

Odysseyware®

Odysseyware®

v2.32

Custom Course Guide

Released 06/2017

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What's New In This Release


Odysseyware release v2.32 includes a requested feature improvement and several bug fixes. Typically, bug fixes are not documented in this What's New topic, but one of the fixed bugs is a visual change in the Search feature and also an improvement to the user experience when creating custom courses.


Improvement: Removed edition year information when viewing courses and when converting custom courses














This requested feature improvement removes the year edition information from several Odysseyware views and functions. Changes were made to these views and functions:

- Courses tab - Removed Edition columns from all sub-tabs.
- Custom Course Editor - Removed Edition details from the Published and Draft section boxes.
- Gradebook and Course Enrollments tab - Removed appended year from enrollments.
- Custom course copy and edit functions - Updated verbiage to remove annual versioning and in Preview feature.

Bug fix: Removed the "Preview" tool for placeholder Quizzes and Tests when searching Flex-enabled courses for content

For Flex-enabled courses with Flex assessments, because those Quiz and Test assessments are dynamically generated based on assignments that are in scope, there is no instructional content to preview. This fix removed the **Preview** () tool and inserted a **FLEX** indicator for the applicable Quizzes and Tests when searching Curriculum and Custom content types. When the user hovers over the FLEX indicator, a tooltip appears explaining that flex assessments are dynamically generated based on the assignments that are in scope so that's why there is no instructional content to preview.

This example shows what the user sees when searching for content to create a custom course. Because the Curriculum search started with a Flex-enabled course, notice the one Quiz and two Test assignments do not have the **Preview** () tool, but do have a **FLEX** indicator.

L	"The Most Dangerous Game": Building Vocabulary	 
Q	Quiz 1	 FLEX
L	"Marigolds": Setting	 
L	Parallel Structure	 
P	Project: Informative Essay: Research an Author	 
P	Special Project	 
T	Test	 FLEX
T	Alternate Test	 FLEX

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Introduction

Odysseyware® supports our *standard* courses as well as any *custom* courses you may want to develop. Standard courses are the default courses provided when you purchase Odysseyware. You cannot modify the Odysseyware standard courses, but you can copy them to use as custom courses. Custom courses are those you create either by copying standard courses and modifying the units and assignments or by combining your custom assignments with assignments from standard Odysseyware courses. Or, you can create a course comprised entirely of custom assignments.

Note

You must have the "Create/Edit Courses" permission enabled for your teacher profile to create, copy, and edit courses. See your Odysseyware Administrator if you require the permission enabled for your teacher profile.

In this guide, you will learn:

- About the **Custom Course** tab features and tools that allow you to easily create custom courses for use in student enrollments. See ["Custom Course Tab Features and Tools" on page 7](#).
- About the **Custom Course Search** feature and its modes and tools that allow you to search standard curriculum, custom courses, topics, and standards to find content for your custom courses. See ["Custom Course Search Features and Tools" on page 19](#).
- How to create a custom course using assignments from existing standard Odysseyware courses. See ["Create Custom Courses" on page 43](#).
- How to create a custom Flex Assessments course. See ["Create custom Flex Assessments courses" on page 53](#).
- How to copy an existing course and make it a custom course. See ["Copy courses to create custom courses" on page 61](#).
- How to preview the instructional material in courses to see if it fits your educational goals. See ["Preview instructional material in courses" on page 66](#).
- Informational and error messages displayed during custom course validation. See ["Course Validation Informational and Error Messages" on page 71](#).



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Custom Course Tab Features and Tools

You use the **Custom Course** tab when creating new custom courses, copying courses to create new custom courses, and editing existing custom courses.

Course-level features and tools

The features, tools, and settings on the **Custom Course** tab vary at the course level based on whether you are in:

1. New course creation mode (no content, you are not copying a course). See ["New course creation mode" below](#).
2. Edit mode for a published course (no draft version). See ["Edit mode for a published course" on the next page](#).
3. Edit mode for a course in draft version (no published version) or for a copied course. See ["Edit mode for a draft version course or copied course" on page 9](#).
4. Edit mode for a course that has *both* a published version and a saved draft version. See ["Edit mode for a course that has both a published and draft version" on page 10](#).

