monitored assessment settings for enrollments. See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 142.
Skip Questions	Yes	<ul style="list-style-type: none"> If enabled (checked), allows the Teacher or Super Teacher to skip or unskip individual questions in assignments.

Admin permissions

Because Admins have built-in permissions that allow them to perform all management tasks in Odysseyware, several additional permissions apply if you plan to have the Admin assigned to courses.

Two examples are provided to show the differences when a school uses Single Sign-On (SSO) to log in to Odysseyware.

- For schools not using SSO, example H below shows the Admin user permissions shown when editing an Admin user.

OASIS API Key

fe9209 **H** 54-4990-aba

Regenerate Key Delete Key

Change Password

☐ Disabled

Allow teachers to change their own passwords.

Change Grading, Pacing, and Assessments

☐

Allow teachers to change assignment type grade weights, pass thresholds and to monitor assessments.

Skip Questions

☒

Allow teachers to skip or unskip individual questions.

Admin permissions for school no SSO

Cancel Save

- For schools using SSO, example I below shows the Admin user permissions. Notice that the **Change Password** permission is hidden. This is because with SSO, schools do not use Odysseyware passwords.

OASIS API Key

fe9209 **I** 54-4990-aba

Regenerate Key Delete Key

Change Grading, Pacing, and Assessments

☐

Allow teachers to change assignment type grade weights, pass thresholds and to monitor assessments.

Skip Questions



☒

Allow teachers to skip or unskip individual questions.

Admin permissions for school with SSO. Notice the Change Password field is hidden.

Cancel Save

The table below explains the fields shown in both examples above. Permissions shared with school permissions and have the dependency are noted in the table.

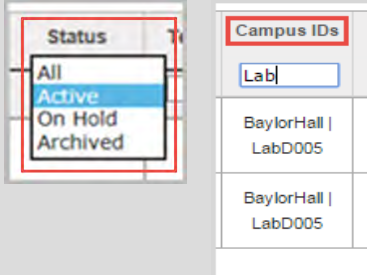
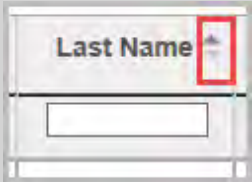

Field	School permission dependency	Description
OASIS API Key	Yes	<p>Allows the Admin to have an OASIS API key for making requests using the OASIS API. The API key is a required authorization Header for any OASIS API request.</p> <div>  <p>Note: This field only appears on the Edit Teacher/Admin page for an Admin user and applies to a school <i>with</i> enabled OASIS API school permissions. See "School permissions" on page 54.</p> </div> <ul style="list-style-type: none"> To create an OASIS API key for the Admin, click Create Key. An API access key appears in the text box. To regenerate the key, click Regenerate Key. To delete the API key for the user, click Delete Key.
Change Password	Yes	<div>  <p>Note: This field only appears for schools not using Single Sign-On (SSO) .</p> </div> <p>If enabled (checked), makes the My Preferences link visible which allows the user to change his/her Odysseyware password.</p>
Change Grading, Pacing, and Assessments	Yes	<p>If enabled (checked), allows the Admin to personalize grading and pacing and weightings for student profiles and personalize grading, pacing, weightings, and monitored assessment settings for enrollments. See "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 142.</p>
Skip Questions	Yes	<p>If enabled (checked), allows the Admin to skip or unskip individual questions in assignments.</p>

Filter, search, and sort the Teacher/Admin list

To help you locate a specific teacher or admin user, you can filter, search, and sort the list on the **Teacher/Admin** tab. The row (below several of the column headings) contains filter tools, such as drop-down lists and blank text boxes. The blank text boxes are smart search boxes in which you enter text or characters so that Odysseyware can find matching data and automatically filter the list.



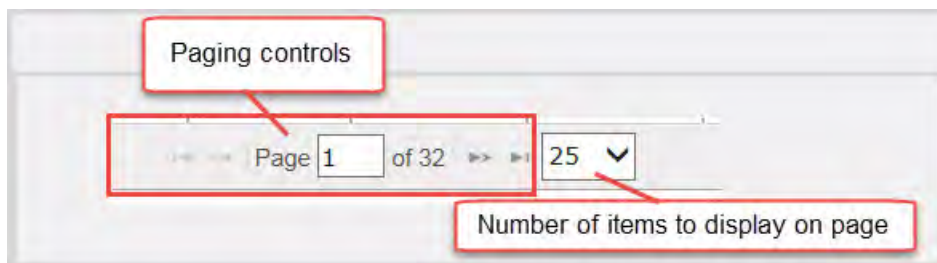
For example, you want to change the status of a teacher that has been placed On Hold. You would use the **Status** filter to only show **On Hold** teachers or admin users.

Action	Do the following...
Filter or search list	<ul style="list-style-type: none"> Depending on the column heading, select an item from a list, or start typing characters in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. 
Sort list	<ul style="list-style-type: none"> Click to the right of a column heading name to display an ascending/descending control. Sort the column. 
Reset (remove) column filters	<ul style="list-style-type: none"> Click the Reset filters symbol located in the lower left of the page. The filters are removed from the list and the default list displays. 

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages or enter the page number.



Edit teacher or admin user profiles

You can edit an individual teacher or admin user's profile to disable or enable their login, change their username or user status, add or remove permissions, change passwords, or update information.



Tip: For admin users, you use Edit to assign or manage an OASIS API key. The OASIS API is RESTful web service of resources available to external Student Information Systems (SIS) and other external integration systems to manage user and enrollment data and pull data reports from Odysseyware.

1. On the main nav bar, click **Teacher/Admin**.
2. To easily locate the teacher or admin user, filter, search, or sort the Teacher/Admin list. See ["Filter, search, and sort the Teacher/Admin list" on page 114](#).
3. Under **Controls**, click **Edit**.

The **Edit Teacher/Admin** page appears. For more information about the fields and settings that can be changed, see ["Teacher and Admin user profile fields and permissions" on page 104](#).

4. Make changes as needed to:
 - Disable or enable their login. See ["Disable and enable teacher or admin user logins" on page 119](#).
 - Change their user status. See ["Change the status of teachers or admins" on page 118](#).
 - Enable or disable permissions.
 - Create or remove an OASIS API key for Admin users.
 - Add or remove associated campus ids. See ["Add and remove Campus IDs for teachers and admins" below](#).
 - Change their first name, last name, or username* by entering new information in the fields.
 - Change their password* by clicking the **Change** link. In the **New Password** field, enter the password and enter it again to confirm.



Note: *For schools using Single Sign-On (SSO) with an Identity Provider to log in to Odysseyware, the **Username** field cannot be edited because it contains a formatted version of the user's SSO ID which is automatically generated by the system. Additionally, the **Change** link and several Password-related fields are hidden in the **Edit Teacher/Admin** page because those schools using SSO do not have Odysseyware passwords.

5. When finished, click **Save**.

Add and remove Campus IDs for teachers and admins

Once Campus IDs are set up for the school, you can then add Campus IDs to a teacher or admin profile. Campus IDs are useful for filtering, sorting, and searching in many Odysseyware lists and reports. You can also remove Campus IDs from the user profiles.



Note: When a Campus ID is deleted for the school, if it is associated to teachers and admins, the Campus ID is automatically removed from user profiles.





Tip: You may have set up a default Campus ID so that when a new teacher or admin record is created, the default Campus ID is automatically associated to the new record.

1. On the main nav bar, click **Teacher/Admin**.
2. To easily locate the teacher or admin user, filter, search, or sort the Teacher/Admin list. See ["Filter, search, and sort the Teacher/Admin list" on page 114](#).
3. Under **Controls**, click **Edit**.
The **Edit Teacher/Admin** page appears. For more information about the fields and settings that can be changed, see ["Teacher and Admin user profile fields and permissions" on page 104](#).
4. Depending on the role of the user and the action you want to perform, do one of the following :
 - For a Teacher or Admin, for the **Campus IDs** field, from the list, select one or more Campus IDs. If a default Campus ID has been set up, this campus identifier appears as selected. Or, to associate all Campus IDs, click the **Select all** option.

The screenshot shows the 'Edit Teacher/Admin' form. It has two sections, one for 'Teacher' and one for 'Admin'. In the 'Teacher' section, the 'Teacher/Admin' dropdown is set to 'Teacher', the 'Teacher ID' is 'am_classes', and the 'Campus IDs' dropdown is open, showing options like 'Cherry Tree Hill | Oscar 2018 | SV...', '[Select all]', '0071 152QA', and 'Central'. In the 'Admin' section, the 'Teacher/Admin' dropdown is set to 'Admin', the 'Teacher ID' is empty, and the 'Campus IDs' dropdown is also open, showing similar options. Red boxes and arrows point to the role dropdowns and the 'Campus IDs' field in both sections.

- For a Super Teacher, if you want to restrict to the Super Teacher to only accessing students for selected campuses, select one or more Campus IDs, and then select the **Restrict to Campus** setting. If you do not want to restrict the Super Teacher to the selected campuses, do not select the **Restrict to Campus** setting.

The screenshot shows the 'Edit Super Teacher' form. The 'Teacher/Admin' dropdown is set to 'Super Teacher'. The 'Teacher ID' is 'svrsuper1'. The 'Campus IDs' dropdown is open, showing 'BaylorHall | LabD005'. Below this, the 'Restrict to Campus' checkbox is checked, with the text 'Super Teacher can only access students with the same campus ID.' Red boxes and arrows highlight the 'Super Teacher' role, the 'Campus IDs' field, and the 'Restrict to Campus' checkbox.



Tip: When a campus-focused Super Teacher creates a student record, that student automatically inherits the Campus IDs associated to the Super Teacher. This feature makes it easier for a campus-focused Super Teacher to keep track of student records.

- To remove an associated Campus ID, clear the check box.

5. When finished, click **Save**.

Change the status of teachers or admins

Typically, most teachers and admins for your school are in **Active** status. If desired, you can change the status to **On Hold** if, for example, the teacher needs to take a leave of absence. **On Hold** status disables login. You can also change the status to **Archived**, if for example, the teacher or admin leaves your school permanently. **Archived** status disables login and means you cannot edit other fields for the profile. The teacher or admin in **Archived** status does retain any associated campus ids.



Warning: When you place a user in **Archived** status, it is like placing the information in a virtual file cabinet. The information does not get deleted from Odysseyware; it just gets filed away from sight but can be easily retrieved, if the grace period has not expired. The grace period for archived user accounts is set by an Odysseyware Administrator. When a teacher's or admin's status is changed to **Archived**, Odysseyware places the account in a temporary "**Pending Archive**" status until the grace period expires. During the grace period, the **Archived** status can be reversed, with all information related to the user account returned to either **On Hold** or **Active** status. Once the grace period ends, the user account automatically moves from the temporary **Pending Archive** to permanent **Archived** status and the status cannot be reversed. You would have to create a new user account with a new user name.

For an explanation of what happens to the user and their assigned enrollments in each status, see "[Users and enrollments status types](#)" on page 21.



Note: If you place a teacher or admin user in On Hold or Archived status and the user has assigned, active enrollments, you must reassign those enrollments to another teacher or admin user.

1. On the main nav bar, click **Teacher/Admin**.
2. (Optional) Filter, search, or sort the teacher/admin list to locate the user. See "[Filter, search, and sort the Teacher/Admin list](#)" on page 114.
3. Under **Controls**, click **Edit**.
The **Edit Teacher/Admin** page appears.
4. From the **User Status** list, select a status.
5. If placing a user in **On Hold** or **Archived** status and that user has students with active enrollments, a message and reassign box appears. In the **Reassign to another teacher** field, begin typing the first few letters of the teacher's name to find a match. From the match results, select the teacher or admin for the enrollments. For **Archived** status, you also see a message reminding you about the grace period set by the admin.



Disable and enable teacher or admin user logins

User Status

On Hold ▼

1 student(s) with 0 archived enrollment(s) assigned to the teacher.

Reassign to another teacher:

For an Archived user:

User Status

Archived ▼

You have a grace period of 29 days to move the teacher/admin back to active or on hold status.

1 student(s) with 0 archived enrollment(s) assigned to the teacher.

Reassign to another teacher:

6. Click **Save**.



Note: If the teacher or admin is the owner of any student groups and you just changed their status to **On Hold** or **Archived**, you may want to transfer the ownership of those groups to another teacher or admin. See ["Transfer group ownership" on page 293](#).

Disable and enable teacher or admin user logins

You can easily disable and enable the login of any teacher, admin user, or multiple users.

1. On the main nav bar, click **Teacher/Admin**.
2. To easily locate the teacher or admin user, filter, search, or sort the Teacher/Admin list. See ["Filter, search, and sort the Teacher/Admin list" on page 114](#).
3. Select the check box in the far left column to highlight the user for selection. Or, to select all the users in the list, select the check box in the column heading next to the **Online** column.
4. To disable their login, click the **Disable Login** button. Or, to enable their login, click the **Enable Login** button.



Tip: You can also disable and enable a user's login by editing their teacher or admin profile. See ["Edit teacher or admin user profiles" on page 116](#).

Access enrollments for teachers

Use the **Enrollments** link (under **Controls**) on the **Teacher/Admin** tab to quickly access all enrolled courses for the selected user. For example, you need to reschedule a teacher's enrollment or change the teacher of record for an enrollment.

1. On the main nav bar, click **Teacher/Admin**.
2. To easily locate the teacher or admin user, filter, search, or sort the list. See ["Filter, search, and sort the Teacher/Admin list" on page 114](#).
3. Under **Controls**, click **Enrollments**.

The **Course Enrollments** tab opens showing all student enrollments assigned to the selected user. The user's name prefills in the **Teacher** search field at the top of the tab.

- To view the courses and each enrolled student, change the filter option to **View by course** and click **Search**.
- To add an enrollment, click **Add Enrollment**. For more information, see ["Enroll students in courses" on page 149](#).

Manage access for parents and guardians

As an Admin, you can allow parents, guardians or other adults, access to see a read-only version of Odysseyware, also known as the Parent Portal. This read-only version of Odysseyware (see example A below) lets the parent see their associated students' courses, assignments, school calendar, and also print student progress reports.

Odysseyware®

Logged into School name
LOGOUT

Parent Portal

HOME VIEW STUDENT COURSES VIEW STUDENT ASSIGNMENTS

Welcome, Jeanne

Activity Stream Calendar

My Students

Jonas Wrigley

Course
[Language Arts 400](#)
[History And Geography 300](#)

Jacob Wrigley

Course
[Geometry](#)
[English I](#)

John Wrigley

johnwrigley, nwest12, 87904 (Active)

Course Progress Score
[History And Geography 500](#) 3% 88.9

View Student Courses

Students: [Jacob Wrigley \(jacobwrigley\)](#) Print Student Courses

Course	Teacher	Progress	Score
Geometry - Semester 1			
English I - Semester 1			

View Student Course Assignments

Students: [Jonas Wrigley \(jonas.wrigley\)](#) Courses: [History And Geography 300](#) Print Student Course Assignments

History And Geography 300

Course Start Date: 03/04/2015 Course End Date: 06/25/2015
Teacher: Jean admin Current Progress: 0% Current Score: 0

Unit	Title	Type	Progress	Due Date	Completion Date	Score	Status
1	Pre-Test	TEST	0%	03/04/2015		0	Assigned
1	A Farming Community	LESSON	0%			0	Assigned
1	General Farm	LESSON	0%			0	Assigned
1	Quiz 1: Farm Communities	QUIZ	0%			0	Assigned

To manage access to the Parent Portal for parents and guardians:

- On the main nav bar, click **Parents** to access the **Parents** and **Create Parent Profile** tabs.

Parents		Create Parent Profile					
Login Enabled	Status	Confirmed	First Name	Last Name	Login ID (email)	Students	Controls
All ▾	Active ▾	All ▾					
Enabled	Active	Unconfirmed	1	12	snayak2@aop.com	1	Edit Reset Password Send Confirmation
Enabled	Active	Unconfirmed	Nancy	Butler	nbutler@samplemail.com	1	Edit Reset Password Send Confirmation
Enabled	Active	Unconfirmed	Juan	Carlos	jcarlos@exampleemail.com	2	Edit Reset Password Send Confirmation
Enabled	Active	Unconfirmed	Bradley	Collins	bradcollins@homeschool	1	Edit Reset Password Send Confirmation
Enabled	Active	Unconfirmed	Papa	Jessop	pjessop@goggle.com	7	Edit Reset Password Send Confirmation
Enabled	Active	Unconfirmed	sid	nayak	snayak11@aop.com	1	Edit Reset Password Send Confirmation
Enabled	Active	Unconfirmed	sid	nayak	snaya1k@aop.com	1	Edit Reset Password Send Confirmation
Enabled	Active	Unconfirmed	sid	nayak	snayak@glynion.com	2	Edit Reset Password Send Confirmation
Enabled	Active	Confirmed	sid	nayak	snayak@aop.com	3	Edit Reset Password
Enabled	Active	Unconfirmed	sid	nayak	snayak@glynion.com	1	Edit Reset Password Send Confirmation

Page 1 of 2 10 ▾ View 1 - 10 of 15

The **Parents** tab contains a list of active users with access to the Parent Portal. This list has columns very similar to the students list on the Registration tab. From this tab, you can:

- Edit parent profiles to enable/disable parent logins, associate or remove students from parent profiles, or make other changes to the profile. See ["Edit parent profiles" on page 125](#).
- The **Reset Password** link under **Controls** allows you to send a reset password email to the parent that requires a new password to access the Parent Portal. See ["Reset parent passwords" on page 127](#).
- The **Send Confirmation** link provides a way to send a confirmation email to the parent that has not yet confirmed their students in the Parent Portal. See ["Send parent confirmation emails" on page 127](#).
- Filter, search, and sort the list in the same way as with the student list. See ["Filter, search, and sort the Parents list" on page 124](#).

The **Create Parent Profile** tab provides the form to add parent profiles to Odysseyware. See ["Add parent profiles" below](#).

Add parent profiles

You use the **Create Parent Profile** tab to set up a profile for a parent, guardian, or other adult who requires access to see a student's course and assignments progress. Before you add a parent profile, you need to:

- Add the student profile(s) to Odysseyware so that you can associate the student(s) with the parent or guardian. You cannot save the parent profile unless you have at least one student associated with it. If you have not added the student(s) to Odysseyware, see ["Add \(register\) individual students" on page 76](#).
 - Get 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.



Add parent profiles

By default, **Login Enabled** check box is selected and **User Status** is set to **Active**, but you can clear the Login Enabled and/or change the status.

- a. Enter the **First Name** of the parent or guardian.
- b. Enter the **Last Name** of the parent or guardian.
- c. In the **Login ID** field, enter a valid email address of the parent or guardian. This email address is their Odysseyware user name.



Note: If you need to change the email address, you must disable the user's login, change their user status to Archived, and create a new parent profile with the new email address.

- d. 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.
 - e. Click **Add**.
 - f. Repeat steps d and e to associate additional students.
 - g. Click **Save**.
3. Verify the information you added and click **Send Confirmation**.
 4. At the confirmation box, click **OK**.

The parent/guardian receives an email message with the subject line: Odysseyware Parent account access. The email contains a link to the Odysseyware Parent Portal site. This link only remains active for 36 hours. If parents do not open, read and create their password you will need to resend.

The parent/guardian creates a password and then logs in using their username (email address) and the new password. Once the parent/guardian has logged into the Parent Portal and confirmed the students (see example below), the Send Confirmation control link is removed from the Controls column and their status in the Confirmed column of the list changes to Confirmed.

Confirm Students

Please confirm these are your students

First	Last	Username	Student Id	Campus Id
John	Wrigley	johnwrigley	87904	nwest12
Jacob	Wrigley	jacobwrigley		
Jonas	Wrigley	jonas.wrigley		
Jim	Wrigley	jimwrigley	87903	nwest12

No Yes



Tip: If you see the parent has not confirmed their student(s) after the 36 hours have passed, you can send a reminder confirmation email. See ["Send parent confirmation emails" on page 127](#).

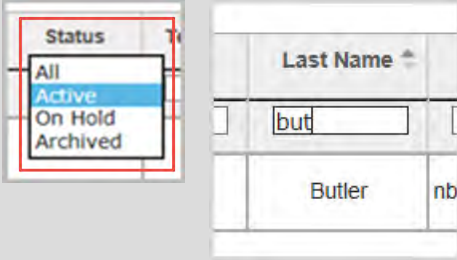
Filter, search, and sort the Parents list

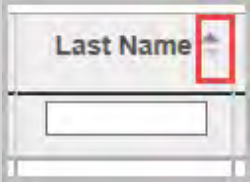

To help you locate a specific parent, you can filter, search, and sort the list on the Parents tab. The row below the column headings contain filter tools, such as drop-down lists and blank text boxes. The blank text boxes are smart search boxes in which you enter text or characters so that Odysseyware can find matching data and automatically filter the list.

Parents Create Parent Profile

Login Enabled	Status	Confirmed	First Name	Last Name	Login ID (email)	Students	Controls
All	Active	All					

As an example, you want to change the status of a parent that has been placed On Hold. You would use the Status filter to only show On Hold parents.

Action	Do the following...
Filter or search the list	<ul style="list-style-type: none"> Depending on the column heading, select an item from a list, or start typing characters in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. 
Sort list	<ul style="list-style-type: none"> Click to the right of a column heading name to display an ascending/descending control. Sort the column.

Action	Do the following...
	
Reset (remove) column filters	<ul style="list-style-type: none"> Click the Reset filters symbol located in the lower left of the page. The filters are removed from the list and the default list displays. 

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.



Edit parent profiles

You can edit an existing parent profile to change their name, disable/enable their login, change their user status, or add or remove associated students. You cannot change their login ID.

- On the main nav bar, click **Parents**.
- (Optional) Filter, search, or sort the list to locate the user. See ["Filter, search, and sort the Parents list" on the previous page](#).
- Under **Controls**, click **Edit**.

The **Edit Parent Profile** page appears.

Parents **Edit Parent Profile**

All fields are required. Please fill out the form completely.

Login Enabled ☒

User Status Active

First Name

Last Name

Login ID (email)

Add Student

Students

First Name	Last Name	Username	Student ID	
aaron	butler	aaron.butler	student_058	Remove

- Make changes as needed. For example, to associate another student, in the **Add Student** field, begin typing the student's name. Select the student and click **Add**. Or, to remove a student, in the **Students** list, click **Remove**.
- When finished, click **Save**.

Change the status of parent users

Typically, most parent users are in **Active** status. If desired, you can change their status to **On Hold** or **Archived**.



Warning: When you place a user in Archived status, it is like placing the information in a virtual file cabinet. The information does not get deleted from Odysseyware; it just gets filed away from sight but can be easily retrieved, if the grace period has not expired. The grace period for archived user accounts is set by your Odysseyware Administrator. When a user is changed to Archived status, Odysseyware temporarily places the account in "Pending Archive" status until the grace period expires. During the grace period, the Archived status can be reversed, with all information related to the user account returned to either On Hold or Active status. Once the grace period ends, the user account moves from Pending Archive to Archived status and the status cannot be reversed. You would have to create a new user account with a new user name.

For an explanation of what happens to the user in each status, see ["Users and enrollments status types" on page 21](#).

- On the main nav bar, click **Parents**.
- (Optional) Filter, search, or sort the list to locate the parent. See ["Filter, search, and sort the Parents list" on page 124](#).
- Click **Edit**.

The **Edit Parent Profile** page appears.

- From the **User Status** list, select a status.

If placing the parent in **Archived** status, a message appears informing you of the number of days in the grace period so that if you want to change the status back to **Active** or **On Hold**.

- Click **Save**.



Reset parent passwords

Use the Reset Password link (in the Controls column) to send an email to the parent/guardian so that they can create a new password.

1. On the main nav bar, click **Parents**.
2. (Optional) Filter, search, or sort the list to locate the user. See ["Filter, search, and sort the Parents list" on page 124](#).
3. Under **Controls**, click **Reset Password**.



The parent is sent an email containing the link to the Parent Portal for your school and instructions on how to create a new password.

Send parent confirmation emails

You may need to send a reminder email to the parent/guardian that has not confirmed their associated student(s) in the Odysseyware Parent Portal. The link in the original email only remains active for 36 hours. If parents do not open, read and create their password, you will need to resend the confirmation email.

1. On the main nav bar, click **Parents**.
2. In the **Parents** tab list, filter the **Confirmed** column to show only **Unconfirmed** users.
3. Under **Controls**, click the **Send Confirmation** link for each unconfirmed user.



Once the parent/guardian confirms their student(s) using the Odysseyware Parent Portal, the Send Confirmation link is removed from the Controls column.

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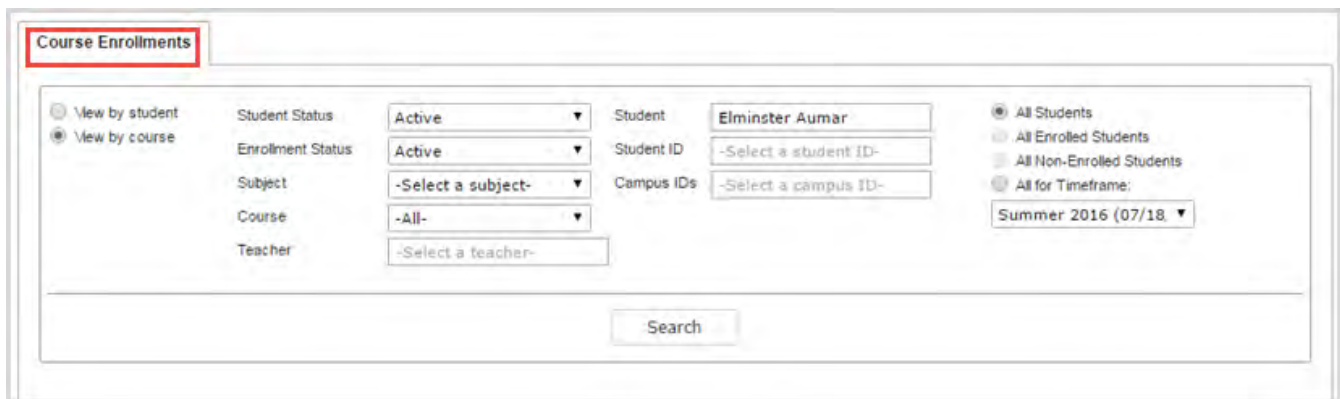
Enroll students in courses and manage student enrollments

After students are registered in Odysseyware, you then enroll them in courses. If a student cannot begin the course on the scheduled due date or maybe the student wants to graduate earlier, you can reschedule an enrollment by selecting a later start date or other eligible term with an earlier end date. You can also edit enrollments to change the teacher of record and place enrollments in On Hold or Archived status.

The **Course Enrollments** tab provides the tools you need to:

- Enroll students in courses.
- Search for enrollments by student, teacher, course, and more.
- Manage student enrollments to update a start date, change a student's enrollment to another teacher, and more.

To access the **Course Enrollments** tab, on the main nav bar, click **Course Enrollment**.



Before you begin enrolling students in courses, you might want to read the following sections so that you are familiar with:

- Key points about how the system handles and processes enrollments. See ["Key points to know before you begin enrolling students in courses" on page 133.](#)
- How CRx mode works for enrollments. See ["How CRx mode works" on page 134.](#)
- How Flex Assessments, Flex CRx and Flex Skipped settings work. See ["How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 138.](#)
- How personalization of Grading, Pacing, and Assessments settings affects enrollments. See ["How personalized Grading, Pacing, Assessments \(GPA\) and Weights settings affect students and enrollments" on page 142.](#)

If you are ready to enroll students in courses, see ["Enroll students in courses" on page 149.](#)

Search enrollments for students or courses

If you are accessing the **Course Enrollments** tab from the Course Enrollment tool, you can search for a student, or course, to add or manage course enrollments.



Tip: If you accessed the **Course Enrollments** tab from the **Go To > Course Enrollment** shortcut link, by default, the student's name prefills in the **Student** search field and any assigned courses automatically display in the search results. You can filter the results to just see a specific course for the student.

Course Enrollments search filters

You can filter your search, and search results, to find exactly what you want.

Search filter choices include:

- Drop-down lists (example A) – Click to select a choice from a pre-filled list.
- Text boxes (example B) – Enter text and Odysseyware tries to match the text you entered. You select a choice from the resulting items.
- Enrollment options (example C) – Click to select an enrollment option. For the All for Timeframe option, select a school term.

The screenshot shows the search filter interface with three examples labeled A, B, and C.

Example A: Drop-down lists for Student Status (Active), Enrollment Status (Active), Subject (-Select a subject-), Course (-All-), and Teacher (-Select a teacher-). A red box highlights the first four, and a blue box highlights the Teacher field. A red callout points to the Teacher field with the text: "Field visible to Admins and Super Teachers only".

Example B: Text boxes for Student (-Select a student-), Student ID (-Select a student ID-), and Campus IDs (-Select a campus ID-). A blue box highlights these three fields. A red callout points to the Campus IDs field with the text: "Field is removed for Super Teacher with 'Restrict to Campus' permission".

Example C: Enrollment options including All Students (selected), All Enrolled Students, All Non-Enrolled Students, and All for Timeframe (Present year (07/10/2)). A green box highlights these options.

A Search button is located at the bottom center.

- By default, the search is set to **View by student**, but you can change it to **View by course** and search for a course.

The screenshot shows the "Course Enrollments" section with two radio button options: "View by student" (selected) and "View by course". A red box highlights the "View by student" option.

If you don't select any filters, and just click **Search**, the search results return all students in all courses.

Page through your search results

Use the paging controls, located at the top and bottom of the page, to view all items.

- Click a page number or the paging controls to move forward or backward through the pages.
- In the **Goto Page** field, enter a page number, and click **Go**.

The screenshot shows the paging controls interface. A red box labeled "Paging controls" points to the page numbers (1, 2, 3, 4, 5, ..., 39, >>). A red line points from the "Paging controls" box to the "Goto Page" field, which contains the number 1, followed by "of 39" and a "Go" button. Below the controls, it says "Results: 1 to 20 of 772".

Search by student

You can search by student to see all the student's assigned courses or you can narrow the student search to a specific course. By default, the **View by student** search option is already selected for you.

Search enrollments for students or courses

1. In the **Student** field, begin typing the first few letters of student's first or last name. Student names that match the letters appear in a list as shown in this example.

2. Select the name, or to clear the letters, click the clear **X**.
3. (Optional) To narrow your search to a specific course for the student, in the **Subject** field, click and select a subject and then in the **Course** field, click and select the course.
4. Click **Search**.

Depending on the search filters applied, the search results display:

- For a student search, you see the student's name above the list of all their enrolled courses, status for each enrolled course, archive reason, teacher name, course term, and under **Actions**, the **Edit** link as shown in this example.

Results: 1 to 1 of 1

Burns, Grace (Username: gburns, User Status: Active) Go To

Reschedule Activate Place On Hold Archive Add Enrollment

	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Mathematics	Algebra I	Active		Disanza, Jacob	Spring 2016 (12/21/2015 - 05/18/2016)	Edit
<input type="checkbox"/>	Elective	Civil War	Active		Disanza, Jacob	Spring 2016 (12/21/2015 - 05/18/2016)	Edit
<input type="checkbox"/>	STAAR	STAAR Reading 6	Active		Disanza, Jacob	Spring 2016 (12/21/2015 - 05/18/2016)	Edit

- For a student search for a specific course, you see the student's name above the subject and course name, enrollment status, archive reason, teacher name, course term, and the Edit link as shown in this example.

Fisher, Donald (Username: donald.fisher, User Status: Active) Search results by student by course Go To ↻

Reschedule Activate Place On Hold Archive Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Digital Arts (CRx)	Active		nayak, asnayak1	Present year (07/10/2014 - 06/25/2015)	Edit

Search by course

You can search for a specific course to see all students enrolled in the course, or narrow the course search to a specific student.

1. Select **View by course**.
2. In the **Subject** field, click and select a subject.
3. In the **Course** field, click and select the course.

Course Enrollments

☐ View by student ☒ View by course

Student Status:

Enrollment Status:

Subject:

Course:

Teacher:

4. To narrow your search to a specific student enrolled in the course, in the **Student** field, begin typing the first few letters of the student's first or last name. Student names that match the entered letters appear. Select the student.
5. Click **Search**.

Depending on the search filters applied, the search results display:

- For a course search, you see the course name above the list of all enrolled students, enrollment status for each student, archive reason, teacher name, course term, and the **Edit** link as shown in this example.


Geometry Go To ↻

Reschedule Activate Place On Hold Archive New Message Add Enrollment

<input type="checkbox"/>	Student Name	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Lancaster, Savannah (Username: s_lancaster, User Status: Active)	Mathematics	Geometry	Active		Lear, Shanda	Student - 04/10/2015 - 06/30/2015	Edit
<input type="checkbox"/>	Turner, Paige (Username: pturner, User Status: Active)	Mathematics	Geometry	Active		Davis, Noah	Student - 03/26/2015 - 12/24/2015	Edit
<input type="checkbox"/>	Burgess, Hunter (Username: hburgess, User Status: Active)	Mathematics	Geometry	Active		admin, load	Default Term (08/01/2014 - 01/23/2015)	Edit
<input type="checkbox"/>	Poole, Arianna (Username: ari_poole, User Status: Active)	Mathematics	Geometry	Active		King, Heather	Student - 07/31/2014 - 05/28/2015	Edit

- For a course search for a specific student, you see the course name above the student's name, enrollment status, archive reason, teacher name, course term, and the **Edit** link as shown in this example.

Key points to know before you begin enrolling students in courses

Geometry Go To 

Reschedule Activate Place On Hold Archive New Message Add Enrollment

<input type="checkbox"/>	Student Name	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Turner, Paige (Username: plturner, User Status: Active)	Mathematics	Geometry	Active		Davis, Noah	Student - 03/26/2015 - 12/24/2015	Edit

Key points to know before you begin enrolling students in courses

This section explains several key points and tips you should know before you begin enrolling students in courses.

How the system processes enrollments	<p>Enrollments are processed asynchronously, or in a two-step process, by the system:</p> <ul style="list-style-type: none"> Step One: The enrollment is submitted for verification. You, as the enrollment creator, get an immediate confirmation message for the enrollment submittal. The enrollment goes into a system queue. Step Two: The system processes the queue and creates the enrollment. You (as the enrollment creator) and teacher assigned to the enrollment (if it is not you) receive a message in your Messages Inbox with the subject of Batch Enrollment Result. The message contains information detailing successful and failed enrollments.
CRx mode	CRx mode cannot be changed (enabled or disabled) once the enrollment is created by the system. If the enrollment should have been in CRx mode, you need to archive the enrollment, and then create a new enrollment with CRx mode enabled.
Enrolling multiple students at the same time	<ul style="list-style-type: none"> For the students <i>with individual, personalized</i> Grading, Pacing, and Weights settings, they keep their personalized settings for the enrollment. For the students <i>without individual, personalized</i> Grading, Pacing, and Weights settings, they use the default school-level Grading, Pacing, and Weights settings. However, 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 <i>entire</i> enrollment. <p>For more information about how personalized Grading, Pacing, and Weights settings affect enrollments, see "How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments" on page 142.</p>
Assigning multiple courses at the same time	You select <i>one teacher of record (TOR)</i> and <i>one term</i> for all courses in the enrollment.
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 before you submit the enrollment. 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.



Tip: Specialized guides are available to help you understand and enroll students in assessment and remediation courses and skills diagnostic courses. For more information, see ["Get help from customer support and access to online resources and videos" on page 295.](#)

How CRx mode works

CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most courses. CRx mode allows students to "test out" of certain units by passing the Pre-test for the unit. If you have a student you believe already knows part of the material covered in a course, yet has gaps in their learning, CRx mode may provide the tool you need.



Note: Not all Odysseyware courses are eligible to assign in CRx mode, for example, those courses for use with Advanced Placement (AP).

CRx mode allows you to assign the student a Pre-Test assignment (Alternate Test **AT**) at the beginning of each unit in the course. You can set the **CRx Pass Threshold** for the school, student, or enrollment.

The screenshot displays the 'Grading & Pacing' settings in the Odysseyware interface. It shows three overlapping panels where the 'CRx Pass Threshold' is set to 70 for different levels: School, Student, and Enrollment. The 'Enrollment' panel is the most prominent, showing a table of thresholds for units L, Q, and T, all set to 70.

Level	CRx Pass Threshold
School	70
Student	70
Enrollment	70

Additional details from the 'Enrollment' panel:

- Section: Grading
- Pass Threshold: 70
- Personalize Grading and Pacing: Yes
- Units and thresholds:
 - L: 70
 - Q: 70
 - T: 70



How CRx mode works

CRx mode works as described in the tables below based on whether or not the student achieves a score at or above the predetermined **CRx Pass Threshold** for a unit Pre-test.

Student achieves a score at or above the CRx Pass Threshold on the Pre-test in the first Unit

System automatically:

- Changes the Pre-Test assignment status to "Graded".
- Changes the status to "Skipped" for the remaining assignments in the unit.

Next steps for student:

- Student can take the Pre-Test for the next unit in the course.
- As long as the student achieves the **CRx Pass Threshold** for the Pre-Test of the next unit, the assignments in the unit are changed to "Skipped" and the next unit's Pre-Test is assigned.

Score results:


- The score achieved on the Pre-Test becomes the unit score.

Student does not achieve a score at or above the CRx Pass Threshold on the Pre-test

System automatically:

- Assigns those assignments related to **all missed questions** on that unit Pre-Test with the first of these assignments' status changed to "Assigned" and for the remaining assignments, changes their status to "Not Started".
- For those assignments related to **questions answered correctly** on the Pre-Test, their status is changed to "Skipped".
- Recalculates the Due date based on the enrollment term.

Next steps for the student:

- The status of the Pre-test is automatically set to "Skipped".
- The **Lesson Pass Threshold** is then used for all lessons in the unit and not the **CRx Pass Threshold**.
- Quizzes and the other post-tests in the unit are treated as they are in any other course; students may have only one opportunity to complete a quiz or test based on the set number of attempts and the score they achieve is the recorded score.
- Questions associated to lessons not assigned are skipped on the related quiz.
- Review type assignments (only those with the RV icon ) are set to "Not Started" status when the score on the Pre-Test assignment does not meet the CRx Pass Threshold (grading) score. When the preceding assignment is completed, the Review type assignment is then set to "Assigned" status so that Students have the opportunity to review all the material for the unit.

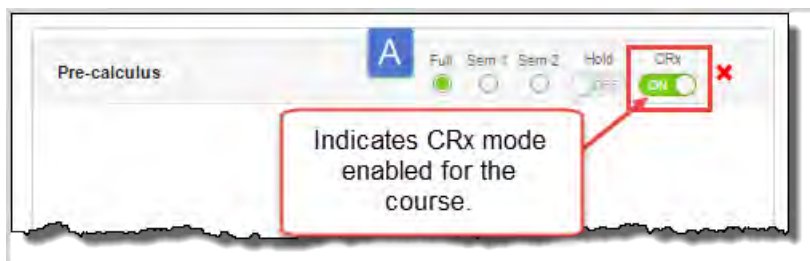
Score results:

- The score for the Pre-Test is discarded and the unit score is the cumulative of all lessons, quizzes and the post-test for the unit.
- If the assignment has any other status, the Pre-Test score is then factored into the overall grade for the unit.

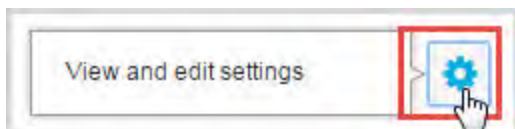
Enable CRx mode for courses and set the CRx Pass Threshold value

To enable CRx mode for a course when enrolling students:

1. Toggle the **CRx** option to **ON** as shown in example A.



2. To set the **CRx Pass Threshold** value, click the **Settings** tool to open the **Enroll Students - Settings** page.



3. Click **Yes** to **Personalize Grading and Pacing** and change the **CRx Pass Threshold** value as shown in example B .

4. Click **Save**.



Note: CRx mode cannot be changed once the enrollment is submitted to the queue for processing by the system. If the system fails to create the enrollment, of course, you can create a new enrollment with the correct CRx mode setting.

CRx mode with Flex CRx and Flex Skipped enrollment settings

Flex CRx and *Flex Skipped* are student enrollment and course enrollment settings that work with CRx mode-enabled courses.



How CRx mode works

Flex CRx	<p>A course enrollment can be created, using any Flex Assessments course, (including a custom Flex Assessments course), so that when a student does not achieve the CRx Pass Threshold on a unit Pre-Test:</p> <ul style="list-style-type: none"> • <u>Only</u> the lessons in the unit associated with the <i>incorrect</i> questions are assigned. • Lessons in the unit with correctly answered questions are automatically skipped. • All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. • Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Flex Skipped	<p>If the Flex Skipped setting is enabled for a course enrollment:</p> <ul style="list-style-type: none"> • Teachers/Admins can skip an assignment in a course (with Flex Assessments) and have the quizzes and tests automatically adapt to match the material covered. • Questions associated to skipped lessons are disabled (grayed-out) and have a Skipped status. • These questions do not have to be answered by students and are not included when calculating student grades. • In CRx mode, test questions are NOT skipped to ensure student mastery.



Note: Review type assignments (only those with the RV icon) remain in "Skipped" status regardless of the score on the Pre-Test. The reason is that with the Flex CRx setting enabled, when the Pre-Test is failed, only the lessons associated to incorrect questions on the Pre-Test are assigned. If desired, the Teacher can change the status to "Assigned" for the Review type assignment in the unit so that the Student can review the entire unit's material.

Example C shows how to personalize (enable) the Flex CRx and Flex Skipped settings for an enrollment. The **Personalize Grading and Pacing** option must be set to **Yes**, and then you can enable the **Flex** settings for the enrollment.

The screenshot shows the 'Grading' and 'Pacing' settings for a course enrollment. The 'Personalize Grading and Pacing' toggle is set to 'Yes'. The 'CRx' threshold is set to 80. The 'Flex' section is checked, showing 'CRx' and 'Skipped' options. A red arrow points from the 'Yes' toggle to the 'Flex' section.

How Flex CRx and Flex Skipped settings work with a course in CRx mode

How these two enrollment settings work with CRx mode is this:

- If the CRx Pass Threshold is *not met* on a Pre-Test and both the Flex CRx and Flex Skipped settings ARE enabled for the course enrollment, only lessons associated to incorrectly answered questions on the Pre-Test are assigned, as are the quizzes, projects, and unit test.
- If the CRx Pass Threshold is *not met* on a Pre-Test and only the Flex CRx setting is enabled, the questions associated to any skipped lessons are skipped on the quiz only.
- If the CRx Pass Threshold is *not met* on a Pre-Test and the Flex CRx and Flex Skipped settings ARE NOT enabled for the course enrollment, Odysseyware automatically assigns all default assignments in the unit.

For more information, see ["How Flex Assessments, Flex CRx and Flex Skipped settings work" below](#).

How Flex Assessments, Flex CRx and Flex Skipped settings work

Odysseyware has several course and enrollment options which allow you to truly customize courses covering only the material your student needs to learn and tests them accordingly. You can easily create these custom courses where the quizzes and tests address only the material covered by using content from standard courses or by building the courses with your custom assignments.

Flex Assessments setting

Flex Assessments is a setting for *courses*. When a course has the Flex Assessments setting enabled, tests and quizzes are automatically created based on the lessons you choose to add to a custom course you create. This means courses are tailored to meet the needs of your students.

How the Flex Assessments setting works when creating a custom course

When you create a custom course, whether by creating one with custom units and assignments or by creating one from a copied standard course, quizzes and tests are automatically created to cover only the material in lessons included in the course. These quizzes and tests are created by the Odysseyware system using existing content questions. You can change the name of existing quizzes and and/or tests; even add extra quizzes and tests in your custom course. You can also change the scope of a test.

Example: You copy a standard Flex course and then remove a unit. The tests and quizzes that follow (come after) the removed unit automatically adjust so that the questions associated with the removed unit are also removed.

How to enable the Flex Assessments setting

The screen examples below show how to enable the **Flex Assessments** setting when creating a new custom course and when copying an existing course to create a new custom course.

Create your course

Course Name:

Subject:

Allow other teachers to edit? ☐ No ☒ Yes

Enable Flex ☒ ☐ No ☐ Yes *Flex must be selected here to be enabled for this course

Cancel Create

Copy this course

Course Name:

Subject:

Allow other teachers to edit? ☐ No ☒ Yes

Course Version:

Enable Flex: ☒ ☐ No ☐ Yes

Cancel Copy



Note: You must select **Yes** for the **Enable Flex** setting on the **Create your course** page or the **Copy this course** page. You cannot select it in the **Course Details** box on the **Custom Course** tab. If you see **Flex Disabled** in the **Course Details**, the course does not have Flex Assessments enabled.

How to tell if a course has the Flex Assessments setting

Not all courses are capable of adjusting, so are not available for use with Flex Assessments. There are several ways to see if a course is a "Flex-ible" course.

- Click the **Courses** tab. Courses that have the Flex Assessments setting enabled display the **FLEX** indicator in the **Information** column as shown in this example.

Courses		Custom Assignments	
Search			
All All Standard Custom My Courses Archived Create Course			
Subject	Course	Author	Information
math		Search by last name	
Mathematics	Algebra I	N/A	FLEX
Mathematics	Algebra I CCSS	N/A	FLEX
Mathematics	Algebra II	N/A	FLEX
Mathematics	Algebra II CCSS	N/A	FLEX
Mathematics	Algebra I CustomA	Lear, Shanda	

- When you are in the process of creating a custom course with Flex Assessments, whether you have created a course with custom units and assignments or copied a course, once you have enabled Flex Assessments, an **Assessment** button is added on the **Assignments** toolbar in the **Create Your Course** structure as shown in this example.

Create Your Course

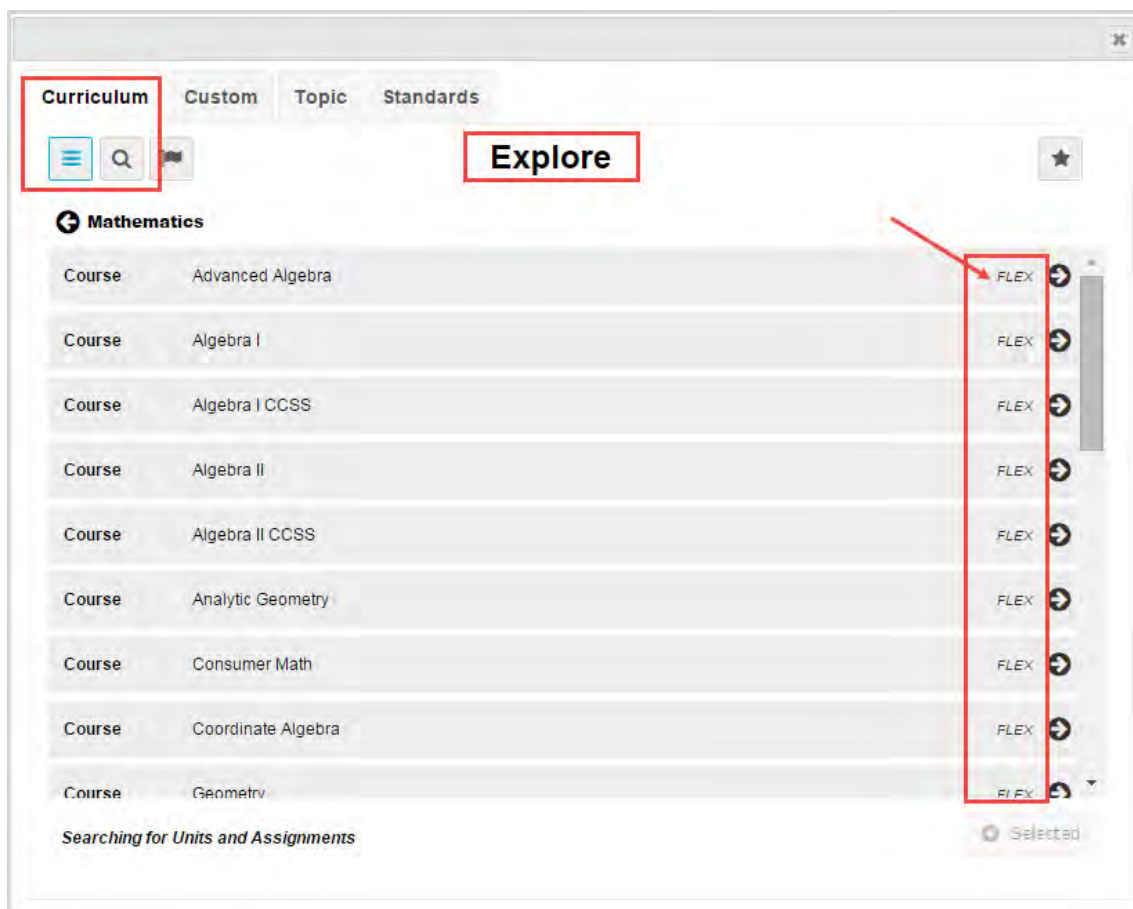
Test

Alternate Test

Glossary and Credits

Assignments Search Custom **Assessment**

- Additionally, when you are using the **Explore** page to navigate and search curriculum, once you navigate past the **Subjects** list, you see the courses list for the subject. If a course has Flex Assessments, the **Flex** indicator appears as shown in this example.



Flex CRx and Flex Skipped settings

Flex CRx and Flex Skipped are school-level, student-level and enrollment-level grading and pacing settings.

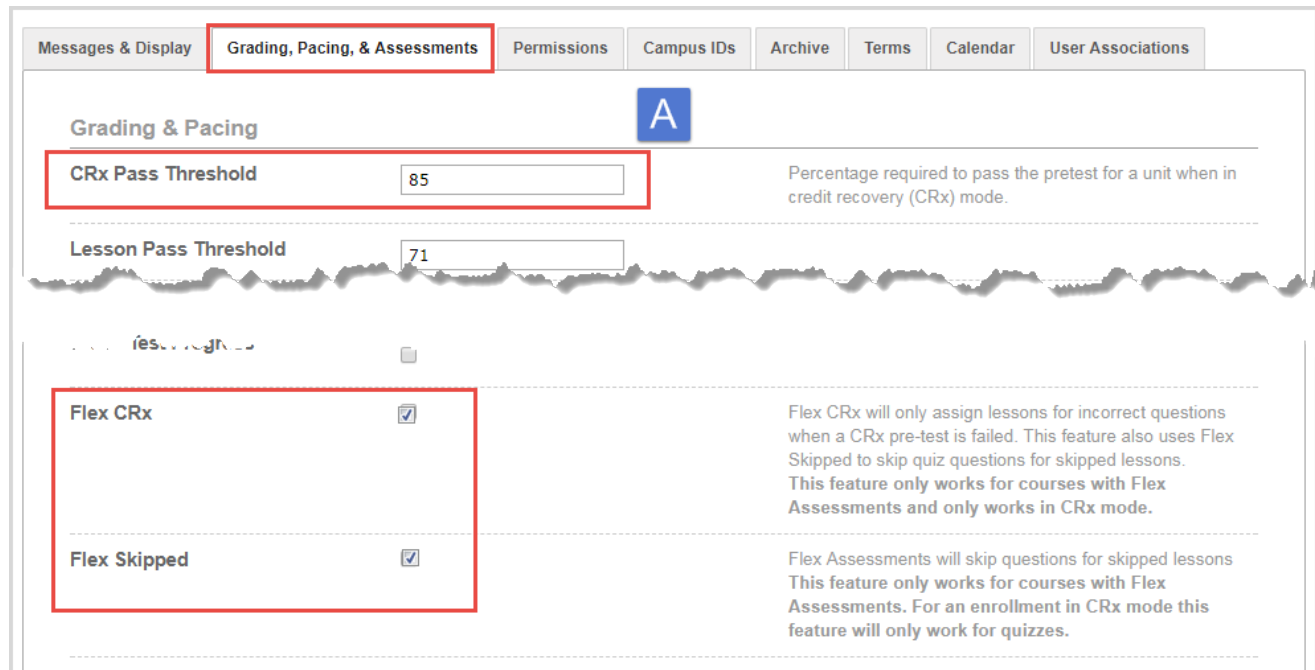
Setting	Description	Restrictions
Flex CRx	Allows you to create a course enrollment in CRx mode so that when a student <i>does not achieve</i> the CRx Pass Threshold on a unit pre-test, he/she is assigned <u>only</u> the lessons in the unit associated with the <u>missed</u> questions on the pre-test.	Only applies to Flex Assessments courses and only works when CRx mode is enabled.
Flex Skipped	Allows you to skip an assignment in a course and have the quizzes and tests automatically adapt to match only the material covered. Questions associated to the lessons you skipped cannot be answered by the student. They are grayed-out and have a status of Skipped. These questions are not included when calculating student grades. .	Only applies to Flex Assessments courses. For an enrollment in CRx mode, this setting only works for quizzes

How to enable Flex Skipped and Flex CRx enrollment settings

At the school level:

- The CRx Pass Threshold, Flex CRx and Flex Skipped settings start at the *school level*: The school Administrator uses the **School Settings > Grading, Pacing, & Assessments** tab to set the CRx Pass Threshold and enables Flex Skipped and Flex CRx settings for the school as shown in example A below.

How Flex Assessments, Flex CRx and Flex Skipped settings work



Messages & Display **Grading, Pacing, & Assessments** Permissions Campus IDs Archive Terms Calendar User Associations

Grading & Pacing A

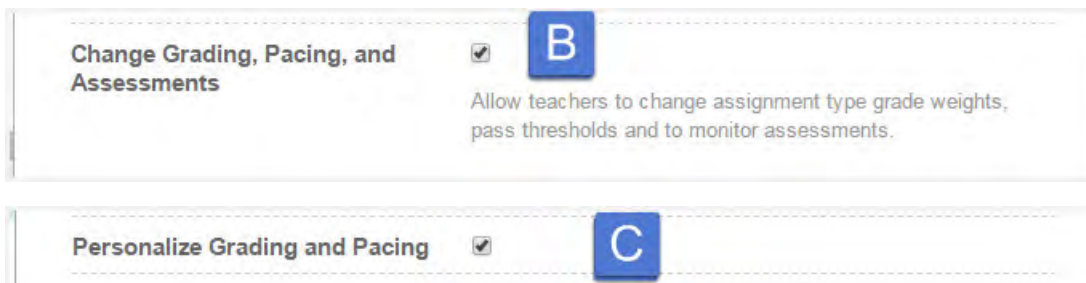
CRx Pass Threshold 85 Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.

Lesson Pass Threshold 71

Flex CRx ☒ Flex CRx will only assign lessons for incorrect questions when a CRx pre-test is failed. This feature also uses Flex Skipped to skip quiz questions for skipped lessons. This feature only works for courses with Flex Assessments and only works in CRx mode.

Flex Skipped ☒ Flex Assessments will skip questions for skipped lessons. This feature only works for courses with Flex Assessments. For an enrollment in CRx mode this feature will only work for quizzes.

- However, if the school **Flex CRx** and **Flex Skipped** settings are disabled, then on the student's profile, the **Flex CRx** and **Flex Skipped** settings are also disabled UNLESS the teacher or admin creating or editing the student profile has the "Change Grading, Pacing, and Assessments" permission enabled for their user profile (example B) AND the "Personalize Grading and Pacing" permission is enabled for the student (example C).



Change Grading, Pacing, and Assessments ☒ B Allow teachers to change assignment type grade weights, pass thresholds and to monitor assessments.

Personalize Grading and Pacing ☒ C

At the student profile level:

- When the **Flex CRx** and **Flex Skipped** settings are personalized at the student level, any enrollments created for that student automatically inherit the student's personalized settings.

Flex Student-level grading and pacing settings.

Flex CRx

☒

Flex CRx will only assign lessons for incorrect questions when a CRx pre-test is failed. This feature also uses Flex Skipped to skip quiz questions for skipped lessons. This feature only works for courses with Flex Assessments and only works in CRx mode.

Flex Skipped

☒

Flex Assessments will skip questions for skipped lessons. This feature only works for courses with Flex Assessments. For an enrollment in CRx mode this feature will only work for quizzes.

At the enrollment level:

- If not personalized for the student, you also can personalize the **Flex CRx** and **Flex Skipped** settings (including the **CRx Pass Threshold**) at the enrollment level IF you have the "Change Grading, Pacing, and Assessments" permission and you click **Yes** to "Personalize Grading and Pacing" as shown in example D below.

Grading

Pass Threshold

Personalize Grading and Pacing No Yes

CRx

L

Q

T

Weights

Personalize Weights No Yes

Pacing

Attempts Allowed

L

Q

T

☐ Block Progress

☐ Block Progress

☐ Block Progress

Flex

☒ CRx

☒ Skipped

How personalized Grading, Pacing, Assessments (GPA) and Weights settings affect students and enrollments

Your school Administrator sets the Grading, Pacing, and Assessments (GPA) settings, including assignment Weighting, for the school using the **School Settings > Grading, Pacing & Assessments** tab. Typically, these school settings are set to follow the district requirements. GPA settings are grouped into three categories: **Grading & Pacing**, **Monitored Assessments***, and **Weighting**. These GPA settings at the school level affect an individual student profile and an individual enrollment. However, GPA settings can be "personalized" at the individual student profile level and individual enrollment level which then override the school settings.



Note: *A Student profile *does not* use the **Monitored Assessments** settings of **Quiz** and **Test**.

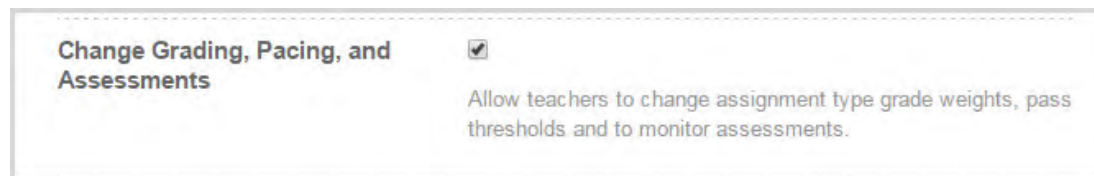
The GPA settings are listed here by category and available level of personalization.

GPA Settings	School	Student	Enrollment
Grading and Pacing			
CRx Pass Threshold	X	X	X
Lesson Pass Threshold	X	X	X
Max Lesson Attempts	X	X	X
Block Lesson Progress	X	X	X
Quiz Pass Threshold	X	X	X
Max Quiz Attempts	X	X	X
Block Quiz Progress	X	X	X
Test Pass Threshold	X	X	X
Max Test Attempts	X	X	X
Block Test Progress	X	X	X
Flex CRx	X	X	X
Flex Skipped	X	X	X
Monitored Assessments			
Quiz	X		X
Test	X		X
Weighting			
Lesson Weight	X	X	X
Project Weight	X	X	X
Quiz Weight	X	X	X
Test Weight	X	X	X

School GPA settings inheritance by students and enrollments

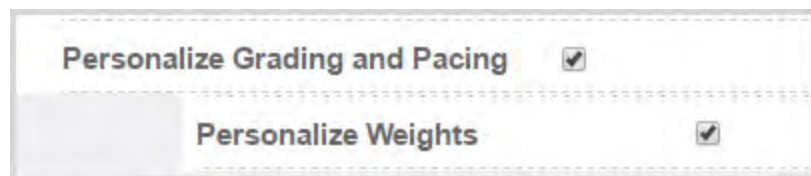
The values entered and options selected at the school level on the **Grading, Pacing, & Assessments** tab *are inherited by (cascade down)* to individual student profile Grading and Pacing (G&P) and Weights settings and individual enrollment Grading, Pacing, and Monitored Assessments (GPA) and Weighting settings. This inheritance feature means any changes to GPA settings *at the school level* will automatically make changes to the G&P and Weights settings for the individual student and any enrollments' GPA and Weights settings. For more information, see ["Case 1: GPA and Weighting settings with NO student or enrollment personalization" on the next page.](#)

EXCEPTION: The exception to this rule occurs when personalization of G&P and Weights happens at the student level or enrollment level. To personalize G&P and Weights settings for students and enrollments, a teacher or admin must have the "Change Grading, Pacing, and Assessments" permission enabled for their profile.



Personalize student G&P and Weights

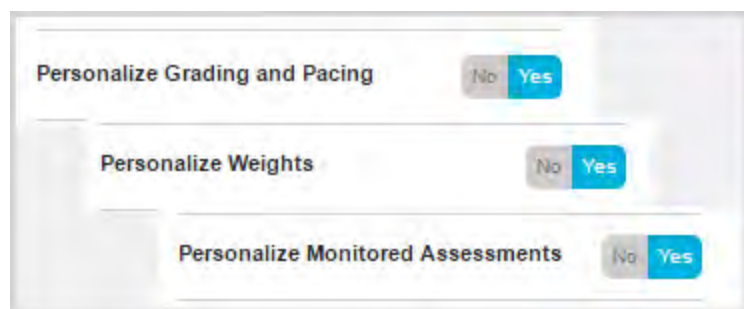
At the student level, the teacher or admin can select the **Personalize Grading and Pacing** and/or **Personalize Weights** check box on the student's profile which allows changes to the default school settings inherited by the student profile. Now, with personalized settings at the student level, the cascade down or inheritance of any changes to the school settings is broken **UNLESS** student personalization is later disabled.



For more information, see ["Case 2: GPA and Weighting settings with student personalization, no enrollment personalization" on the facing page.](#)

Personalize enrollment GPA and Weights

Likewise, at the enrollment level, the GPA and Weights settings can be personalized. The teacher or admin clicks **Yes** for any or all "**Personalize...**" categories and makes changes to default enrollment settings inherited from the school settings. This means the course enrollment is now personalized and is not affected by any changes to the school settings.

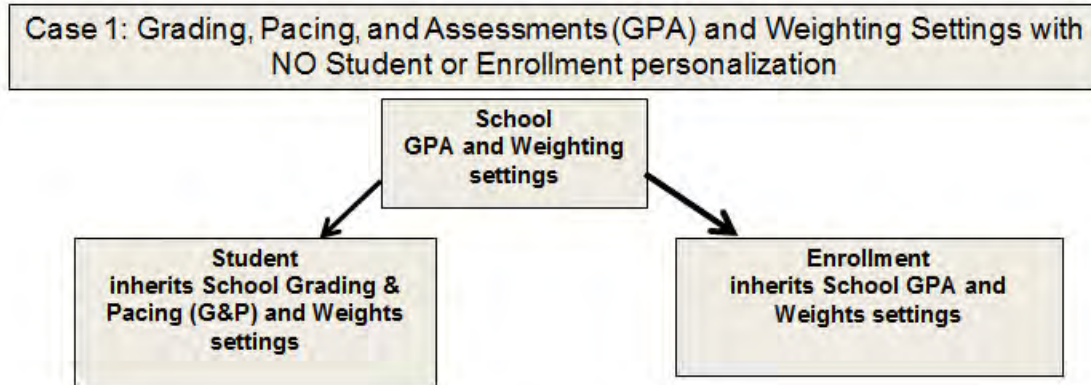


See ["Case 3: GPA and Weighting settings with enrollment personalization but no student personalization" on page 146.](#)

The following cases, Case 1 - Case 3, explain how personalization of GPA and Weighting settings affect school, student, and enrollment settings *for a single student*. Case 4 explains how personalization of GPA and Weighting settings affect student and enrollment settings when enrolling *multiple students* at the same time.

Case 1: GPA and Weighting settings with NO student or enrollment personalization

In this case, because the individual student profile or student's enrollment does not have personalization turned on for GPA and Weighting settings, the school settings *cascade down* and are inherited by the individual student and the student's enrollment. Any changes to the school settings causes changes to the student's settings and any enrollments for the student.

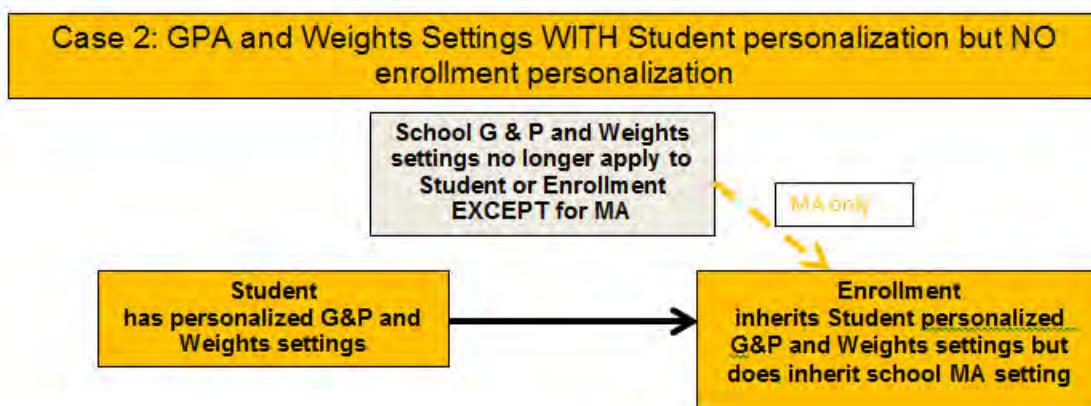


When creating an enrollment for the student with no personalized settings, you see a message on the **Enroll Students, Settings** page that lets you know that the student does not have personalized settings and if you do personalize the enrollment settings, only the enrollment is affected.

School level settings will apply to any students that do not have personalized settings.
Changes made on this page will create individualized settings for the courses selected.

Case 2: GPA and Weighting settings with student personalization, no enrollment personalization

In this case, the inheritance is broken between the school G & P and Weighting settings and the student profile and cannot be recovered UNLESS the student personalization options are turned off. The student's enrollment looks for the settings closest to it, which in this case, are the student personalized G&P and Weighting settings. So the enrollment *inherits* the student G&P and Weighting personalized settings, however, because the student profile does not use the Monitored Assessments (MA) settings, the enrollment DOES inherit the MA settings from the school.

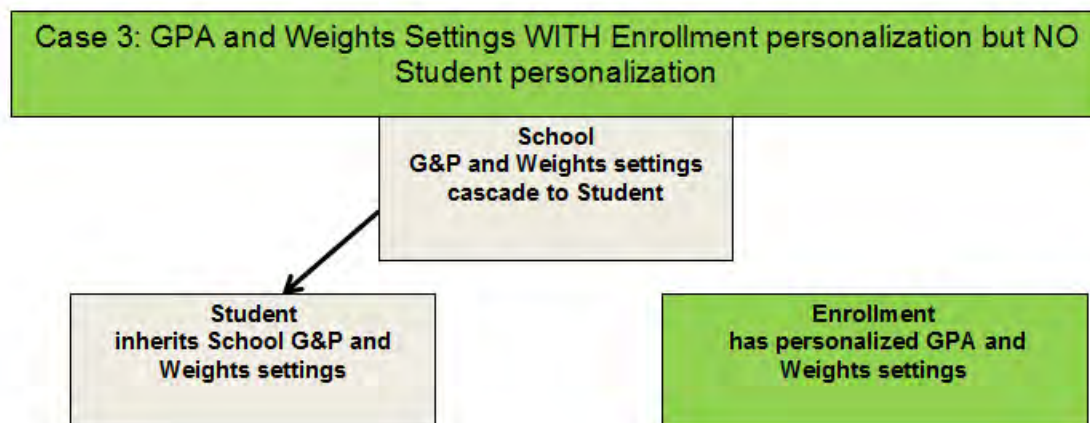


However, when creating a course enrollment for a student that has personalized G&P and Weights settings, you are given the option to **Copy the School Values** just for the enrollment. If this option is enabled, then the school settings are enforced for the enrollment.

Copy School Values ☒ No ☐ Yes

Case 3: GPA and Weighting settings with enrollment personalization but no student personalization

In this case, the inheritance is still in place between the school G&P and Weighting settings and student settings. However, because the enrollment has personalized settings, the inheritance is broken from the school settings. Any future changes to the school settings will only affect the student settings. The enrollment still has its personalized settings.



As mentioned in Case 1, when creating an enrollment for the student with no personalized settings, you see a message on the **Enroll Students, Settings** page that lets you know that the student does not have personalized settings and if you do personalize the enrollment settings, only the enrollment will have personalized settings. The enrollment settings on the student's profile are not affected by the changes to the enrollment.

School level settings will apply to any students that do not have personalized settings.
Changes made on this page will create individualized settings for the courses selected.

Case 4: Enrolling multiple students at the same time with NO enrollment personalization

In this case, when enrolling *multiple* students at the same time in a course:

- Those students *with individual, personalized* Grading, Pacing, and Weights settings for their student profile keep their personalized settings for the enrollment.
- Those students *without individual, personalized* Grading, Pacing, and Weights settings use the default school-level Grading, Pacing, and Weights settings IF no personalization occurs at the enrollment level.

When enrollment personalization of GPA and Weights settings happens...

- If the enrollment creator (with the "Change Grading, Pacing, and Assessments" permission) decides to personalize the Grading, Pacing, Monitored Assessments, and Weights settings for the *entire* enrollment, then the enrollment for each student has the *personalized* enrollment settings.

As an example, two students were enrolled at the same time in the same course, Essentials of Communication. No personalization occurred for the enrollment Grading, Pacing, Monitored Assessments, or Weights settings. Example A shows the default school Grading and Pacing settings.

Messages & Display **Grading, Pacing, & Assessments** Permissions Archive Terms

Grading & Pacing A School G & P settings

CRx Pass Threshold	<input type="text" value="75"/>	Percentage required for credit recovery
Lesson Pass Threshold	<input type="text" value="70"/>	
Max Lesson Attempts	<input type="text" value="10"/>	
Block Lesson Progress	<input checked="" type="checkbox"/>	
Quiz Pass Threshold	<input type="text" value="70"/>	
Max Quiz Attempts	<input type="text" value="3"/>	
Block Quiz Progress	<input type="checkbox"/>	
Test Pass Threshold	<input type="text" value="70"/>	
Max Test Attempts	<input type="text" value="3"/>	
Block Test Progress	<input type="checkbox"/>	
Flex CRx	<input type="checkbox"/>	Flex CRx will only be used when a CRx pre-assessment is skipped to skip this feature on Assessments.
Flex Skipped	<input type="checkbox"/>	Flex Assessment will only be used when a Flex Assessment is skipped to skip this feature on Assessments. This feature will only be used when a Flex Assessment is skipped to skip this feature on Assessments.

Monitored Assessments

One of the students in the enrollment, Carmen Sandiego, *does not have* personalized Grading, Pacing, and Weights settings for her student profile. When you look at Carmen's **Enrollment Settings** page for the course, you see that her enrollment has inherited the default school Grading, Pacing, and Weights settings as shown in example B.

Enrollment Settings

Student Name: Carmen Sandiego

Course: Essentials of Communication

Username: c_sandiego

Teacher: Bigelow, Betty (bbigelow)

Status: Active

Grading

Pass Threshold

Personalize Grading and Pacing

CRx

75

L

70

Q

70

T

70

Weights

Personalize Weights

L

25

P

25

Q

25

Pacing

Attempts Allowed

L

10

Block Progress

Q

3

Block Progress

T

3

Block Progress

Flex

CRx

Skipped

Monitored Assessments

Personalize Monitored Assessments

Q

Student Tools

Writer


Spelling & Grammar

Scoring

Block Term End Progress

The other student in the enrollment, Greg Jones, *does have* personalized Grading, Pacing, and Weights settings for his student profile. When you look at the **Enrollment Settings** page for Greg for the course, you see his personalized Grading, Pacing, and Weights settings are displayed as indicated by the check marks in example C.

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Enroll students in courses

Enrollment Settings

Student Name: Gregory Jones Course: Essentials of Communication

Username: greg.jones Teacher: Bigelow, Betty (bbigelow)

Status: Active

Grading

Pass Threshold

Personalize Grading and Pacing ☐ No ☒ Yes

CRx: 75

L: 75 ✓

Q: 70

T: 70

Weights

Personalize Weights ☐ No ☒ Yes

L: 25

P: 25

Pacing

Attempts Allowed

L: 3 ✓

Q: 3 ✓

T: 3 ✓

Block Progress ☒ ☒ ☒

Flex

CRx ☒ Skipped ☒

Monitored Assessments

Personalize Monitored Assessments ☐ No ☒ Yes

Student Tools

Writer

Spelling & Grammar ☒

Scoring ☒

Block Term End Progress ☐ No ☒ Yes

Enroll students in courses

Using the **Enroll Students** page, you can enroll a single student, a group of students, or multiple students in one or more courses at the same time.



Tip: If you haven't already read it, take a look at ["Key points to know before you begin enrolling students in courses" on page 133](#), so that you can quickly and easily move through the enrollment process.

Odysseyware provides several ways to enroll students in courses.

- Do one of the following to open the **Enroll Students** page:
 - On the **Students > Registration** tab, click the **Go To** button next to the student's name and select the **Course Enrollment** link. This link opens the **Course Enrollments** page which displays the student's current course enrollments. Click the **Add Enrollment** button.
 - Click the **Course Enrollments** tab, search for a student or course, and then in the search results, click the **Add Enrollment** button.
 - Click the **Gradebook** tab, and then on the **Grading** tab, click the **Add Enrollment** button.

The **Enroll Students** page appears. For more information about the fields, tools, and settings, see ["Enroll Students page fields, tools, and settings" on page 153](#).

By default, if you accessed Course Enrollments from a student's Course Enrollment link, the student's name appears in the selected students list. Your name as the logged-in user appears in the Teacher field. If desired, you can clear the fields to make new selections as explained in the following steps.

2. If the student's name already appears in the list below the **Add Student/Group** field and you plan to enroll the single student, skip to step 3. Otherwise, do the following to enroll a student, group of students, or multiple students:
 - a. Click in the **Add Student/Group** field.
 - b. Start entering the first characters of a student's first name, last name, username, student ID, campus ID, or student group name. As you enter characters, after three characters, automatic search provides matching students or groups as shown in the example below. As additional characters are entered, matching items found are narrowed.



Tip: After entering any character, you can press the **Enter** key to see all students or groups that match the character(s) entered.

Enroll Your Students

pan

Pantalone, Jennifer (Jenny12) (ID: 59) (CAMPUSID: 0411 257QA)

Panter, Amanda (AmandaP) (ID: 81) (CAMPUSID: 0411 257QA)

- c. Select the student or student group from the resulting list.

The student's name, or the names of the students in the group, appear in the section below the **Add Student/Group** field as shown in this example of a student group. This is the list of students to enroll.

Enroll Your Students

butler, aaron, aaron.butler X

carlos, juanita, juanita.carlos X

Nomar, Juan, juan.nomar X

- d. Repeat steps 2 a - c to continue adding students to the enrollment.
- e. To remove a student from the enrollment list, click the **Remove** X tool.



3. Next, create a list of courses (or just one course) to enroll the student(s) in and set course options:
 - a. Click in the **Add Courses** field and start entering the first three characters of a subject or course name.

After three characters, automatic search provides a list of matching items as shown in this example. As you enter more characters, the list of matching items is narrowed.



Tip: After entering any character, you can press the **Enter** key to see all courses that match the character(s) entered.

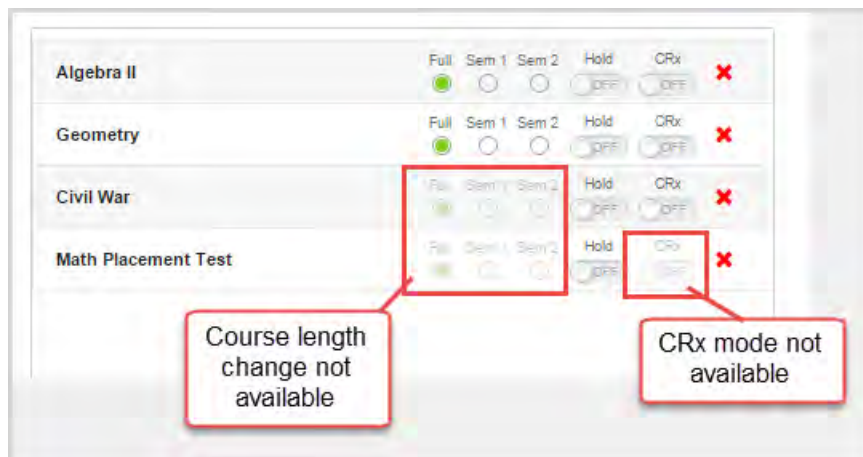
- b. Select the course from the resulting list.

The course appears in the section below the **Add Courses** field. This is the list of course(s) to enroll the list of students in.

- c. To add more courses, repeat steps 3 a - b. As you add more courses to this enrollment, the courses appear in the order that you selected them as shown in this example.

	Full	Sem 1	Sem 2	Hold	CRx	
Algebra II	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	OFF	OFF	✖
Geometry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	OFF	OFF	✖

- d. If desired, click a course length tool or toggle the status or CRx mode option for each course. The default settings for most courses are: Full term course length, Active status, and CRx mode OFF. If a course tool is not available to be changed for a course, it displays as grayed out as shown in this example.



For some courses, the options may not be changed as explained in ["Enroll Students page fields, tools, and settings" on the facing page](#).

- e. To remove a course from the list, click the **Remove** tool.

Next, you want to select a teacher of record (TOR) for the enrollment.

4. In the **Teacher** field, by default, the name of the logged-in user appears. Keep this or to assign the enrollment to a different user, do the following:
 - a. Click the Clear **X** to remove the name.
 - b. Start entering the first few letters or characters of a teacher or admin's first name, last name, user name, teacher ID, or campus ID. As you are entering text, items matching the text appear.
 - c. Select a teacher or admin from the list.

Now, you will set the term or start date and end date for the enrollment. **Remember:** If you have multiple courses listed, they all use the same term. You can later edit an enrollment to change the term.

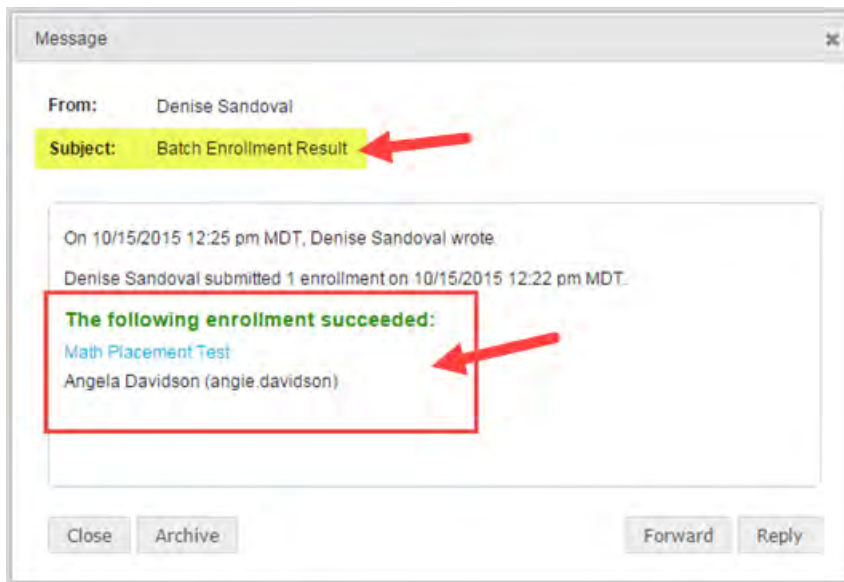
5. In the **Terms** field, the default school term appears. Keep the default term or click the list arrow to select a different term for the enrollment. If you select **Custom Term**, click the **Start Date** and **End Date** calendars to select the start and end dates for the custom term.

Now, you want to verify (or change) the enrollment settings, such as changing the pass threshold or automatically blocking quizzes or tests. Changing the settings is optional.

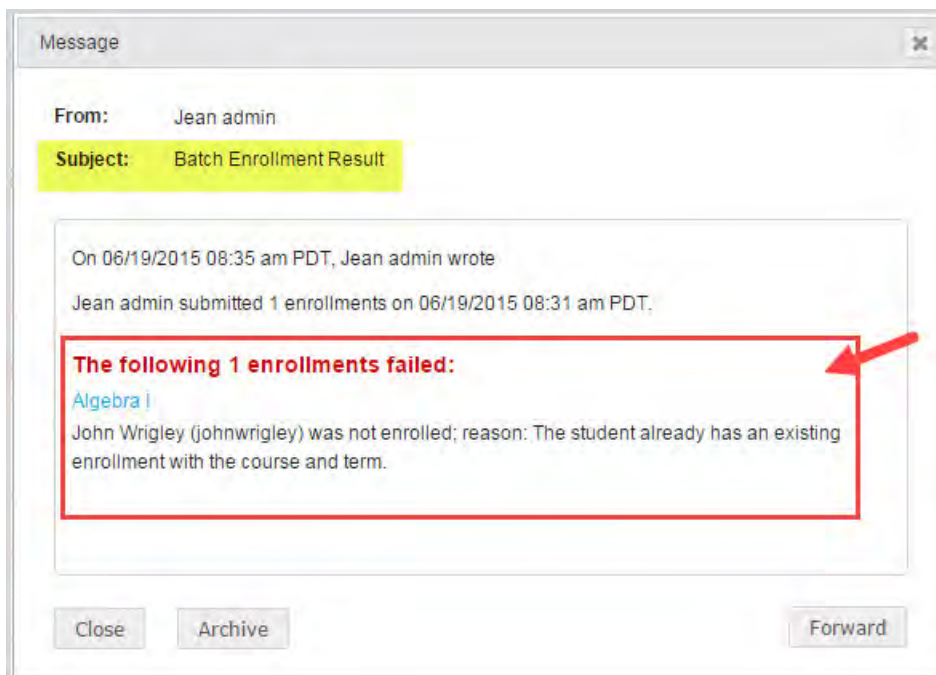
6. To view or change the enrollment settings, click the **View and edit settings** tool . To learn what the enrollment settings mean, see ["Enrollment Settings page fields, tools, and settings" on page 156](#).
 - Some settings you may not be able to modify. If you do make changes, click **Save Settings**.
7. If you are satisfied that the enrollment looks correct, click **Create Enrollment**.
8. At the enrollment submitted successfully message, click **OK**.
9. If you had selected the **Create Another Enrollment** option, the **Enroll Students** page appears with the information prefilled from the enrollment you just submitted. You must change the student(s), teacher, course(s) or term to enable the **Create Enrollment** button for the next enrollment.
 - a. Repeat the previous steps to make the required changes and submit the new enrollment.
 - b. Be sure to clear the **Create Another Enrollment** option if you are finished adding enrollments for your school.

Enroll Students page fields, tools, and settings

Depending on the Odysseyware enrollment processing queue, you, as the enrollment creator, receive a message in your Inbox when the enrollment is created as shown in this example. The teacher assigned to the enrollment also receives the **Batch Enrollment Result** message.



If any of the enrollments failed, the message contents explain the failure.



For more information, see ["Messages tab" on page 242](#).

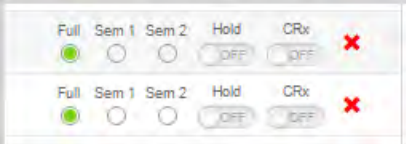
Enroll Students page fields, tools, and settings

The **Enroll Students** page makes it easy to quickly enroll one or more students in a single course or in multiple courses. The example below shows a group of students being enrolled in two courses at the same time, all assigned to one teacher for a

selected term.

The screenshot shows the 'Enroll Your Students' window. Callout A points to the 'View and edit settings' gear icon. Callout B points to the 'Add Student / Group' search bar. Callout C points to the 'Add Courses' search bar. Callout D points to the course selection area, which includes a table of course options with columns for 'Full', 'Sem 1', 'Sem 2', 'Hold', and 'CRx'. Callout E points to the 'Teacher' dropdown menu. Callout F points to the 'Terms' dropdown menu. Callout G points to the 'Create Another Enrollment' button. Callout H points to the 'Create Enrollment' button. A tooltip bubble points to the information icon (i) next to the 'Add Student / Group' bar, stating: 'Point and hold the cursor to see a tooltip that explains the field or setting.'

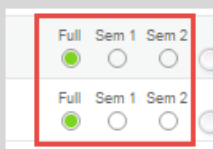
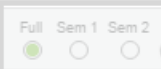
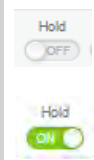
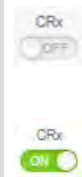
The following table explains the items indicated on the example above.


Item	Field	Description
A	View and edit settings tool and tooltip	Click the tool (gear) to access the enrollment Settings page where you can view and edit (with permission) the enrollment's settings. The tool's color changes from blue to gray based on whether you are enrolling a single student, multiple students, or the settings have been customized for the enrollment. See "Enrollment Settings page fields, tools, and settings" on page 156 .
B	Add Student/Group	Enter characters for student or group to search for students and groups that you have access to. Selected students appear in the list.
C	Add Courses	Enter characters for a subject or course to search for courses. Selected courses appear in the list.
D	Course length, status and CRx mode options	See Course length options and status and mode indicators . 

Item	Field	Description
E	Teacher	Teacher of record (TOR) for the enrollment. By default, the name of the logged-in user creating the enrollment appears. To change to another teacher, delete the name and start entering characters for the new teacher.
F	Terms	Term for the enrollment. The default school term appears. To select a different term or use a custom term, click the list and select a term or create a custom term with Start and End dates.
G	Create Another Enrollment	Lets you quickly create consecutive enrollments by keeping the student, teacher, courses and term information you entered and submitted for the first enrollment. Just make minimal changes to the students, teacher, or other information and submit the next enrollment.
H	Create Enrollment	Click this button to create the enrollment.

Course length options and status and mode indicators

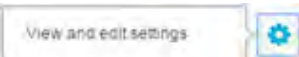
After adding a course to an enrollment, several course length options and status and mode indicators appear for each course selected for the enrollment. This table explains what the symbols mean.

indicates	Symbols	Description
Course length		<p>By default, for most courses, the Full term semester is already selected for you.</p> <ul style="list-style-type: none"> If available (not dimmed), to select only the first semester, click the Sem 1 option. If available (not dimmed), to select only the second semester, click the Sem 2 option. <p>For some courses, you can click the appropriate option to set the course length. However, not all courses offer these course length options. If a course is full term only, the Full term option appears as selected but it is disabled and cannot be changed as shown in this example.</p> 
Course status		<p>Indicates the status (Active or On Hold) for the course. By default, the option indicates that the course is in Active status (Hold=Off).</p> <ul style="list-style-type: none"> To place the course in On Hold status, click the symbol to toggle the course to On Hold (Hold=On). Toggle again to make the course Active.
CRx mode		<p>Indicates the Credit Recovery (CRx) mode for the course. By default, CRx mode is OFF. This means you do not want the course in Credit Recovery mode.</p> <ul style="list-style-type: none"> Click the symbol to toggle from CRx mode disabled (CRx=Off) to CRx mode enabled (CRx=On) for the enrollment. This means the course is in Credit Recovery mode and enrolled student(s) must achieve the CRx Pass Threshold to pass a pre-test for each unit of the course. If the student achieves the CRx Pass Threshold, the other assignments are skipped.

indicates	Symbols	Description
	 CRx mode not available for the course.	<ul style="list-style-type: none"> If the selected course is not available for CRx mode, the symbol is dimmed and not available for selection. For more information, see "How CRx mode works" on page 134.

Enrollment Settings page fields, tools, and settings

Two access methods are available to open the enrollment **Settings** page:

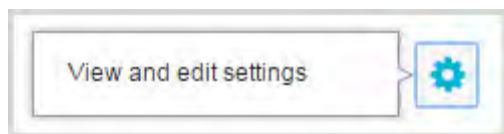
- When creating a new enrollment, click the **View and edit settings**  tool located in the upper right of the **Enroll Students** page.
- When editing an enrollment for a student, click the **Edit** button.

What the View and edit settings tool color indicates about the enrollment settings

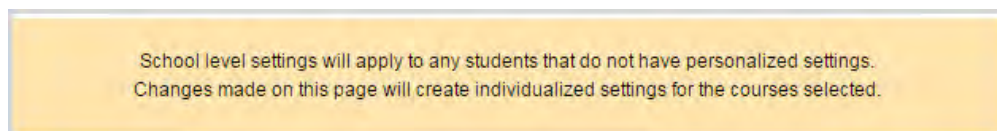
The **View and edit settings** tool changes color based on the number of students you are enrolling and whether or not the settings have been customized for the enrollment. Options available on the **Settings** page change based on the number of students for the enrollment and whether or not a student has customized, personalized Grading and Pacing (GP) and Weighting settings for their student profile. The following three cases help to explain the tool color:

Case 1: Enrolling a single student

The **Settings** tool displays a blue color.

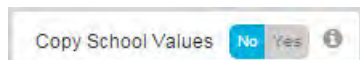


If the student *does not have* personalized, individual Grading and Pacing (GP) and Weighting enrollment settings, when you open the **Settings** page, a message (example below) informs you that the school-level GP, Monitored Assessments, and Weighting settings apply to any student without personalized settings.



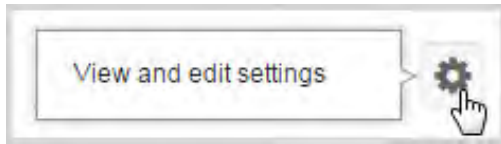
You have the option to personalize (customize) the GP, Weighting, and Monitored Assessments settings for *just this enrollment*.

However, if the student *has* personalized GP and Weighting settings, the message about the student not having personalized settings no longer displays. The student's individual, personalized GP and Weighting settings appear for the enrollment and you now see the option **Copy School Values** (example below) which if you select **Yes**, will override the student's personalized settings for just this enrollment.



Case 2: Enrolling multiple students

The **Settings** tool displays a gray color.



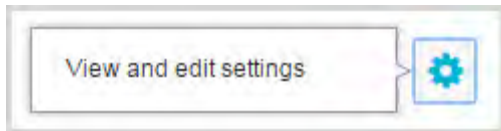
When you open the Enrollment **Settings** page, you see the default school GP, Monitored Assessments, and Weighting settings. You also see the message indicating that school-level settings will apply to any students without personalized settings.

Important: Students *with* personalized settings will keep their personalized settings for the enrollment *UNLESS* you make changes to personalize the settings for the enrollment. See Case 3 below.

School level settings will apply to any students that do not have personalized settings.
Changes made on this page will create individualized settings for the courses selected.

Case 3: Settings have been personalized for the enrollment

The **Settings** tool now displays the blue color no matter the number of students in the enrollment.



Fields, tools, and settings





The **Settings** page has several categories of fields and settings related to Grading, Pacing, Weights, Monitored Assessments, Student Tools, and Block Term End Progress for the enrollment as shown in the example below. To see the details of the enrollment settings for each category, pause the pointer on the Information symbol tool as shown in example A.

The screenshot shows the 'Enroll Students' window with the 'Settings' tab active. The page is divided into several sections: 'Grading', 'Pacing', 'Student Tools', 'Weights', 'Monitored Assessments', and 'Flex'. Red callout numbers 1 through 7 point to specific elements: 1 points to a message box at the top; 2 points to the 'Copy School Values' toggle; 3 points to the 'Grading' section; 4 points to the 'Weights' section; 5 points to the 'Monitored Assessments' section; 6 points to the 'Student Tools' section; and 7 points to a tooltip for the 'Attempts Allowed' field. The tooltip explains that 'Attempts Allowed' is the number of opportunities a student has to attempt a Lesson, Quiz, or Test, and that selecting 'Block Progress' will stop a student from proceeding if they haven't met the pass threshold.

This table explains the **Settings** page fields and settings identified on the example.

Item #	Setting	Description
1	Message box	Only appears when enrolling a single student <i>without personalized</i> settings and when enrolling multiple students.
2	Copy School Values	Only appears when enrolling a single student <i>with personalized</i> settings. Select Yes to have the enrollment use the school Grading, Pacing, & Assessments settings.
3	Grading, Pacing and Flex settings	
	Pass Threshold	
	Personalize Grading and Pacing	If Yes , allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the grading pass thresholds, pacing attempts, and Flex settings for the enrollment.