New course creation mode

When creating a new custom course without any content, example 1 shows the available features, tools, and settings on the **Custom Course** tab.

This table explains the features and tools identified on the **Custom Course** tab example 1.

Item	Section	Description
A	Course Details	Displays the course name and subject, the default edit permission and indicates whether or not the Flex Assessments option has been enabled. To edit the course name, subject and edit permission, see "Course-level actions" on page 10 . Note: You cannot change the Flex Assessments setting.
B	Published	This box is collapsed until you publish the course.

Item	Section	Description
	Version	
C	Draft Version	Displays the course revision number and the CRx-able button. Each time you edit a course, you create a draft version working copy. When you publish the draft version, the Published Version box is activated and displays the last revision number and date. To enable CRx mode for a course, see "Course-level actions" on page 10 .
D	Create Your Course	This area will contain the structure (units and assignments) for the course. . Displays the Units toolbar with the Search and Unit tools.
E	Course tools	Contains the Preview , Validate , and Publish buttons. These three tools are always visible on the tab. To use these tools, see "Course-level actions" on page 10 .

Edit mode for a published course

When editing a *published* course (no saved draft version), some features and settings on the **Custom Course** tab change due to the course being in edit mode as shown in example 2. Notice that you don't see the **Create Your Course** section, the **Published Version** box is now active (highlighted and expanded) and the **Draft Version** box is inactive and collapsed.

- To create the draft version of the published course and expose the course contents, click the **Edit** button (example B).

This table explains the differences shown on example 2.

Item	Section	Description
A	Published Version	Displays the revision number as well as the last date the course was published. These settings cannot be edited. Displays whether or not the course was made "CRx-able". See "Course-level actions" on page 10 . <ul style="list-style-type: none"> CRx Enabled: Course has CRx mode enabled. CRx Disabled: Course does not have CRx mode enabled. Displays the Enrollable button which indicates the enrollable status of the published course.

Item	Section	Description
		<ul style="list-style-type: none"> Enrollable status active: <div>Enrollable</div> <p>To use the Enrollable button, see "Course-level actions" on the next page.</p>
B	Edit course tools	<p>Displays the Preview and Edit buttons.</p> <p>To use these tools, see "Course-level actions" on the next page.</p>

Edit mode for a draft version course or copied course

When editing a course in *draft* version (no published version) or copying a course, the **Draft Version** box is active and highlighted and the **Published Version** box is inactive and collapsed. Under **Create Your Course**, if you have added content to your draft course or copied a course, the units and assignments appear as shown in example 3.

- To learn more about the features and tools for units and assignments in a course structure, see ["Create Your Course features and tools" on page 12](#).

Courses Custom Assignments **Custom Course** 3

Edits made to this course will not affect students currently enrolled in this course.

▼ Course Details

Course Name
Copy of Career Explorations 1

Subject
Career and Technical Education

Allow other teachers to edit?
No Yes *Flex Disabled*

▼ Published Version

▼ Draft Version

Revision: 0
CRx-able

Create Your Course

Unit: CAREER MANAGEMENT

Unit: INTRODUCTION TO CAREERS IN HEALTH SCIENCES

Unit: INTRODUCTION TO HOSPITALITY AND TOURISM SYSTEMS

Unit: INTRODUCTION TO HUMAN SERVICES

Unit: INTRODUCTION TO CONSUMER SERVICES

Unit: COURSE REVIEW, PROJECT, AND EXAM

Units Search Unit

Publish

Edit mode for a course that has both a published and draft version

When editing a course that has both a *published* version and *draft* version, as shown in example 4, the **Draft Version** box is active, however the **Published Version** box is also exposed so that you can see the details for the published version. Under **Create Your Course**, if you have added content to your course, the units and assignments appear. Notice that an additional tool, the **Revert** (🗑️) tool is added to the course toolbar (example A below).