Item #	Setting	Description
CRx		Enrolled student(s) must achieve the set percentage (pass threshold) to pass a pre-test for each unit of a course with CRx mode enabled. CRx mode means "Credit recovery mode." See "How CRx mode works" on page 134.
L		Enrolled student (s) must achieve the set percentage to pass a lesson. Setting the Lesson Pass Threshold to a number greater than zero (0) enables "Focused Learning". What this means: When the student submits a lesson with a score below the Lesson Pass Threshold, the lesson is automatically reassigned to the student to do again and the Attempts counter is increased by one. You can set a maximum number of times the lesson is reassigned. See Pacing - Attempts Allowed.
Q		Enrolled student(s) must achieve the set percentage to pass a quiz for the course(s).
T		Enrolled student(s) must achieve the set percentage to pass a test for the course(s).
Pacing - Attempts Allowed		
L		Maximum number of opportunities for enrolled student(s) to achieve the lesson pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Lesson Pass Threshold within the Max Lesson Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
Q		Number of opportunities for enrolled student(s) to achieve quiz pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Quiz Pass Threshold within the Max Quiz Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
T		Number of opportunities for enrolled student(s) to achieve test pass threshold for course(s).
Block Progress		If enabled, when enrolled student(s) do not achieve a score at or above the Test Pass Threshold within the Max Test Attempts, their progress is blocked. Students can notify assigned teacher (via internal messaging) to unblock their progress.
Flex		
CRx		If enabled, and the course is a Flex Assessments course with CRx mode enabled, if the student does not achieve the CRx Pass Threshold on a unit pre-test, they are assigned <u>only</u> the Lessons in the unit associated with the <i>incorrect</i> questions on the pre-test. The Lessons in the unit with correctly answered questions are automatically set to "Skipped" status. All of the associated questions on the quiz subsequent to the skipped lesson are also skipped. Questions associated to a skipped lesson are NOT skipped on the post-test providing you a true pre/post-test comparison.
Skipped		If enabled, teachers and admins can skip an assignment in a course with Flex Assessments and have the quizzes and tests automatically adapt to match the material covered. Questions associated to skipped lessons are disabled (grayed-out) and have a "Skipped" status. These questions do not have to be answered by enrolled students and are not included when calculating student grades. Test questions are NOT skipped. For enrollments with CRx mode enabled, only quiz questions can be skipped. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on

Item #	Setting	Description
		page 138.
4	Weights	
	Personalize Weights	If Yes , allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the weights for the enrollment.
		If the Personalize Weights setting is Yes , enter a value between 0 and 100 for the weight of lesson grades within the unit. Otherwise, the school-level lesson weight value appears.
		If the Personalize Weights setting is Yes , enter a value between 0 and 100 for the weight of project grades within the unit. Otherwise, the school-level project weight value appears.
		If the Personalize Weights setting is Yes , enter a value between 0 and 100 for the weight of quiz grades within the unit. Otherwise, the school-level quiz weight value appears.
		If the Personalize Weights setting is Yes , enter a value between 0 and 100 for the weight of test grades within the unit. Otherwise, the school-level test weight value appears.
5	Monitored Assessments	
	Personalize Monitored Assessments	If Yes , allows teachers and admins with the "Change Grading, Pacing, and Assessments" permission to modify the monitored assessments settings for the enrollment.
		If enabled (checked), prevents enrolled student(s) from entering the quiz until the teacher unblocks them. This setting allows the teacher to monitor enrolled student(s)' preparation level for the quiz or to proctor the quiz.
		If enabled (checked), prevents enrolled student(s) from entering the test until the teacher unblocks them. This setting allows the teacher to monitor enrolled student(s)' preparation level for the test or to proctor the test.
6	Student Tools - Writer	
	Spelling and Grammar	If enabled (checked), Writer works much like a word processor in that enrolled student(s) right-clicks to see suggestions for incorrectly spelled words or improved grammar usage.
	Scoring	If enabled (checked), enrolled student(s) can use five criteria: Word Count, Grade Level, Readability, Topic Agreement, and Writing, to get an overall score for assignments. The Teacher provides the final grade.
7	Block Term End Progress	If Yes , prevents enrolled student(s) from working on assignments once the last day of the term is reached. Students can message teacher to have the end of the term extended. Teacher receives a "Reschedule end of term" notification in his Actions list.

Manage section identifiers (section ids) for enrollments

Section identifiers, or section IDs, are associated with student enrollments. Many of the external Student Information System (SIS) applications which integrate with Odysseyware use the section ID to provide the "connectivity" link to successfully create and update enrollment data between a SIS and Odysseyware.

Manage section identifiers (section ids) for enrollments

In Odysseyware, once a student is enrolled in a course, an Administrator *with an OASIS API key*, has the **Add Section Ids** button enabled for **Course Enrollments** to manually add or change section IDs for a student's enrollments.

	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Business Computer Information Systems I-A (2014)	Active		nayak, asnayak1	Present year (07/10/2014 - 06/25/2015)	Edit
<input type="checkbox"/>	Elective	Essentials of Business (2014)	Active		nayak, asnayak1	Present year (07/10/2014 - 06/25/2015)	Edit

Requirements

Input data for a section ID *must be unique to the student* and meet these two requirements:

- Contain at least one (1) character and no more than 255 characters.
- Use valid keyboard characters of:
0-9 a-z A-Z ` ~ ! @ # \$ % ^ & * () - _ = + [{] \ | ; : " ' , < . > / ? space (entered with spacebar)

Add, edit or remove section ids for student enrollments

- On the main nav bar, click **Course Enrollment**.
- Search for a student enrollment. See ["Search enrollments for students or courses" on page 129](#).
- Click the **Add Section Ids** button.



Note: If you do not see the **Add Section Ids** button, this means you are not an Admin user or you are an Admin user that does not have an OASIS API key assigned to your admin profile. To get this API key, see ["Edit teacher or admin user profiles" on page 116](#).

- In the **Add Section Ids** view, all of the student's enrollments are listed.
- In the **Section Id** field, enter a valid value which meets the requirements (see [Requirements.](#)), or delete the value. A validation indicator appears.
If the value entered is not unique or does not meet the requirements, a message appears. Fix the issue until the validation indicator appears.
- When finished, click **OK** to close the **Add Section Ids** view.

Reschedule (change the term for) student enrollments

You may need to reschedule a term for an enrollment or multiple enrollments for a student because:

- The student cannot begin a course on the start date and does not want to get behind in the course's assignments.
- The student wants to graduate earlier which may mean an earlier end date.
- A course term ended for the student and you have set the "Block Term End Progress" setting, but you want to allow the student to continue. The student triggered the "**Reschedule end of term**" notification.

When rescheduling multiple enrollments at the same time for a student, those enrollments will all use the same, new term. So, if you want each enrollment to use a different term, you must reschedule each one individually. Rescheduling an enrollment resets the student's pacing schedule across the remaining updated, eligible days and requires 24 hours for the changes to appear in Odysseyware for the student.

1. If you accessed the student's enrollments from the Course Enrollment shortcut link (**Go To > Course Enrollment**), the **Course Enrollments** tab displays the student's courses. If you did not use a Course Enrollment shortcut link, do the following:
 - a. On the main nav bar, click **Course Enrollment**.
 - b. (Optional) To locate the student(s) or course(s), use the search filters. See "[Search enrollments for students or courses](#)" on page 129.
2. To select a single enrollment, click the check box in the left column next to the **Subject** title of the course to be rescheduled (example A), or if you are rescheduling all enrollments for the student, select the check box next to the **Subject** column heading (example B).

Blevins, Alyssa (Username: ABlevins, User Status: Active) Go To ↻

Reschedule Activate Place On Hold Archive Add Section Ids Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input checked="" type="checkbox"/>	Mathematics	Algebra I	Active		Lear, Shanda	Student - 07/31/2014 - 08/23/2014	Edit
<input type="checkbox"/>	Mathematics	Algebra II	Active		Lear, Shanda	Student - 05/11/2015 - 08/31/2015	Edit

Blevins, Alyssa (Username: ABlevins, User Status: Active) Go To ↻

Reschedule Activate Place On Hold Archive Add Section Ids Add Enrollment

<input checked="" type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input checked="" type="checkbox"/>	Mathematics	Algebra I	Active		Lear, Shanda	Student - 07/31/2014 - 08/23/2014	Edit
<input checked="" type="checkbox"/>	Mathematics	Algebra II	Active		Lear, Shanda	Student - 05/11/2015 - 08/31/2015	Edit
<input checked="" type="checkbox"/>	Career and Technical Education	Career Explorations 2	Active		Clark, Olivia	Full Year 2015 (03/18/2015 - 03/18/2015)	Edit

3. Click the **Reschedule** button.

The **Reschedule** page appears. You have three term options available. You can use a school term (example A), student term (example B), or a custom term (example C) where you set the Begin and End dates.

Term

A

☒ School

-Select a term-
2015 (06/09/2015 - 09/16/2015)
2016 enrollable (01/08/2016 - 01/08/2017)
Present year (07/10/2014 - 06/25/2015)

☐ Student

☐ Custom

B

☐ School

-Select a student term-
12/29/2014 - 04/30/2015
12/22/2014 - 06/30/2015
12/15/2014 - 03/31/2015

☒ Student

☐ Custom

C

☐ School

☐ Student

☒ Custom

Begin

End

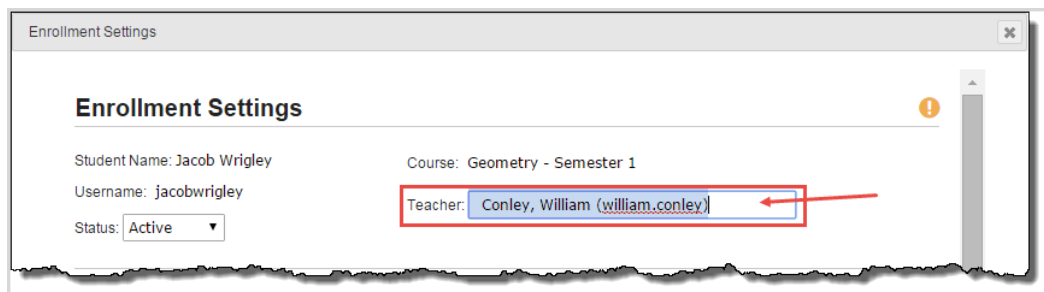
4. Select the **Term**. If you selected **Custom**, click the calendar in the **Begin** and **End** fields to set the dates.
5. Click **Reschedule**.
6. Click **OK** to close the **Success** message.

Change teacher of record for enrollments

As an Admin, you can change the teacher of record for an enrollment.

There are several ways to access an enrollment for editing the teacher of record.

1. Do one of the following:
 - On the **Gradebook** > **Grading** tab, filter and search for the student and/or course by teacher.
 - On the **Course Enrollment** tab, filter and search for the student and/or course by teacher. See ["Search enrollments for students or courses" on page 129](#).
 - On the **Students** > **Registration** tab, filter, search, or sort the list to locate the student. (See ["Filter, search, and sort the Students Registration list" on page 95](#).) Then, under **Controls**, click **Go To** and from the shortcut menu, select **Course Enrollment**.
 - On the **Teacher Assignment** view, while you are viewing the student's assignment, click **Go To**, and then from the shortcut menu, select **Course Enrollment**.
2. Depending on your enrollment access point, under **Actions**, click **Edit**.
The **Enrollment Settings** page appears.
3. In the **Teacher** field, highlight the current teacher's name and press **Delete**.



4. To add a new teacher to the enrollment, start typing the first three characters of a teacher's last name, first name, username, or teacher ID.
5. Select the teacher that matches the characters you entered.
6. Click **Save Settings**.
7. At the confirmation message, click **Ok**.

The updated teacher of record receives a New Enrollment message from the student in their **Home > Activity Stream > New Messages** list and in their **Messages** tab list.

Change the status of student enrollments

Typically, you manage student enrollments that are in **Active** status. However, if you need to place the enrollment in **On Hold** or in **Archived** status, you can change the status. Or, maybe an enrollment is **On Hold**, for example, you created the enrollment, but put it in **On Hold** status until a Pre-test was completed, now you can change the status to **Active**. You can also change an **Archived** enrollment to **Active** or **On Hold** as long as the grace period has not expired.



Warning: When you place an enrollment in Archived status, it is like placing the information in a virtual file cabinet. The information does not get deleted from Odysseyware; it just gets filed away from sight but can be easily retrieved as long as the grace period has not expired. The grace period for archived enrollments is set by your Odysseyware Administrator. During the grace period, the Archived status can be reversed, with all information related to the enrollment returned to either On Hold or Active status. Once the grace period ends, the enrollment moves from Pending Archive to Archived status and the status cannot be reversed. You would have to create a new enrollment.

Be aware of the following consideration before you change the status of an enrollment:

- If you are placing all courses for a student in On Hold or Archived status, you might consider changing the student's status to On Hold or Archived because changing the student's status automatically changes all of their enrollments (courses) to On Hold or Archived status. For an explanation of what happens to the student and their assigned courses (enrollments) in each status, see ["Users and enrollments status types" on page 21](#).



Note: If an enrollment is currently in Active or On Hold status and the student has not opened any assignment in it for the duration of one year (52 weeks), the enrollment is automatically moved to Pending Archive status. The Teacher of Record (TOR) for the enrollment is notified seven days in advance of the pending archival with a system-generated message in their Inbox. The message contains "Subject = Notification to teacher regarding pending archival action". For more information, see ["How auto-archiving enrollments happens and how teachers can respond" on page 251](#).

Place enrollments in On Hold or Archived status

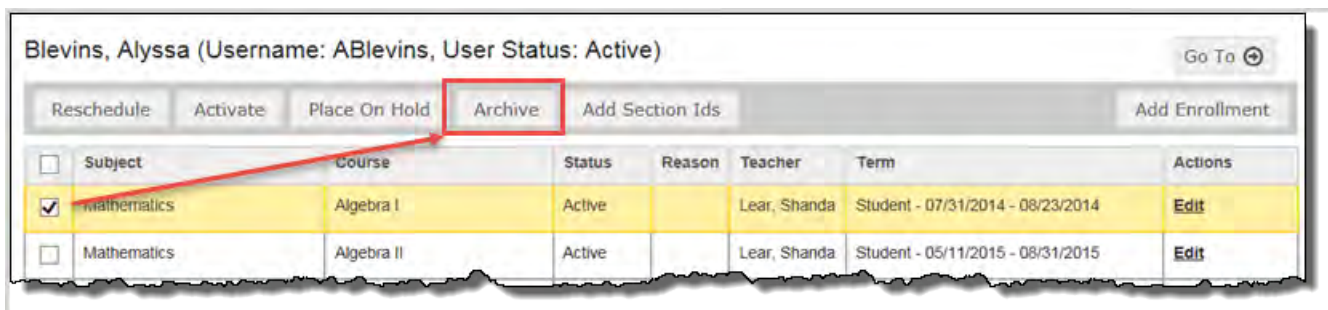
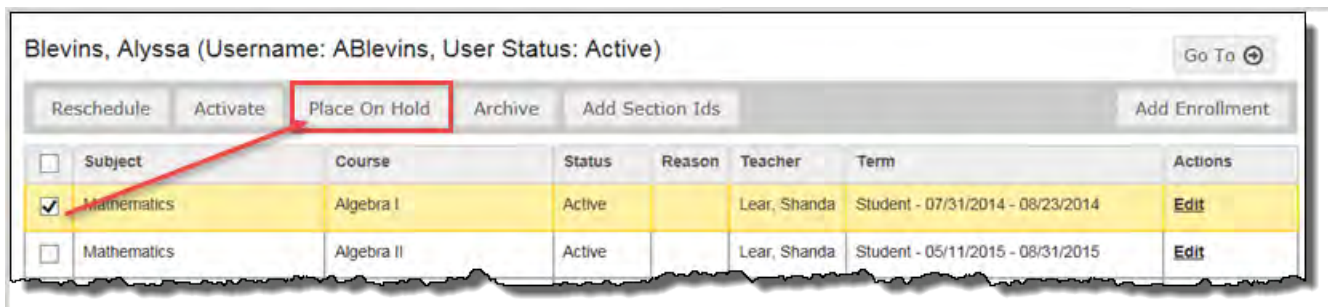
You can place one or more courses in On Hold or Archived status for a student. You select one status change at a time.

There are several ways to change the status of an enrollment. The following steps describe one way to select one or more courses for a student.

1. On the **Students > Registration** tab, filter, search, or sort the student list to locate the student. See ["Filter, search, and sort the Students Registration list" on page 95.](#)
2. For the student, click **Go To > Course Enrollment**.

The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.

3. Select the check box in the left column next to the **Subject** title of the course. Or, if you are placing all the courses for a student in On Hold or Archived status, select the check box at the top of the column next to **Subject** column.
4. Click either **Place On Hold** or **Archive** as shown in the examples.



5. Depending on the status change you selected, when the **Place On Hold** or **Archive** page appears, do one the following:
 - Click **Place On Hold** to confirm the action. (**Tip:** You can click Cancel to cancel the action and leave the course in Active status.)
 - From the **Reason** list, select why you are archiving the course(s) and then click **Archive**.
 - **Complete** - The course is completed by the student.
 - **Incomplete** - The course is incomplete and will not be completed by the student.
 - **Drop** - Course is dropped by student.
 - **Void** - Course should not have been assigned to student or was assigned in error.

Archive

One or more of the following enrollments has completed work.

The following enrollments will be archived:

First	Last	Subject	Course	Teacher	Term
Alyssa	Blevins	Mathematics	Algebra I	Lear	Student - 07/31/2014 - 08/23/2014

Reason: **Complete**
Incomplete
Drop
Void

Cancel

- Click **OK** to close the **Success** message.

Activate On Hold or Archived enrollments

You can activate an On Hold enrollment or an Archived enrollment (as long as the grace period has not expired). If you changed the student's status to On Hold or Archived, you must change the student's status for the enrollment to be automatically activated. You can activate one or more On Hold or Archived enrollments at the same time.

There are several ways to activate an enrollment for a student. The following steps describe one way.

- On the **Students > Registration** tab, filter, search, or sort the student list to locate the student. See ["Filter, search, and sort the Students Registration list" on page 95](#).
- Select the student, and click **Go To > Course Enrollment**.

The **Course Enrollments** tab appears displaying the student's name and, by default, all of their assigned courses.

- Change the **Enrollment Status** filter to **On Hold** or **Archived** so that you filter the student's courses to the appropriate status.

Enrollment Status

Subject

Course

Teacher

All
Active
On Hold
Archived

-Select a teacher-

- Select the check box in the left column next to the **Subject** title of the course. Or, if you are placing all the courses for a student in Active status, select the check box at the top of the column next to **Subject** column.
- Click **Activate** as shown in the example.

Blevins, Alyssa (Username: ABlevins, User Status: Active)

Go To

Reschedule **Activate** Place On Hold Archive Add Section Ids Add Enrollment

	Subject	Course	Status	Reason	Teacher	Term	Actions
<input checked="" type="checkbox"/>	Mathematics	Algebra I	Archived	Incomplete	Lear, Shanda	Student - 07/31/2014 - 08/23/2014	Edit

The **Activate** page appears.

Edit settings for enrollments

6. If the information appears correct, click **Activate**. Otherwise, click **Cancel**.
7. Click **OK** to close the **Success** message.

Edit settings for enrollments

As an admin, you can edit or modify a current enrollment for a single student for a single course. Once an enrollment has been created, limited changes can be made to the enrollment.



Permission(s) check: You must have the "Change Grading, Pacing, and Assessments" permission enabled for your user profile to personalize the grading, pacing, and weights for the enrollment.



Note: An enrollment with the status of Active or On Hold can be modified. An archived enrollment can have its status changed to Active or On Hold only. No other modifications can be made.

There are several ways to access an enrollment for editing.

1. Do one of the following:
 - On the **Gradebook** > **Grading** tab, filter and search for the student or course.
 - On the **Course Enrollment** tab, filter and search for the student or course. See ["Search enrollments for students or courses" on page 129](#).
 - On the **Students** > **Registration** tab, filter, search, or sort the list to locate the student. (See ["Filter, search, and sort the Students Registration list" on page 95](#).) Then, under **Controls**, click **Go To** and from the shortcut menu, select **Course Enrollment**.
 - On the **Teacher Assignment** view, while you are viewing the student's assignment, click **Go To**, and then from the shortcut menu, select **Course Enrollment**.
2. Depending on your enrollment access point, under **Actions**, click **Edit**.

The **Enrollment Settings** page appears as shown in example 1 below. The student's name, username, and course name appear at the top of the page. These are read-only fields and cannot be changed on this page. Symbols on the page provide additional information about the enrollment and enrollment settings:

Symbol	Indicates
	Tooltip which explains the enrollment settings for each category. Point to the symbol and pause to see the tooltip.
	Symbol appears if the enrollment includes completed work.

For more information about what the enrollment settings mean, see ["Enrollment Settings page fields, tools, and settings"](#) on page 156.

The screenshot shows the 'Enrollment Settings' window for a student named Gregory Jones in the 'Civil War' course. The window is divided into several sections: Grading, Pacing, Student Tools, Weights, and Monitored Assessments. Callouts are present: a red circle '1' at the top right; a box pointing to a yellow warning icon stating 'Indicates enrollment has completed work'; a box pointing to an information icon in the 'Pacing' section stating 'Point and hold cursor to see information about settings.'; and a box pointing to a 'Yes' button in the 'Grading' section.



Note: If an enrollment setting appears grayed-out or inactive, that means the setting is disabled and cannot be changed.

3. Settings you can change may include:

Item	Setting	Do the following...
A	Status	<ul style="list-style-type: none"> Change the enrollment status to On Hold, Archived, or Active. See "Change the status of student enrollments" on page 164.
B	Teacher	<ul style="list-style-type: none"> Reassign the enrollment to a different teacher. See "Change teacher of



Edit settings for enrollments

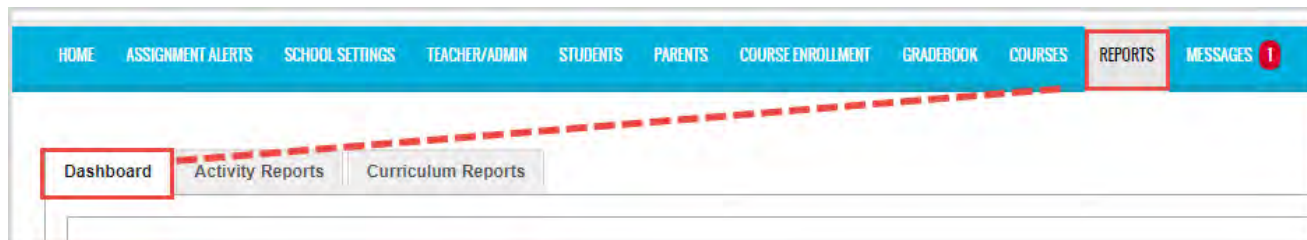
Item	Setting	Do the following...
		record for enrollments" on page 163.
C	Grading, Pacing and Flex settings	<ul style="list-style-type: none"> Click Yes for the Personalize Grading and Pacing option. Then, change the following: <ul style="list-style-type: none"> Under Grading > Pass Threshold, change the threshold percentage for CRx and the other assignment types. Under Pacing > Attempts Allowed, change attempts allowed for each assignment type. If desired, select the Block Progress check box for an assignment type to prevent the student from proceeding if they have not reached the pass threshold. For Flex settings, select or clear the check boxes. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 138.
D	Weights	<ul style="list-style-type: none"> Under Weights, to personalize one or more assignment weights, click Yes for the Personalize Weights option, and then adjust the weighting for the assignment type. Values must total to 100.
E	Monitored Assessments	<ul style="list-style-type: none"> Under Monitored Assessments, to personalize a setting, click Yes for the Personalize Monitored Assessments option, and then select or clear the quiz or test option to prevent or allow the student from entering the assignment type until the teacher unblocks their progress.
F	Writer - Spelling & Grammar and Scoring	<ul style="list-style-type: none"> Select or clear the check boxes.
G	Block Term End Progress	<ul style="list-style-type: none"> Click Yes to block the student from proceeding in the course once the last day of the term is reached.

- When finished, click **Save Settings**.
- At the confirmation message, click **Ok**.

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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 is seen by any Admin, Teacher or Super Teacher. The enrollment data a user sees on the Dashboard is dependent on their user role and/or whether or not that user has active student enrollments:

- An Admin user sees all active student enrollments at the school.
- A Super Teacher, if not restricted by associated campus(es), may see all active student enrollments. If restricted by associated campus(es), a Super Teacher will see enrollments for those associated campuses and where assigned as the Teacher of Record (TOR).
- A Teacher sees active student enrollments where assigned as the Teacher of Record (TOR). If the teacher does not have any active student enrollments, a "No Results" message appears on the Dashboard tab.

An active enrollment appears in the Dashboard if it has a start date before the current date and an end date within seven (7) days of the current date. Once an enrollment's end date goes one week (7 days) past the current date, it will no longer display in the Dashboard.




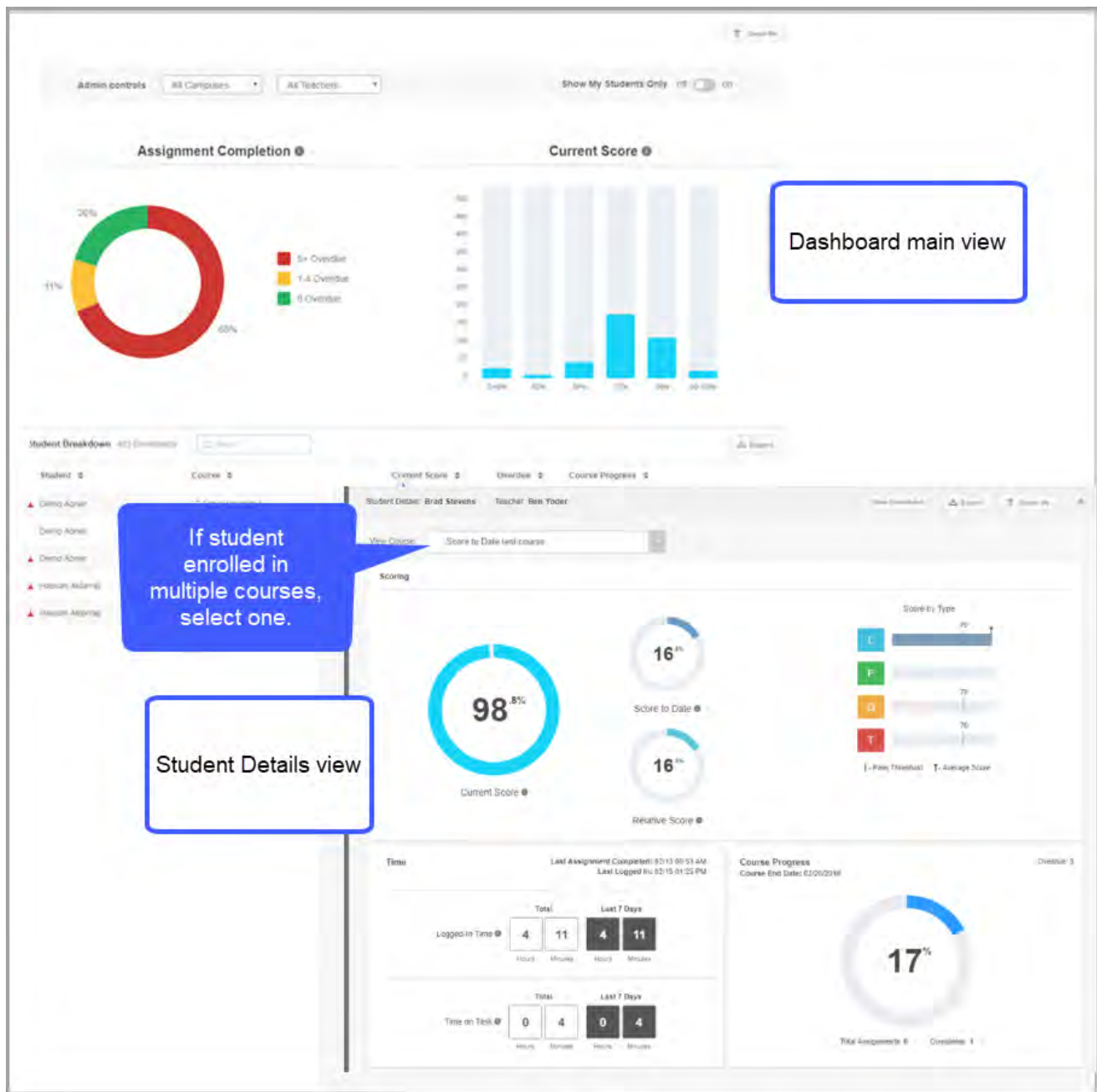
Note: Data for the Dashboard is based on active student enrollments and is updated (refreshed) regularly via a synchronization service which pulls data from the Odysseyware application. Look for the **Last Refreshed** date and time indicator  Last Refreshed: 02/16/18 08:48 AM MST in the lower right corner of the view to see how recently the data was refreshed.

Dashboard views

The **Dashboard** tab has two views - the main view and a student details view. The information shown and tools available differ between the views.



Tip: On first viewing, a helpful tutorial opens to walk new users through the important elements of the Dashboard. At any time, click the **Guide Me**  button to open the tutorial.



Main view

The main view is the default view for the Dashboard. On the **Dashboard** main view, Admins, Teachers, and Super Teachers can:

- 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.

What you see and can do on the Dashboard main view

Admins and Super Teachers (with permission) can use the Admin controls along the top of the view to filter and segment data. For example, an Admin can use the **Campus** and **Teacher** filters to display students for a particular campus for a particular teacher so that the Admin is quickly made aware of students who are scoring low.



Permission(s) check: Super Teachers must have the "Enable Dashboard Admin View" permission enabled for their teacher profile to see and use the Admin controls. See your Odysseyware Administrator if you require the permission enabled for your teacher profile. Also, Super Teachers with the "Restrict to Campus" permission enabled only see campuses for students with the same campus ids as the Super Teacher.

To learn more about the Dashboard main view, see ["What you see and can do on the Dashboard main view" below](#).

Student Details view

The **Student Details view** is opened by clicking the **Details** button for a student in the list at the bottom of the main view. On the **Student Details** view, Admins, Teachers, and Super Teachers can:

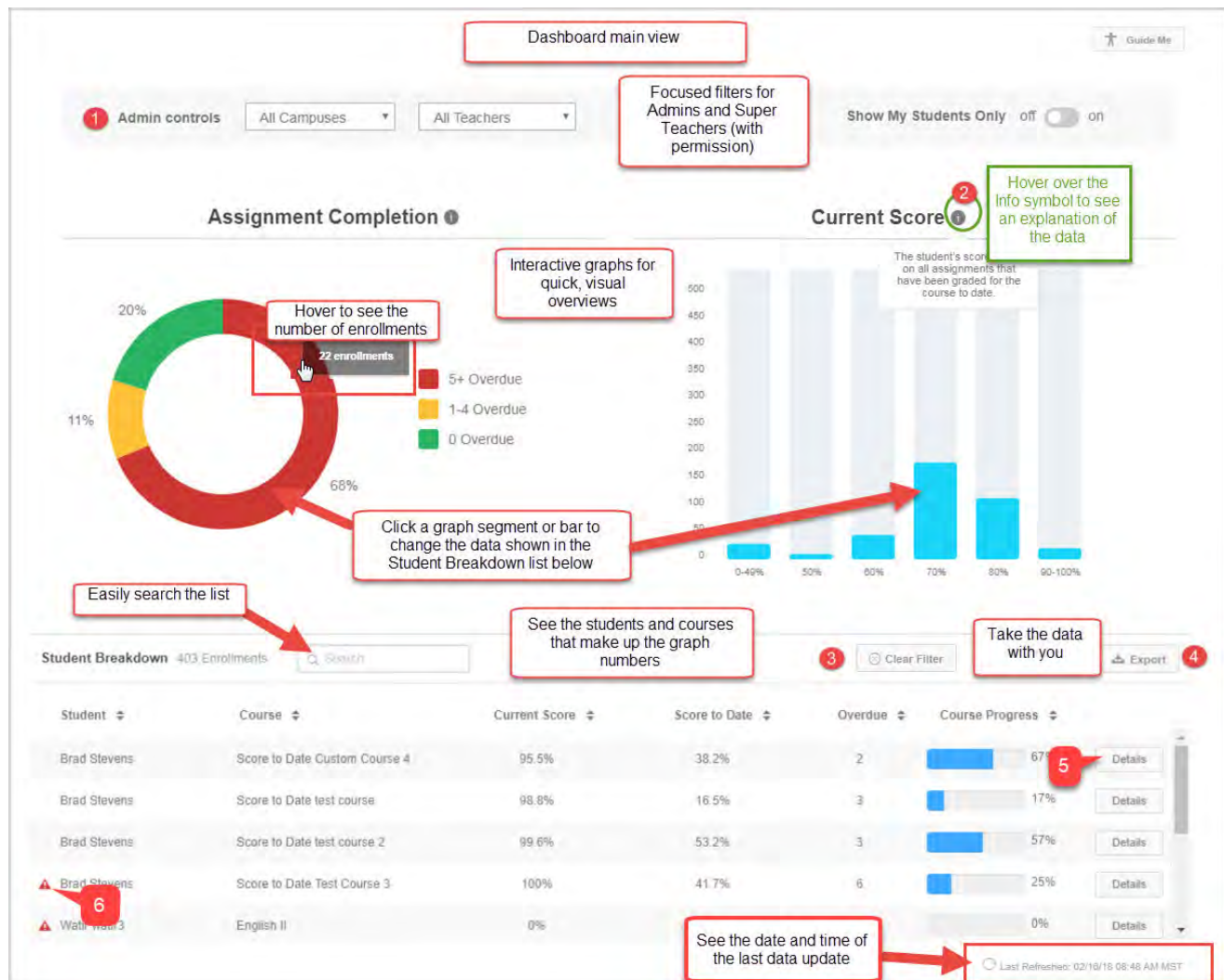
- See a student's current score, score to date, relative score, score by assignment type, the amount of time spent working on assignments, and course progress for an individual course.
- Export data to a .csv format for analysis or to a .pdf format to share with others.
- Quickly navigate to the student's enrollment in the Gradebook to view and manage individual assignments.

To learn more about the **Student Details** view, see ["What you see and can do on the Student Details view" on page 178](#).

What you see and can do on the Dashboard main view

On the Dashboard main view, the data presented in the two interactive graphs is a rollup of all active student enrollments with a start date before the current date and an end date within seven (7) days as of the current date.

The two graphs are *independent elements* showing two types of data for the same active student enrollments. *Independent* means when interacting (filtering) one graph, the other graph is not affected. However, each graph, when filtered, determines what you do see in the **Student Breakdown** list at the bottom of the main view.



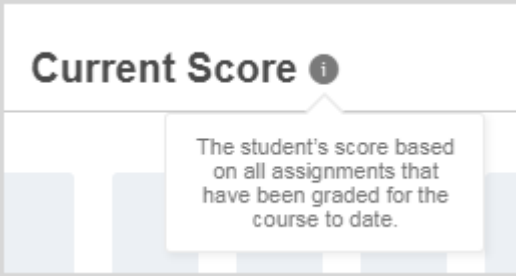

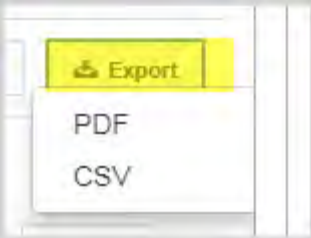
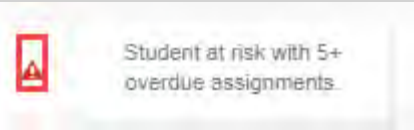
Note: Data rollup of all active enrollments with an end date within seven (7) days as of the current date means that some enrollments may be close to ending based on the assigned term and some enrollments may have just started based on the assigned term. When an enrollment end date hits the eight (8) days past interval based on the current date, the enrollment is no longer seen in the Dashboard.

On the **Main** view, several features and tools (identified above) are available to help you understand the progress for all student enrollments, or in the case of Teachers, on all their assigned student enrollments.

Item#	Feature/tool	Description
1	Admin controls	Available to Admins and Super Teachers (with permission). See What you see and can do on the Dashboard main view .
2	Info symbol	Hover over the symbol to see what the data shown means.



What you see and can do on the Dashboard main view

Item#	Feature/tool	Description
		
3	Clear Filter button	<p>Appears in the Student Breakdown section once filtering has been applied to either graph. Resets data back to all active enrollments.</p> 
4	Export button	<p>Exports data based on any filters applied. You can export data to a PDF or CSV file. See "Export Dashboard data to analyze and share with others" on page 184.</p> 
5	Details button	<p>Click it to go to the Student Details view. See "What you see and can do on the Student Details view" on page 178.</p>
6	Red warning indicator	<p>The red warning indicator means the student has 5 or more assignments past due and is at risk to complete the course based on the Course End Date.</p> 

The Admin controls area has three filters which allow an Admin or Super Teacher (with permission) to change the enrollment data being displayed in the interactive graphs and **Student Breakdown** list. The filters can be used one at time or applied together to get the desired results.



Note: By default, for Admins, all enrollments for all campuses, for all teachers, and for all students are displayed. For a Super Teacher, what you filter on from the lists depends on whether or not the "Restrict to Campus" permission is enabled with selected campuses for your teacher profile.

Admin controls

All Campuses
1

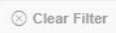
All Teachers
2

Show My Students Only
off
3
on

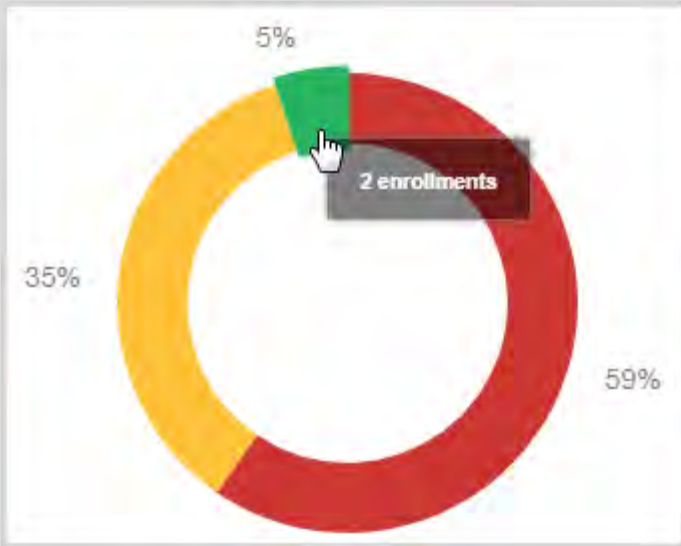
Action	Do the following...
Filter enrollments by campus	<ul style="list-style-type: none"> From the All Campuses list (#1 above), select a campus from the list. <p>The data changes in the two graphs and the Student Breakdown list.</p> <ul style="list-style-type: none"> To remove the filter, select another campus, or select the All Campuses option.
Filter enrollments by teacher	<ul style="list-style-type: none"> From the All Teachers list (#2), select a teacher. To remove the filter, select another teacher, or select the All Teachers option.
Filter enrollments to only show enrollments where Teacher of Record	<ul style="list-style-type: none"> Toggle Show My Students Only on (#3). To remove the filter, toggle to off

The **Assignment Completion** graph, before any filtering, shows a breakdown of completed assignments (in percentages) for ALL active enrollments in ALL courses. The legend to the right explains the coloring of the segments. The **Student Breakdown** list below the graph contains students included in all enrollments. For more information, see ["What you see and can do on the Dashboard main view" on page 173](#).

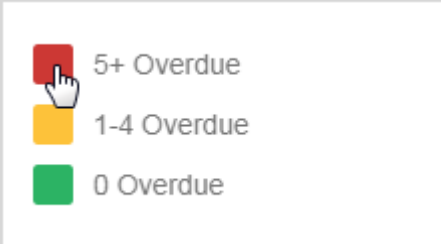
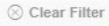


Tip: Once you start interacting with the graph, a **Clear Filter**  button appears so that you can easily reset the graph and **Student Breakdown** list back to all enrollments.

To interact with the graph to get to the enrollments you want to analyze:


Action	Do the following...
See the number of enrollments that make up a colored segment	<ul style="list-style-type: none"> Hover the cursor over a colored segment 
Change the graph to only include enrollments for a selected segment	<ul style="list-style-type: none"> Click a colored segment <p>or</p>

What you see and can do on the Dashboard main view

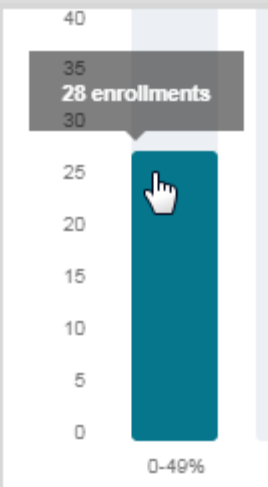
Action	Do the following...
	<ul style="list-style-type: none"> Click a legend color.  <p>The graph changes to only show the selected segment and the Student Breakdown list changes to the included enrollments.</p>
Filter the Student Breakdown list to only include those enrollments in the selected segment	<ul style="list-style-type: none"> Click a colored segment. <p>The Student Breakdown list is filtered and remains filtered until another segment is selected or the Clear Filter button is clicked.</p>
Clear any filters	<ul style="list-style-type: none"> Click the Clear Filter  button.

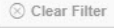
The **Current Score** graph, before any filtering, shows a graph of the number of student enrollments by a score percent. The **Student Breakdown** list below the graph contains the students included in ALL enrollments in ALL courses.



Tip: Once you start interacting with the graph, a **Clear Filter**  button appears so that you can easily reset the graph and **Student Breakdown** list back to all enrollments.


To interact with the graph to get to the enrollments you want to analyze:

Action	Do the following...
See the number of enrollments for a selected bar	<ul style="list-style-type: none"> Hover the cursor over a percent bar 
Change the graph to only include enrollments for a selected bar	<ul style="list-style-type: none"> Click a percent bar to filter the Student Breakdown list to only include those enrollments.


Action	Do the following...
	The Student Breakdown list changes to the included enrollments.
Clear any filters	<ul style="list-style-type: none"> Click the Clear Filter  button.

The **Student Breakdown** list, before any filtering, shows ALL students in ALL active enrollments in ALL courses. Once you start applying filters, the **Student Breakdown** list changes to reflect the selected Admin control filter, graph segment, or bar.



Tip: The red warning  indicator means the student has five or more assignments past due for the course and is at risk to finish it.

Actions you can take with the Student Breakdown list include:

Action	Do the following...
Search for a student or course	<ol style="list-style-type: none"> In the Search text box, enter the first few characters of a student's name or course title to filter the list. To clear the search, click the clear X or the Clear Filter button.
Sort the data	<ul style="list-style-type: none"> To sort a column in ascending order,
Export data to a .csv or .pdf format	<ul style="list-style-type: none"> Click the Export button and select a format. <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;">  Note: The data included in the report changes based on the filtering in either the Assignment Completion or Current Score graph. </div> <p>See "Export Dashboard data to analyze and share with others" on page 184.</p>
Drill into more information for the student	<ul style="list-style-type: none"> Click the Details button. <p>See "What you see and can do on the Student Details view" below.</p>

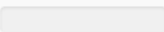
What you see and can do on the Student Details view

The **Student Details** view provides more in-depth information about the student in a selected course. For example, you see the student's current score, score to date, and relative score along with the student's progress in the course. Having this in-depth information may help you to make decisions about whether or not to intervene.

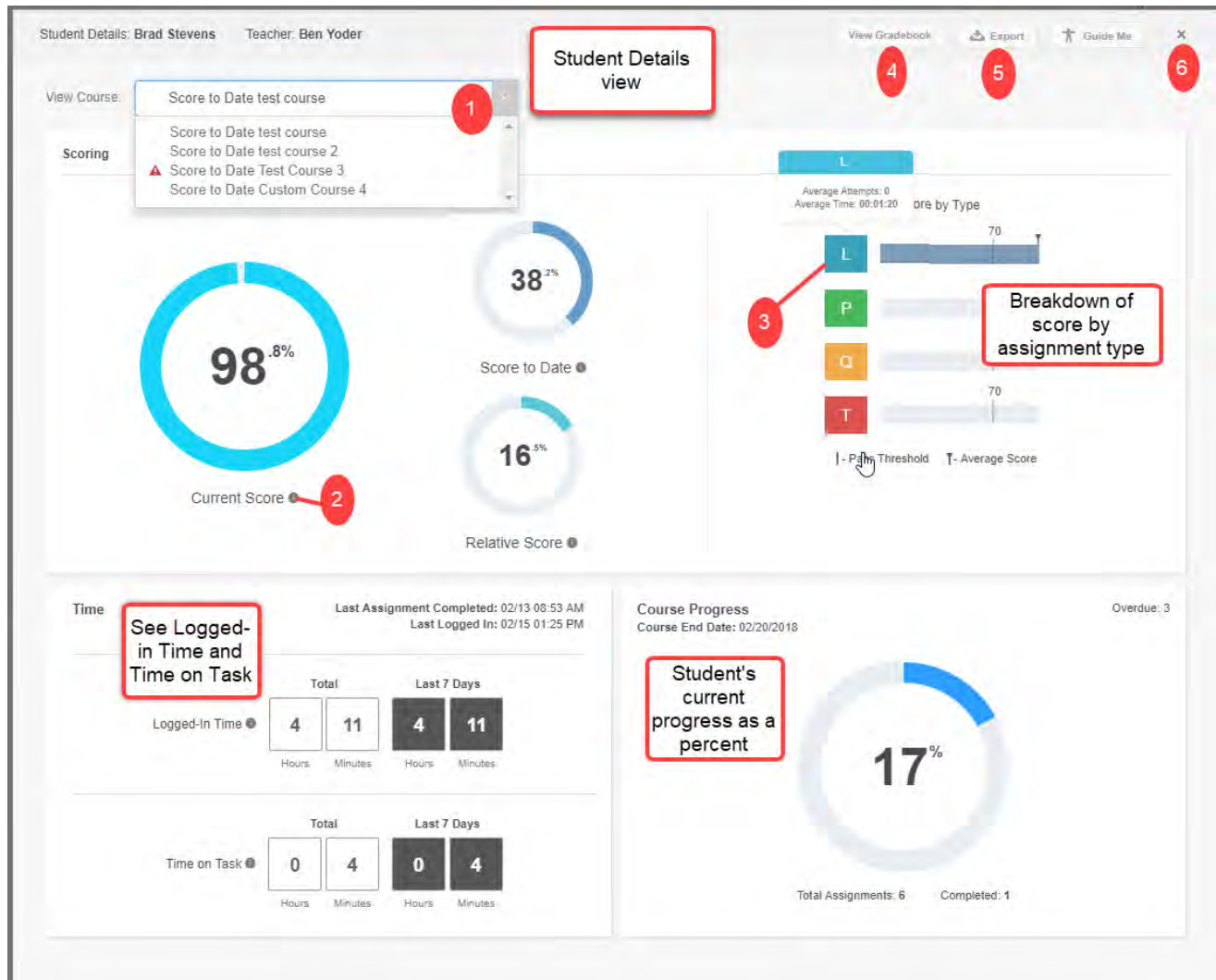


Tip: To learn more about the data being shown for the student, hover over any **Info** symbol to see a tooltip. You can also click the **Guide Me** button to see a quick tutorial explaining the features and tools on the view.

- To open the **Student Details** view, click the **Details** button for a student in the **Student Breakdown** list.

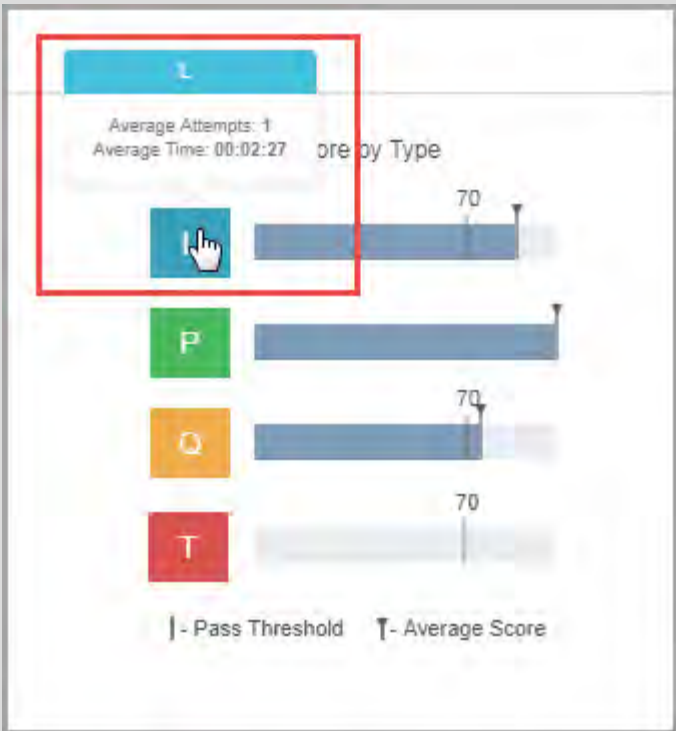
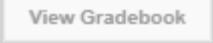
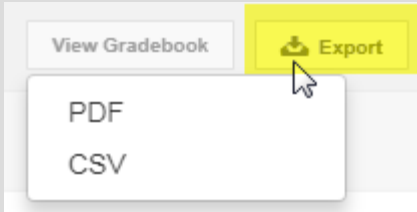
Ashley Becker	Civil War	0%	2	 0%	Details
---------------	-----------	----	---	--	----------------

What you see and can do on the Student Details view

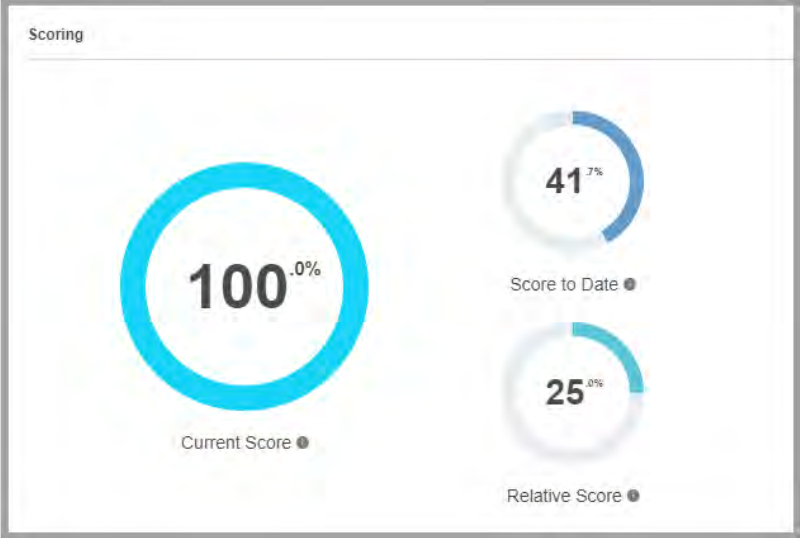



On the **Student Details** view, several features and tools are available to help you understand how the student is progressing in a selected course.

Item#	Feature/tool	Description
1	Course list	If the student is enrolled in more than one course, you select a course from the list and the data changes to the selected courses. Otherwise, a single course name appears and the data reflects that single course.
2	Info symbol	Hover over the symbol to see what the data shown means.
3	Assignment type symbol	<p>Hover over the Assignment type symbol to see the Average number of attempts and Average time spent by the student for that type. See also Average Score and Pass Threshold by Assignment type.</p> <p>Tip: Having the number of attempts and average time spent may indicate the student is having trouble completing an assignment type.</p>

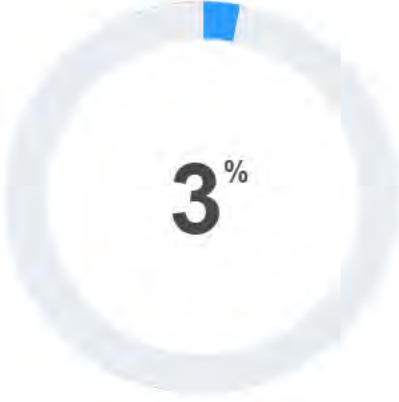

Item#	Feature/tool	Description
		
4	View Gradebook  button	Provides direct access to the student's Gradebook so that you can dive further into the student's unit and assignment level progress and score for the selected course. The Gradebook opens in a new browser tab so there is no need to leave the Dashboard. Once in the Gradebook, you can reassign a lesson, block the next lesson, and more.
5	Export button	<p>Exports data about an individual student. You can export data to a PDF or CSV file. See "Export Dashboard data to analyze and share with others" on page 184.</p> 
6	Close X	Click to close the Student Details view and return to the Dashboard main view.




There is a lot of information on the **Student Details** view about a specific enrollment for the student. The table below explains what the data shown means.

Item	Description
Scoring component <div>  <p>The Scoring component visualization displays three donut charts. The largest chart on the left represents the 'Current Score' at 100.0%. To its right, there are two smaller charts: 'Score to Date' at 41.7% and 'Relative Score' at 25.0%.</p> </div>	
Current Score	Student's score in the selected course based on GRADED assignments to date.
Score to Date	Student's score taking into account overdue assignments not attempted by the student which are given a grade of zero (0). This is the true "paced" score.
Relative Score	<p>Student's score based on if the student dropped out of the course and did not complete the remaining assignments, what the final score would be. The Relative Score calculation:</p> <ul style="list-style-type: none"> • Does include assignment Weighting based on selected Weighting type (Weight by Category or Weight by Item) for the school. • Redistributes the Weighting when an assignment type is not included in a unit. • Does not include Skipped units and assignments.
Score by Type component	
Average Score and Pass Threshold by Assignment type	<p>See Assignment type symbol.</p> <p>Also shows the student's average score by Assignment Type (Lesson, Project, Quiz, Test) and the applicable enrollment Pass Threshold for that assignment type.</p> <ul style="list-style-type: none"> • Hover the cursor over the Average Score indicator to see the student's average score for the assignment type. This data may indicate how well the student does with lessons as compared to taking quizzes and tests or working on projects.

Item	Description								
	 <p>Note: Only Lessons, Quizzes and Tests have Pass Thresholds. Projects do not.</p>								
Time component <div> <p>Time</p> <p>Last Assignment Completed: 02/13 08:53 AM Last Logged In: 02/15 01:25 PM</p> <hr/> <p>Logged-In Time ⓘ</p> <table> <tr> <th>Total</th><th>Last 7 Days</th></tr> <tr> <td> <div>4</div> <div>11</div> <div>Hours</div> <div>Minutes</div> </td><td> <div>4</div> <div>11</div> <div>Hours</div> <div>Minutes</div> </td></tr> </table> <hr/> <p>Time on Task ⓘ</p> <table> <tr> <th>Total</th><th>Last 7 Days</th></tr> <tr> <td> <div>0</div> <div>4</div> <div>Hours</div> <div>Minutes</div> </td><td> <div>0</div> <div>4</div> <div>Hours</div> <div>Minutes</div> </td></tr> </table> </div>		Total	Last 7 Days	<div>4</div> <div>11</div> <div>Hours</div> <div>Minutes</div>	<div>4</div> <div>11</div> <div>Hours</div> <div>Minutes</div>	Total	Last 7 Days	<div>0</div> <div>4</div> <div>Hours</div> <div>Minutes</div>	<div>0</div> <div>4</div> <div>Hours</div> <div>Minutes</div>
Total	Last 7 Days								
<div>4</div> <div>11</div> <div>Hours</div> <div>Minutes</div>	<div>4</div> <div>11</div> <div>Hours</div> <div>Minutes</div>								
Total	Last 7 Days								
<div>0</div> <div>4</div> <div>Hours</div> <div>Minutes</div>	<div>0</div> <div>4</div> <div>Hours</div> <div>Minutes</div>								
Last Assignment Completed	Date and time of the last completed assignment in the selected enrollment (course).								
Last Logged In	Date and time of the last login to the course.								
Logged in Time: Total and Last 7 Days	The amount of time the student was logged into Odysseyware based on the enrollment start date to calculate the start time and the most recent sync being used to calculate the end date/time. If a teacher reschedules the enrollment, the earliest start date is then used to calculate the logged-in start time. Shows the total time the student was logged in and the logged in time for the last 7 days including the current day.								
Time on Task: Total and Last 7 Days	The sum of the total amount of time the student spent working on assignments for the selected course. When the student opens an assignment in the course, the activity time-on-task clock starts. Shows the total time on task and the time on task for the last 7 days including the current day.								
Course Progress component									

What you see and can do on the Student Details view

Item	Description
<div data-bbox="159 279 1230 961"> <div> <div>Course Progress</div> <div>Course End Date: 10/01/2018</div> <div>Overdue: 0</div> <div>  <div>3%</div> </div> <div> <div>Total Assignments: 61</div> <div>Completed: 2</div> </div> </div> </div>	
Course End Date	Date the course (enrollment) ends.
Course Progress % (graph)	<p>Shows the course progress percent taking into account whether or not this is a standard enrollment or CRx enrollment:</p> <ul style="list-style-type: none"> For a standard enrollment, course progress is calculated by dividing the number of graded assignments by the total number of assignments. For example, 2 graded assignments in a course with 61 total assignments would calculate course progress at $2/61$ or .032 or 3%. <div data-bbox="776 1318 1464 1528">  <p>Note: Total number of assignments excludes assignments in Skipped status, Reference R assignment types, and Review RV assignment types.</p> </div> <ul style="list-style-type: none"> For a CRx enrollment, course progress = $\Sigma \text{Unit N Progress} / N \text{ Units}$ where N is the unit number. The course progress is simply an averaging of the individual unit progress so that there isn't a wide swing in the course progress. For example, the CRx enrollment contains five (5) units each with a Pre-Test. So, the total number of assignments for the course would be five (5). If the student passes the Pre-test in unit 1, unit progress is 100% and the course progress is $20\% = (100\% \text{ for unit 1} + 0 + 0 + 0 + 0)/5$. Now, if the student fails to meet the pass threshold for the Pre-test in

Item	Description
	unit 2, then the student has 20 assignments in unit 2 to complete plus three other pre-tests to do in units 3-5. At this point, the course progress still stays at 20%.
Total Assignments and Completed	<p>Shows the total number of assignments in the course and number of completed (graded) assignments.</p> <div>  <p>Note: Total number of assignments excludes assignments in Skipped status, Reference R assignment types, and Review RV assignment types.</p> </div>
Overdue	<p>Shows the number of assignments in Overdue status based on the current date and using the Due Date of the assignment.</p> <div>  <p>Tip: If the student is at risk to complete the enrollment by the Course End Date, the red warning  indicator appears next to the Overdue number.</p> </div>

Export Dashboard data to analyze and share with others

Data in both the main Dashboard view and the Student Details view can be exported to a .CSV or .PDF format.

- With the .CSV export, you get the raw data numbers in a downloaded file that you can open in Microsoft® Excel® or any application that supports .CSV files.



Note: Any filters you have applied are reflected in the csv export.

- With the .pdf export, what you get depends on the view selected:
 - For the Main view, you get a static report of the graphs and data in the Student Breakdown list.
 - For the Student Detail view, you get a static report of the graphs.

Export data from the Dashboard main view

1. On the main view, if desired, use a one or more filters to change the data displayed in the **Student Breakdown** list.
2. Click the **Export** button, and then select a format: .CSV or PDF. The data exported reflects the applied filters.

Export data from the Student Details view

1. On the main view, in the **Student Breakdown** list, for the student, click the **Details** button.
2. On the **Student Details** view, if the student has more than one course, select the course from the list. The data changes to reflect the selected course.
3. Click the **Export** button, and then select a format: .CSV or PDF.

Run reports to track student progress and faculty activity


Odysseyware provides a variety of student reports available to help Admins manage and track student activity in enrollments, such as time on task and score, progress, and more. Additional administrative reports let Admins track faculty progress and activity.

Two access points in Odysseyware are available for running activity reports:

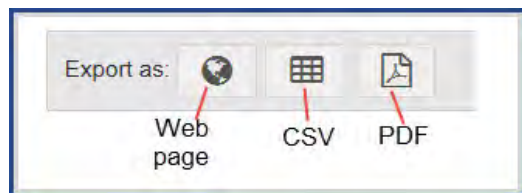
- The **Activity Reports** tab under the main nav bar **Reports** tool. Depending on your Odysseyware user role, the Activity Reports tab contains the full set of student and administrative reports. See ["Run reports from the Activity Reports tab"](#) on page 223.

The screenshot displays the Odysseyware Reports interface. At the top, a navigation bar includes links for HOME, ASSIGNMENT ALERTS, SCHOOL SETTINGS, TEACHER/ADMIN, STUDENTS, PARENTS, COURSE ENROLLMENT, GRADEBOOK, COURSES, **REPORTS**, and MESSAGES (99+). The **REPORTS** tab is highlighted with a red box. Below this, a sub-navigation bar shows Dashboard, **Activity Reports** (highlighted with a red box), and Curriculum Reports. A red arrow points from the **Activity Reports** sub-tab to the left-hand menu. The left-hand menu lists various report categories: Home, Course Completion Breakdown, Course Percentage Complete, Course Progress Monitor, Detailed Student Grading, Faculty Progress, Group Overview, Group Progress, Login/Logout Times, Pre/Post Test Scores, Student Activity Daily Breakdown, Student Activity Summary, Student Lesson Plan, Student Progress, Student Unit Grades, and Track Grade Overrides. The main content area is titled 'Create a Report' and includes instructions: 'Follow these simple instructions: 1. Choose desired report from the menu on the left. 2. Select what you would like your report to cover. 3. Select a format for your report. 4. That's it.' Below the instructions, there is a 'Time zone' section showing 'Mountain Time' and a dropdown menu to select a different time zone. At the bottom, a table lists reports with their names and descriptions.


Name	Description
Course Completion Breakdown	This report will show administrators course progress for all students in each course by decile percentage
Course Percentage Complete	View the percentage of course completion along with the current scores for completed assignments
Course Progress Monitor	This report will show administrators the number of students who are behind, on target, or who have not yet started a course
Detailed Student Grading	Monitor student grades at the assignment, unit, and course levels along with time on tasks
Faculty Progress	Displays teachers' daily to-dos for their students
Group Overview	This report will show the course grade and percentage

- The **Quick Reports**  tool on the **Gradebook > Grading** tab. The **Quick Reports** tool appears after you have searched for a student or if you accessed the Gradebook from the student's **Go To > Gradebook** shortcut. The set of reports that you can run from the **Quick Reports** tool is limited to student reports.

You can export the report as a Web page (HTML), CSV file, or a PDF. See ["Activity Reports export formats"](#) on page 210.



Activity Reports descriptions, user access, and additional filtering options

This section explains all of the current Activity Reports and where in the application users can access them - either from the **Activity Reports** sub-tab and/or from the **Gradebook > Quick Reports**  button. Reports that are available to specific purchase plans or user roles are noted. Specific reports may have additional filtering options so that users can narrow the data to include in the report. Reports with additional filtering options are noted as well. Examples of most of the reports are also provided in this topic

Click a link to see the report's description, access, and additional filtering options.

Course Completion Breakdown	Faculty Progress	Student Activity Daily Breakdown
Course Percentage Complete	Group Overview	Student Activity Summary
Course Progress Monitor	Group Progress	Student Lesson Plan
Detailed Student Grading	Login/Logout Times	Student Progress Report
ECash Consumption	Pre/Post Test Scores	Student Unit Grades
Track Grade Overrides		

Course Completion Breakdown



Note: Report available to Admins only and is available from **Activity Reports**.

The **Course Completion Breakdown** report shows number of students by selected course(s) who have not started and includes course completion percentages by 10% increments (decile) *by campus* to give admins a high-level view of how students are progressing through the school year at the selected campus. Allows Admins to focus on courses where students are falling behind.

Under **Select Enrollments**, includes two filter options:

- **Teacher breakdown** option so that Admins can run the report to show course completion data by teacher and by campus, if desired.
- **CRx mode** (Both, Yes, No) option to run the report for all enrollments, just CRx enrollments, or for enrollments without CRx mode enabled.



Tip: CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Odysseyware courses. CRx mode allows students to "test out" of certain units.

Select Enrollments

Show/Refresh

Select	Course
<input type="checkbox"/>	
<input type="checkbox"/>	+ Algebra I
<input type="checkbox"/>	+ Bible 300 CRX (CRx)
<input type="checkbox"/>	+ Earth Science
<input type="checkbox"/>	+ Geometry (CRx)

Record Count: 4

☐ Teacher breakdown
CRx Both ▼

For the Course Completion Breakdown report:

- Select to show the breakdown by Teacher as well as by campus. Otherwise, the report shows just by campus.
- Use the CRx option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

Status	Reason
Active ▼	All ▼

This example shows the **Course Completion Breakdown** report, which is based on course completion for a campus. The example does not have the **Teacher breakdown** filter selected and the **CRx** filter set to **Yes**.

Odysseyware®

Course Completion Breakdown Report
Bunker Memorial Academy

Report Start Date: 06/21/2018
Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Campus ID: OASIS11234@Campus

Course Title	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Algebra I (2016)	1	0	0	0	0	0	0	0	0	0	0	0	1
Algebra I - Semester 2 (2016)	0	1	0	0	0	0	0	0	0	0	0	0	1
CustomCRx44 (2016)	1	0	0	0	0	0	0	0	0	0	0	0	1
English I (2016)	0	0	1	0	0	0	0	0	0	0	0	0	1
Total	2	1	1	0	0	0	0	0	0	0	0	0	

This example shows the **Course Completion Breakdown** report *with* the **Teacher breakdown** filter selected and the **CRx** filter set to **Both**.

Odysseyware®

Course Completion Breakdown By Teacher Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/09/2018

Campus ID: OASIS11234@Campus

Course Title: Algebra I (2016)

Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Evans, Justin	2	1	0	0	0	0	0	0	0	0	0	0	3
Total	3	3	0	0	0	0	0	0	0	0	0	0	

Course Percentage Complete

The **Course Percentage Complete** report shows a student's progress as a percentage completed in one or more assigned courses along with the current score for completed assignments.



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

When accessing the report from **Activity Reports**, under **Select Enrollments**, two additional filter options are available:

- For those schools using the NWEA™ Assessment Integration, the **Include Learning Path Enrollments** option lets you include or exclude those types of enrollments.
- **CRx** mode option lets you include all enrollments, CRx mode only enrollments, or non-CRx enrollments.



Tip: When exporting to .csv, you also see enrollment status and reason if status is Archived.

Select Enrollments

Show/Refresh

Select	Course	Status	Reason
<input type="checkbox"/>		Active ▼	All ▼
<input type="checkbox"/>	Algebra I Fundamentals		
<input type="checkbox"/>	Biology		
<input type="checkbox"/>	Earth Science		

Record Count: 3

☒ Include Learning Path Enrollments
CRx: Both ▼

For the Course Percentage Completion report, keep or clear the Include Learning Path Enrollments option and CRx mode option.

This example shows the **Course Percentage Complete** report for a specific student and has the **Include Learning Path Enrollments** filter cleared and the **CRx** filter set to **Both**.

Odysseyware®

Course Percentage Complete Report

Bunker Memorial Academy

Report Start Date: 09/03/2018

Report End Date: 05/24/2019

Date Retrieved: 10/09/2018

Brunskill , Jessica [JessBrun, Automation1433789, BWA29]

Current Score	Course Title	Teacher	Total Assignments	Assignments Completed	Course Completed %
93.200*	English Language Arts Additional Resources (2016)	Hadley, Ellen	61	2	3.300

Course Progress Monitor

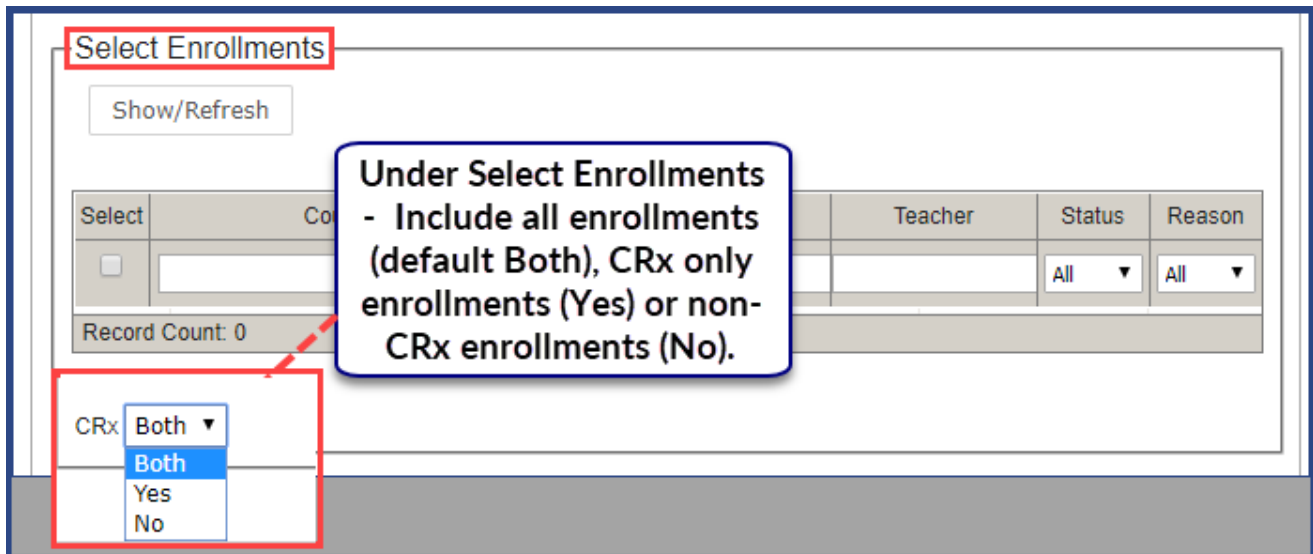


Note: Report available to Admins only and is accessed from **Activity Reports**.

The **Course Progress Monitor** report shows the number of students behind target, on target, or not yet started (future start date) on a per course basis for active enrollments *by campus*. This report can be used by the admin to focus on those courses that need attention. The report also displays the number of On Hold enrollments per course.

- *Behind target* is defined as having one or more assignments with a past due date that are in Assigned or Not Started status.
- *On target* is defined as having no assignments with a past due date that are in Assigned or Not Started status.
- *Future start date* is defined as a start date that is after the current date.

Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).



Select Enrollments

Show/Refresh

Record Count: 0

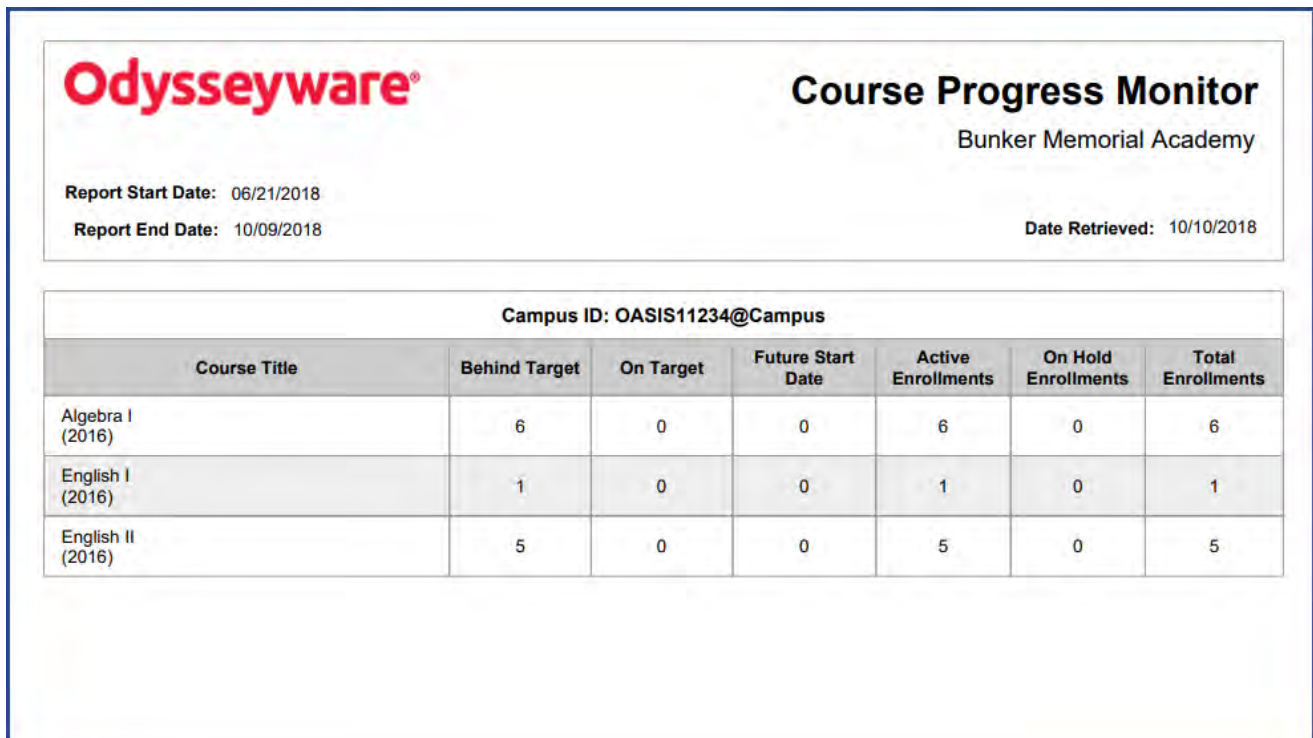
CRx: **Both** ▼

Both
Yes
No

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

Select	Co	Teacher	Status	Reason
<input type="checkbox"/>			All ▼	All ▼

This example shows the **Course Progress Monitor** report, based on a selected campus, and has the **CRx** filter set to **Both** under **Select Enrollments**.



Odysseyware®

Course Progress Monitor
Bunker Memorial Academy

Report Start Date: 06/21/2018
Report End Date: 10/09/2018
Date Retrieved: 10/10/2018

Campus ID: OASIS11234@Campus

Course Title	Behind Target	On Target	Future Start Date	Active Enrollments	On Hold Enrollments	Total Enrollments
Algebra I (2016)	6	0	0	6	0	6
English I (2016)	1	0	0	1	0	1
English II (2016)	5	0	0	5	0	5

Detailed Student Grading

The Detailed Student Grading report shows student grades at the assignment, unit, and course levels, along with time on task (time spent working on an assignment).



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

Depending on your access point for the report, several additional filter options may be available:

- An **Include students who have not started** filter option allows you to include Active students who have not started work on the selected enrollments. This option allows Teachers (and Admins) to focus on students who may be falling behind.
- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

The screenshot shows the 'Select Users' section of the Detailed Student Grading report. It includes a table with columns: Select, Name, Username, Student ID, Campus, and Status. A red dashed arrow points from a text box to the 'Status' column dropdown menu, which is open and showing options: All, Active, Archived, On Hold, and Active. Another red dashed arrow points from a text box to the 'Include students who have not started' checkbox at the bottom. A third red dashed arrow points from a text box to the 'Record Count: 58' label.

Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>					
<input type="checkbox"/>	Boyle, Abigail	howle01	379	N/A	All
<input type="checkbox"/>	Chambers, Noah			2681 142QA	Active
<input type="checkbox"/>	Cobb, Julia			2681 142QA	Archived
<input type="checkbox"/>	Cooke, Leon			2681 142QA	On Hold
<input type="checkbox"/>	Curry, Xavier	curry01	366	2681 142QA	Active
<input type="checkbox"/>	Dawson, Helena	dawson01	399	2681 142QA	On Hold
<input type="checkbox"/>	Denver, Frank				Active
<input type="checkbox"/>	Drummond, Sarah				Active
<input type="checkbox"/>	Dunn, Amelie				Active
<input type="checkbox"/>	Fernandez, Ben				Active
<input type="checkbox"/>	Forbes, Bronx				Active
<input type="checkbox"/>	Harper, Paul				Active

Record Count: 58

☐ Include students who have not started

Sort the list to only show Active students.

For the Detailed Student Grading report, select this filter to include students who have not started. Otherwise, those students are not included in the report.

Select Enrollments

Show/Refresh

Record Count: 0

CRx: **Both** ▼

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

Teacher	Status	Reason
	All ▼	All ▼

This example shows the **Detailed Student Grading** report *with* the **Include students who have not started** filter selected (under the **Select Users** category) for a selected student. With this filter selected, you will see all unstarted assignments in the report and not just the assignments that have been graded for the enrollment. If the filter is not selected, you only see the Graded assignments in the report, or if the student has not started a selected enrollment, the report is blank.

Odysseyware®

Detailed Student Grading Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Brunskill, Jessica [JessBrun, Automation1433789, BWA29]

Teacher : Hadley, Ellen

Course Name : Biology (2016)

Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. What is Life?	07/12/2018 03:36 pm	07/12/2018 03:40 pm	00:05	100.00
1	LESSON	3. Introduction to Biology	07/12/2018 03:41 pm	07/12/2018 04:07 pm	00:05	87.50
1	PROJECT	4. Project: Characteristics of Life	07/12/2018 04:07 pm	10/02/2018 04:29 pm	00:07	88.80
1	QUIZ	5. Quiz 1: Life Science	07/23/2018 01:01 pm	07/23/2018 03:50 pm	00:03	62.00
1	LESSON	6. Scientific Inquiry	10/02/2018 04:08 pm	10/02/2018 04:22 pm	00:14	71.30
1	LESSON	7. The Scientific Method	10/02/2018 04:30 pm	10/02/2018 04:35 pm	00:05	70.00
1	LESSON	9. Laboratory Safety	10/02/2018 04:35 pm	10/02/2018 04:40 pm	00:06	78.60
1	LESSON	12. Taxonomy: Classification and Naming	Not Started		NA	0.00
1	LESSON	13. Keys to Classification	Not Started		NA	0.00
1	QUIZ	17. Quiz 3: Taxonomy	Not Started		NA	0.00
1	TEST	19. Test	Not Started		NA	0.00
Unit Score:					73.60	
2	LESSON	1. Life Chemistry	Not Started		NA	0.00
2	LESSON	2. Atoms, Elements, and Compounds	Not Started		NA	0.00
2	LESSON	3. Chemical Bonds	Not Started		NA	0.00
Unit Score:					.00	
12	TEST	2. Exam	Not Started		NA	0.00
Unit Score:					.00	
13	TEST	1. Exam	Not Started		NA	0.00
Unit Score:					.00	
Course Score:					73.60	

* Assignment and Course Scores may not be the final score.
* All Dates and Times are in Mountain Time

ECash Consumption



Note: Report available to ECash schools only and is accessed from **Activity Reports**.

The ECash Consumption report allows an ECash school to view their E Cash usage for a selected timeframe and user.

Dashboard Activity Reports

Home

Course Completion Breakdown

Course Percentage Complete

Course Progress Monitor

Detailed Student Grading

ECash Consumption

Faculty Progress

Group Overview

Group Progress

Login/Logout Times

Export as: PDF CSV Excel

Select Time-frame

Start Date: End Date:

Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>					Active
<input type="checkbox"/>	Jones, Jamyus	jjones	N/A	N/A	Active
<input type="checkbox"/>	Schaller, Lakyn	lschaller	N/A	N/A	Active

Record Count: 2

Export as: PDF CSV Excel


Faculty Progress



Note: Report available to Admins and Super Teachers only and is accessed from **Activity Reports**.

The **Faculty Progress** report shows the status of notifications (items in the Home page, Actions list and Gradebook, Action Required tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.

This report shows notifications (items in the **Home > Actions** list and **Gradebook > Action Required** tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.



Faculty Progress Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Hadley, Ellen Not Current

Student	Subject	Course	Unit	Assignment	Request Type	Event Date *
Brunskill, Jessica	English Language Arts	English II (2016)	1	"Through the Tunnel": Denotative and Connotative Meaning	Help Request	07/25/2018

* All Dates and Times are in Mountain Time

Group Overview

The **Group Overview** report shows the course grade and percentage complete by course for individual members of a selected group. This is useful for teachers who have used student groups to create classrooms for course enrollments. You can run the report each day to see how each member of the group is progressing for a course.



Note: As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

Select Enrollments

Select	Co	Teacher	Status	Reason
<input type="checkbox"/>			All ▼	All ▼

Record Count: 0

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

CRx	Both ▼
	Both
	Yes
	No

This example shows a selected groups' course score and percentage complete for a selected enrollment. The **CRx** filter was set to **No** to select the enrollment.

Odysseyware®

Group Overview Report

Damonte

Report Start Date: 08/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Imported student records		Owner: Burr, Tim		
Civil War (2016)				
Student Name	Student ID	Campus ID	Course Score	Percent Complete
Cooper, Brad	ig_0014	scottsdale	90.000	3.600
Ferguson, Claude	None Provided	chandler	92.300	3.600

Group Progress

The **Group Progress** report shows detailed progress, by course, for a selected student group. Aggregate progress details include:

- Group's average completion percentage
- Lowest individual completion percentage.
- Highest individual completion percentage.
- Group's average course score.
- Lowest individual course score.
- Highest individual course score.



Note: As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

Select Enrollments

Show/Refresh

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

Select	Co	Teacher	Status	Reason
<input type="checkbox"/>			All ▼	All ▼

Record Count: 0

CRx: Both ▼
Both
Yes
No

This example shows a selected groups' progress in a selected enrollment. The **CRx** filter was set to **No** to select the enrollment.

Odysseyware®		Group Progress Report	
Report Start Date: 06/21/2018		Damonte	
Report End Date: 10/09/2018		Date Retrieved: 10/11/2018	
Group Name		Total Students in Group	
Imported student records		19	
Course Name		Total Students in Course	
Civil War (2016)		2	
Average Group Progress	Lowest Student Progress	Highest Student Progress	
3.60	3.60	3.60	
Lowest Student Score:		90.00	
Highest Student Score:		92.30	
Average Group Score:		91.15	

Login/Logout Times



Note: Report is accessed from Activity Reports only.

The **Login/Logout Times** report shows a list of selected users, their login and logout times, and the duration of each session, for each day during the selected date range. Session time starts when the user logs into the application and logs out using the **Logout** button (for Teachers and Admins) or the **Sign Out** button (for Students).



Note: With a failed logout, for example, a browser close, the session ends at the preset session_closed_ at time which is currently set to one hour or 3,600 seconds. If the **Login/Logout Times** report is run within that hour, the session duration shows as "In Progress" until the hour is passed. Then, on the report, users are given 25 minutes credit for a failed logout.



Tip: When exporting to .csv, you get the User Type [Student, Teacher, Admin] data in the report.

This example shows the application session login and logout times for a selected student for a selected timeframe.

Odysseyware®

Login/Logout Times Report

Bunker Memorial Academy

Report Start Date: 11/01/2018

Date Retrieved: 12/12/2018

Report End Date: 11/16/2018

Time Retrieved: 10:15 am

Mullin, Erin [emullin, baylor hall | lab d005 | SVR_Mission, 12808]

Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
11/02/2018			01:39:27
11/02/2018			00:27:12
11/02/2018			< 1 minute
11/02/2018			00:01:39
11/02/2018	01:20 pm	01:45 pm	00:24:59
11/02/2018	02:33 pm	02:49 pm	00:16:02
11/02/2018	02:49 pm	03:14 pm	00:25:00
11/02/2018	04:00 pm	04:07 pm	00:06:37
Total Time (hh:mm:ss):			03:21:38
Total Duration (hh:mm:ss):			03:21:38

Note: All Dates and Times are in Arizona Time.
* against Logout time indicates that the student remained logged in past midnight

Pre/Post Test Scores



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Pre/Post Test Scores** report shows a comparison of pre-test/post-test scores for courses using CRx mode. CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Odysseyware courses. CRx mode allows students to "test out" of certain units.

This example shows the pre-test and post-test scores for a selected student and CRx enrollment.



Tip: If the selected user does not have an CRx-enabled enrollment, no enrollment appears in the **Select Enrollments** list to be selected.

Odysseyware®

Pre/Post Test Scores Report

Bunker Memorial Academy

Date Retrieved: 10/11/2018

Becker, Ashley [abecker, Automation1433789, BWA25]

Teacher: Evans, Justin

Unit	Pre	Post	
Algebra I (2016) (CRx)	1 . FOUNDATIONS OF ALGEBRA	43.00	--
	2 . LINEAR EQUATIONS	--	*
	3 . FUNCTIONS	--	*
	4 . INEQUALITIES	--	*
	5 . LINEAR SYSTEMS	--	*
	6 . SEMESTER REVIEW AND EXAM	N/A	--
	7 . POLYNOMIALS	--	*
	8 . EXPONENTIAL AND RADICAL FUNCTIONS	--	*
	9 . QUADRATICS	--	*
	10 . RATIONAL EXPRESSIONS	--	*
	11 . PROBABILITY AND STATISTICS	--	*
	12 . SEMESTER REVIEW AND EXAM	N/A	--
	13 . FINAL EXAM	N/A	*

Student Activity Daily Breakdown



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Activity Daily Breakdown** report shows a detailed log of the amount of time students worked on assignments in each course (time on task) by day within the selected time period. You see the total time spent in all selected courses.

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

The screenshot shows the 'Select Enrollments' section of a software interface. A red box highlights the 'Select Enrollments' title. A blue box highlights the 'CRx' dropdown menu, which is currently set to 'Both'. A callout box points to the 'CRx' dropdown with the text: 'Under Select Enrollments - Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No)'. The interface also includes a 'Show/Refresh' button, a 'Select' dropdown, a 'Record Count: 0' indicator, and a table with columns: Teacher, Status, and Reason. The 'Status' and 'Reason' columns have dropdown menus set to 'All'.

Teacher	Status	Reason
	All ▼	All ▼

This example shows a selected student's daily activity breakdown for both CRx and non-CRx courses (if applicable).

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Student Activity Daily Breakdown Report

Bunker Memorial Academy

Report Start Date: 09/03/2018

Report End Date: 05/24/2019

Date Retrieved: 10/09/2018

Brunskill, Jessica [JessBrun, Automation1433789, BWA29]

Date: 10/02/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Algebra I Fundamentals (2016)	04:07 pm	04:08 pm	< 1 minute
Hadley, Ellen	Biology (2016)	04:08 pm	04:22 pm	00:14:10
Hadley, Ellen	Biology (2016)	04:22 pm	04:29 pm	00:07:12
Hadley, Ellen	Biology (2016)	04:30 pm	04:35 pm	00:05:08
Hadley, Ellen	Biology (2016)	04:35 pm	04:40 pm	00:05:35
Hadley, Ellen	Biology (2016)	04:41 pm	04:45 pm	00:04:22
Total Time:				00:37:23

Date: 10/03/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	English Language Arts Additional Resources (2016)	12:38 pm	12:38 pm	< 1 minute
Hadley, Ellen	Biology (2016)	12:38 pm	01:03 pm	00:25:00
Hadley, Ellen	Biology (2016)	01:05 pm	01:30 pm	00:25:00
Total Time:				00:50:20
Total Duration:				01:27:43

* All Dates and Times are in Mountain Time

Student Activity Summary

Student Activity Summary



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Activity Summary** report shows the total amount of time students worked in each course (time on task) for the selected time frame (when accessed from **Activity Reports**), along with the total time spent in all courses.

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

Select Enrollments

Show/Refresh

Select ☐ Co

Record Count: 0

CRx: Both ▼

Both
Yes
No

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

Teacher	Status	Reason
	All ▼	All ▼

This example shows a student's activity in a selected enrollment for a custom time frame.

Odysseyware®

Student Activity Summary Report
Bunker Memorial Academy

Report Start Date: 06/21/2018
Report End Date: 10/09/2018
Date Retrieved: 10/11/2018

Becker, Ashley [abecker, Automation1433789, BWA25]

Teacher	Course	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Algebra I Fundamentals (2016)	00:08:30
Total Activity Time :		00:08:30

* All Dates and Times are in Mountain Time

Student Lesson Plan



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Lesson Plan** report shows a detailed breakdown of all assignment(s) for each selected course for a student. Details include:

- Course name and teacher of record.
- Unit number, assignment number and title.
- Status of assignment (Assigned, Completed, Graded, Not Started, Skipped).
- Due date and Completed On date (if appropriate).

Depending on your access point for the report, several additional filter options may be available:

- A **Show overdue** option, when selected, provides an indicator next to assignments that were overdue or are currently overdue based on the Due date.
- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>					Active ▼	All ▼
<input type="checkbox"/>	Algebra I Fundamentals					
<input type="checkbox"/>	Biology					
<input type="checkbox"/>	Earth Science					

Record Count: 3

☐ Show overdue

CRx Both ▼

For the Student Lesson Plan report, select to include Overdue assignments.

This example, for the selected enrollment, the **Show overdue** option was selected.



Student Lesson Plan Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 09/07/2018

Date Retrieved: 10/11/2018

Becker, Ashley [abecker, Automation1433789, BWA25]

Teacher	Course	Unit	Assignment	Status	Due Date	Completed On
Hadley, Ellen	Algebra I Fundamentals (2016)	1	2: Variables and Expressions - Overdue	Graded	07/06/2018	07/03/2018
Hadley, Ellen	Algebra I Fundamentals (2016)	1	3: Exponents and Order of Operations - Overdue	Graded	07/06/2018	07/09/2018
Hadley, Ellen	Algebra I Fundamentals (2016)	1	4: Evaluating Expressions - Overdue	Assigned	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	5: Quiz 1: The Language of Algebra - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	6: Classifying and Comparing Numbers - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	7: Decimal-Fraction Conversions - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	8: Fractions - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	9: Adding and Subtracting Signed Numbers - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	10: Multiplying and Dividing Signed Numbers - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	11: Absolute Value - Overdue	Not Started	07/19/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	12: Quiz 2: The Real Numbers - Overdue	Not Started	07/19/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	13: Commutative and Associative Properties - Overdue	Not Started	07/19/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	14: Distributive Property - Overdue	Not Started	07/19/2018	N/A

Student Progress Report



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Progress Report** shows details by assignment type (Lesson, Project, Quiz, Test) for a student for an enrollment:

- Number of assignments Completed (those in Completed or Graded status) by assignment type.
- Number of assignments Total (those in the Assigned, Not Started, Completed and Graded, but NOT Skipped status) by assignment type.
- Average Score by assignment type. This calculation is computed based on grades of assignments completed (those in Completed or Graded status) AND includes Zero (0) grades for assignments that are Overdue in the Not Started or

Assigned status categories and are not completed. Assignments in the future are NOT factored into the calculation.

- Weight by assignment type.

Also shows:

- Overall course grade (score).
- Percent complete in course.
- Total Time the student has spent in the course (Time on task).



Tip: When exporting to .csv, you get the enrollment status and reason if status is Archived data.

When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

The screenshot shows the 'Select Enrollments' section of the Activity Reports interface. A red box highlights the 'Select Enrollments' title. A blue box contains the text: 'Under Select Enrollments - Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No)'. A red box highlights the 'CRx' dropdown menu, which is currently set to 'Both'. The dropdown menu options are 'Both', 'Yes', and 'No'. The interface also includes a 'Show/Refresh' button, a 'Select' dropdown, a 'Record Count: 0' indicator, and a table with columns for 'Teacher', 'Status', and 'Reason'.

This example shows a student's progress in a selected enrollment for a custom time frame.

Odysseyware®

Student Progress Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Brunskill, Jessica [JessBrun, Automation1433789, BWA29]

Course Title	Teacher	Start Date	End Date	Score	Percent Complete
Biology (2016)	Hadley, Ellen	07/12/2018	10/26/2018	73.60	4.00
	Completed	Total	Average Score	Weight	
Lesson	5	77	8.31	25	
Project	1	56	2.96	10	
Quiz	2	30	3.44	30	
Test	0	13	0	35	
			Total Time:	02:08:08	

Student Unit Grades



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Unit Grades** report shows the score, unit by unit, for selected courses for selected students.

- When accessing the report from **Quick Reports**, a **Completed Units Only** filter option allows you to view completed units only and view the cumulative score.



Tip: *Completed* means all assignments (including projects) have been submitted and all assignments requiring teacher-grading have been scored.

- When accessing the report from **Activity Reports**, under **Select Enrollments**, the **Completed Units Only** and the **CRx** mode (Both), CRx (Yes) for only CRx enrollments or CRx (No) option.

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>					Active ▾	All ▾
<input type="checkbox"/>	Algebra I Fundamen					
<input type="checkbox"/>	Biology					
<input type="checkbox"/>	Earth Science					

Record Count: 3

☐ Completed Units Only

CRx Both ▾

For the Student Unit Grades report, select to include Completed Units only in the report.

For this example, the **Completed Units Only** option under **Select Enrollments** is not selected, so all units appear in the report, even those without grades.

Odysseyware®

Student Unit Grades Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Brunskill Jessica,[JessBrun, Automation1433789, BWA29]

	1	2	3	4	5	6	7	8	9	10	Course Score
English II (2016) - Hadley , Ellen	81.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	81.4

* All Dates and Times are in Mountain Time

Track Grade Overrides




Note: Report available to Admins only and is accessed from **Gradebook > Quick Reports** and **Activity Reports**.

The **Track Grade Overrides** report shows changes to assignment grades and the teachers that made the changes. Changes included in the report are:

- Assignment score
- Assignment status
- Question score
- Question status (skipped/unskipped)
- Question reassign

This example shows the grade overrides for a selected student's enrollments.



Bunker Memorial Academy

Track Grade Overrides Report

Report Start Date: 03/08/2018

Report End Date : 10/09/2018

Date Retrieved: 10/11/2018

Brunskill, Jessica [JessBrun, Automation1433789, BWA29]

Biology (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Project: Characteristics of Life	3	0.00	20.00		3	Ellen Hadley	10/02/2018 04:46 pm
Unit: 1 . Project: Characteristics of Life	3	20.00	40.00		1	Ellen Hadley	10/02/2018 04:47 pm
Unit: 1 . Project: Characteristics of Life	3	40.00	65.00		2	Ellen Hadley	10/02/2018 04:47 pm
Unit: 1 . Project: Characteristics of Life	3	65.00	88.80		4	Ellen Hadley	10/02/2018 04:47 pm

English II (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . "Through the Tunnel": Cultural Traditions and Prereading	3	60.00	68.00		10	Ellen Hadley	07/12/2018 03:56 pm
Unit: 1 . "Through the Tunnel": Cultural Traditions and Prereading	3	68.00	75.0		9	Ellen Hadley	07/12/2018 03:56 pm
Unit: 1 . "Through the Tunnel": Setting, Point of View, Conflict	3	77.80	87.8		9	Ellen Hadley	07/18/2018 04:01 pm

English Language Arts Additional Resources (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Narrative Writing: Exploring Dialogue and Description	3	85.70	97.1		4	Ellen Hadley	07/12/2018 03:57 pm
Unit: 1 . Project: Sharing Your Writing Using Technology	3	0.00	26.70		3	Ellen Hadley	07/12/2018 03:57 pm
Unit: 1 . Project: Sharing Your Writing Using Technology	3	26.70	56.70		2	Ellen Hadley	07/12/2018 03:57 pm
Unit: 1 . Project: Sharing Your Writing Using Technology	3	56.70	83.30		1	Ellen Hadley	07/12/2018 03:58 pm

Legend

1 = Assignment Score Changed

2 = Assignment Status Changed

3 = Question Score Changed

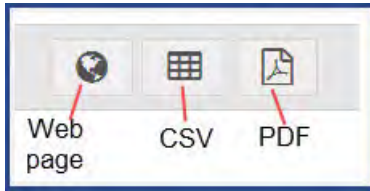
4 = Question Status Changed (Skipped/Unskipped)

5 = Question Reassign

* All Dates and Times are in Mountain Time

Activity Reports export formats

Three export formats are available for generating and viewing reports.