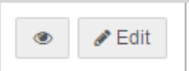


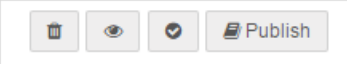

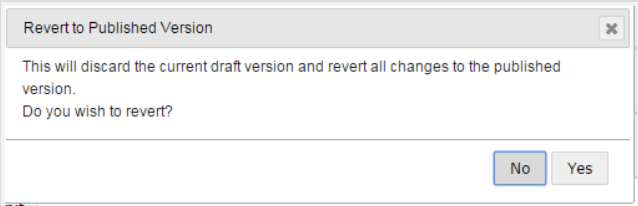




This table explains the additional features and tools you see on example 4 above.

Item	Section	Description
A	Course tools	Contains the Revert , Preview , Validate , and Publish buttons. To use these tools, see "Course-level actions" below .

Course-level actions

The following table explains the available course-level actions in the sections on the **Custom Course** tab.

Action	Do the following...
Course Details box <div> <div> ▼ Course Details </div> <div> Course Name Custom Introduction to Information Technology </div> <div> Subject Career and Technical Education </div> <div> Allow other teachers to edit? No Yes </div> <div> Flex Disabled </div> </div>	
Edit Course Name	<ul style="list-style-type: none"> Click the Edit (✎) tool and enter a new course name. Click Save. <p>Tip: The Course Name allows the following characters: a-z or A-Z (English letters); Å-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).</p>
Edit Subject	<ul style="list-style-type: none"> Click the Edit (✎) tool and start entering characters. When a matching subject appears, select it or enter a new subject. Click Save.
Change Allow other teachers to edit? permission	<ul style="list-style-type: none"> Select No or Yes. The selected option changes color to indicate selection.
Published Version box <div> <div> ▼ Published Version </div> <div> Revision: 3 CRx Disabled </div> <div> 05/28/2017 </div> <div> Enrollable </div> </div>	
Enable (disable) course for student enrollments	<ul style="list-style-type: none"> To enable the course for student enrollments, click the Enrollable button. The button changes color to indicate activation. To disable the course for student enrollments, click the activated Enrollable button. The button changes color to indicate deactivation.
Draft Version box <div> <div> ▼ Draft Version </div> <div> Revision: 0 CRx-able </div> </div>	
Allow course to use CRx mode <p>Important: If you are making the course "CRx-able", each unit in your custom course must have both a standard and alternate test (also called a pre-test). When you validate the course or make it enrollable, you are notified if either test is missing.</p>	<ul style="list-style-type: none"> To activate CRx mode, click the CRx-able button. The button changes color when CRx mode is activated. To turn off CRx mode, click the button again. <p>For more information, see the <i>CRx User Guide</i>.</p>

Action	Do the following...
Edit course tools (published course) 	
Preview a course's instructional material	<ul style="list-style-type: none"> Click the Preview () button. See "Preview instructional material in courses" on page 66.
Edit course contents	<ul style="list-style-type: none"> Click the Edit () button, and then confirm you want to create a draft version. <p>The course contents display in the Create Your Course section and the Draft Version box is highlighted to indicate you are working on a draft version of your course.</p>
Course tools 	
Revert to the published version of the course Note: This action discards the draft version, closes the Create Your Course section, and highlights the Published Version box.	<ul style="list-style-type: none"> Click the Revert () button, and then confirm the action. 
Preview a course's contents	<ul style="list-style-type: none"> Click the Preview () button. See "Preview instructional material in courses" on page 66.
Validate the course's structure for scope and sequence	<ol style="list-style-type: none"> Click the Validate () button. If any error () or informational () indicators appear, click the indicator to see the message. See "Course Validation Informational and Error Messages" on page 71. Continue validating the course until you see "Course successfully validated" message.
Publish draft version of course	<ul style="list-style-type: none"> Click the Publish button, and then confirm you want to publish the course.