- [Web page \(HTML\) export](#)
- [.CSV export](#)
- [.PDF export](#)

These export format options can be used from the **Gradebook > Quick Reports** and **Activity Reports**. Each export type has its advantages so you need to decide which format suits your reporting needs.



Note: Not all export formats match in data shown. For example, several reports when exported to .csv format display extra columns of data.

Web page (HTML) export

The **Web page (HTML)** export type opens a new tab in your browser to display a formatted, printable HTML report as shown in this example of the **Student Activity Daily Breakdown** report.

Odysseyware® Student Activity Daily Breakdown Report

Bunker Memorial Academy

Report Start Date: 07/06/2018

Report End Date: 10/26/2018

Date Retrieved: 10/02/2018

Brunskill, Jessica [JessBrun, Automation1433789, BWA29]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Biology (2016)	03:36 pm	03:40 pm	00:04:47
Hadley, Ellen	Biology (2016)	03:41 pm	03:41 pm	< 1 minute
Hadley, Ellen	Biology (2016)	04:03 pm	04:07 pm	00:03:57
Hadley, Ellen	Biology (2016)	04:07 pm	04:07 pm	< 1 minute
Total Time:				00:09:37

Date: 07/23/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Biology (2016)	01:01 pm	01:01 pm	< 1 minute
Hadley, Ellen	Biology (2016)	03:47 pm	03:50 pm	00:02:49
Total Time:				00:03:16

Date: 10/02/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Biology (2016)	04:08 pm	04:22 pm	00:14:10
Hadley, Ellen	Biology (2016)	04:22 pm	04:29 pm	00:07:12
Hadley, Ellen	Biology (2016)	04:30 pm	04:35 pm	00:05:08
Hadley, Ellen	Biology (2016)	04:35 pm	04:40 pm	00:05:35
Hadley, Ellen	Biology (2016)	04:41 pm	04:45 pm	00:04:22
Total Time:				00:36:27

Total Duration: 00:49:20

* All Dates and Times are in Mountain Time

.CSV export

The **.CSV** export type is a comma-separated value file. For most supported browsers, the export creates a downloaded file that you can open in Microsoft® Excel® or any application that supports .CSV files to display the data as shown in this example of the **Student Activity Daily Breakdown** report.



Tip: For .csv exports, several reports provide extra columns of data not seen in the other export types.

Student Activity Daily Breakdown Report													
Student Last Name	Student First Name	Username	Campus ID	Student ID	Teacher L	Teacher F	Date	Course Name	Start time	End Time	Total Navi	Total Time	Total Duration
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/2/2018	Algebra I Fundamentals	4:07 PM	4:08 PM	< 1 minute	< 1 minute	< 1 minute
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/2/2018	Biology (2016)	4:08 PM	4:22 PM	0:14:10	0:15:06	0:15:06
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/2/2018	Biology (2016)	4:22 PM	4:29 PM	0:07:12	0:22:18	0:22:18
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/2/2018	Biology (2016)	4:30 PM	4:35 PM	0:05:08	0:27:26	0:27:26
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/2/2018	Biology (2016)	4:35 PM	4:40 PM	0:05:35	0:33:01	0:33:01
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/2/2018	Biology (2016)	4:41 PM	4:45 PM	0:04:22	0:37:23	0:37:23
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/3/2018	English Language Arts Ad	12:38 PM	12:38 PM	< 1 minute	< 1 minute	0:37:43
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/3/2018	Biology (2016)	12:38 PM	1:03 PM	0:25:00	0:25:20	1:02:43
Brunskill	Jessica	JessBrun	Automation143 BWA29	Hadley	Ellen		10/3/2018	Biology (2016)	1:05 PM	1:30 PM	0:25:00	0:50:20	1:27:43
* All Dates and Times are in Mountain Time													

* All Dates and Times are in Mountain Time

.PDF export

For most browsers, the **.PDF** export type creates a formatted report and downloads it so that you can open it in a PDF reader application as shown in this example of the **Student Activity Daily Breakdown** report.

Depending on your browser, if you open the downloaded file, you may have to use the Back button or click the Odysseyware tab to go back to the application. You are still logged into Odysseyware.

<div> <div>Odysseyware®</div> <div> Student Activity Daily Breakdown Report Bunker Memorial Academy </div> </div>				
Report Start Date: 09/03/2018 Report End Date: 05/24/2019 Date Retrieved: 10/09/2018				
Brunskill, Jessica [JessBrun, Automation1433789, BWA29]				
Date: 10/02/2018				
Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Algebra I Fundamentals (2016)	04:07 pm	04:08 pm	< 1 minute
Hadley, Ellen	Biology (2016)	04:08 pm	04:22 pm	00:14:10
Hadley, Ellen	Biology (2016)	04:22 pm	04:29 pm	00:07:12
Hadley, Ellen	Biology (2016)	04:30 pm	04:35 pm	00:05:08
Hadley, Ellen	Biology (2016)	04:35 pm	04:40 pm	00:05:35
Hadley, Ellen	Biology (2016)	04:41 pm	04:45 pm	00:04:22
Total Time:				00:37:23
Date: 10/03/2018				
Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	English Language Arts Additional Resources (2016)	12:38 pm	12:38 pm	< 1 minute
Hadley, Ellen	Biology (2016)	12:38 pm	01:03 pm	00:25:00
Hadley, Ellen	Biology (2016)	01:05 pm	01:30 pm	00:25:00
Total Time:				00:50:20
Total Duration:				01:27:43

* All Dates and Times are in Mountain Time

Activity Reports filters for data selection

When running **Activity Reports** from the **Reports > Activity Reports** tab, you must select from *filters* in several categories to determine the data (criteria) to include in the report. Depending on the type of report selected and your user role, the data selection filter categories vary.

Report data filter categories include:

- [Time zone filter](#).
- [Select Time-frame filter](#).
- [Select Campus filter](#).

- [Select Group filter.](#)
- [Select Users filter.](#)
- [Select Enrollments filter.](#)



Note: For Super Teachers with the "Restrict to Campus" permission enabled, report selection criteria is restricted to Users (Students), Groups, and Enrollments in which students' associated Campus IDs match the Super Teacher's associated Campus IDs and students with enrollments for which the Super Teacher is the Teacher of Record.

Time zone filter

The **Time zone** filter displays your school's default time zone. This filter appears when you are on the **Home** tab of **Activity Reports**. All reports you run will use this time zone for reporting purposes.

- To select a different time zone for the report, select one from the list.

Select Time-frame filter

The **Select Time-frame** filter controls the dates the report should cover, such as a school term or custom dates you enter.

Select	Term	Start Date	End Date
<input type="checkbox"/>			
<input type="checkbox"/>	Fall 2018	10/09/2018	12/31/2018
<input type="checkbox"/>	Winter 2018	12/01/2018	02/28/2019

Record Count: 2

Start Date: End Date:

1. To easily locate a term, in the **Term** text box, start typing a term name to filter the list.
2. To select a term, click the check box beside the term, or to select all terms, click the check box at the top of **Select** column.

Or,

To use custom dates for the report, in the **Start Date** and **End Date** fields, click to activate a calendar and select dates.

The screenshot shows the 'Start Date' and 'End Date' input fields. A calendar for October 2018 is displayed, with the 9th highlighted in yellow. To the left of the calendar is a 'Select C' dropdown menu with a 'Select' button and a list of checkboxes next to campus names: '26', 'ba', 'lab', and 'SV'.

The **Record Count** displays the number of terms based on your selections.

Select Campus filter

The **Select Campus** filter appears for Admin users only and applies to the **Course Completion Breakdown** and **Course Progress Monitor** reports. **Select Campus** allows an Admin to select campus IDs to include in the report.

The screenshot shows the 'Select Campus' filter interface. It includes a search bar at the top, a table with a 'Select' column and a 'Campus ID' column, and a 'Record Count: 5' at the bottom. The table lists the following campus IDs: '2681 142QA', 'baylor hall', 'lab d005', 'SVR_Mission', and 'None provided'. A callout box with a blue border and white background contains the text: 'Search to find a campus and then select one, more than one, or all.' Red dashed lines point from the callout box to the search bar and the 'lab d005' row.

1. If desired, enter characters in the **Campus** search text box to narrow the list to a specific campus.
2. To select a campus, click the check box beside the campus ID, or to select all campus IDs, click the check box at the top of the **Select** column.

The **Record Count** displays the number of campus ids selected.

Select Group filter

The **Select Group** filter appears for the **Group Overview** and **Group Progress** reports. This filter allows you to select the group(s) to include in the report.

Select	Group Name	Owner
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Algebra 1 am	Turner, Rosemarie
<input type="checkbox"/>	Harvey Tuesday am group	Harvey, Edwin
<input type="checkbox"/>	Summer school 2018	Turner, Rosemarie

Record Count: 3



Note: The groups that appear in the **Select Group** filter category are determined by your user role and group ownership. For more information, see ["User roles and permissions"](#) on page 13.

1. If desired, enter characters in the **Group Name** or **Owner** search text box to narrow the group list.
2. To select a group, click the check box beside the group name, or to select all groups, click the check box at the top of the **Select** column.

The **Record Count** displays the number of group(s) selected.

Select Users filter

From the **Select Users** list, you select the Students, Teachers, or Admins to include in the report. The **Select Users** list changes based on the selected report.



Note: The users that appear in the **Select Users** filter category are determined by your user role. For example, an Admin user can see all users - teachers, other admins, and students. For more information, see ["User roles and permissions"](#) on page 13.

- For most student-related reports, such as the **Student Activity Daily Breakdown** report, the **Select Users** list contains students in all status modes (Active, Archived, and On Hold). You can filter the list to only show Active students if that is what you want to include in the report.

Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>	<input type="text"/>				▼
<input type="checkbox"/>	Boyle, Abigail	boyle01	379	N/A	Active
<input type="checkbox"/>	Chambers, Noah	chambers01	370	2681 142QA	On Hold
<input type="checkbox"/>	Cobb, Julia		385	2681 142QA	Active
<input type="checkbox"/>	Cooke, Leon		388	2681 142QA	Active
<input type="checkbox"/>	Curry, Xavier		366	2681 142QA	On Hold
<input type="checkbox"/>	Dawson, Helen		399	2681 142QA	Active
<input type="checkbox"/>	Denver, Frank		N/A	N/A	Active
<input type="checkbox"/>	Drummond, Sarah	drummond01	383	2681 142QA	Active
<input type="checkbox"/>	Dunn, Amelie	dunn01	389	2681 142QA	Active
<input type="checkbox"/>	Fernandez, Ben	fernandez01	386	2681 142QA	Active
<input type="checkbox"/>	Forbes, Bronx	forbes01	364	2681 142QA	Active
<input type="checkbox"/>	Harper, Paul	harper01	384	2681 142QA	Active

For most of the Student-related reports, use the Status filter to sort the list.

Record Count: 58

- For the **Detailed Student Grading** report, the **Include students who have not started** option, when selected, includes enrollments not started by the selected students. Otherwise, by default, students who have not started the selected enrollment(s) are not included in the report.



Tip: The **Info** ⓘ symbol at the end of check box, when the cursor is placed on it, lets you know this option can only be selected for Active student enrollments. **This means that enrollments in On Hold or Archived status are not included in the report.**

Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>					
<input type="checkbox"/>	Boyle, Abigail	boyle01	379	N/A	All
<input type="checkbox"/>	Chambers, Noah			2681 142QA	Active
<input type="checkbox"/>	Cobb, Julia			2681 142QA	Archived
<input type="checkbox"/>	Cooke, Leon			2681 142QA	On Hold
<input type="checkbox"/>	Curry, Xavier	curry01	366	2681 142QA	Active
<input type="checkbox"/>	Dawson, Helena	dawson01	399	2681 142QA	On Hold
<input type="checkbox"/>	Denver, Frank				Active
<input type="checkbox"/>	Drummond, Sarah				Active
<input type="checkbox"/>	Dunn, Amelie				Active
<input type="checkbox"/>	Fernandez, Ben				Active
<input type="checkbox"/>	Forbes, Bronx				Active
<input type="checkbox"/>	Harper, Paul				Active

Record Count: 58

☐ Include students who have not started ⓘ

Sort the list to only show Active students.

For the Detailed Student Grading report, select this filter to include students who have not started. Otherwise, those students are not included in the report.

- For the **Login/Logout Times** report, you get all user types and can filter the list to only show Teachers or Students or Admins and also filter the list to show a user type by Status (Active, On Hold, Archived).

Select Users

Select	Name	Username	Student ID	Campus	Status	Type
<input type="checkbox"/>						All
<input type="checkbox"/>	Admin, Annie			2681 142QA	Archived	Admin
<input type="checkbox"/>	Austen, Jane			2681 142QA	Active	Student
<input type="checkbox"/>	Bolton, Alex			2681 142QA	Active	Teacher
<input type="checkbox"/>	Bonilla, Dominik	bonilla01	400	2681 142QA	Active	Student
<input type="checkbox"/>			N/A	2681 142QA	Active	Student
<input type="checkbox"/>			3	N/A	Active	Student
<input type="checkbox"/>			397	2681 142QA	Active	Student
<input type="checkbox"/>			379	N/A	Archived	Student
<input type="checkbox"/>	Chambers, Noah	chambers01	370	2681 142QA	Active	Student
<input type="checkbox"/>	Cobb, Julia	cobb01	385	2681 142QA	Active	Student
<input type="checkbox"/>	Connors, Calvin	calconnors	N/A	N/A	Active	Admin
<input type="checkbox"/>	Cooke, Leon	cooke01	388	2681 142QA	Active	Student

Record Count: 69

Filter by Status as well

For the Login/Logout Times report, sort the list by a specific user type

1. If desired, enter characters in the **Name**, **Username**, **Student ID**, or **Campus** search text boxes. Depending on the report, you may be able to select an option from the **Status** or **Type** fields to narrow the users list.
2. To select a user, click the check box beside the name, or to select all users, click the check box at the top of the **Select** column.
3. For the **Detailed Student Grading** report, an option appears so that you can select Active students that have not started work.

The **Record Count** displays the total number of users based on any search and/or other filter options applied.

Select Enrollments filter

The **Select Enrollments** filter applies to most reports except the **Faculty Progress** and the **Login/Logout Times** report. Use this filter to select enrollments, based on selected students (from the **Select Users** category), to include in the report. Several reports have additional filters so that you can narrow the report to the enrollments you want to see.

- For all reports involving enrollments, by default, the option **CRx Both** is selected. This means all enrollments for the specified users are included - both CRx-enabled enrollments and those without CRx enabled. To only include CRx-enabled enrollments, select **Yes**. Or, to only include those enrollments without CRx, select **No**.

Select Enrollments

Show/Refresh

Select	Course	Edit
<input type="checkbox"/>	<input type="text"/>	All
<input type="checkbox"/>	+ Algebra I	
<input type="checkbox"/>	+ History And Geography 500	

Record Count: 2

CRx **Both** ▼

Both
Yes
No

CRx Both is the default setting

- For the **Course Completion Breakdown** report, to show course completion details by teacher, select the **Teacher breakdown** filter.

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>	<input type="text"/>	All ▼			Active ▼	All ▼
<input type="checkbox"/>	+ Algebra I					
<input type="checkbox"/>	+ Bible 300 CRX (CRx)					
<input type="checkbox"/>	+ Earth Science					
<input type="checkbox"/>	+ Geometry (CRx)					

Record Count: 4

☐ **Teacher breakdown**

CRx **Both** ▼

For the Course Completion Breakdown report, select to show the breakdown by Teacher as well as by campus. Otherwise, the report shows just by campus.

- For the **Course Percentage Complete** report, by default, the option **Include Learning Path Enrollments** is selected. To not include those types of enrollments, clear the option.

Select Enrollments

Show/Refresh

Select

Record Count: 0

☒ Include Learning Path Enrollments

CRx Both ▼

Course Percentage Complete report filter

- For the **Student Lesson Plan** report, select to show an indicator when assignments were overdue.

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>					Active ▼	All ▼
<input type="checkbox"/>	⊕ Algebra I Fundamentals					
<input type="checkbox"/>	⊕ Biology					
<input type="checkbox"/>	⊕ Earth Science					

Record Count: 3

☐ Show overdue

CRx Both ▼

For the Student Lesson Plan report, select to include Overdue assignments.

- For the **Student Unit Grades** report, select to only show completed units for the selected course(s) in the report. Otherwise, all units for the selected course(s) appear.

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>					Active ▼	All ▼
<input type="checkbox"/>	+ Algebra I Fundamen					
<input type="checkbox"/>	+ Biology					
<input type="checkbox"/>	+ Earth Science					

Record Count: 3

☐ Completed Units Only

CRx Both ▼

For the Student Unit Grades report, select to include Completed Units only in the report.

To select enrollments for a report:

1. Click the **Show/Refresh** button to display all courses for the selected users (from the **Select Users** category).
2. Use the **Course**, **Edition**, **Student**, **Teacher**, **Status**, or **Reason** filters to easily locate course enrollments. **Note:** Reason options only apply to enrollments with a status of Archived.
3. If desired, click the **Course** name to expand the course, and then click the check box next to the course(s) to include in the report. Or, to include all courses, click the check box at the top of the **Select** column.
4. Depending on the selected report, other filter options appear as explained above in the examples. Select or clear options as needed. Click the **Show/Refresh** button again.

The **Record Count** displays the total number of courses available to select from based on any filters applied.

Run reports from the Activity Reports tab

When running Activity Reports, you select various filters which determine the data to include in the report and you can select a format to save the report as, for example, a .CSV file that you can later use in Microsoft Excel.



Note: Depending on the report, filters applied, and selected export to type, some reports will generate many pages. For example, if you run the **Faculty Progress** report, select all teachers, and export to PDF, you generate a separate report for each teacher.

1. On the main nav bar, click **Reports**, and then click the **Activity Reports** sub-tab.
2. If desired, to change the time zone for the report, select a different time zone.

Time zone

The time zone selected for the report is:

Central Time

You can choose a different time zone: -Select one- ▼

3. From the left nav menu, select a report. See "[Activity Reports descriptions, user access, and additional filtering options](#)" on page 186.



Note: The report options in the left nav menu change based on your user role. Teachers and Super Teachers will not see all the reports available to Admins. The following example shows the reports available to Admins.

Dashboard
Activity Reports
Curriculum Reports

Home
Course Completion Breakdown
Course Percentage Complete
Course Progress Monitor
Detailed Student Grading
Faculty Progress
Group Overview
Group Progress
Login/Logout Times
Pre/Post Test Scores
Student Activity Daily Breakdown
Student Activity Summary
Student Lesson Plan
Student Progress
Student Unit Grades
Track Grade Overrides

Create a Report
1. Choose...
2. Select what you would like your report to cover.
3. Select a format for your report
4. That's it.

Time zone
The time zone selected for the report is:
Mountain Time
You can choose a different time zone: -Select one- ▼

Name	Description
Course Completion Breakdown	This report will show administrators course progress for all students in each course by decile percentage
Course Percentage Complete	View the percentage of course completion along with the current scores for completed assignments
Course Progress Monitor	This report will show administrators the number of students who are behind, on target, or who have not yet started a course
Detailed Student Grading	Monitor student grades at the assignment, unit, and course levels along with time on tasks
Faculty Progress	Displays teachers' daily to-dos for their students
Group Overview	This report will show the course grade and percentage complete by course for all the members of a selected group

From the menu, select a report.
NOTE: This example shows all reports available to Admin users. Teacher and Super Teacher users do not see all the reports shown

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4. Depending on the selected report, applicable filter categories appear. In each category, select the data to include in the report. See ["Activity Reports filters for data selection" on page 214](#).
5. From the **Export as** section (at the top or bottom of the filters area), select a report export format. See ["Activity Reports export formats" on page 210](#).
6. Depending on your selected report export format, you can open the file immediately or save it.

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Run reports focused on standards aligned to Odysseyware curriculum

You can run reports focused on standards alignments across your entitled content (subjects) or across your entitled courses. Having this standards alignments data helps you to make informed decisions about the lessons and projects you want for your learners' enrollments to ensure your school is offering curriculum aligned to current national and state standards.

The **Reports > Curriculum Reports** sub-tab provides access to two curriculum reports:

- The **Content Coverage Report** shows the alignment of lessons and projects across a selected subject (content), for an optional grade or discipline, based on a selected state and/or national standard. This report is a "content-to-standards" comparison. See ["Run Content Coverage reports" on page 235](#).
- The **Course Alignment Report** shows the alignment of lessons and projects across a selected subject, for a specific course or multiple, selected courses, based on a selected state and/or national standard. This report is a "course-to-standards" comparison. See ["Run Course Alignment reports" on page 236](#).

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS COURSE ENROLLMENT GRADEBOOK COURSES **REPORTS** MESSAGES 99-

Dashboard Activity Reports **Curriculum Reports**

Please Select a Report

Select a Report
Content Coverage Report
Course Alignment Report

Report Description
Please select a report to display description.

Standard Document
Select Document

Subject
Select Subject

Grade/Discipline - Optional
Select Grade/Discipline

☐ Show all Standards

Run Report



Permission(s) check: An Odysseyware License Administrator must enable permission for your school to have access to the Curriculum Reports sub-tab. If permission is disabled, the Curriculum Reports sub-tab is not available.

To build a curriculum report, you:

1. Start by selecting the national or state standard document you want to work with. National and state standard documents must be entitled for the school in order to appear in the list. See [How the standards documents get entitled for your school](#).
2. Then, based on your entitled curriculum, you select the subject, and grade or discipline.

For the **Course Alignment Report**, you can select multiple courses (up to 15) to include in the report so that you can see where the alignments to a selected standard are most heavily covered.

By default, both reports show results for lessons and projects *with* alignments to standards. However, the **Show all Standards** option, when selected, lets you see all standards and includes gaps with no aligned assignments.

Curriculum reports download and save as an .XLSX file so that you can easily open the file in Microsoft® Excel® or other supported application and manipulate the data for your needs.

To see tips about how to build the reports and to learn about how the data is structured in the reports, go to ["How to build a report to get the data you need and what that data means" on the facing page](#).

How the standards documents get entitled for your school

For your school to use standards, two steps must occur:

1. An Odysseyware License Administrator must enable the **Standards Authority** option and select the states for the standards documents that your school is entitled to see. This action is performed in the Support tool application.
2. Then, in the Odysseyware application on the **School Settings > Messages & Display** tab, your school Admin is responsible for disabling and enabling the Standards Documents, based on your states, for your school. By default, standards documents for your states are automatically enabled, but can be disabled by the school Admin. Several national standards documents are automatically included in the list, but must be selected to see those alignments.

Standards Documents

By default, the states selected by the Glynlyon License Admin determine the standards documents available to your school. Your school Admin can then disable or enable Standards Documents used by Curriculum Reports. This is available at School Settings > Messages & Display tab.

Selected	State	Standard
<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Achieve	Achieve NGSS Arranged by Disciplinary Core Idea (DCI)
<input type="checkbox"/>	Achieve	Achieve NGSS Arranged by Topic
<input checked="" type="checkbox"/>	Georgia	Georgia Common Core Georgia Performance Standards
<input checked="" type="checkbox"/>	Georgia	Georgia Performance Standards (GPS)
<input checked="" type="checkbox"/>	Georgia	Georgia Standards of Excellence
<input checked="" type="checkbox"/>	Michigan	Michigan Grade Level and High School Content Expectations
<input checked="" type="checkbox"/>	Michigan	Michigan K-12 Standards
<input checked="" type="checkbox"/>	Minnesota	Minnesota Academic Standards

Page 1 of 1 10 View 1 - 10 of 10

How the standards alignments are developed for Odysseyware curriculum

In general terms, *standards* are statements of outcomes all learners should achieve. The Curriculum Team develops its curriculum to be aligned with national and state standards. The alignment data for the curriculum reports comes from a leading academic standards provider, Certica Solutions, Inc. Certica reviews, digitizes and curates standards. The Curriculum Team



submits its curriculum to Certica for review against current standards. Certica then accepts (or rejects) the alignment data. Accepted alignment data is uploaded to the Search Services so that all search methods in the various applications have access to the lessons and projects with updated alignments. The two curriculum reports are run against the Search Services to gather the requested data. Updated standards are pulled from Certica on a regular basis and uploaded to Odysseyware to ensure alignment data is accurate.

How to build a report to get the data you need and what that data means

Here's some tips on how to build the curriculum reports to get the results you expect and also what you will see in the report based on your selections.

- On the main nav bar, select **Reports**, then select **Curriculum Reports**.

Select criteria to build a Content Coverage report

For this example, let's select criteria to see where content coverage is best for an 8th Grade, Global Studies discipline using the Minnesota Academic Standards.

1. From the **Standard Document** list, select the **Minnesota Academic Standards** (see item A below).
2. From the **Subject** list, select **Social Studies** (item B). Once we select the subject, this activates the grade/discipline list.
3. Let's select **Grade 8 - Global Studies** (item C) .
4. We'll keep the **Show all Standards** option (item D) disabled for now. This means the report will only show content (assignments) with alignments to standards.
5. Click **Run Report**.

Curriculum Reports

Please Select a Report
Content Coverage Report

Report Description
The Content Coverage by Standard Report allows you to view the alignment of lessons and projects across all available content to the state and/or national standards selected. This view provides a content-to-standards comparison.

Standard Document A
Minnesota Academic Standards

Subject B
Social Studies (2013)

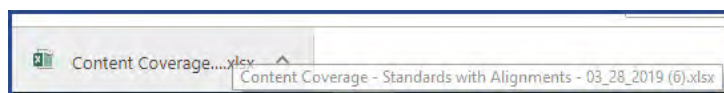
Grade/Discipline - Optional C
Grade 8 - Global Studies

☐ Show all Standards D
Keep this disabled for now

Run Report

The report may take a few minutes to collate the data.

- When the report is done, at the bottom of the browser, you see a download indicator for a file called **Content Coverage - Standards with Alignments [current date].xlsx**. Click the report doc to open it.



Data shown in the report

At the top left of the report, you see the criteria you selected for the report. Below the report criteria are the rows and columns containing the collated data:

- Each report has a blue colored row to indicate the "strand" or domain/disciplinary core idea of the standard. Below the strand row, in the first two columns, you see each section number or standard code listed along with the standard text. The section number (code) and standard text may be repeated on several rows because as you scroll over to the right side of the report, you get the breakdown of the aligned Odysseyware curriculum details and a single standard may be aligned to multiple lessons or projects.

Report data showing
standard and curriculum
alignments

- This example shows three different courses with aligned assignments.

For each standard, you see the aligned Course, Unit, Unit Title, Lesson Title and Lesson Type



- You will notice that if a given strand/standard/substandard does not have curriculum alignments, no data appears in the Course Title, Unit, Unit Title, Assignment, and Lesson Type row. This indicates "gaps" in alignment coverage for the selected subject and grade/discipline (if you included grade/discipline criteria).

8.3.3.6.7	Describe how the physical and environmental features of Africa South of the Sahara affect human activity and settlement.				
8.3.3.6.8	Describe how the physical and environmental features of Australia/ Oceania affect human activity and settlement, including how the human populations have adapted to and changed the landscape differently over time.				
Grade 8 - Global Studies > Geography > Human Systems > The characteristics, distribution and complexity of the earth's cultures influence human systems (social, economic and political systems).					
Section	Standard	Course Title	Unit	Unit Title	Lesson Title
8.3.3.7.1	Describe independence and nationalist movements in Sub-Saharan Africa and Asia, including India's Independence movement.				
Grade 8 - Global Studies > Geography > Human Systems > Processes of cooperation and conflict among people influence the division and control of Earth's surface.					
Section	Standard	Course Title	Unit	Unit Title	Lesson Title
8.3.3.8.1	Describe the impact of nationalist movements in the 20th century on contemporary geopolitics in Southwest Asia and North Africa.				
Grade 8 - Global Studies > Geography > Human Environment Interaction > The meaning, use, distribution and importance of resources changes over time.					
Section	Standard	Course Title	Unit	Unit Title	Lesson Title
8.3.4.10.1	Explain how States, and countries				
8.3.4.10.2	Describe the and de-ind				
8.3.4.10.3	Describe the changing role of Latin America in global trade networks.	Twentieth Century American History		5 CHANGE, CONTINUITY, AND CONFLICT	Global Econ
8.3.4.10.4	Describe the role of Europe in the global economy today.				
8.3.4.10.5	Describe how the distribution and development of oil and water resources influence the economy and societies of Southwest Asia and North Africa.				
8.3.4.10.6	Identify the characteristics of a market economy that exists in contemporary China; describe how China's changing economy has impacted the United States and the	Vietnam Era		4 ACHIEVING PEACE WITH HONOR	Secret Diplo

Select criteria to build a Course Alignment report

For this example, let's select criteria to build a report to see where specific course alignment is best for high schoolers (typically grades 9,10,11 and 12) for Mathematics. We'll include three courses for the report - Algebra I, Geometry, and Integrated Math I.

- Let's select a different standard document, so from the **Standard Document** list, select the **Colorado Academic Standards** (item A below).
- For this report, from the **Subject** list, select **Mathematics 2018** (item B). Once we select the subject, this activates the grade/discipline list.
- Then, from the **Grade/Discipline** list, let's select **High School** (item C) .
- For the courses, select **Algebra I**, **Geometry**, and **Integrated Math I** (item D). You can select up to 15 courses, but be aware that using that many courses in one report may take a while for the report to run.
- We'll keep the **Show all Standards** option (item E) disabled for now.
- Click **Run Report**.

How to build a report to get the data you need and what that data means

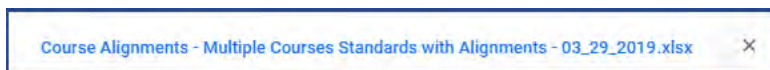
The screenshot shows the 'Curriculum Reports' tab selected. Under 'Please Select a Report', 'Course Alignment Report' is chosen. The 'Report Description' states: 'The Course Alignment by Standard Report allows you to view the alignment of lessons and projects in a specific course to the state and/or national standards selected. This view provides a course-to-standards comparison.'

Configuration options are as follows:

- Standard Document:** Colorado Academic Standards (labeled A)
- Subject:** Mathematics (2018) (labeled B)
- Grade/Discipline - Optional:** High School (labeled C)
- Course:** 3 courses selected (labeled D)
- Show all Standards:** Unchecked (labeled E)

A red arrow points to the 'Run Report' button. A callout box near the 'Show all Standards' checkbox says 'Leave unselected for now'.

- When the report is done, at the bottom of the browser, you see a download indicator for a file called **Course Alignments-Multiple Courses Standards with Alignments [current date].xlsx**. You can also see the report on your download page. Click the report doc to open it.



Data shown in the report

At the top left of the report, you see the criteria you selected for the report. Below the report criteria are the rows and columns containing the collated data:

- On the left side of the report, the first two columns show the standard information. The standards are organized into a structure with strands, standards, and sub-standards. A strand is indicated by the blue row. All standards and sub-standards aligning to a particular strand are listed below the strand with a corresponding section number(standards

Run Content Coverage reports

206	3	Reason quantitatively about the contextual meaning of slope and intercept of linear models of real-world data, and when the numerical value has no meaning within the context.	Geometry	9 COORDINATE GEOMETRY	Performance Task 2
207	3	Reason quantitatively about models of real-world data, context.	Geometry	9 COORDINATE GEOMETRY	Alternate Performance Task 2
208	You see alignment gaps for the standard.				
209	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
210	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
211	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
212	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
213	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
214	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
215	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
216	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
217	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
218	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
219	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
220	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
221	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
222	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
223	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
224	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
225	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title
226	4	Use technology to compute, model, and reason about linear representations of bivariate data, and interpret the meaning of the calculated values.	Course Title	Unit Unit Title	Lesson Title

Run Content Coverage reports

Use the **Content Coverage Report** to see curriculum alignments for a standard by subject for a specific grade or discipline. To get the data for the **Content Coverage Report**, you select the standard document first, then each remaining selection activates the next selection category of data for the report. The generated report includes the standard title, section, standard text with the alignment by Course Title, Unit Title and Lesson (assignment) Title.



Tip: By default, the **Show all Standards** option is disabled. This means the generated report only shows assignments (lessons and projects) with alignments. If you want to see all standards, including assignment gaps (those with no alignments), select the **Show all Standards** option.

To run a Content Coverage report:

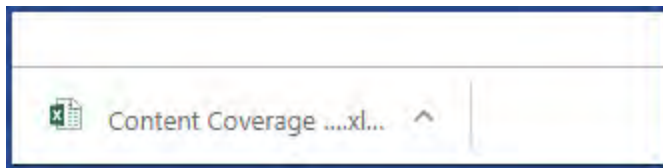
1. On the main nav bar, click **Reports**, then click the **Curriculum Reports** sub-tab.
2. From the list, select the **Content Coverage Report**.
3. From the **Standard Document** list, select the standard document to report on.
4. From the **Subject** list, select the curriculum subject.
5. If desired, from the **Grade/Discipline** list, select a grade or discipline.



Warning: Running a report without a grade or discipline selection means it may take several minutes to run the report due to the large amount of data involved in the search and collation of the data into the report.

6. To include alignment gaps in the report, select the **Show all Standards** option.
7. Click **Run Report**.

Depending on your browser, you may see the downloaded file in the left, bottom of your screen. A default name is given for the file as shown in the example below.



8. Click the file to open it. If you are opening it with Excel and you want to change the file name, you may need to enable editing.

Run Course Alignment reports

Use the **Course Alignment Report** to see alignments for a standard by subject, for a specific grade or discipline, and for one or more courses. To get the data for the **Course Alignment Report**, you select the standard document first, then each remaining selection activates the next selection category of data for the report. You can select multiple courses (up to 15) to include in the report so that you can see where the alignments to a standard are most heavily covered.



Tip: By default, the **Show all Standards** option is disabled. This means the generated report only shows assignments (lessons and projects) *with* alignments. If you want to see all standards, including assignment gaps (those with no alignments), select the **Show all Standards** option.

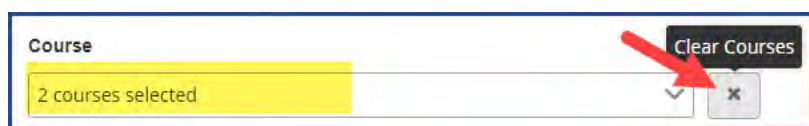
To run a **Course Alignment Report**:

1. On the main nav bar, click **Reports**, then click the **Curriculum Reports** sub-tab.
2. From the list, select the **Course Alignment Report**.
3. From the **Standard Document** list, select the standard document to report on.
4. From the **Subject** list, select the curriculum subject.
5. If desired, from the **Grade/Discipline** list, select a grade or discipline.



Warning: Running a report without a grade or discipline selection means it may take several minutes to run the report due to the large amount of data involved in the search and collation of the data into the report.

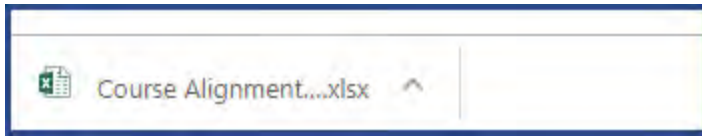
6. From the **Course** list, click the arrow to open the list, and then do the following:
 - a. In the **Search** box, to help you easily find a course, enter the first few characters of the course name. Or, you can scroll the list.
 - b. Select one or more courses to report on. You can select up to 15 courses, but keep in mind that a large number of courses will take several minutes for the report to run.
 - c. Click the close **X** to close the list.
 - d. The number of courses you selected appears on the list. If you only selected one course, that course name appears. If you want to clear your selections, click the **X** button.



Run Course Alignment reports

7. To include alignment gaps in the report, select the **Show all Standards** option.
8. Click **Run Report**.

Depending on your browser, you may see the downloaded file in the left, bottom of your screen. A default name is given for the file as shown in the example below.



9. Click the file to open it. If you are opening it with Excel and you want to change the file name, you may need to enable editing.

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Communicate with teachers and students using internal messaging

Odysseyware provides an internal messaging system that allows admins, teachers, and students to communicate with each other in the form of person-to-person messages. A student can send an assignment help-needed request directly to the teacher which links the message to the assignment question for easy access by the teacher. A student can also message a teacher for an enrolled course to ask a question or request a conference and the teacher can quickly respond. Admins and teachers have an additional message type, known as system-generated messages, that allows them to receive messages from the Odysseyware support system in the form of system notifications.



Tip: The internal messaging system is only used for communication and notification within Odysseyware; no external communication or notification is available. However, teachers and admins can also export several message types to a PDF format so that the message details can be shared externally with others, such as parents and guardians.

Messaging has several features just like a typical email system. You have an Inbox and Sent box. You can read, reply to and forward messages. One difference to note with Odysseyware messaging is that you must archive messages that you no longer want in your Inbox or Sent list; you cannot delete them.

As the Admin, you control whether or not the teachers and students can use the internal messaging system (school permission) and if so, which students can send and or receive messages using the messaging system (student permission).



Note: By default, the internal messaging system permission is enabled at the school level, but can be disabled for an individual student. The student can still send help requests while working on assignment questions and message teachers while on their Courses "Learner Dashboard" page and can read their teachers' responses.

However...if the internal messaging system permission is disabled at the school level, the **Messages** tool on the main nav bar is grayed-out or appears inactive. The student permission, "Allow Message Send", is also disabled. Students can send help requests from assignments and course messages to teachers, which teachers can read, but only help requests from assignments will send the responses back to students to read.

Who you can communicate with

Who you can communicate with using internal Messaging depends on your user role.

User role	Communication options
Student	Can only send messages to and receive messages from their teacher(s).
Teacher	Can send messages to and receive messages from admins, all teachers, students assigned to their courses, students that the Teacher registered in Odysseyware, and groups that they are the owner of.

User role	Communication options
Super Teacher	Can send messages to and receive messages from admins and all teachers, groups that they are the owner of, students assigned to their courses, and students that have the same Campus IDs as the Super Teacher (if the Super Teacher has the "Restrict to Campus" permission enabled for their user profile). For more information, see "Super Teacher restrictions enforced by Campus IDs" on page 17 .
Admin	Can send messages to everyone, including groups owned by them and others, and receive messages from other admins, teachers, and students assigned to courses where the Admin is the teacher of record.

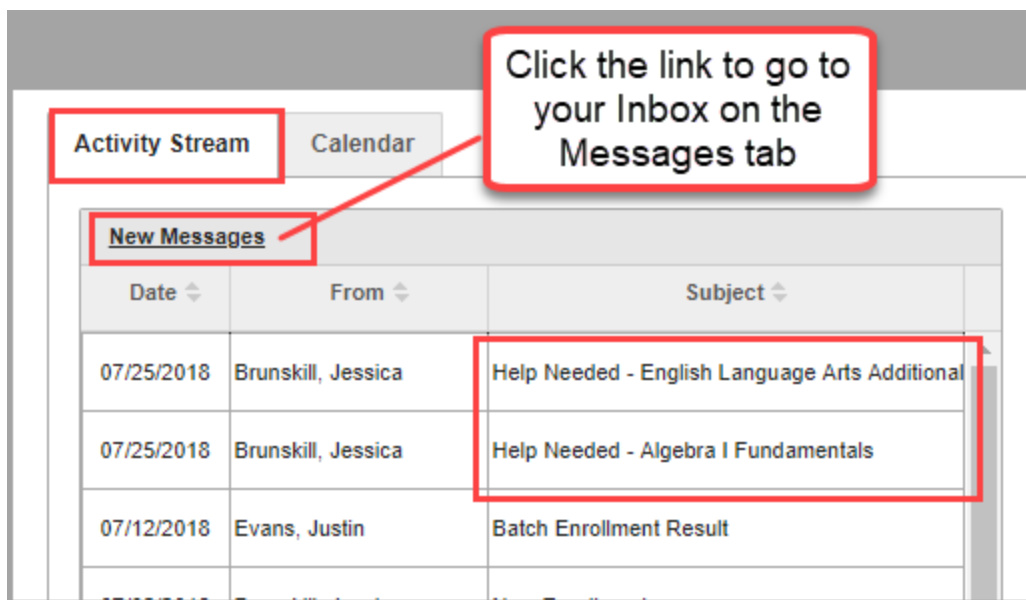
New messages indicators

On the **Home** page, several indicators are immediately visible to let you know that you have new, unread messages that may need your attention:

- On the main nav bar, a red indicator with a number appears next to the **Messages** tool.



- On the **Activity Stream** tab, the **New Messages** list displays the latest unread messages in your **Inbox**. You see the date each message was received, who sent the message to you, and the subject line of the message.



If you are a teacher or admin with assigned courses and a student sends an assignment help-needed message, you see:

- A **Help Request** on the **Activity Stream > Actions** tab.

Access your messages

Welcome, Rosemarie

Activity Stream | Calendar

New Messages

Date	From	Subject
07/25/2018	Jones, Alissa	Help Needed - A Unique Planet - Problem # 4
07/25/2018	Jones, Alissa	Help Needed - A Unique Planet - Problem # 1
07/25/2018	Jones, Alissa	Help Needed - A Unique Planet - Problem # 1
07/13/2018	Turner, Rosemarie	Batch Enrollment Result
07/12/2018	Turner, Rosemarie	Batch Enrollment Result
07/12/2018	Turner, Rosemarie	Batch Enrollment Result

Your top 9 unread messages are shown above.

Actions

Student	Title	Actions
Alissa Jones	A Unique Planet	Help Request ⓘ
Alissa Jones	A Unique Planet	Help Request ⓘ

From this list, you can go directly to the assignment to respond by clicking the Help Request link.

10 View 1 - 2 of 2

- A **Help Request** on the **Gradebook > Action Required** tab.

Grading | **Action Required** | Assessment Summary

Unread ▼ Mark Unread Mark Read

	Student	Subject	Assignment	Type	Event Date	Status
<input type="checkbox"/>	Jones, Alissa					All ▼
<input type="checkbox"/>	* Jones, Alissa	Elective	Earth Science	DYNAMIC STRUCTURE OF EARTH	A Unique Planet	Help Request
					07/25/2018 05:06 pm	Assigned ▼

From this list, you can go directly to the assignment to respond by clicking the Assignment link.

Page 1 of 1 10 View 1 - 1 of 1

Access your messages

To access your messages, do one of the following:

- On the main nav bar, click the **Messages** tool. This action takes you to the **Messages** tab and displays your **Inbox**. See "[Messages tab](#)" on the next page.
- Click the **New Messages** link to go to your **Inbox** on the **Messages** tab.

You can also access an assignment help-needed message from a student by doing one of the following:

- Click the **Help Request** link on the **Actions** tab.
- On the **Gradebook > Action Required** tab, click the **Assignment** link.



Tip: To quickly open an unread message, click it in the **New Messages** list. Tools (buttons) on the **Message** page allow you to take action with the message, such as closing or archiving it. Depending on the type of message, you may be able to forward, reply, or export the message. When you open a message and take action, it is removed from the **New Messages** list, but the message remains in the list on the **Messages** tab.

Messages tab

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.

The screenshot shows the Messages tab interface. Callouts identify the following features:

- A:** Filter dropdown menu (All Messages, Unread Messages, Read Messages)
- B:** New Message button
- C:** Message type icon (envelope for email, bell for announcement, speech bubble for chat)
- D:** Message date and time
- E:** Message subject
- F:** Message actions (View message, Reply, Forward, Archive, etc.)

Type	Date	From	Subject	Preview	Actions
Envelope	07/25/2018 03:25 pm	Jessica Brunskill (JessBrun)	Help Needed - English II	Jessica Brunskill: Can I talk to u today?	View, Reply, Forward, Archive
Envelope	07/25/2018 02:44 pm	Jessica Brunskill (JessBrun)	Help Needed - English Language Arts Additional Resources	Jessica Brunskill: I am ahead in this course. I need to work on the other ones	View, Reply, Forward, Archive
Envelope	07/25/2018 02:43 pm	Jessica Brunskill (JessBrun)	Help Needed - Algebra I Fundamentals	Jessica Brunskill: I am very far behind in this course. Can we talk?	View, Reply, Forward, Archive
Envelope	07/12/2018 04:16 pm	Jessica Brunskill (JessBrun)	Help Needed - Biology	Jessica Brunskill: Can we meet b4 our next class?	View, Reply, Forward, Archive
Bell	07/12/2018 03:40 pm	Evans, Justin	Batch Enrollment Result	You have 2 new enrollments! The following 2 enroll...	View, Reply, Forward
Bell	07/02/2018 11:36 am	Jessica Brunskill (JessBrun)	New Enrollment	Jessica Brunskill has been enrolled to the course - Health Education	View, Reply, Forward
Speech bubble	07/17/2018 03:56 pm	Jessica Brunskill (JessBrun)	Help Needed - "Through the Tunnel": Cultural Traditions and Prereading - Problem # 10	Jessica Brunskill: I really need help with this lesson.	View, Reply, Forward, Archive
Bell	07/02/2018 11:21 am	Jessica Brunskill (JessBrun)	New Enrollment	Jessica Brunskill has been enrolled to the course - Algebra I Fundamentals	View, Reply, Forward
Bell	06/29/2018 02:20 pm	Ashley Becker (abecker)	New Enrollment	Ashley Becker has been enrolled to the course - Algebra I Fundamentals	View, Reply, Forward

- To read a message, under **Actions**, click the **View message** tool. Depending on the type of message, you may be able to archive, forward, reply to, and export the message.
- To write a message, click **New Message**.

Features and tools

The **Messages** tab has several features and tools (identified on the example above) to help you manage each messages list. Symbols visually indicate the type of message and other features include:






Messages tab

Item	Feature/tool	Description
A	Viewing and sorting filters	Easily find and manage messages and change the information displayed. See "Filter, sort, and search your Messages list" on the next page .
B	Message tools (buttons)	Quickly write and send messages, mark messages as read or unread, and archive multiple messages. See: <ul style="list-style-type: none"> • "Write and send messages from the Messages tab" on page 247. • "Mark messages as Read or Unread" on page 245. • "Archive and unarchive messages" on page 255.
C	Message type symbol	Indicates the type of message. See "Message type symbols" below .
D	Date and From columns	Shows the date and time of the message and message sender or receiver name.
E	Subject and Preview columns	Shows the Subject of the message and a short preview of the message contents.
F	Actions column	Displays action tools so that you can view, reply to, forward, archive, view the lesson in the message, export, and move an archived message back in your Inbox. See "Actions tools" below .


Message type symbols







Symbols in the **Type** column visually indicate the type of message. You can sort the Type column by message type.

Symbol	Indicates	See...
	System-generated message, such as the result of a batch enrollment, new enrollment, enrollment change, etc.	"Importance of system-generated messages" on page 249 .
	Help needed request from a student while working on questions for an assignment.	
	Person-to-person message from another teacher, admin, or student. For example, a student in a course assigned to you has a question or a teacher may need your assistance.	"Read and respond to person-to-person messages" on page 248 .

Actions tools

Tools in the **Actions** column allow you to take action for a message.

Tool	Description	See...
View message 	Opens the Message page so that you can read the message. While reading the message, other action buttons are available based on the type of message.	
Reply to message	Opens the Reply to Message page so that you can reply to the sender and add other recipients to the message.	<ul style="list-style-type: none"> • "Read and respond to person-to-person messages" on page 248.

Tool	Description	See...
		
Forward message 	Opens the Forward Message page so that you can forward the message to other recipients and include a response.	"Forward messages" on page 253.
Export message as pdf 	Creates a pdf of the message, including any message threads, so that you can effectively communicate message details with others.	"Export person-to-person messages as PDFs" on page 252.
View lesson in help-requested message 	Opens the lesson and the student's question so that you can reply to the lesson help request.	
Archive message 	Removes the message from the Inbox list and puts it under the Archived list.	"Archive and unarchive messages" on page 255.
Move message to Inbox 	Removes the message from the Archived list and puts it under the Inbox list.	"Archive and unarchive messages" on page 255.

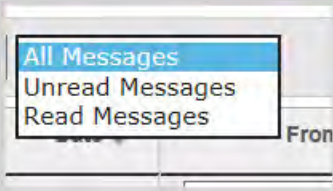
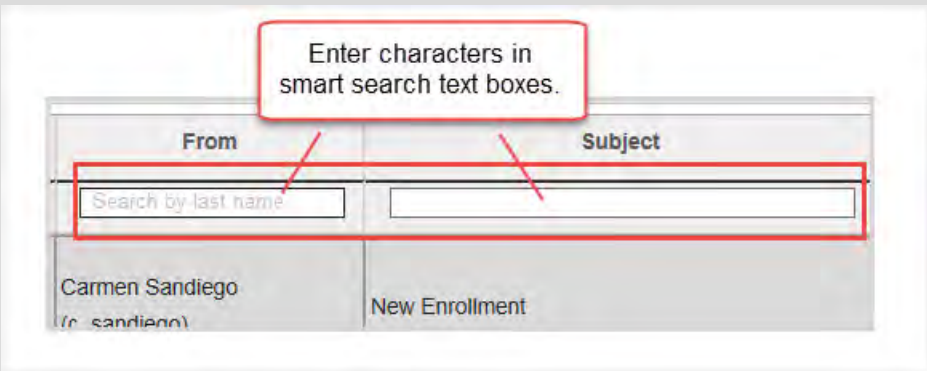
Filter, sort, and search your Messages list

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.

You can filter, sort, and search the list to find a specific message or messages with a specific subject. Depending on the filters you choose, the column headings on the list may change. For example, when viewing Sent messages, the To column appears in place of the From column.

Action	Do the following...
Filter list to see only archived or sent messages	<ul style="list-style-type: none"> From the Inbox list, select Archived. From the Inbox list, select Sent. 
Filter list to see read or unread messages	<p>By default, the list displays All Messages (read and unread).</p> <ul style="list-style-type: none"> To see only read messages, select Read Messages. To see only unread messages, select Unread Messages.

Mark messages as Read or Unread

Action	Do the following...
	
Search for messages by sender/receiver or subject	<p>In the row immediately below several column headings are blank smart search boxes.</p> <ul style="list-style-type: none"> Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. 
Sort list	<ul style="list-style-type: none"> Click to the right of a column heading name to display an ascending/descending control. Sort the column.
Reset list (clear search filters)	<ul style="list-style-type: none"> To reset the list after entering search characters, delete the characters in the text box. Press Enter.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

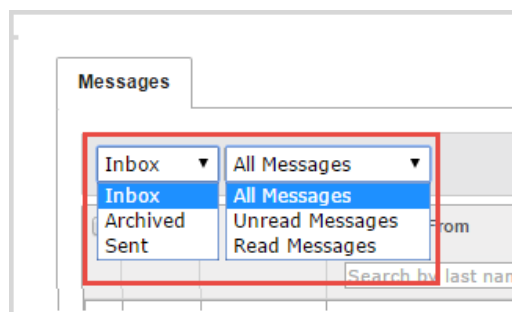
- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.



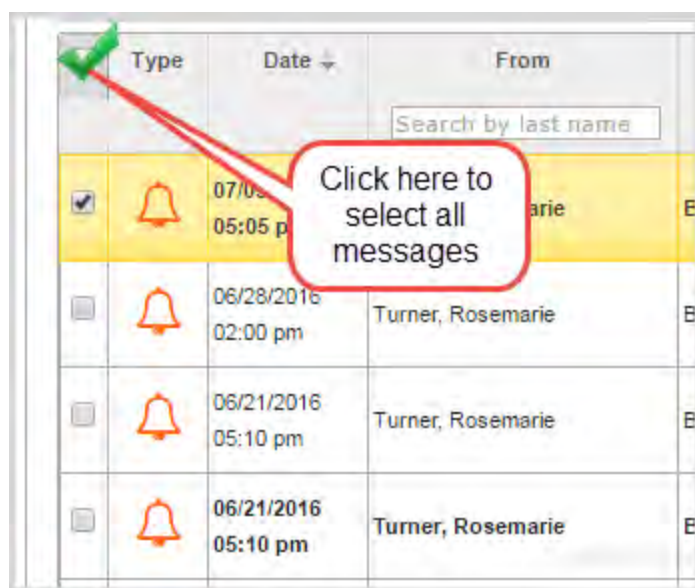
Mark messages as Read or Unread

When you open a message, the message is automatically marked as Read. If desired, you can easily mark a message as Read or Unread. By default, the Inbox displays all messages - read and unread - in chronological order by date and time when received. You can filter the Inbox list to see Archived or Sent messages.

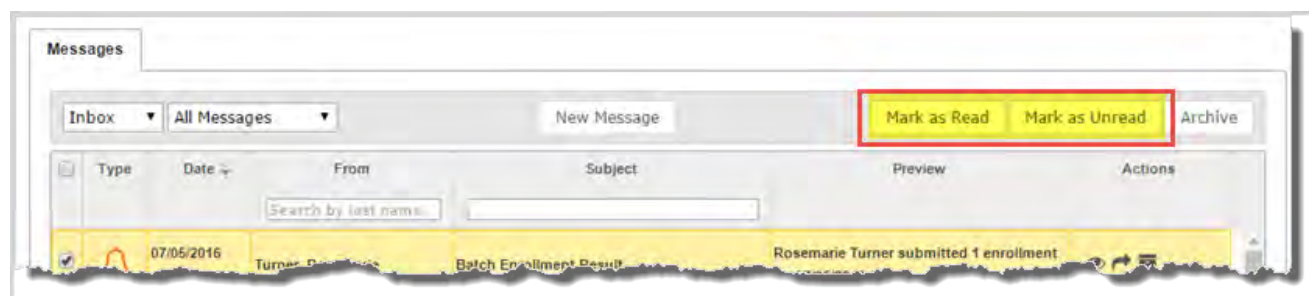
1. On the main nav bar, click **Messages**.
2. To filter the list to see only unread messages in the **Inbox**, from the **All Messages** list, select **Unread Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.



3. To select a message to mark as Read or Unread, click the check box next to the **Type** column, or to select all messages, click the check box in the column heading.



4. Click **Mark as Read** or **Mark as Unread**.



Depending on the filters you applied, the message, or messages, are removed from the list.

Write and send messages from the Messages tab

1. On the main nav bar, click **Messages**.
2. On the **Messages** tab, click **New Message**.
The Message page appears.
3. To select the message recipients, 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**.

The screenshot shows a 'Message' dialog box with a 'To:' field, a 'Subject:' field, and a rich text editor. A 'Contacts' dropdown menu is open, showing a list of contact types and individual contacts. The dropdown menu is highlighted with a red box, and a red arrow points to the 'Contacts' label. The list of contacts includes 'My Students', 'Admins', 'Teachers', 'All Students', 'My Students', 'All Groups', and 'My Groups'. Below the dropdown, a list of individual contacts is shown, each with a checkbox and a name (e.g., 'Carver, April (april_carver)', 'Chambers, Donnie (donchamber)', 'Chambers, Ronnie (ronchamber)', 'Cooper, Brad (b_cooper)', 'Cooper, Diane (d_cooper)', 'Davidson, Abel (abel.davidson)', 'Davidson, Angela (angie.davidson)', 'Greene, Denise (denise.greene)').

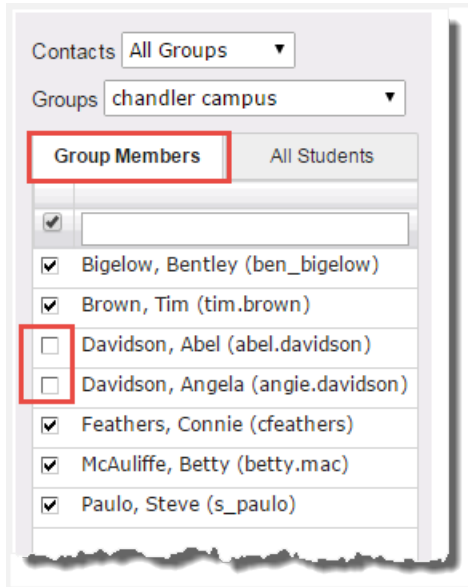
Or

In the search field, start entering the first few characters of the person's name or username.



Tip: You can start typing the contact's name in the blank box to filter the list to only show contacts that match the characters you enter.

- 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.



d. Follow steps a - c to continue adding recipients to the message.

4. Enter the **Subject** of the message.




Tip: As you are typing the subject and message, the automated spelling check tool will underline words in red that it feels are misspelled. You can keep the word as is or fix the spelling.


5. Type the message in the large box below the format toolbar. You can use the formatting tools to change the look and structure of the message.
6. When you are satisfied with the contents and recipients, click **Send Message**.


Based on the number of message recipients, your Sent list contains a message for each recipient. For example, if you sent the message to 12 recipients, your Sent list contains 12 person-to-person messages.

Read and respond to person-to-person messages


Replying to a person-to-person message is as simple as replying to an email message in any email program. A person-to-person message uses this symbol  as its visual indicator in your **Messages** list.



Tip: When a student sends a message to the teacher, that type of message has the subject of "Help Needed - [Course Name]" and uses the person-to-person  message symbol and has the same actions as a person-to-person message.

1. On the main nav bar, click **Messages**.
2. Use the **Type** column sort filter to sort the list in ascending order by message type so that any person-to-person messages are at the top of the list.
3. To read the message, under **Actions**, click the **View message**  tool.
4. To reply to the message, click the **Reply** button.



Tip: To reply to a message without reading it, under **Actions**, click the **Reply**  tool.

The **Reply to Message** page appears with the sender's name in the **To** field and the original subject and message content.

5. You can keep the default information that appears or delete it. To add more recipients, 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**.

Or

In the search field, start entering the first few characters of the person's name or username.



Tip: You can start typing the contact's name in the blank box to filter the list to only show contacts that match the characters you enter.

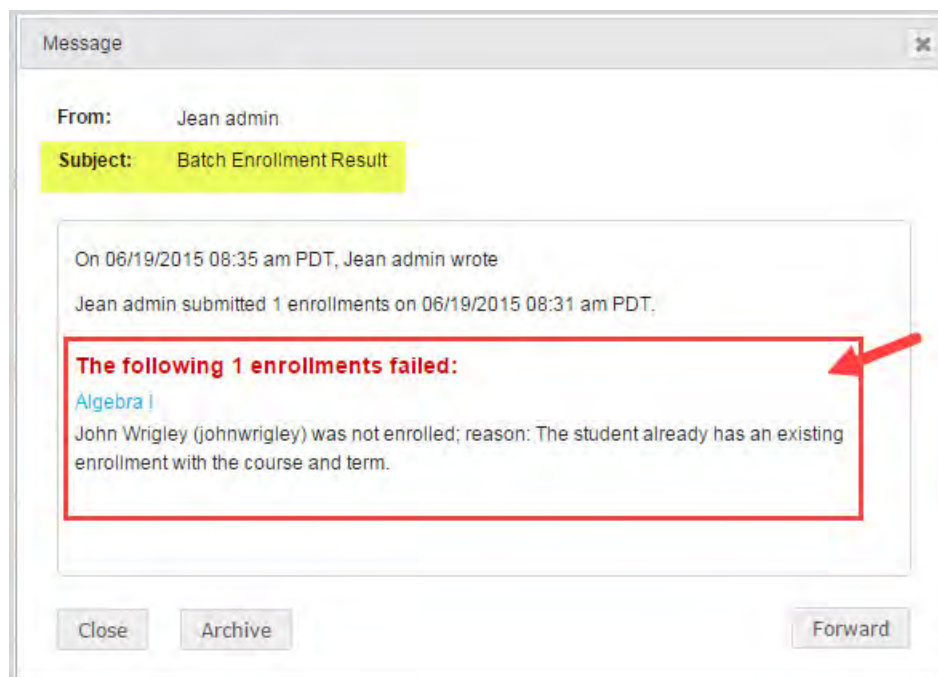
- b. If you selected either **All Groups** or **My Groups**, from the **Groups** list, select a group.
 - c. Click the check box for the contact(s). By default, if you selected a group, all of the group members appear as selected on the **Group Members** tab and their names are automatically placed in the **To** field of the message. To remove a group member from the recipient's list, clear the check box.
6. When finished, click **Send Message**.

Importance of system-generated messages

System-generated messages occur when:

- An enrollment changes, such as an enrollment has been transferred to another teacher (Subject = Enrollment Change).
- A new enrollment has occurred (Subject = New Enrollment).
- A new enrollment is processed by the Odysseyware system (Subject = Batch Enrollment Result).
- System support notifies the teacher that an enrollment may soon be archived and the teacher may need to take action (Subject = Notification to teacher regarding pending archival action).
See
- System support notifies the teacher that a student has completed a course (Subject = Notification of completed course).
- System support notifies the school Admin that a student attempted to use their Single Sign-On (SSO) credentials and an association for the student could not be found in Odysseyware (Subject = Unassociated Login Attempt).



You will want to read system-generated messages, especially after enrolling students, because with a Batch Enrollment Result message, you are notified if any enrollments failed to be created as shown in this example.



Read and take action on system-generated messages



Tip: System-generated messages also appear in **New Messages** list on the **Home > Activity Stream** tab.

1. On the main nav bar, click **Messages**.
2. A system-generated message uses the bell  symbol. Use the **Type** column sort filter to sort the list in ascending order by message type.
3. To read the message, under **Actions**, click the **View message**  tool.
4. If desired, do one of the following:
 - If you do not want to take action, click **Close**.
 - If the message is for a pending archival action for an enrollment, you can extend the enrollment. See ["How auto-archiving enrollments happens and how teachers can respond"](#) on the facing page.



Read and take action on system-generated messages

- To archive the message, click the **Archive** button. See ["Archive and unarchive messages" on page 255](#).
- To forward the message, click the **Forward** button. See ["Forward messages" on page 253](#).

How auto-archiving enrollments happens and how teachers can respond

If an enrollment is in Active or On Hold status and the student has not opened any assignment in the enrollment for the period of one year (52 weeks), then the system will automatically move the enrollment to Pending Archive status. At this point, the Teacher of Record (TOR) for the enrollment is sent a message to their Inbox seven days in advance notifying of the pending archival action.

	02/27/2017 12:38 am	Support, System	Notification to teacher regarding pending archival action.	Alert: The following student's enrollments will be archived in seven da...	
--	------------------------	-----------------	--	--	--

When opened, the message content looks like this:

Message

From: System Support

Subject: Notification to teacher regarding pending archival action.

On 02/06/2017 12:38 am MST, System Support wrote

Alert: The following student's enrollments will be archived in seven days if no action is taken.

** This is a system generated message. Please DO NOT REPLY! **

The following student's enrollments will be archived in seven days if no action is taken. The enrollments listed below have not been accessed in the past 52 weeks and will automatically move to archive status in seven days if no action is taken. If you wish to keep these enrollments in their current state, please click on the Extend Enrollment Link next to the enrollment title(s) and these will remain in their current state.

Student Details	Enrollment Details	Action
1. Garrison Craig	English I CCSS	Extend Enrollment
2. Hahn John	Geometry	Extend Enrollment

Close

Archive

Forward

Reply

- If desired, to extend the enrollment and keep it in its current state, the TOR can click the **Extend Enrollment** link in the message.

Export person-to-person messages as PDFs

You can export your person-to-person messages as PDFs so that you can share the communication details with others. When you export a message that has multiple communication efforts (threads), if you select the most recent message, the entire communication thread is exported. You can export unopened and opened messages.


There are multiple ways to export a message as a PDF. You can:

- [Export an unopened message from the Messages tab.](#)
- [Export an opened message from the Messages tab.](#)
- [Export an opened message from the Home page > Activity Stream > New Messages tab.](#)

Export an unopened message from the Messages tab

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. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.
3. Under **Actions**, click the **Export**  tool.

The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

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

Recipient: Jones, Rita	Sender: Burr, Tim
Recipient Username: rita.jones	Sender Username: t_burr
Subject: Will be sending enrollment schedule soon	Date exported: 07/14/2015

On 07/14/2015 02:48 pm MST, Tim Burr wrote

Rita,

I am still setting up the school. Have patience. I will send out the schedule soon.

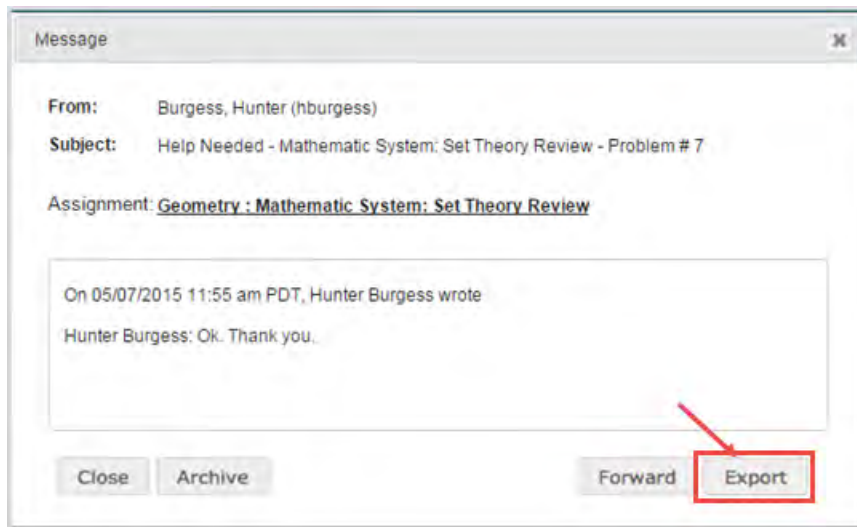
Export an opened message from the Messages tab

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. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.
3. To open the message, double-click it.
4. Click the **Export** button.

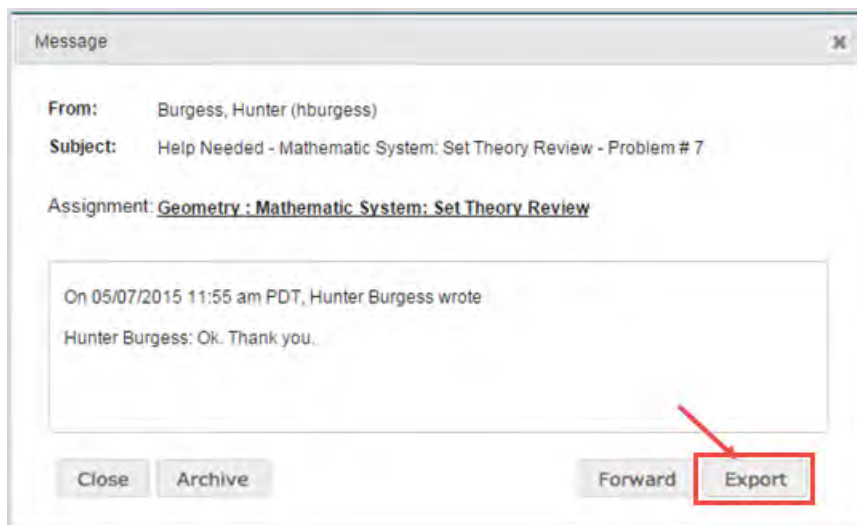
Forward messages



The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

Export an opened message from the Home page > Activity Stream > New Messages tab

1. On the main nav bar, click **Home**.
2. On the **Activity Stream** tab, in the **New Messages** list, click a person-to-person or help-requested message to open it.
3. Click the **Export** button.



The message downloads as a PDF. Depending on your browser, you may be given the option to keep the subject as the name of the PDF or you can change it. The file may show on a tab at the bottom of the page.

Forward messages

You can forward any type of message to others. When you forward a message, the **To** field is empty and you must select at least one recipient. You can forward unopened and opened messages.

Forward an unopened 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. (Optional) To filter the list to see only unread or read messages in the Inbox, from the **All Messages** list, select **Unread Messages** or **Read Messages**. Or, change the **Inbox** filter to show **Sent** or **Archived** messages.
3. Under **Actions**, click the **Forward** ➡ tool.

The **Forward Message** page appears with the original subject and message content.

4. To select the message recipients, 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**.

Or

In the search field, start entering the first few characters of the person's name or username.

Forward Message

To

Subject:

Fwd: Getting ready for the new school year

B I U [Text formatting icons] Size [Font size dropdown] [Color dropdown] [Background color dropdown]

On 08/21/2015 01:03 pm MST, Tim Burr wrote

I will have updated schedules for you soon.

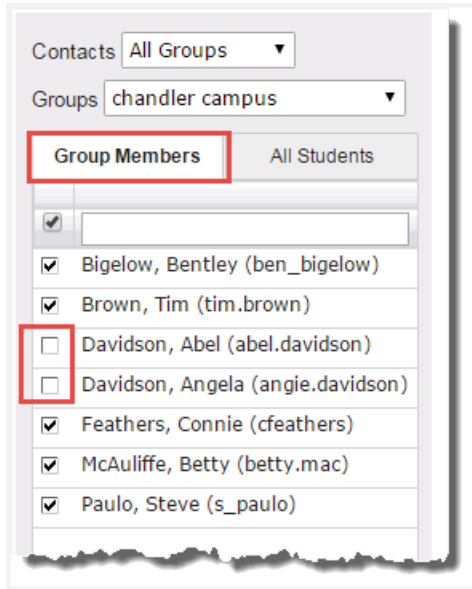
Close

Send Message

Contacts: My Students (selected), Admins, Teachers, All Students, All Groups, My Groups

- ☐ Bigelow, Tim (tim.bigelow)
- ☐ Brown, Tim (tim.brown)
- ☐ Chambers, Ronnie (ronchamber)
- ☐ Cooper, Brad (b_cooper)
- ☐ Cooper, Diane (d_cooper)
- ☐ Davidson, Abel (abel.davidson)
- ☐ Davidson, Angela (angie.davidson)
- ☐ Duvall, Robert (r.duvall)
- ☐ Feathers, Connie (cfeathers)
- ☐ Greene, Denise (denise.greene)

- 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.



5. You can enter additional comments in the message area and delete any part of the original message content.
6. When finished, click **Send Message**.



Tip: You can forward a message while reading it. Just click the **Forward** button.

Archive and unarchive messages


Because you cannot delete messages in Odysseyware, you may want to *archive* messages to keep your Inbox list manageable. You can archive unopened and opened messages and you can archive multiple unopened messages from the Messages tab.

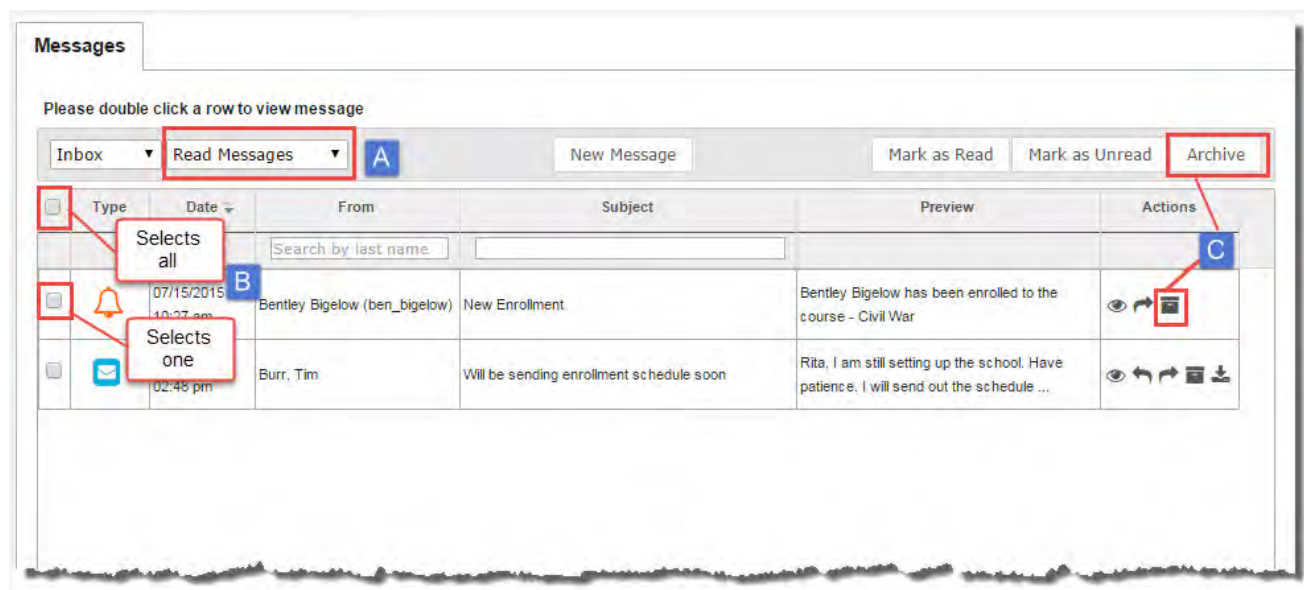
If desired, you can move archived messages back to your Inbox.

To archive unopened messages from the Messages tab:

1. On the main nav bar, click **Messages**.
2. (Optional) Filter or sort the list to locate the message(s) you want to archive. See ["Filter, sort, and search your Messages list" on page 244](#).

In the example below, the list was filtered to show only read messages (example A).

3. To select a message, click the check box next to the **Type** column, or to select all messages, click the check box in the column heading (example B).
4. Under **Actions**, click the **Archive**  tool, or if archiving more than one message, click the **Archive** button (example C).



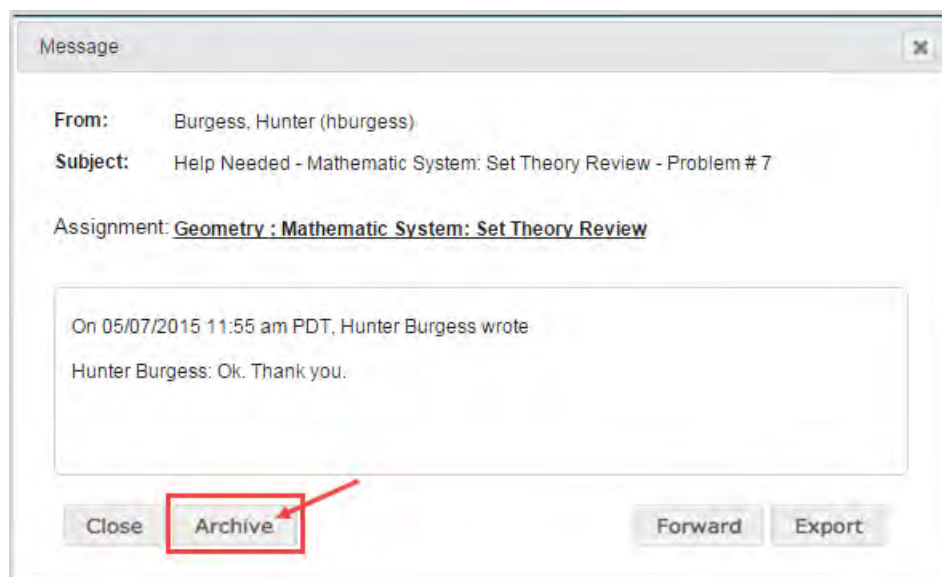
The message(s) is(are) removed from the list and now appear in the Archived list.

To archive an opened messages from the Messages tab:

1. (Optional) Filter or sort the list to locate the message(s) you want to archive. See ["Filter, sort, and search your Messages list" on page 244](#).
2. To read the message, double-click it.
3. To archive the message, click the **Archive** button.

To archive an opened message from the Home > Activity Stream > New Messages tab:


1. On the main nav bar, click **Home**.
2. On the **Activity Stream** tab, in the **New Messages** list, click a message to open it.
3. Click the **Archive** button.

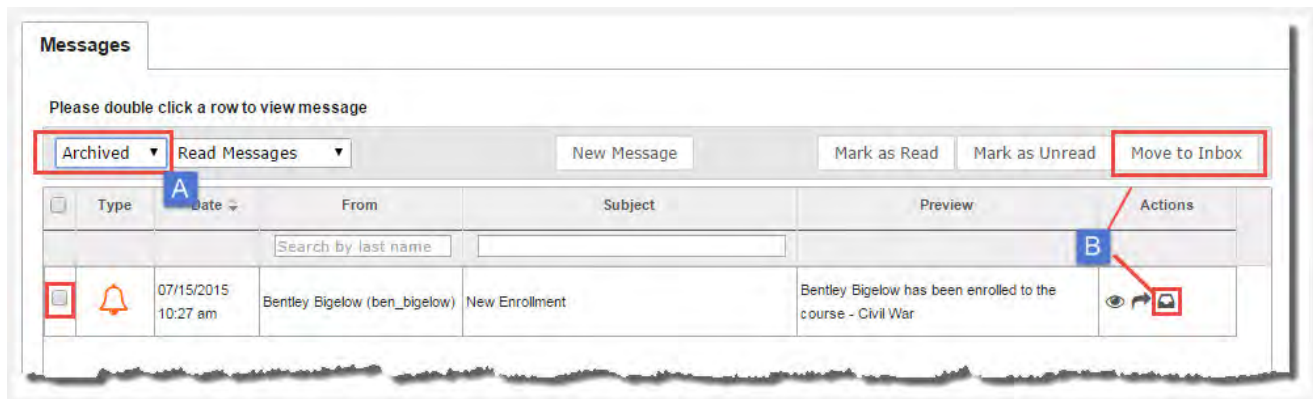


Archive and unarchive messages

The message is removed from the New Messages list and now appears in the Archived list on the Messages tab.

To unarchive or move archived messages back to your Inbox:

1. On the main nav bar, click **Messages**.
2. To see all archived messages, from the **Inbox** list, select **Archived** (example A).
3. To move an archived message back to your Inbox, select the check box for the message, and under **Actions**, click the **Move to Inbox**  tool. To move multiple messages, select their check boxes and click the **Move to Inbox** button (example B).



The message(s) is(are) removed from the Archived list and now appear in chronological order by date and time received in the Inbox.

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View and search your school's courses and curriculum

This section explains how to:

- View your school's courses, including the standard courses and custom courses.
- Sort, filter, and search the courses list.
- Preview instructional contents of courses.
- Search and tag curriculum and other content for your custom courses.

Standard courses are the default courses provided when the school purchased Odysseyware. These courses are ready for student enrollments and cannot be modified by you.

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. These courses can be in draft and published modes and then made ready for student enrollments.



Note: Creating custom courses is explained in the *Create a Custom Course Guide*. Creating custom assignments is explained in the *Teacher Authoring Tool Guide*. To learn how to obtain copies of these guides, see ["Get help from customer support and access to online resources and videos" on page 295](#).

- To view courses, on the main nav bar, click **Courses**. The **Courses** sub-tab is the default selection. See ["Courses tab" below](#).

Courses tab

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 (example A below) 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. See ["Filter, sort, and search the Courses list" on page 261](#).
- A **Create Course** button (example B below) which opens the Course Editor so that you can create your own custom course. See the *Create a Custom Course Guide* for information on how to create custom courses.
- A **Search** button (example C below) which opens the Search feature so that you can 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. See ["Search curriculum and other content from the Courses tab" on page 267](#).






The screenshot shows the 'Courses' tab in the Odysseyware interface. At the top, there are tabs for 'Courses' and 'Custom Assignments'. Below these is a search bar labeled 'C' and a filter bar labeled 'A' with options: 'All', 'All Standard', 'Custom', 'My Courses', 'Archived', and a 'Create Course' button labeled 'B'. The main table has columns: 'Subject', 'Course', 'Author', 'Information', 'Enrollable', and 'Actions'. The 'Information' and 'Enrollable' columns are highlighted with a red box and labeled 'D'. The 'Actions' column is highlighted with a red box and labeled 'E'. The table lists various courses, including 'Advanced math', 'Advanced Placement*', and 'Bible'. The bottom of the interface shows pagination: 'Page 1 of 9' and 'View 1 - 25 of 211'.

The **Information** and **Enrollable** columns (example D above) provide immediate, visual indicators about the course.

Symbol	Indicates
	Course has been published. If the first position in this column is blank, the course is not published yet. It is still in a draft version.
	Course is locked and cannot be edited (these are usually standard Odysseyware courses).
	Course (custom) that only the admin can edit.
	Course (custom) that the admin and all teachers with create course permissions can edit.
	Course (custom) is in draft mode. It can be edited.
FLEX	When the course was created, the Enable Flex setting was turned ON (enabled) to allow Flex Assessments. Flex Assessments means tests and quizzes are automatically created based on selected lessons and tailored to meet the needs of students. For more information, see "How Flex Assessments, Flex CRx and Flex Skipped settings work" on page 138 .
	A check mark in the Enrollable column indicates the course is available for student enrollments.

Tools in the **Actions** column (example E above) let you take action for the course.

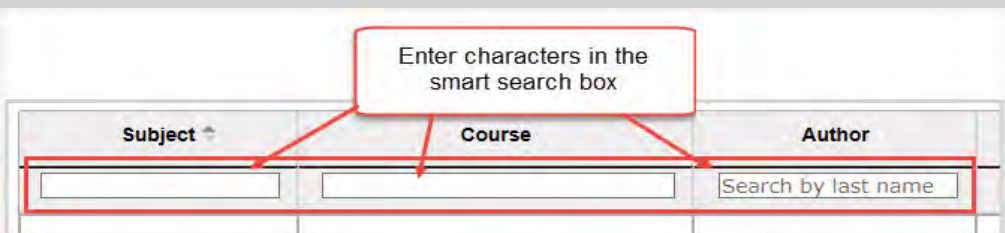
Filter, sort, and search the Courses list

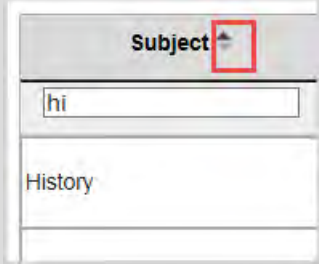

Tools	Indicates
	Course contents, including instructional material, can be previewed. Applies to all courses. Click to open the course and preview the course structure, which includes the units and open a unit to view its assignments. Also, can click an assignment to view its instructional material. See "Preview instructional material in courses" on the next page.
	Course can be copied. Click to copy the course. For more information, see the <i>Custom Course Guide</i> .
	Course can be edited. Click to open the custom course and make edits to it. For more information, see the <i>Custom Course Guide</i> .
	Custom course can be archived. Click to archive the custom course. See "Archive and unarchive custom courses" on page 283.
	Custom course can be unarchived. Click to unarchive the course. To see archived courses, click the Archived filter.

Filter, sort, and search the Courses list

To help you locate a specific course or courses, you can filter, sort, and search the courses list on the **Courses** tab.

By default, the **All** filter is active and all courses - standard and your school's custom courses - are displayed in the list.

Action	Do the following...
Filter list by course type	<ul style="list-style-type: none"> To display only the Odysseyware standard courses, click the All Standard tab. To display only your school's custom courses, click the Custom tab. To display only courses created by you, click the My Courses tab. To display only courses that have been archived, click the Archived tab.
Search by subject, course name, and/or author	<ul style="list-style-type: none"> In the row immediately below the Subject, Course, and Author column headings are blank smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters. 
Sort list by subject	<ul style="list-style-type: none"> Click to the right of the Subject column heading name to display an ascending/descending control. Sort the column.

Action	Do the following...
	
Reset (remove) column filters	<ul style="list-style-type: none"> Click the Reset filters symbol located in the lower left of the page. The filters are removed from the list and the default list is displayed. 

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.



Preview instructional material in courses

Odysseyware has a course preview mode that lets you see the structure of and instructional material of an assignment within a course. You cannot perform any tasks in preview mode; it is just for viewing a course's structure and its assignments' instructional material.

You can preview:

- Lessons and Projects - Preview instructional material, section by section, including any vocabulary, and other audio files.
- Quizzes - Preview questions and see the answers.
- Tests - Preview questions and see the answers.

Preview mode for courses is available from several access points:

- From the **Courses** tab to view the instructional material in assignments of existing and custom courses.




Tip: If a custom course has both Published and Draft versions, you can preview the instructional material of both versions.

- From the **Courses** tab **Search** feature while searching curriculum, custom courses and assignments, and topics.
- From the **Custom Course Search** feature while searching for content for your custom courses.

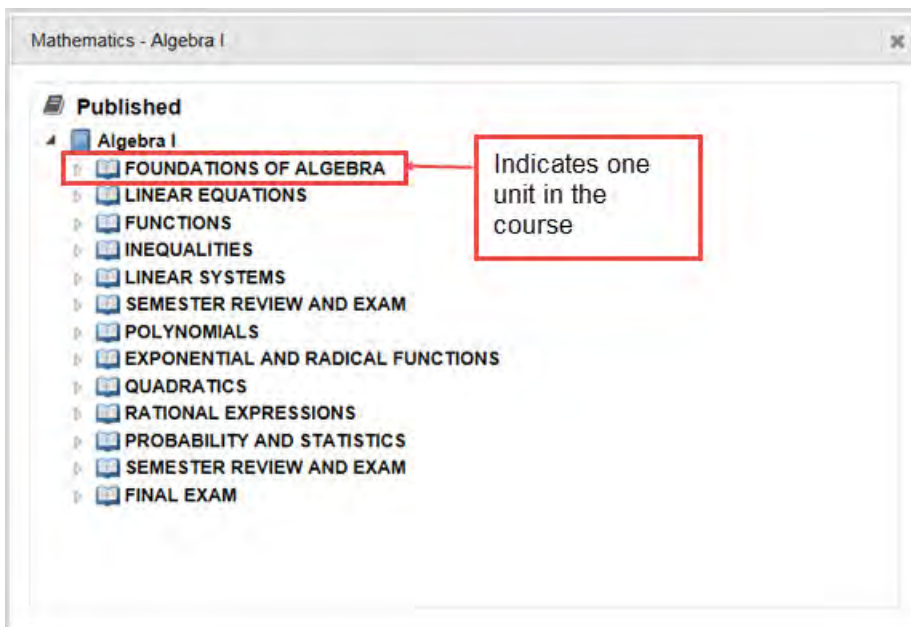


Note: When using the **Search** feature, for Flex by default courses, instructional material may not be available to preview for Quizzes and Tests because the assessments are dynamically generated based on the assignments that are in the scope. Typically, this occurs for state-specific courses which use dynamically-generated assessments in place of static assessments.

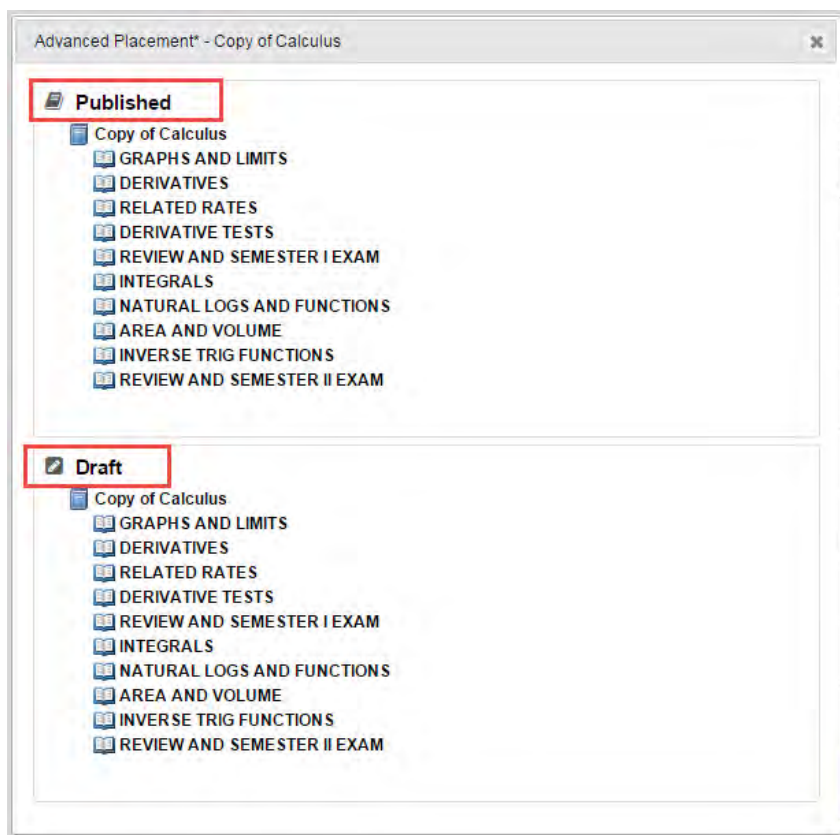
These steps explain how to preview the instructional material of a course from the **Courses** tab.

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
To preview the instructional material of assignments in an existing course, do the following steps. To preview the instructional material of assignments in a custom course during course creation, see the *Custom Course Guide*.
2. Click the **All Standard**, **Custom**, or **My Courses** tab to narrow the courses list and then use the **Subject**, **Course**, or **Author** filters to locate the course.
3. Under **Actions**, click the **Preview**  tool.

The course opens in the preview page. All units in the course are indicated by a book symbol and right-facing arrow as shown in this example.

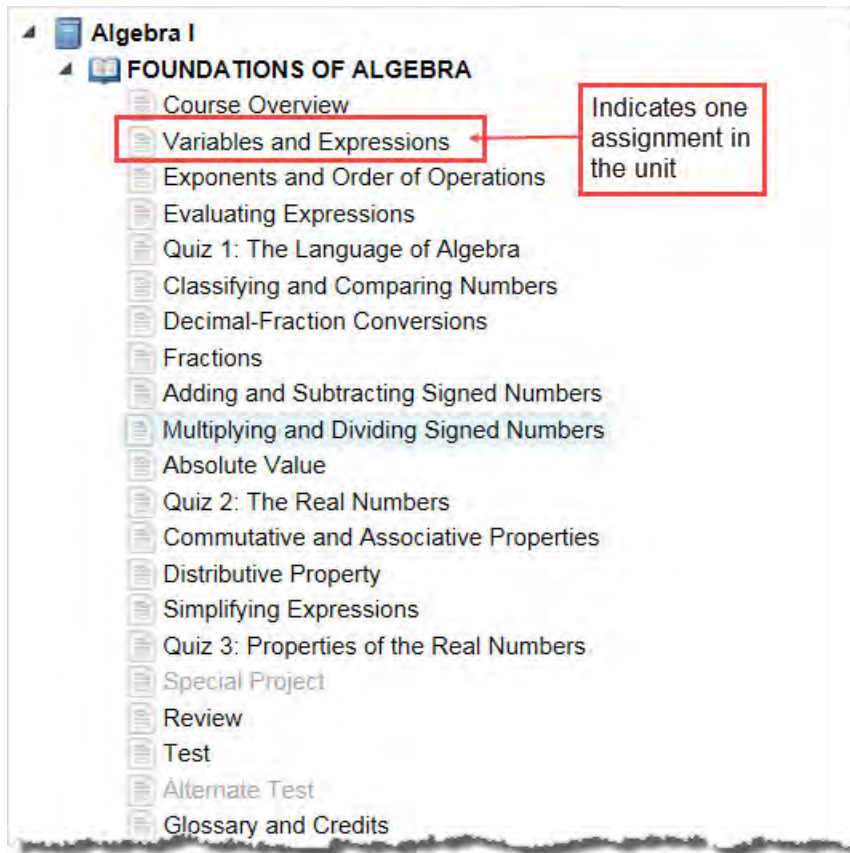


If previewing a custom course with both Published and Draft versions, you see the course structure for both versions as shown in this example.



4. To expand a unit to show the assignments, click the right-facing arrow.

The arrow changes to a down-facing arrow and all of the unit's assignments are displayed as indicated by the page symbol.



5. To see an assignment's instructional material, click the assignment title.

The instructional material appears in the course preview mode page. In the upper left, you see the course information.

Odysseyware®

Close

Closes preview mode

Logged in as William Conley

Course Information

- Course: Algebra I
- Unit: 1. FOUNDATIONS OF ALGEBRA
- Assignment: 1. Course Overview

Algebra I

COURSE OVERVIEW

Algebra I is a full year, high school credit course that is intended for the student who has successfully mastered the core algebraic concepts covered in the prerequisite course, Pre-Algebra. Within the Algebra I course, the student will explore basic algebraic fundamentals such as evaluating, creating, solving and graphing linear, quadratic, and polynomial functions.

Upon successfully completing the course, the student should have mastered the following concepts:

- Solve single variable, absolute value, and linear systems of equations.
- Solve and graph single variable, absolute value, and linear inequalities.
- Evaluate, solve, and graph linear and quadratic functions as well as conceptualize the relationship between the independent and dependent variable of a function.
- Understand and know how to apply the distance, midpoint, and slope formulas as well as the Pythagorean theorem.
- Form an equation of a line using the slope-intercept, point-slope and standard forms of a line.
- Organize data in the form of a table or matrix; perform complex matrix operations such as multiplication.

6. If you are viewing the contents of a quiz or test, you can click **Show Answer** to see the question's answer. Click **Hide Answer** to deactivate the answer.

Question #1 MultipleChoice

Show Answer

Simplify 6(-5).

- 30
- 11
- 1
- 30

Question #1 MultipleChoice

Hide Answer

Simplify 6(-5).