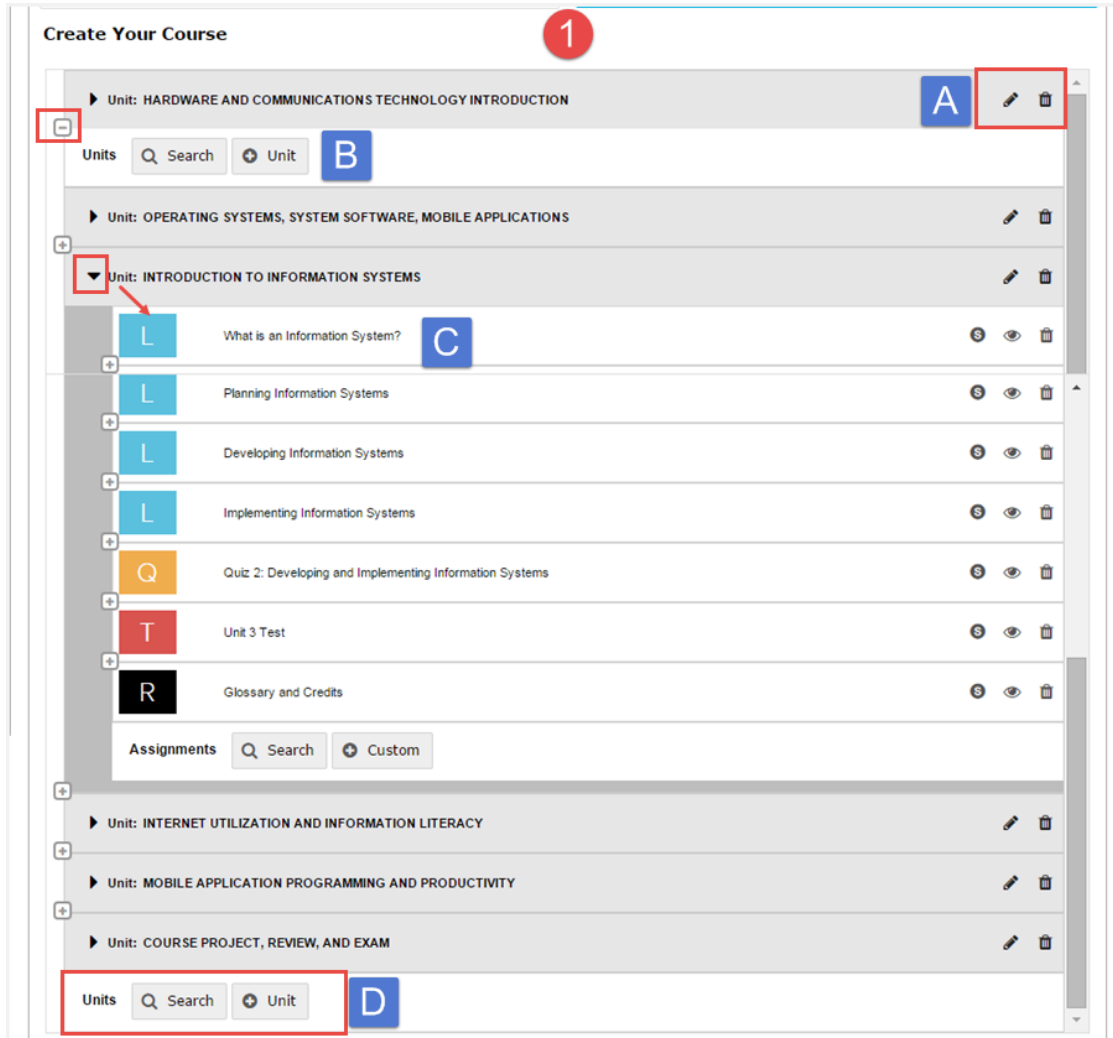
Create Your Course features and tools

The features and tools that display in the **Create Your Course** section of the **Custom Course** tab vary based on whether you are viewing units or assignments in your course structure.



Units features and tools

Units contain *assignments*. Example 1 below shows the features and tools available for units.

Units features and tools



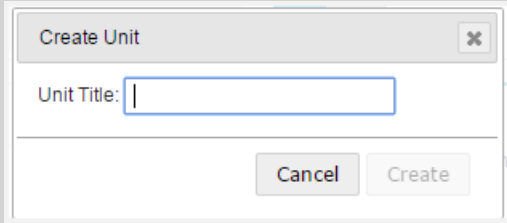


This table explains the features and tools for units identified on example 1 above.

Item	Section	Description
A	Unit tools	Displays the Edit and Remove tools. You can edit a unit's title and remove the unit from the course. Removing a unit removes all its assignments. To use these tools, see "Units actions" on the next page .
B	Units toolbar	Click the plus square () tool to display the Units toolbar containing the Search and Unit buttons. You search for a unit and assignments or add a new, blank unit in the course sequence (structure). To use these tools, see "Units actions" on the next page .
C	Assignments within unit	Click the expand () tool to expand the unit and display the assignments. See "Assignments features and tools" on the next page .
D	Units toolbar	Displays the Search and Unit buttons to search for a unit and assignments or add a new, blank unit to the course sequence (structure).

Units actions

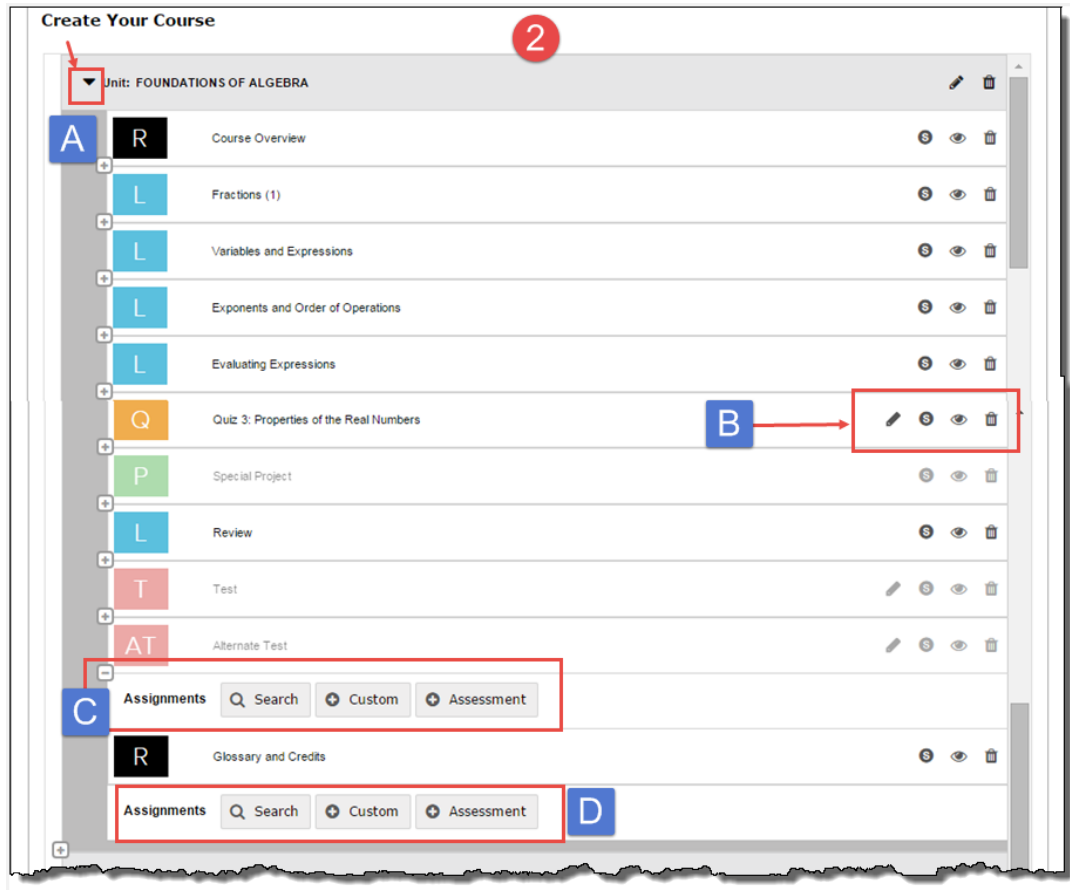
This table explains the actions you can take for units using the tools identified in example 1 above.