- 30
- 11
- 1
- 30

7. To close the contents preview page and return to the course preview page, click **Close**.



Search curriculum and other content from the Courses tab

You can use the **Search** button on the **Courses** tab to search the standard Odysseyware curriculum, as well as other content, such as any custom courses and assignments you have created and saved, Odysseyware topics, and, if enabled for your school, any Standards documents. Searching through the various types of content available to you can help you make decisions about the courses and content you want to use or create for your students. 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. See ["Navigate \(explore\) through content levels and save your search paths" on the next page](#).
- Enter a keyword or standard fragment 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. See ["Search content by entering keywords or standards fragments" on page 275](#).

Search modes and tools

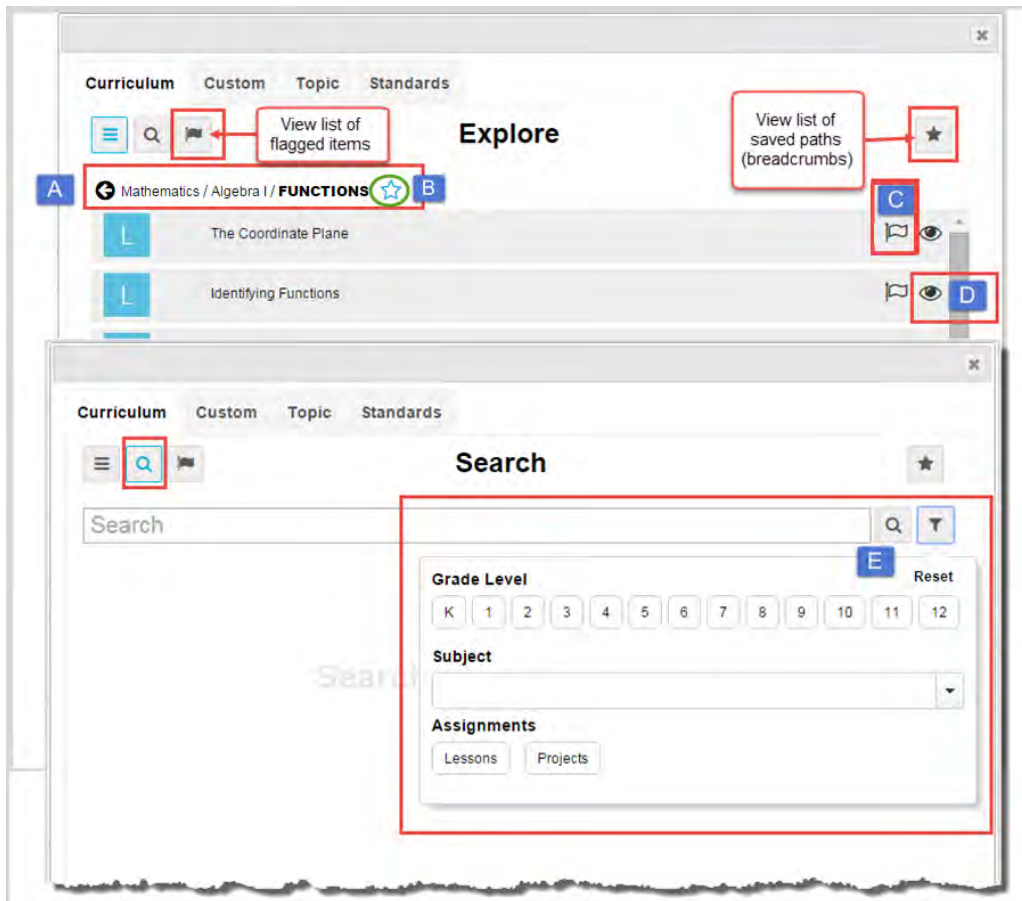
Two tools enable modes for searching content:

Tool	Description
Navigate  tool	Enables Navigation mode which allows you to navigate and explore the "levels" in the selected content type, starting at the highest level all the way down to the lowest level. As you move down through the levels, you create a visible search path or "breadcrumbs" that you can "star" to save for later use. You can also click a level in the search path to navigate back to that level. See "Navigate (explore) through content levels and save your search paths" on the next page .
Search  tool	Enables Search mode which allows you to search in a selected content type by <i>keyword or standard fragment</i> to target specific content and apply filters to refine your search. See "Search content by entering keywords or standards fragments" on page 275 .



Tip: You can easily move between Navigation mode and Search mode. Just click the applicable tool.

Other helpful search tools and features are available for both modes.



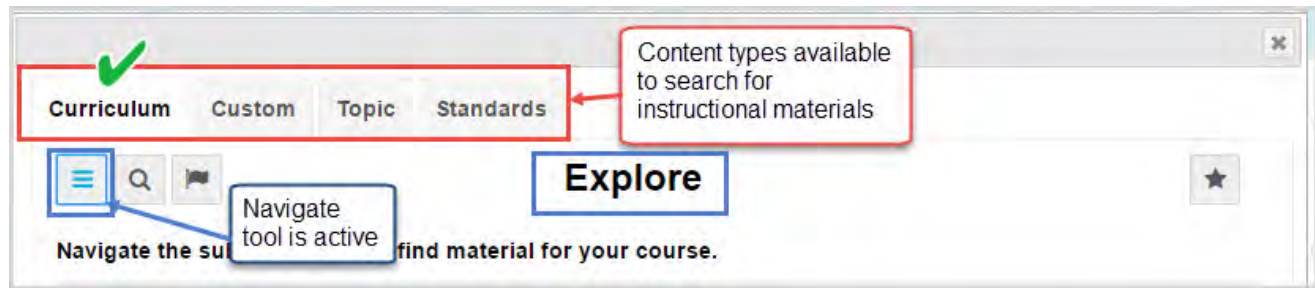
Tools and features identified above include:

Item	Tool/feature	Description
A	Search path	Visually see and navigate back the search path.
B	Star (save) search path	Click to save the search path so that you can easily access it again. See "Save and access search paths (breadcrumbs)" on page 274 .
C	Flag content items	Flag content items (units, assignments, topics, subtopics, standards, and substandards) to save them to a list so that you can access those items later. See "Flag and view saved search items" on page 278 .
D	Preview	Preview assignment content to see if it is relevant for your custom course. See "Preview instructional material in assignments" on page 280 .
E	Search mode advanced filters	Refine your search to target key areas of the curriculum relevant to your students' needs using the advanced search filtering options. See "Keyword search advanced filtering options" on page 276 .

Navigate (explore) through content levels and save your search paths

By default, when Search is opened, the **Explore** page appears with the content type set to the **Curriculum** tab and the **Navigate** tool is active as shown in the example below.


Navigate (explore) through content levels and save your search paths



You use the **Navigate** tool to explore through a selected content type by "levels". As you navigate down through the levels, you create a visible search path or "breadcrumbs". You can save your search paths to access them later to assist you in quickly creating custom courses. The options available vary based on the level of content you are searching.

Organization of content type levels

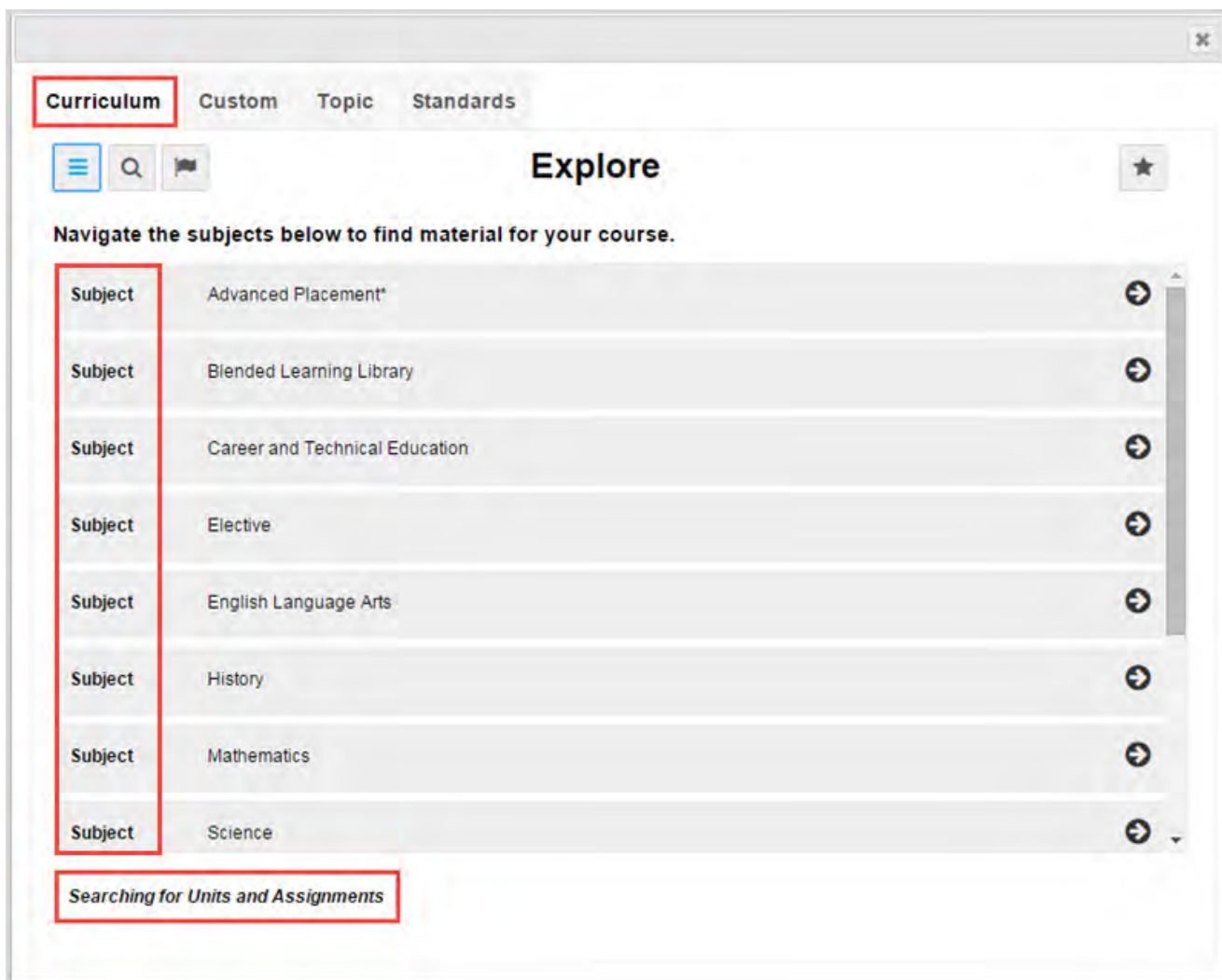
The content type levels in search are organized like this:


- Curriculum **Curriculum** content starts at the Subject level, then moves down to Course, then down to Units, and then to the lowest level which is Assignments (lessons, projects, tests, quizzes).
- Custom **Custom** content is the custom courses and assignments created by your school. Custom content is organized just like Curriculum content which starts at the Subject level, then moves down to Course, then down to Units, and then to the lowest level which is Assignments (lessons, projects, tests, quizzes). You can click the **Assignments**  tool to quickly access a list of your school's custom assignments.
- Topic **Topic** content starts with the discipline Subject, such as English and Mathematics, then moves down to Grade levels, down to Topics, then to Subtopics, down to the lowest level of lessons and projects.
- Standards **Standards** content requires that you first select a standards document to search based on states that your school can access. After the standards document is selected, you can select criteria of Subject, then Course, then Standard, to various levels of Substandards, and then you see the lessons and projects which are aligned to the standards criteria you selected.

Navigate (explore) content

1. Select a specific content tab (**Curriculum**, **Custom**, **Topic**, or **Standards**) to search by that content type. If you selected **Standards**, choose a standards document from the list.

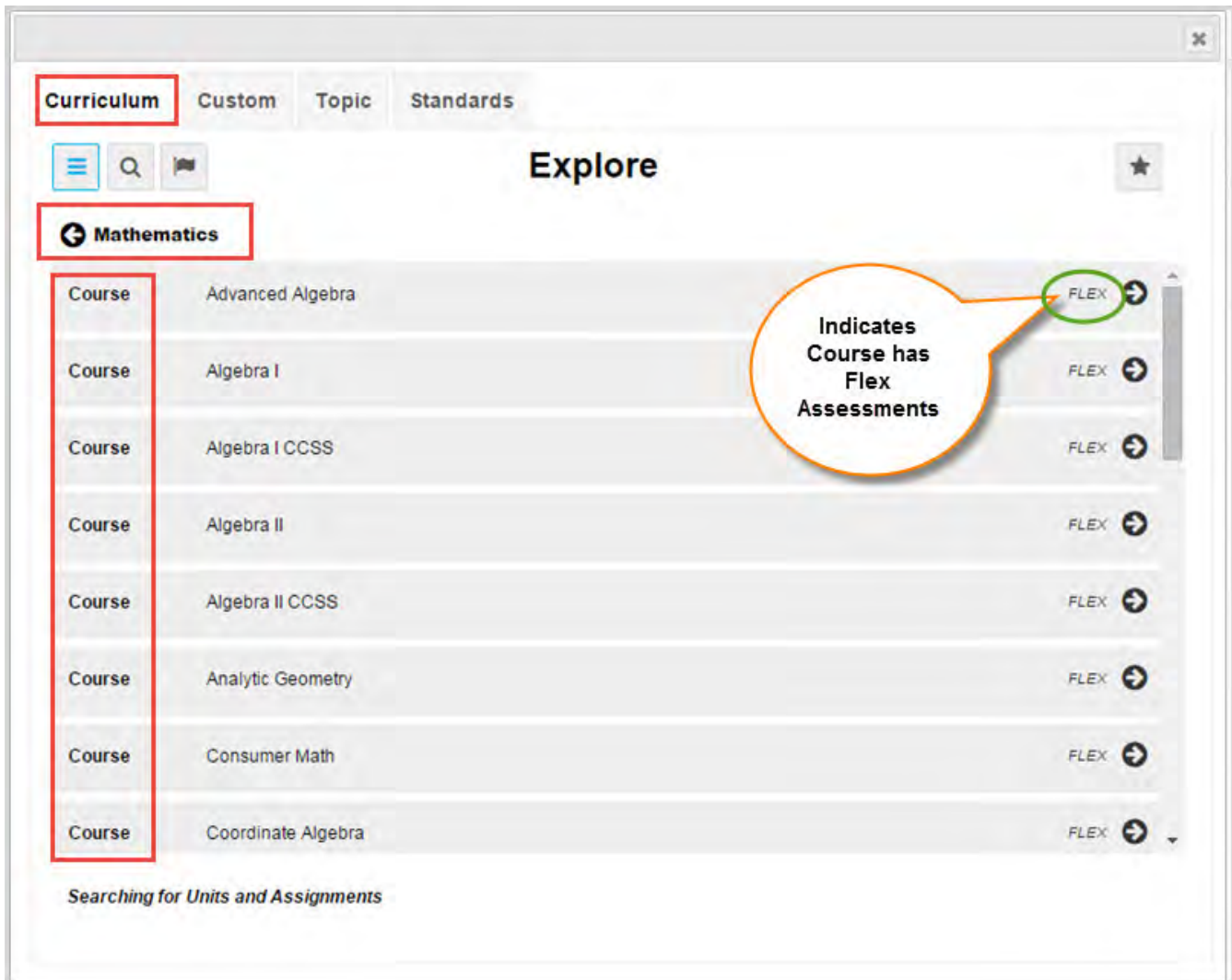
The example below shows that a **Curriculum** search starts at the **Subject** level.




2. Click the **navigate right**  tool located at the end of the item's properties bar to move down to the next level of the selected content.

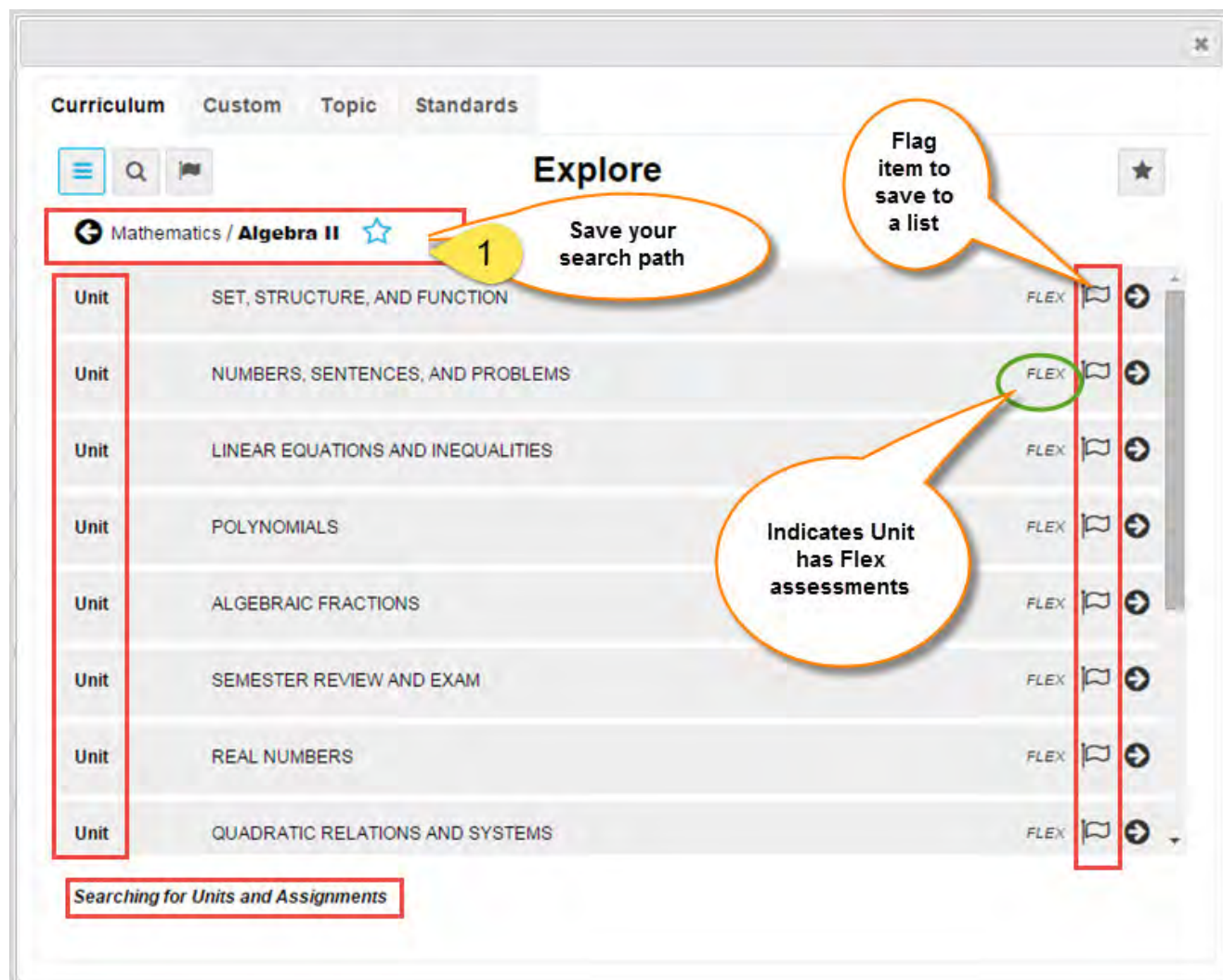
The example below shows the next level of **Course** for a **Curriculum** search. If the course is Flex-enabled (has Flex Assessments), a *FLEX* indicator appears.

Navigate (explore) through content levels and save your search paths



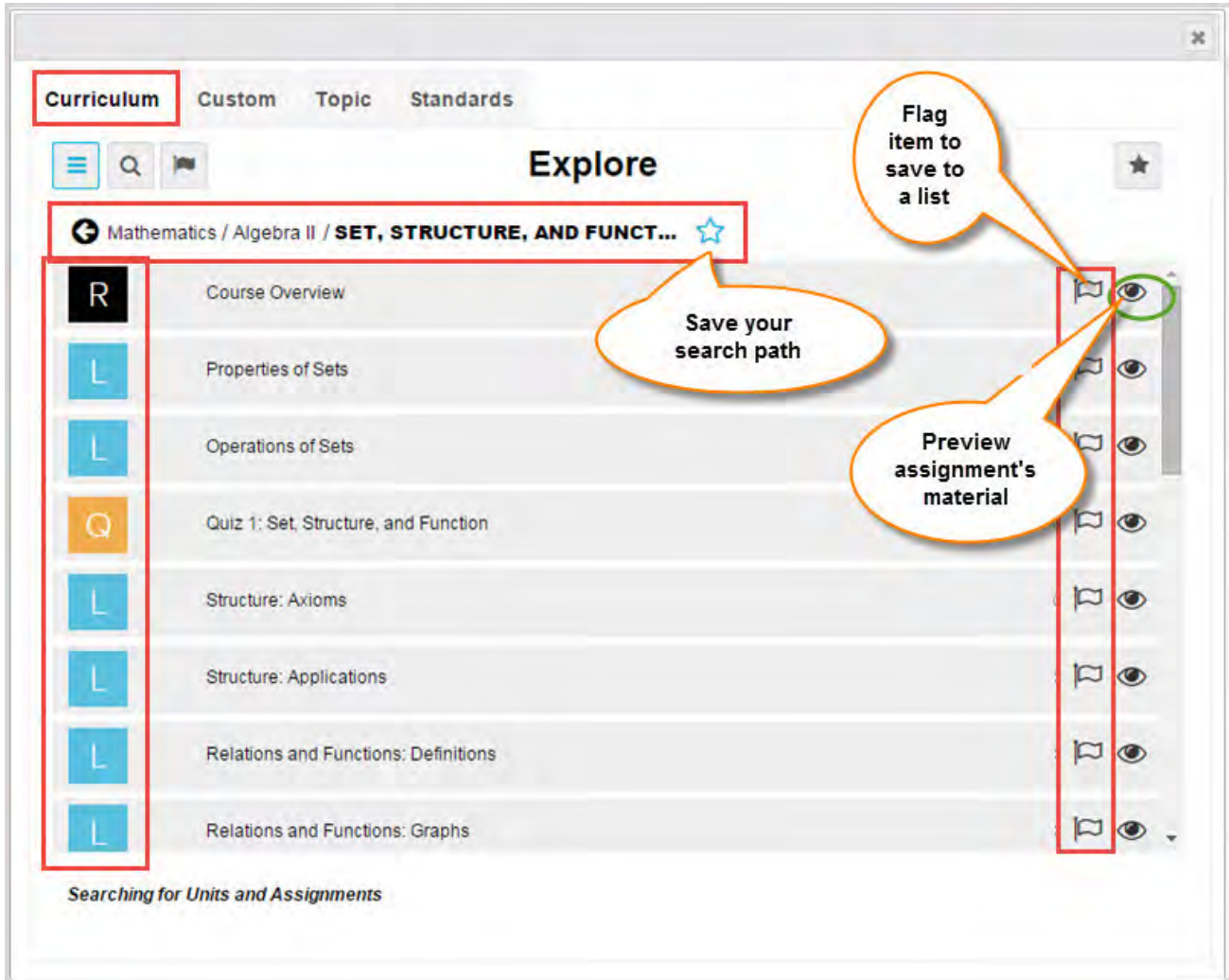
- Click the **navigate right**  tool located at the end of the item's properties bar to move down to the next level of the selected content.

The example below shows the **Units** in **Algebra II** for a **Curriculum** search. Notice that as you navigate to this level in the content, you are building a visible search path, or "breadcrumbs" located below the toolbar (#1). As you navigate into deeper levels of selected content, this search path gets longer, so the path text may get truncated. To see the full path, hover the cursor over the path and a tooltip appears.






4. At this level, you have several options available for saving your search path and flagging items:
 - To save a search path, click the **Star** ☆ tool located at the end of the search path. See ["Save and access search paths \(breadcrumbs\)" on page 274](#).
 - Click the **Flag** 🚩 tool to flag one or more items to save to a list for later use. See ["Flag and view saved search items" on page 278](#).
 5. Continue clicking the **navigate right** ➡ tool.
- The example below shows the lowest level of **Assignments** for a **Curriculum** search.

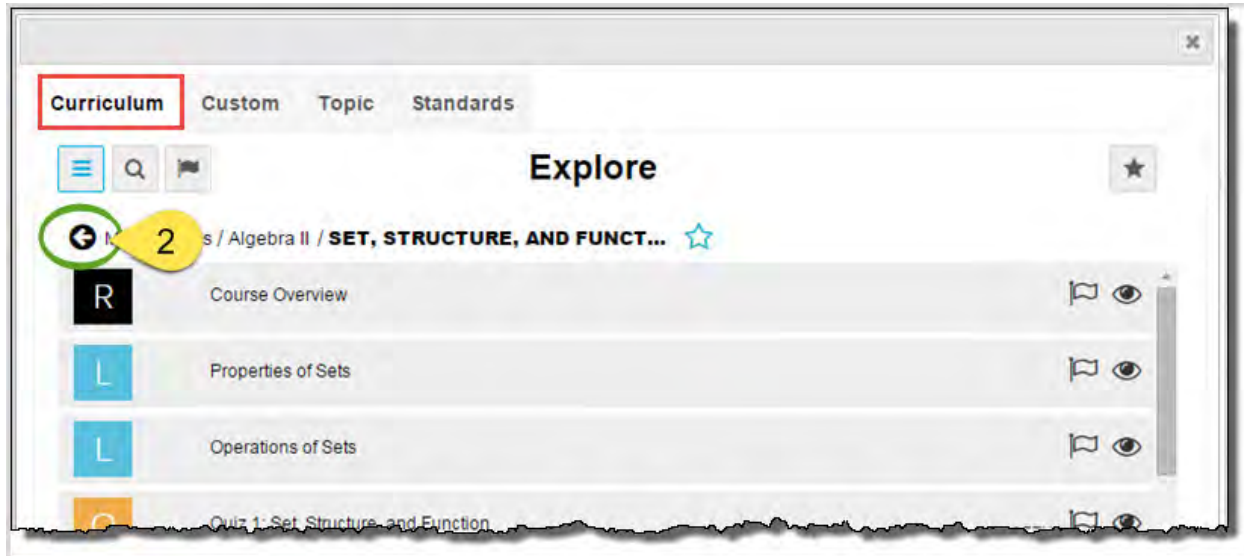
Navigate (explore) through content levels and save your search paths



6. At this level, several options are available:

- Click the **Preview**  tool (if available) to preview an assignment's instructional content to see if it is relevant for your course. See ["Preview instructional material in assignments" on page 280](#).
- Click the **Flag**  tool to flag one or more items to save to a list for later use. See ["Flag and view saved search items" on page 278](#).
- Click the **Star**  tool at the end of the search path to save it for later access. See ["Save and access search paths \(breadcrumbs\)" on the next page](#).

7. To move back a level, click the **navigate left**  tool located at the beginning of the search path (#2).



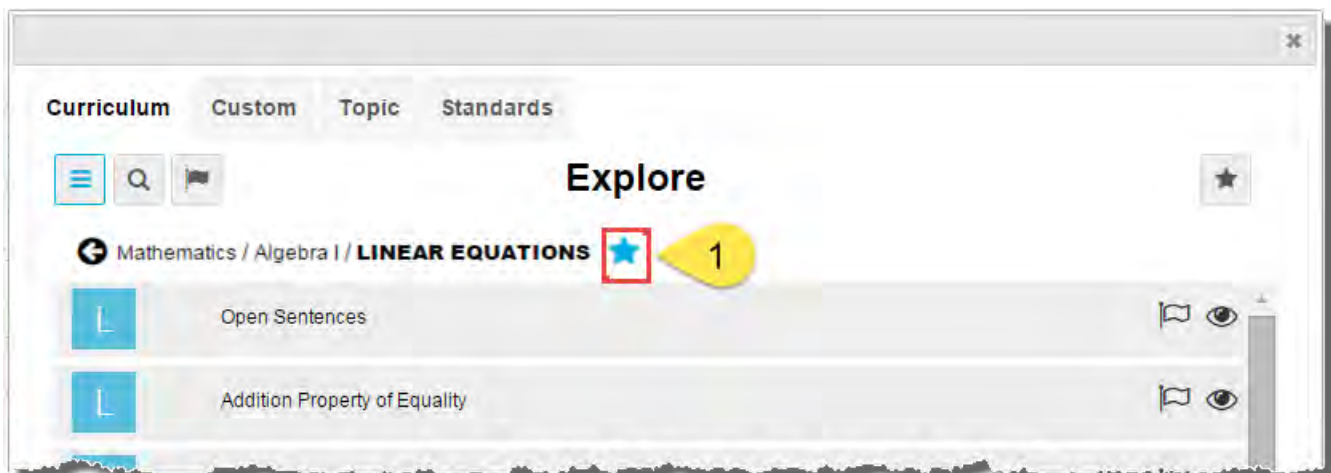
Save and access search paths (breadcrumbs)

You can save a search path and easily access it again. Search paths are saved to a selected content type. This means the search paths you save for **Curriculum** content are different than the search paths you save for **Standards** content. Search paths remain saved to the list until you remove them.



Tip: Search path "breadcrumbs" you save in the **Custom Course Search** are also available when you use the **Courses** tab **Search** button. This helpful feature makes it easier for you to quickly access content in either search method to save you time.

1. To save a search path, click the **Star** ☆ tool located at the end of the search path. The star changes to solid blue (#1) to indicate the path has been saved.



Search content by entering keywords or standards fragments

2. To access a saved search path, click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab.
3. Click the **Star** button (#2). A list displays all of your saved search paths.
4. To go to the path, click the **navigate right** ➡ tool.
5. To remove a search path from the saved list, click the **Star** tool (#3) next to the path.



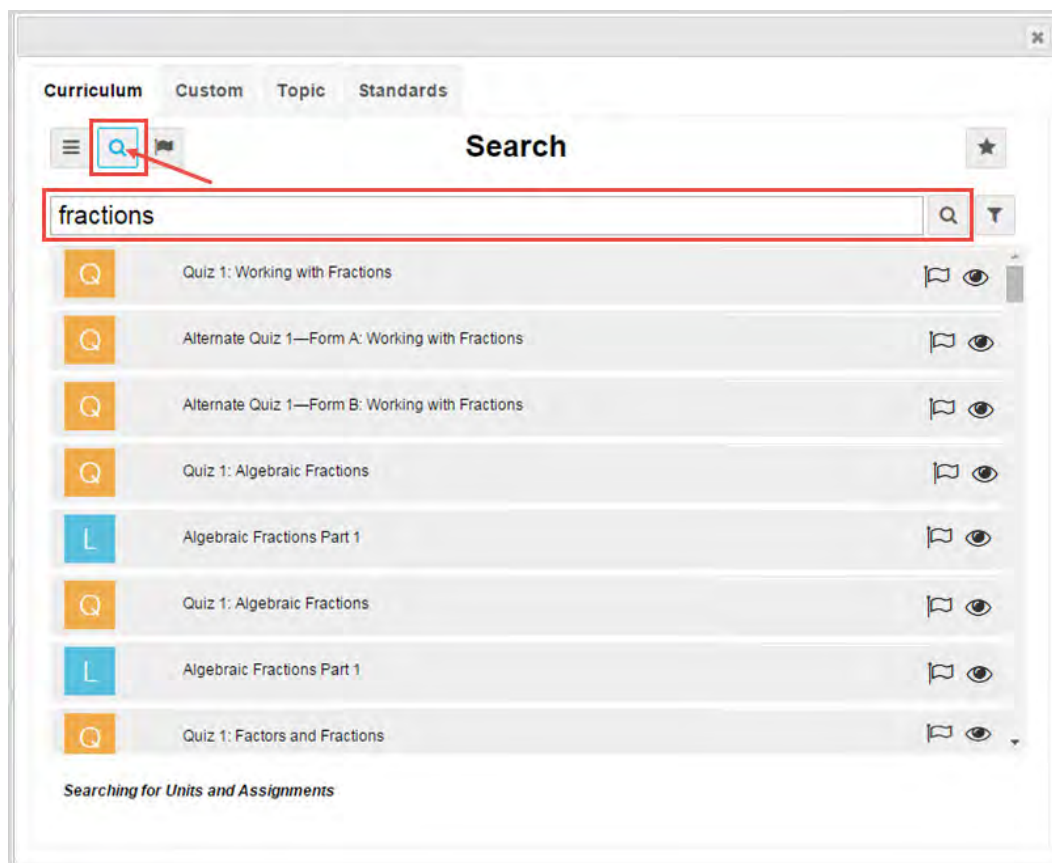
Search content by entering keywords or standards fragments

You can search content by keyword for any content type (**Curriculum**, **Custom**, **Topic**, and **Standards**). You search the selected content type by entering a search term, or in the case of standards, use a standards fragment. To help narrow your search results, you can apply filters (see ["Keyword search advanced filtering options" on the next page.](#))


Currently, 50 items display in the results; however, if the results are large, a scrollbar lets you see all the items and a **Load More** button lets you load more results. If no search results can be found, a message appears so that you can change your search term or any filters.



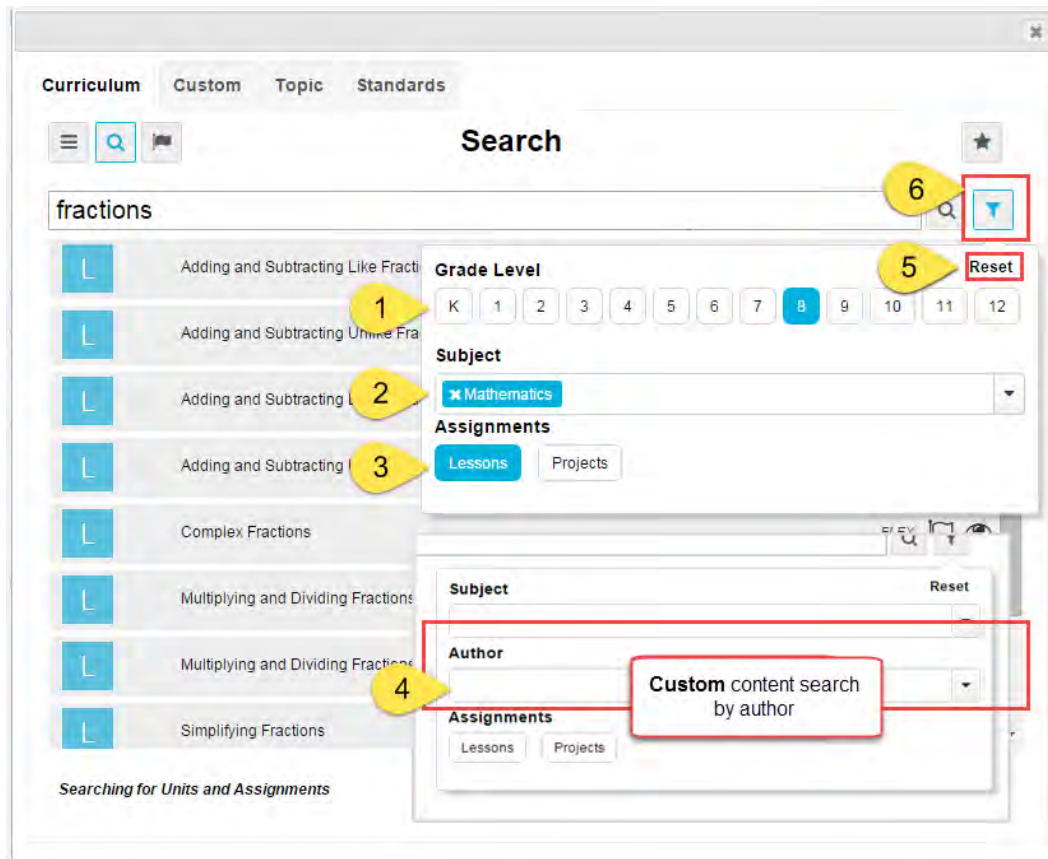
Tip: The search term you enter must be a full word, no wildcards EXCEPT when searching on standards. Inserting a fragment of a state standard, for example, MA.9-12, returns any results containing that fragment. The search term or standard fragment persists across all content types, so you can start on one content tab, enter a search term or standards fragment, and then click the other tabs to see the results for that content type based on the entered item. Just delete the item to enter a new one.



Keyword search advanced filtering options

The **Filter**  tool at the end of the search text box allows you to access advanced filtering options. Advanced filtering can help narrow your search results and the filtering options that display are based on the Content type (Curriculum, Custom, Topic, or Standards) you are searching. More than one advanced filtering option can be used at a time and filter results persist even when the Advanced Filtering page is closed.

Search content by entering keywords or standards fragments



Advanced filtering options identified above include:


Item	Filter	Description
1	Grade Level	Select one or more grade levels to target specific content.
2	Subject	allowing one or more subjects to be selected.
3	Assignments	allowing to limit search to just lessons or projects.
4	Author	(Custom content only) to search custom courses or assignments by author.
5	Reset	which clears the current filters.
6	Blue filter tool	If the color is blue, this indicates that there are active filters that are currently hidden.

Search content by entering a keyword or standards fragment

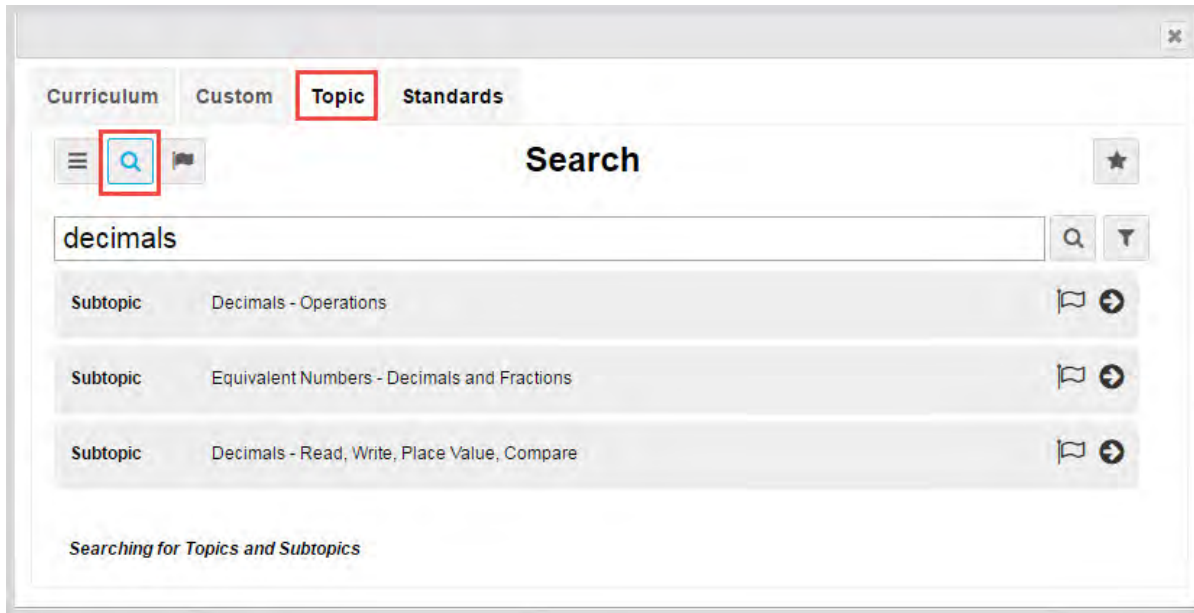
1. Select a content-type (**Curriculum**, **Custom**, **Topic**, and **Standards**) tab. If you selected **Standards**, select a standards document from the list.







Note: You must have **Standards Documents** enabled for your school to see the **Standards** tab and you only have access to the standards documents allowed by the state or states you service.


- On the toolbar located below the tabs, click the **Search**  tool.
- In the **Search** text box, enter the keyword (or for a standard fragment, enter the characters) you want to search on, and then click the **Search** tool located at the end of the **Search** text box.
- If results are found, the items display below the Search text box. If many items were returned, based on your Content type selection, a scrollbar appears to indicate that you can scroll through the results. As you scroll down the results, a **Load More** button lets you see more pages of items. If the results are large, you may want to add some filters to narrow the results.

In this example, **Topic** content was searched by the keyword "decimals".



- If desired, to narrow the search results, click the **Filter**  tool and select one or more filtering options. See ["Keyword search advanced filtering options" on page 276](#).
- Based on your selected content search, you can:
 - Click the **Flag**  tool to flag one or more items and save them to a list for later use. See ["Flag and view saved search items" below](#).
 - If available, click the **navigate right**  tool located at the end of the item's properties bar to move down to the next level.
 - Clear the keyword and enter a new keyword. Or, click another content tab and search its contents.
 - Click the **Navigation**  tool to navigate into the selected content. See ["Navigate \(explore\) content" on page 269](#).


Flag and view saved search items

Whether you are navigating through content levels or have used keyword search to find selected content, you can flag certain items to save them to a flagged list. Your flagged list is specific to the selected content type. What this means is, when you are on the **Curriculum** tab and you click the **View flagged items**  tool, you see the flagged items specific to **Curriculum** content. Items stay in your flagged list until you remove them. Items in your flagged list can be selected to include in your custom course.





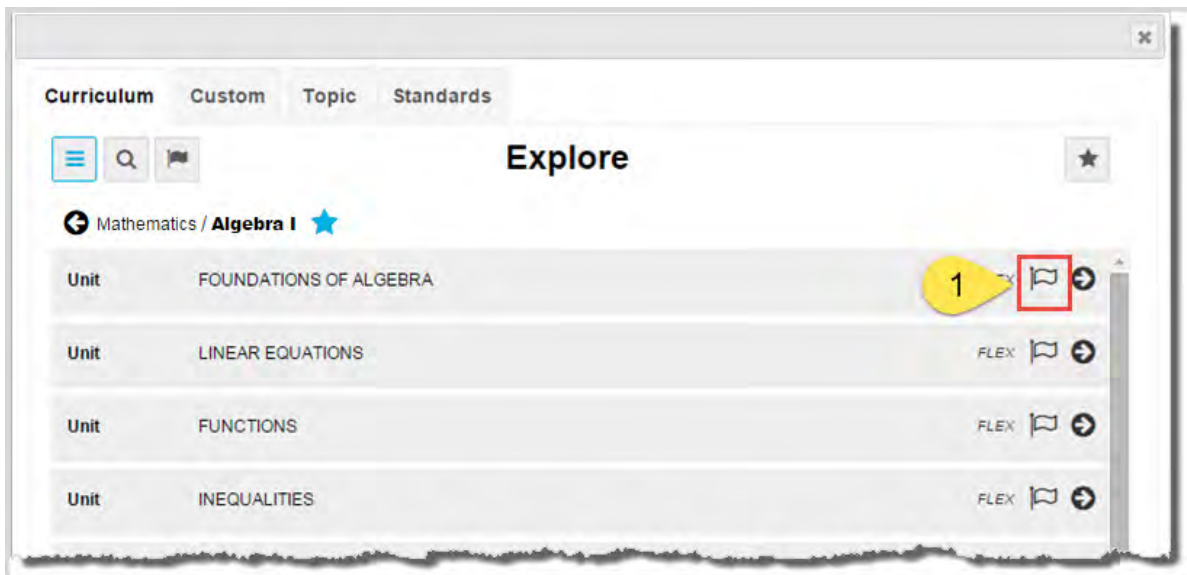
Tip: Items you flag in the **Custom Course** search are also available when use the **Search** button on the **Courses** tab and vice versa. This helpful feature makes it easier for you to save your search content in either search method. For example, you have some time to search content, but not enough time to build a custom course. You can easily search using the **Search** button on the **Courses** tab, and flag content. Later, when you have time to build your custom course, open your flagged list and add those items to your course.

Visual indicator for item flagging

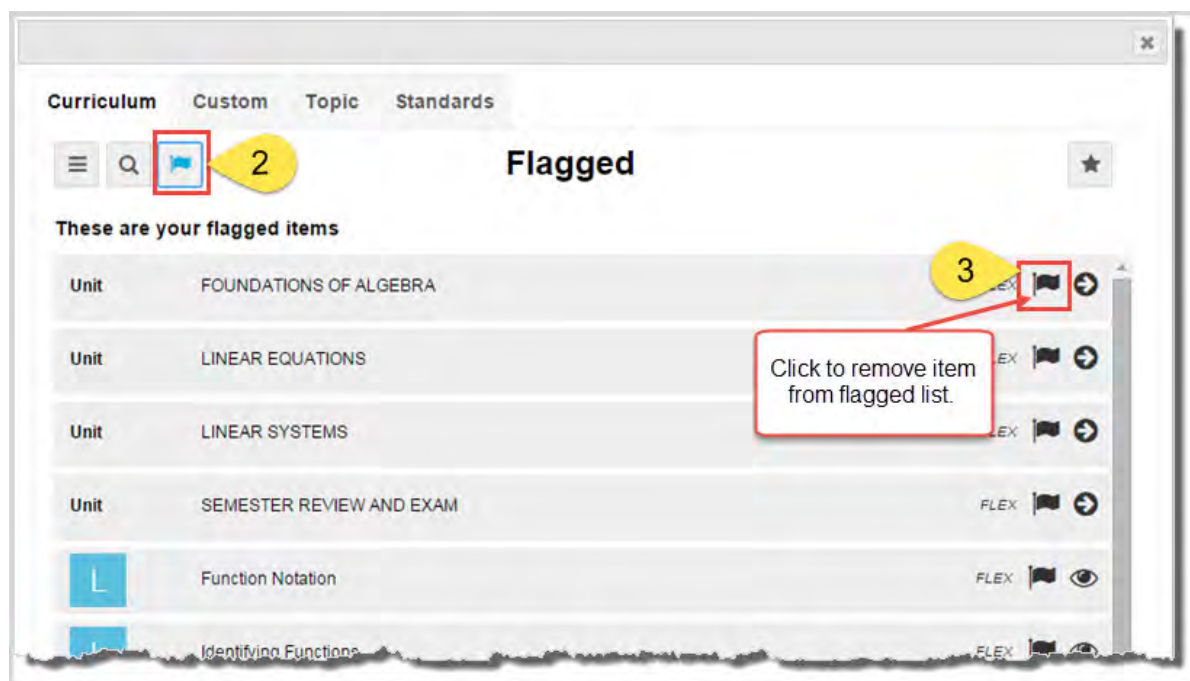
If an item, such as a unit, assignment, subtopic, or standard has the **Flag**  tool in its properties bar, the item can be saved to a flagged list.


Flag items and view your flagged list

1. To flag an item, click the **Flag**  tool (#1). The Flag tool changes to a solid flag indicator .



2. To view the list of flagged items, select a click the content-type (**Curriculum**, **Custom**, **Topic**, **Standards**) tab. Then, click the **View Flagged List** tool (#2) located next to the **Search** tool.



- To remove a flagged item from the list, click the **Flag**  tool (#3) in the item's properties bar.

Preview instructional material in assignments

While you are searching for content for your custom course, you can preview the instructional material in a selected assignment to see if it is relevant to your course. You can preview:


- Lessons - Preview all sections, including vocabulary audio files, questions and see the answers.
- Projects - Preview details, instructions, any questions and see the answers.
- Quizzes - Preview questions and see the answers. * with exceptions. See note below.
- Tests - Preview questions and see the answers. *with exceptions. See note below.

The assignment type you can preview is dependent on your selected content type. For example, when searching Standards content, you can only preview lessons and projects aligned to the selected standard.

Visual indicator for previewing instructional material

If an item's instructional content can be previewed, the **Preview**  tool appears in the item's properties bar.




Note: For some Flex by default courses, for example, a state-specific course, no instructional material may be available to preview for Quizzes and Tests because the assessments are dynamically generated based on the assignments that are in the scope. The **Preview**  tool visual indicator does not appear on the item's properties bar, as shown in the example below. For courses with "static" assessments, you can preview the content.

Preview instructional material in assignments



Preview instructional material

1. Select a content-type tab and search for content.
2. To preview an assignment's instructional content, click the **Preview**  tool.
The assignment's contents appear in the assignment preview mode page.
3. Scroll through the material.
4. To see the answer for questions, click **Show Answer**.
5. To close the assignment preview mode page and return to search, click **Close**.

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View and manage your school's custom courses and assignments

This section explains how to:

- View and manage custom courses created by you and other users at your school.
- View and manage custom assignments.

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.

Custom assignments are lessons, projects, quizzes, and tests created by you and others at your school.



Note: Creating and editing custom courses is explained in the *Create a Custom Course Guide*. Creating and editing custom assignments is explained in the *Teacher Authoring Tool Guide*. To learn how to obtain copies of these guides, see ["Get help from customer support and access to online resources and videos" on page 295](#).

Access your school's custom courses and assignments

To access your school's custom courses and assignments, on the main nav bar, click **Courses**, then:

- On the **Courses** tab, click the **Custom** or **My Courses** filters. For more information about what you can see and do with custom courses, see ["Courses tab" on page 259](#).



- To view and manage custom assignments, click the **Custom Assignments** sub-tab. See ["Custom Assignments tab" on the next page](#).

Archive and unarchive custom courses

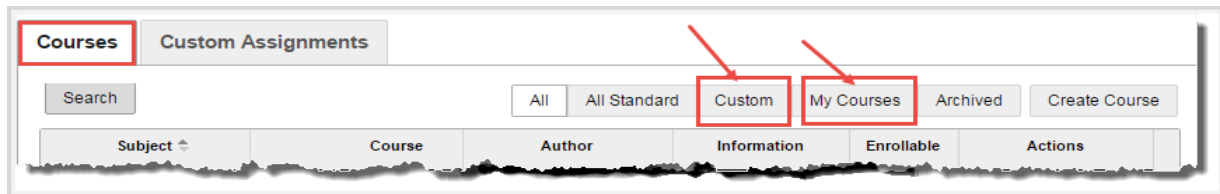
Because you cannot delete custom courses in Odysseyware, to help manage the volume of custom courses, you may want to archive custom courses that you no longer need. You can archive a course that you created or a course that you have permission to edit. You can also unarchive a course.



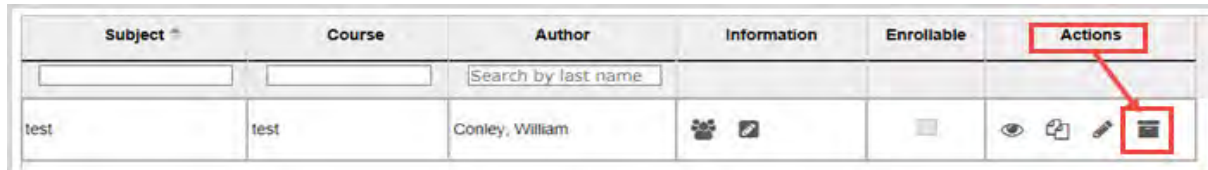
Note: Archived custom courses are not available for student enrollments.

To archive a custom course:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
2. Click the **Custom** sub-tab (filter button) to see all custom courses, or click the **My Courses** sub-tab to see only your custom courses. Then, filter, sort, or search the list to locate the custom course you want to archive. See ["Filter, sort, and search the Courses list" on page 261](#).



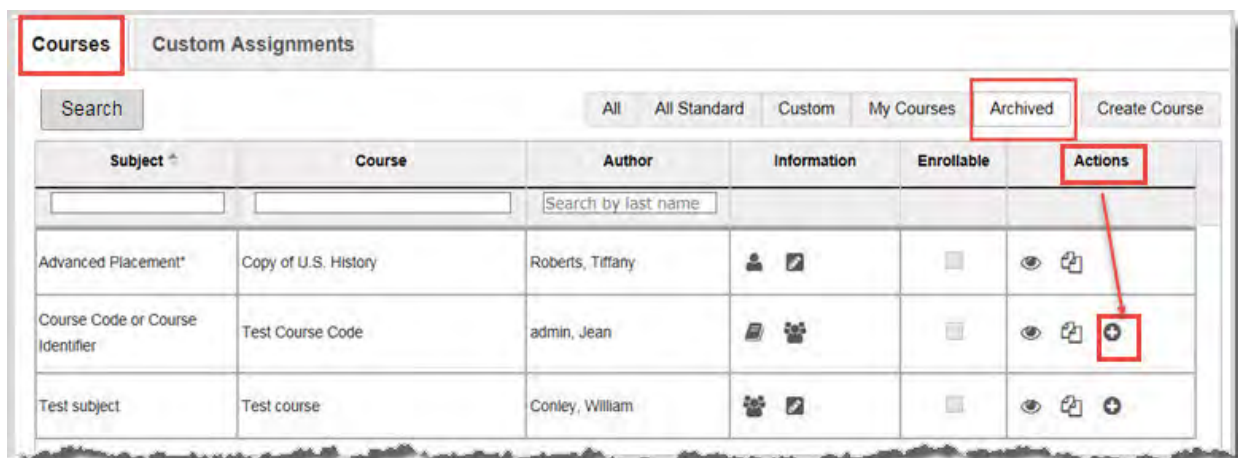
- Under **Actions**, click the **Archive** tool.



The course is removed from the active lists and is added to the Archived list.

To unarchive a custom course:

- On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
- To see all archived courses, click the **Archived** sub-tab.



- To unarchive a custom course, under **Actions**, click the **Unarchive** tool.

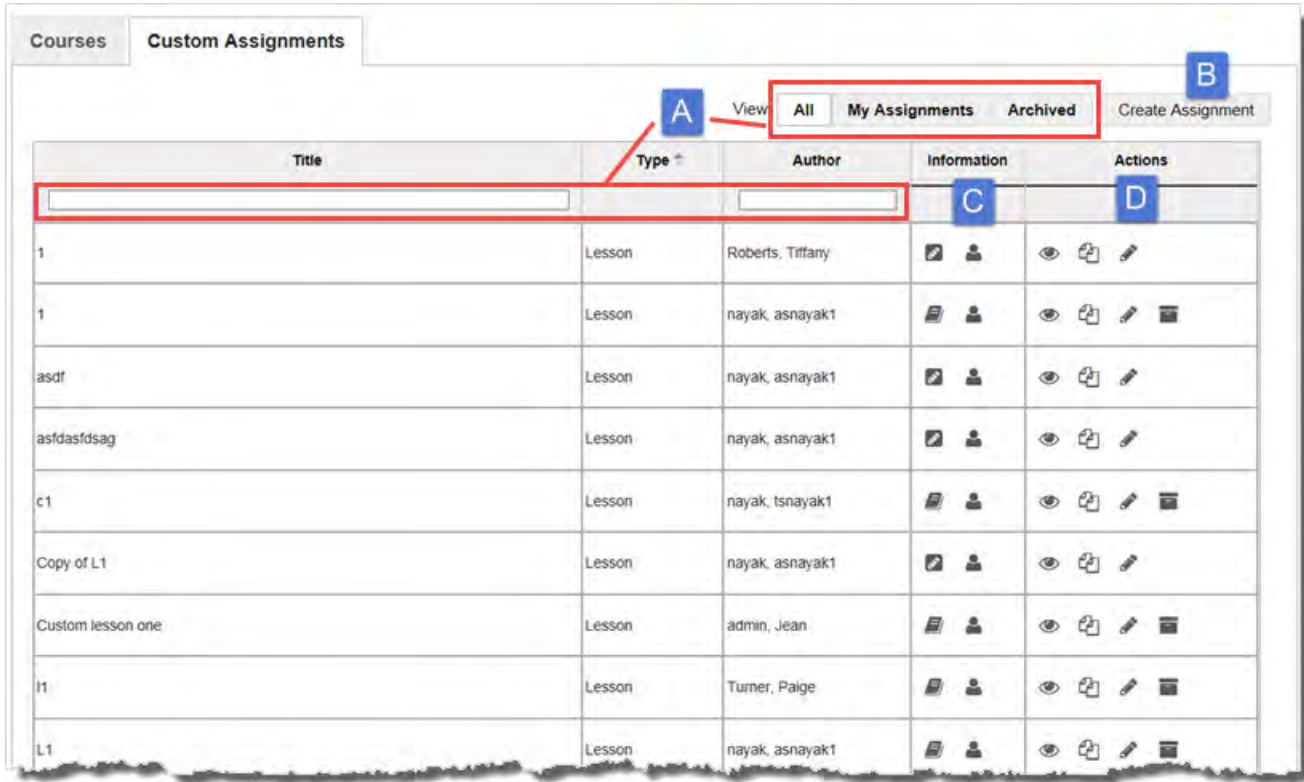
The course is removed from the Archived list and added back to the active lists.

Custom Assignments tab

The **Custom Assignments** tab contains a list of all custom assignments created by Admins and Teachers at your school.

The Custom Assignments tab has several tools:

- Filters (example A below) to help you narrow the list to the custom assignments you want to view. Several column filters also provide a method of finding assignment by title, author, and sort by assignment type. See ["Filter, sort, and search the Custom Assignments list" on page 286](#).
- A **Create Assignment** button (example B below which opens the Custom Assignment Editor which enables you to create your own custom assignments. See the *Teacher Authoring Tool Guide*.



The **Information** column (example C) contains symbols that provide immediate, visual indicators about the assignment.

Symbol	Indicates
	Assignment has been published. If the first position in this column is blank, the assignment is not published yet. It is still in a draft version.
	Assignment that only the admin can edit.
	Assignment that the admin and all teachers with create course permissions can edit.
	Assignment is in draft mode. It can be edited.

Tools in the **Actions** column (example D) let you take action for the assignment.

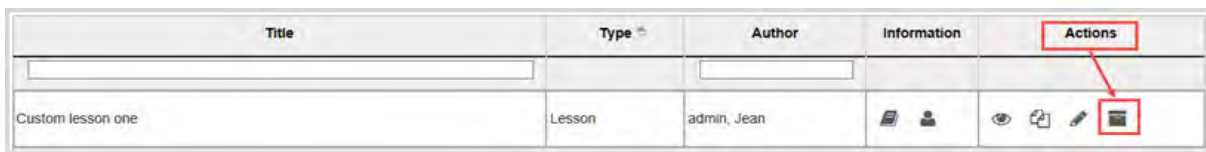
Tool	Indicates
	Assignment contents can be previewed. Click to open the assignment and preview the contents. See "Preview instructional material in courses" on page 262 .
	Assignment can be copied. Click to copy the assignment to create a new custom assignment.
	Assignment can be edited. Click to open the custom assignment and make edits to it.
	Custom assignment can be archived. Click to archive the custom assignment so that it no longer can be used. See "Archive and unarchive custom assignments" on the next page .
	Custom assignment can be unarchived. Click to unarchive the assignment. To see archived assignments, click the Archived filter.





Archive and unarchive custom assignments

Because you cannot delete a custom assignment after it has been published, you may want to archive custom assignments that you no longer need. You can archive an assignment that you created or an assignment that you have permission to edit. You can also unarchive an assignment.

To archive a custom assignment:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
2. Click the **Custom Assignments** tab.
3. (Optional) Filter or sort the list, or enter text to locate the custom assignment you want to archive. See ["Filter, sort, and search the Custom Assignments list"](#) below.
4. Under **Actions**, click the **Archive** tool.

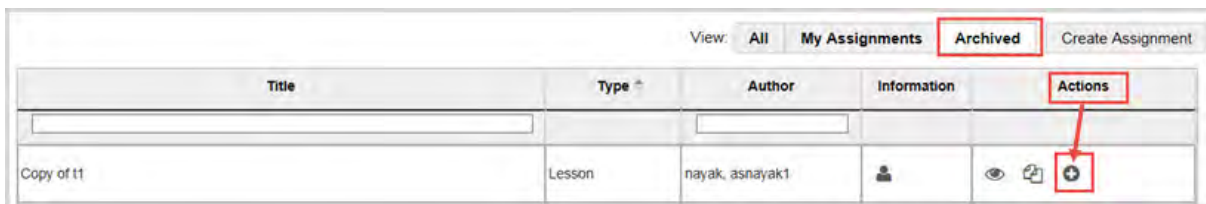





Title	Type	Author	Information	Actions
Custom lesson one	Lesson	admin, Jean	  	

The assignment is removed from the active list and is added to the Archived list.

To unarchive a custom assignment:

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
2. Click the **Custom Assignments** tab, and then for **View**, click the **Archived** filter.
3. To unarchive the assignment, under **Actions**, click the **Unarchive** tool.



View: All My Assignments Archived Create Assignment				
Title	Type	Author	Information	Actions
Copy of t1	Lesson	nayak, asnayak1		 

The assignment is removed from the Archived list and added back to the active lists.

Filter, sort, and search the Custom Assignments list

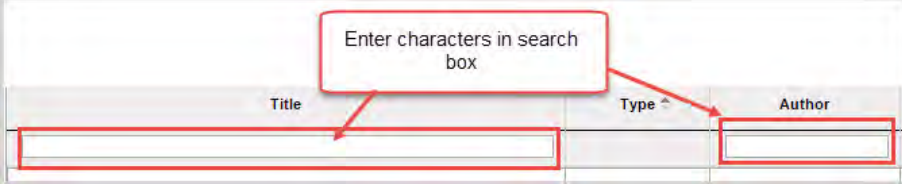

To help you locate a specific custom assignment, you can filter, sort, and search the list on the **Custom Assignments** tab.

- On the main nav bar, click **Courses**. Then, click the **Custom Assignments** tab.

By default, the **All** filter is active and all custom assignments created by admins and teachers for the school display.

Action	Do the following...
Filter list by assignment	<ul style="list-style-type: none"> • To display only custom assignments created by you, click the My Assignments tab. • To display only custom assignments that have been archived, click the Archived tab. For more information, see "Archive and unarchive custom assignments" above.
Search by title and/or author	<ul style="list-style-type: none"> • In the row immediately below the Title and Author column headings are blank smart search boxes. Start typing in any smart search box and once you have entered at least three characters, the list is filtered to match the entered characters.

Filter, sort, and search the Custom Assignments list

Action	Do the following...
	 <p>Enter characters in search box</p> <p>Title Type Author</p>
Sort list by assignment type (lesson, project, quiz, test)	<ul style="list-style-type: none"> Click to the right of the Type column to display an ascending/descending control. Sort the column.
Reset (remove) column filters	<ul style="list-style-type: none"> Click the Reset filters symbol located in the lower left of the page. The filters are removed from the list and the default list is displayed.  <p>Reset filters to default</p>

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.



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View and manage student groups

Student groups are:

- A useful way to organize students together for batch purposes, such as enrolling a group of students in a summer school course or even sending messages to a group of students. For group enrollments, you can run the **Group Overview** and **Group Progress** reports to see summary information showing course grades and percentage complete by and detailed progress for the group in selected courses.
- Searchable on the **Gradebook > Grading** tab.
- A method of identifying students, for example, those students that may have a common goal, such as graduating in Summer 2019, or those students that meet every other Wednesday with you for a group study period.
- Transferable to another owner, for example, a teacher owning several groups must take a leave of absence from the school. The teacher or admin user can transfer the groups to a new teacher.

Student groups ARE NOT:

- A way of making changes to enrollment settings for multiple enrollments.

You can create as many groups as you need; there is not a limit to the number of student groups for a school. You can have as many students as you need in a group and a student can be a member of multiple groups. No limits are imposed.

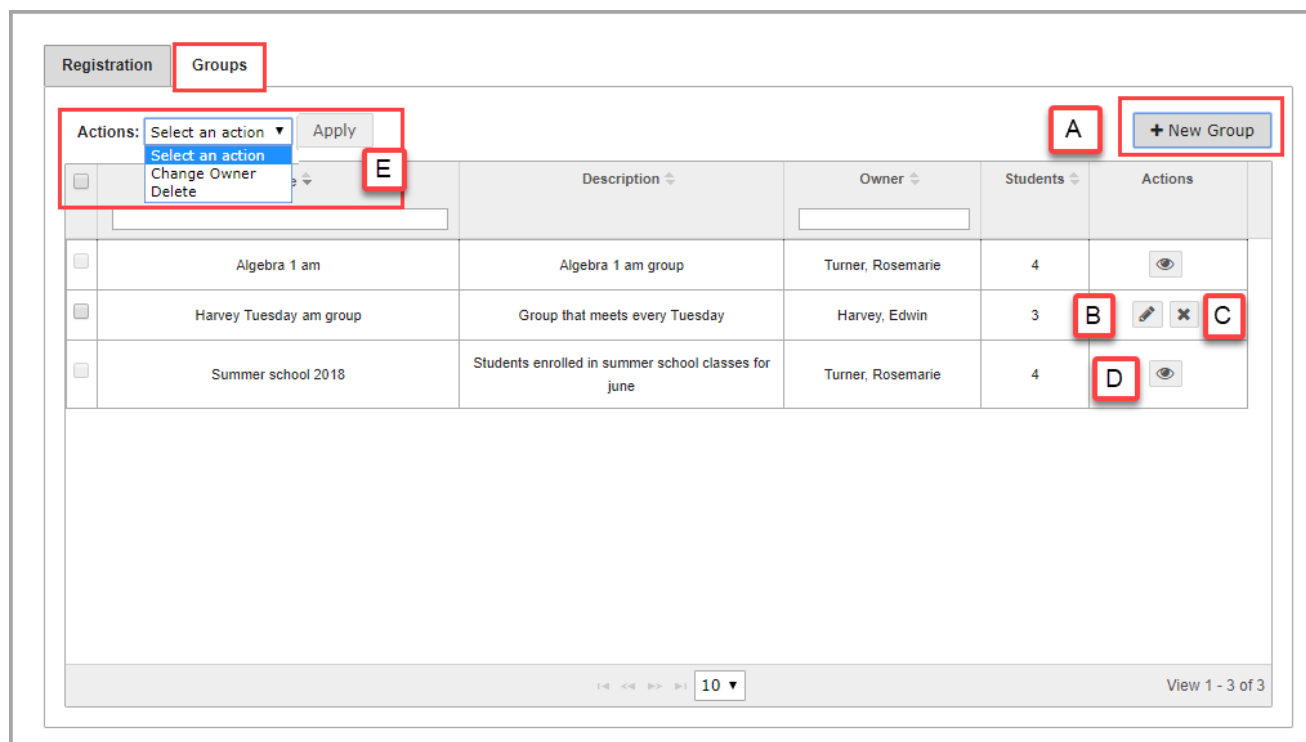


Note: When a student's status is changed to **Archived**, that student is automatically removed from any associated student groups.

As the admin, you can edit, delete, transfer ownership of, and view membership of groups created by yourself and any other user.

Open the Groups tab

- On the main nav bar, click **Students**. Then, click the **Groups** tab.



Groups tab features and tools

The **Groups** tab contains a list of student groups, showing the group name, description, group owner and number of students in each group. Features and tools on the **Groups** tab (identified above) include:

Item	Feature/tool	Description
A	+ New Group button	Click to add a new group. See "Create student groups" below .
B	Edit tool	Click to change the group name or description or add or remove students from the group. See "Edit student groups" on page 293 .
C	Delete tool	Click to delete the group. See "Delete student groups" on page 294 .
D	View groups tool	Click to view student membership of the group. The View groups tool applies to Teachers and Super Teachers only. Admins can view and edit all groups, even those groups owned by others.
E	Actions list	<ul style="list-style-type: none"> Click Change Owner to transfer ownership of one or more groups to another owner. See "Transfer group ownership" on page 293. Click Delete to delete the selected group(s). See "Delete student groups" on page 294.

Create student groups

When creating a student group, you enter a name (required) and description. You then search for the students to include in the group. You can select from Active and On Hold students.

Create student groups

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
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 appears in the **Group Owner** field.

3. Under **Group Details**, in the **Name** field, (example A) enter a unique group name. The name must contain three (3) characters, but not more than 31 characters and must be unique for your school. Capitalization does not make the group name unique.
4. (Optional) Enter a short description (example B) 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 (example C), enter three characters of a student's first or last name, username, Student ID or Campus ID to find matching students. Or, to add multiple students to the group, in the **Search Students** field, type one letter, then press Backspace to remove the character. The list of all students appears.
 - b. From the search results list, to select one or more students, click the check box next to the student's first name as shown in the example. 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.

Search Students

	First Name	Last Name	Username	Student ID	Campus ID	Actions
<input checked="" type="checkbox"/>	Albert	Bailey	a_bailey			+
<input checked="" type="checkbox"/>	Benjamin	Bigelow	ben_bigelow	2019	LASouth	+
<input checked="" type="checkbox"/>	Brian	Bigelow	brian_bigelow			+
<input type="checkbox"/>	aaron	butler	aaron.butler	student_058	swest2	+
<input type="checkbox"/>	juanita	carlos	juanita.carlos	student567	nwest_la	+
<input type="checkbox"/>	Juan	Carlos	juan.carlos			+

Page 1 of 6 View 1 - 50 of 276 Showing top 276 of 276 student(s) above.

Add to group

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

The selected students are removed from the search results and now appear in the **Students in the group** list located at the bottom of the page (example D in the first graphic).

- To remove a student from the **Students in the group** list before creating the group, click the check box to select the student, and then click the **Remove from group** button. Or, under **Actions**, click the **Remove Student** tool.
- When finished, click **Save**.

Search and sort the Students Groups list

You can filter the groups list by searching for a group name or owner name and sort the list by name, description, owner, or number of students.

- On the main nav bar, click **Students**, by default the **Registration** tab is active.
- Click the **Groups** tab to open it.

Action	Do the following...
Search list by group name or owner name	<ul style="list-style-type: none"> In the row immediately below the Name or Owner column heading is a blank text box. Start typing in the text box and once you have entered at least three characters, the list is filtered to match the entered characters.
Sort list	<ul style="list-style-type: none"> Click to the right of a column heading name to display an ascending/descending control. Sort the column.
Reset (clear) search filters	<ul style="list-style-type: none"> Delete the characters in the text box, and press Enter.

Page through the list

As the list grows, use the item number and paging controls located at the bottom of the page to view all items.

- From the list, select the number of items you want displayed on the page.
- Use the paging controls to move forward or backward through the pages.



Edit student groups

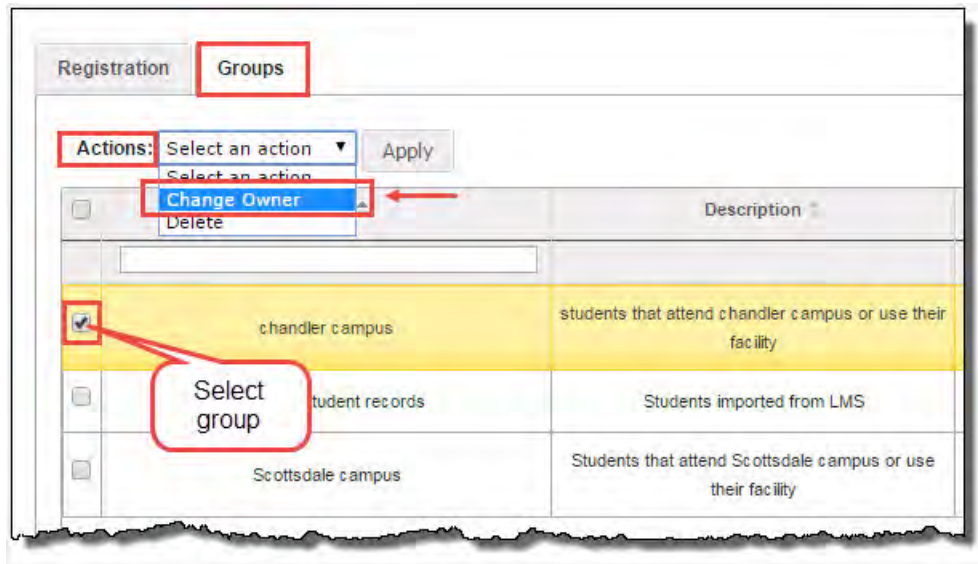
As an admin, you can edit student groups that you own and those owned by others. For example, you need to add or remove members or change the name or description. To transfer ownership of the group to another teacher, see ["Transfer group ownership" below](#).

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. Click the **Groups** tab to open it.
3. (Optional) Search and sort the student groups list to find the group you want to edit. See ["Search and sort the Students Groups list" on the previous page](#).
4. Under **Actions**, click the **Edit** tool to open the group page.
5. To change the name or description, in the fields, make changes.
6. To add one or more students to the group, do the following:
 - a. In the **Search Students** field, begin typing the first few letters of the student's last or first name, or the ID characters of the Student ID or Campus ID to find matching students. Or, to add multiple students to the group, in the **Search Students** field, type one letter, then press Backspace to remove the character. The list of all students appears.
 - 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 in the **Actions** column, click the **Add Student** tool for each student.
7. To remove one or more students from the group, from the **Students in the group** list, select the check box for each student to remove and click the **Remove from group** button. Or, under **Actions**, click the **Remove Student** tool.
8. When finished, click **Save**.

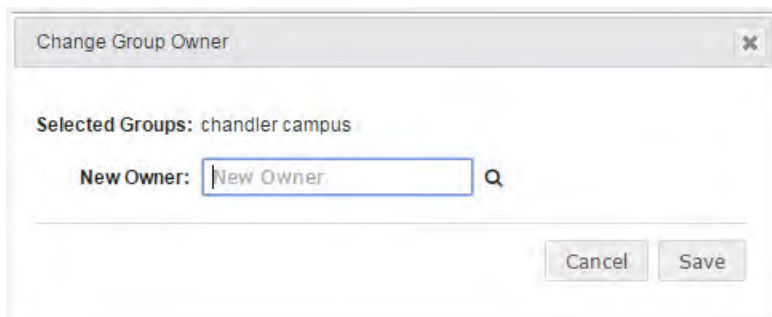
Transfer group ownership

As an admin, you can transfer ownership of *any* student group to another admin or teacher. Once ownership is transferred, the previous owner can only view the group. The new owner has edit and delete permissions for the group.

1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. Click the **Groups** tab to open it.
3. (Optional) Search and sort the student groups list to find the group. See ["Search and sort the Students Groups list" on the previous page](#).
4. To select the group(s), click the check box.
5. From the **Actions** list, select **Change Owner**, and then click **Apply**.




6. In the **Change Group Owner** page, in the **New Owner** field, start typing characters for the new owner, and then select the user from the list. If you make a mistake, just delete the owner, and search for a different user.



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

Delete student groups

As an admin, you can delete any student group - those created by you and by others. Deleting a group just removes the group name from Odysseyware; the students who are members of the group are not affected.

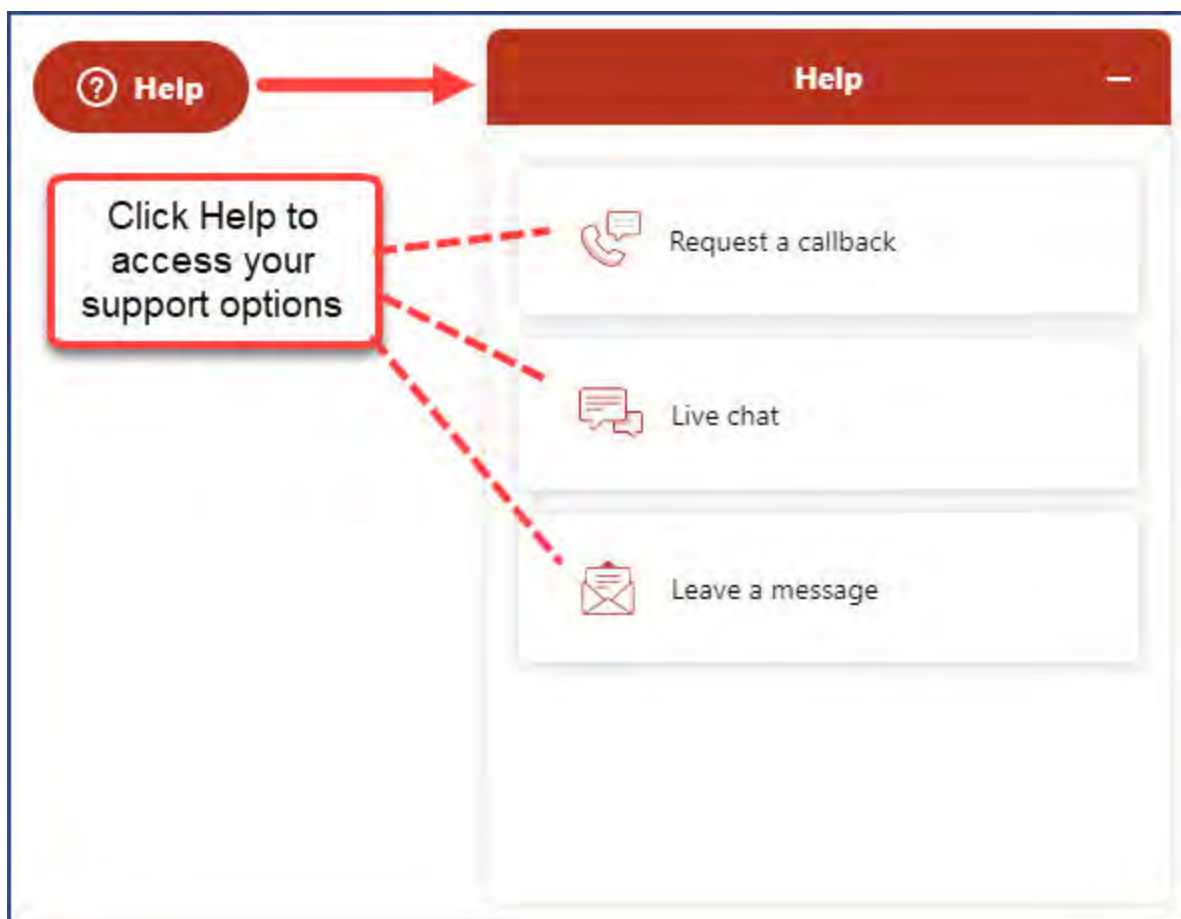
1. On the main nav bar, click **Students**. By default, the **Registration** tab is active.
2. Click the **Groups** tab to open it.
3. (Optional) In the blank text box below the **Owner** column heading, start entering the first few characters of the group owner's last name to filter the groups list to only show groups by owner name. See ["Search and sort the Students Groups list" on page 292](#).
4. Select the first column check box to highlight the group, and then under **Actions**, click the **Delete**  tool.
5. At the confirmation message, click **OK**.

Get help from customer support and access to online resources and videos

If you need immediate assistance from customer support, or want to be able to download online resources and watch videos explaining features and functionality, several options are available.

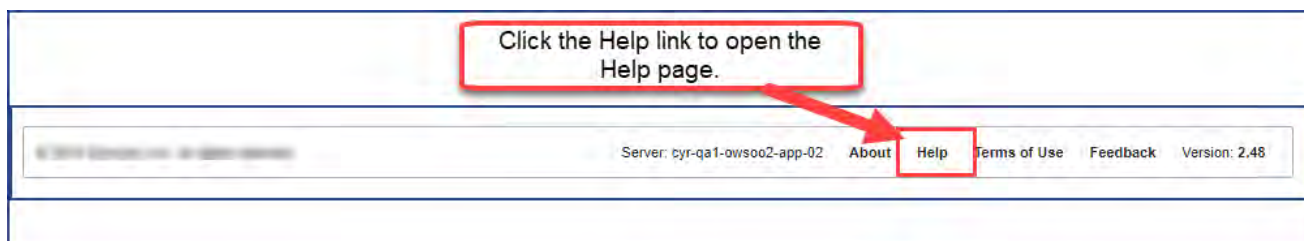
You can:

- Click the **Help** widget located at the bottom right of every top-level tab or page to easily and quickly get help from customer support. You can request a callback, live chat, or leave a message.



To learn more, see ["Get online help from customer support" on the next page.](#)

- Click the **Help** link located in the bottom footer of any page to access the **Help and Technical Support** page.



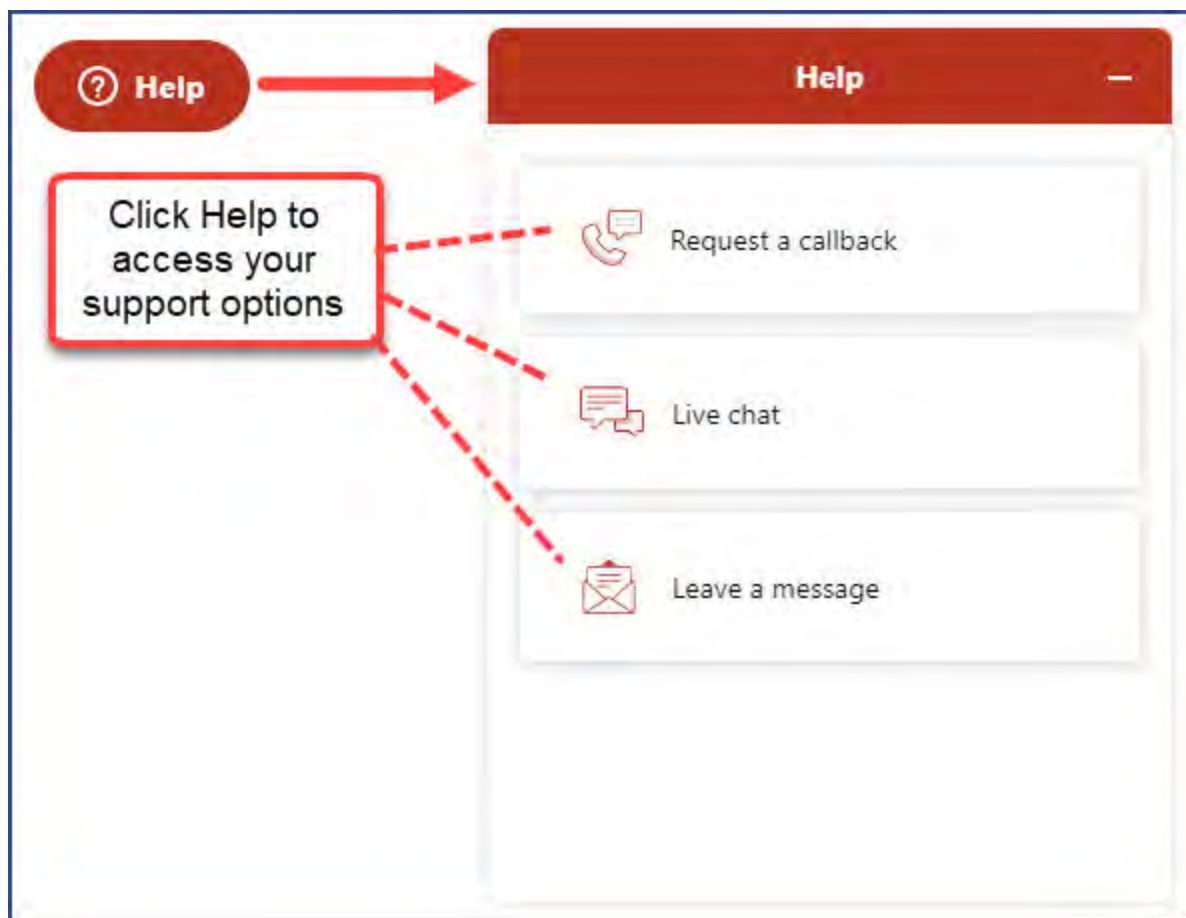
This page has support phone numbers, hours, and a link to browse online resources and helpful videos. To learn more, see ["Access online resources and videos" on page 300](#).

Get online help from customer support

The **Help** widget located at the bottom right of every top-level tab or page lets you easily and quickly get help from customer support.

You have three customer support contact options available:

- [Request a callback](#).
- [Live chat with a customer support person](#).
- [Leave a message](#).



Note: The Help widget changes to a Chat widget after the available support hours.

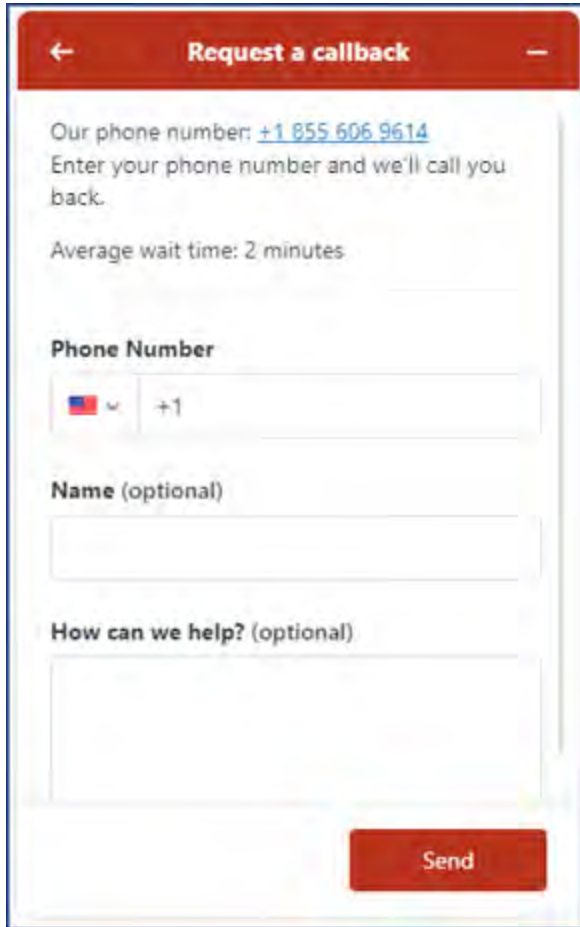
Request a callback

You might want to request a callback if you don't have time right now because the wait time shown is too long.

1. Click the **Help** widget, and then select **Request a callback**.

The **Request a callback** form appears.



A screenshot of a mobile application interface for requesting a callback. The form has a red header bar with a back arrow, the title "Request a callback", and a close icon. The main content area is white and contains the following elements: a text block stating "Our phone number: +1 855 606 9614" with the number in blue, followed by "Enter your phone number and we'll call you back." and "Average wait time: 2 minutes"; a "Phone Number" section with a dropdown menu showing a US flag and "+1"; a "Name (optional)" text input field; a "How can we help? (optional)" text input field; and a red "Send" button at the bottom right.

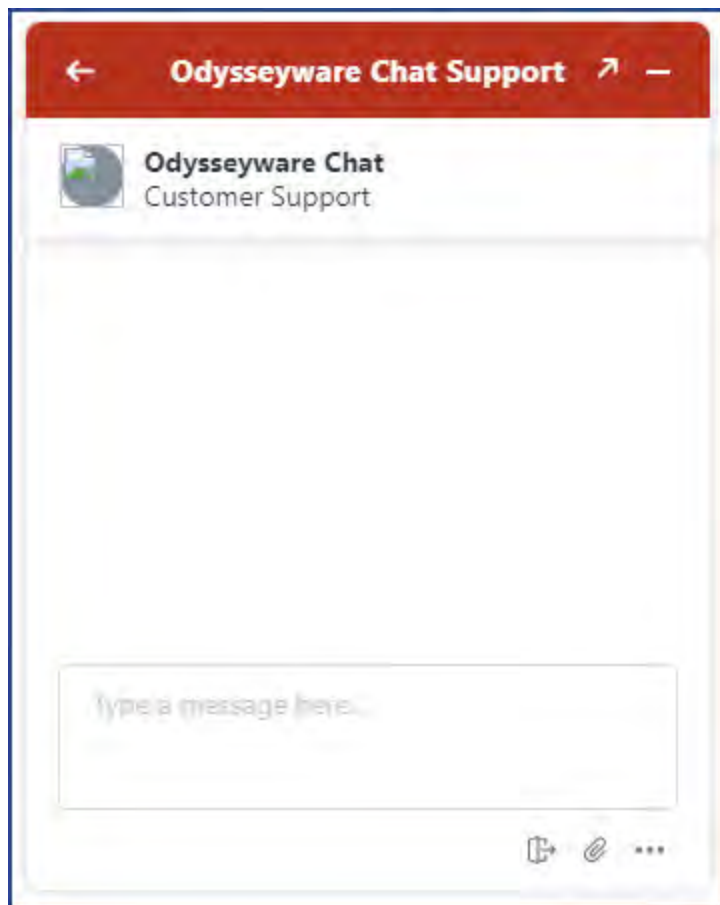
2. Enter your phone number, and if desired, your name.
3. If you want to provide some details about your question or inquiry, enter that information.
4. Click **Send**.

A Customer Support tech will call you as soon as possible.

Live chat with a customer support person

Use this option if you have a quick question or need some assistance in the application.

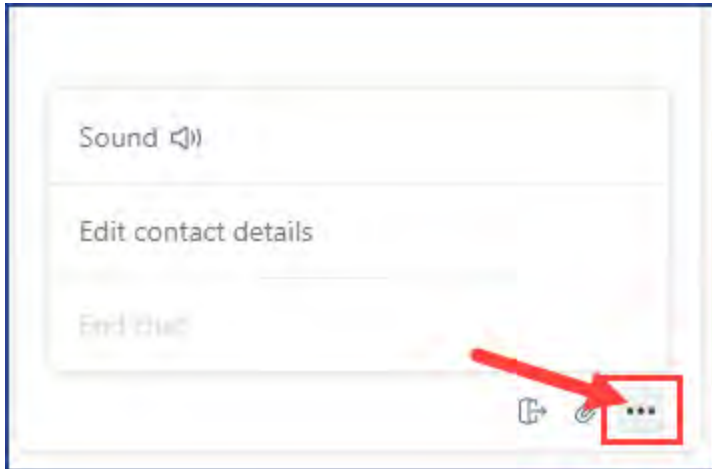
1. Click the **Help** widget, and then select **Live chat**.
The **Odysseyware Chat Support** form appears.



2. Type your chat message.
3. Use the **Attach** tool to browse and attach a file or picture.



- Click the **More Options** tool to turn off the sound notification and edit your contact details.



4. If everything looks good, press **Enter**.

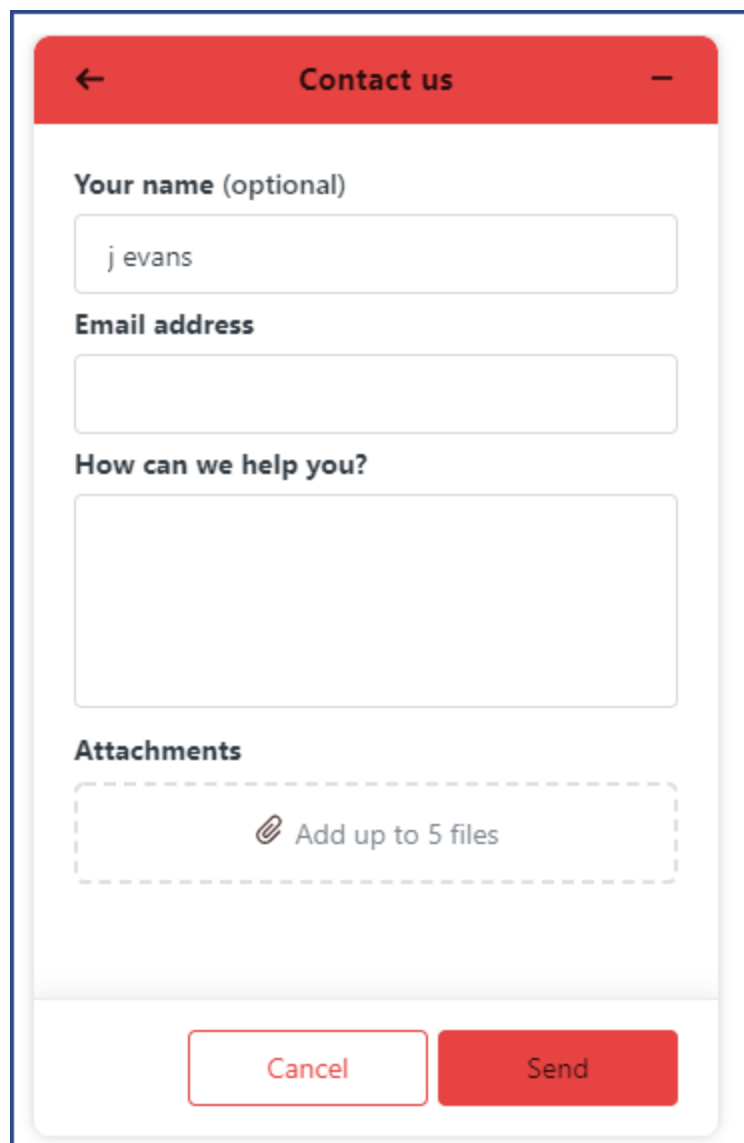
An available support person will respond. When the support person responds, a sound notifies that your chat message has been acknowledged.

Leave a message

You can leave a message for support and also attach files.

1. Click the **Help** widget, and then select **Leave a message**.

The **Contact us** form appears.



← Contact us —

Your name (optional)

j evans

Email address

How can we help you?

Attachments

📎 Add up to 5 files

Cancel Send

2. Your name used in the application appears by default, but you can change it.
3. Enter an email address Customer Support can use to contact you.
4. In the **How can we help you?** text box, type your message.
5. If desired, to attach up to five files, in the **Attachments** area, click to browse to the files, or you can drag and drop the files into the **Attachments** area.
6. Click **Send**.

Access online resources and videos

The **Help** link located in the footer at the bottom of any page opens the **Help and Technical Support** page. You see contact info for Technical Support.

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](#)

E-Mail Support

Can't find an answer in our database? Send us an e-mail with your question. We strive to answer all e-mails within 1 business day, and most are answered in less time.

[E-Mail Support](#)

Technical Support

(877) 251-6662

Available
Monday-Friday 7 a.m. - 11 p.m. CT
Saturday-Sunday 1 p.m. - 7 p.m. CT

To access online resource, such as user guides and helpful videos:

- 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** web page.

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.



Odysseyware®
PREPARING STUDENTS FOR COLLEGE, CAREER, & LIFE.

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[Assignments Alerts](#)
[School Settings](#)
[Teacher/Admin](#)
[Students](#)
[Parents](#)
[Gradebook](#)
[Course Enrollments](#)
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[Reports](#)
[Messages](#)
[Academy/Academic Services](#)

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FAQ

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