Action	Do the following...
Unit tools (A)	
Edit unit title	<ul style="list-style-type: none"> Click the Edit () tool and enter a new unit title. Click Save.
Remove unit	<ul style="list-style-type: none"> Click the Remove () tool, and then confirm you want to remove the unit. Removing a unit removes all of its assignments.
Units toolbar (B) and (D)	
Search curriculum, custom courses and assignments, topics, and standards for content for units	<ul style="list-style-type: none"> Click Search. The custom course search page opens. To learn about how to search for units and assignments, see "Custom Course Search Features and Tools" on page 19.
Create a blank unit	<ol style="list-style-type: none"> Click Unit. Enter a title and click Create. 
Other	
Move a unit within the course structure	<ul style="list-style-type: none"> Click the unit's bar and when a four-sided arrow appears, drag the unit up or down in the course structure and drop it at the new place.

Assignments features and tools

Typically, assignments are lessons, projects, quizzes, and tests. Assignments are contained in units. Example 2 below shows the features and tools available for assignments in the **Create Your Course** section.

Assignments features and tools




This table explains the features and tools for assignments identified in example 2 above.





Item	Section	Description
A	Unit title bar	Click the expand (▶) tool to expand the unit and display its assignments.
B	Assignment tools	Depending on if the course has Flex Assessments enabled and if the assignment is an assessment type, displays the Edit , Skip by default , Preview , and Remove tools. To use these tools, see " Assignments actions " on the next page.
C	Assignments toolbar (within assignments)	Click the plus square (⊕) tool to display the Assignments toolbar containing the Search and Custom and Assessment buttons. You search for an assignment, create a custom assignment, or add a custom assessment <i>to this place</i> in the unit's sequence (structure). To use these tools, see " Assignments actions " on the next page.
D	Assignments toolbar (bottom of assignments)	Displays the Search , Unit and Assessment buttons. You search for an assignment, create a custom assignment, or add a custom assessment <i>to the bottom</i> in the unit's sequence (structure).

Item	Section	Description
		To use these tools, see "Assignments actions" below .

Assignments actions

The following tables explain the actions you can take for assignments using the assignment tools identified in example 2 above.

Action	Do the following...
Unit bar (A)	
View assignments within unit	<ul style="list-style-type: none"> Click the expand () tool to expand the unit and display its assignments and the Assignments toolbar located at the bottom of the unit (D).

Action	Do the following...
Assignment tools (B)	
Edit assessments	<ol style="list-style-type: none"> Click the Edit () tool. For a Flex Assessment, change the title, select a type. or, for a custom assignment, to edit it in the Teacher Authoring Tool, click Open in Editor. Make changes. If desired, to skip the assessment by default, click Skip by default. Click Save.
Skip (unskip) assignment by default	<ul style="list-style-type: none"> Click the Skip by default () tool. This action causes the assignment to not be assigned by default to the student. The assignment's tools are dimmed and the assignment colors change to a lighter shade to indicate it is skipped (see example A). To activate the assignment so that it is not skipped by default, click the Skip by default tool again to activate the assignment.
Preview assignment instructional material	<ol style="list-style-type: none"> Click the Preview () tool. The assignment opens in preview mode. You can see all instructional material, including questions and answers. Click Close to exit preview mode.
Remove assignment	<ul style="list-style-type: none"> Click the Remove () tool, and then confirm you want to remove the assignment.

Action	Do the following...
Assignments toolbar (C) and (D)	
Search curriculum, custom courses and assignments, topics, and standards for content for assignments	<ul style="list-style-type: none"> Click the Search button. The custom course search page opens. To learn about how to search for content for assignments (and units), see "Custom Course Search Features and Tools" on page 19.

Assignments actions

Action	Do the following...
Create a new custom lesson or project	<ol style="list-style-type: none"> 1. Click the Custom button. 2. Select either lesson or project. 3. Enter a title. 4. Click Create. <p>The Teacher Authoring Tool opens. Use the features and tools to create a custom assignment. See the <i>Teacher Authoring Tool Guide</i> for instructions on creating custom assignments.</p>
Create a new flex assessment	<ol style="list-style-type: none"> 1. Click the Assessment button. 2. Enter a title. 3. Select the assessment type from the list. 4. To skip the assignment by default, select the option. 5. Click Create.

Action	Do the following...
Other action not identified	
Move an assignment within the course structure	<ul style="list-style-type: none"> • Click the assignment's bar and when a four-sided arrow appears, drag the assignment up or down in the course structure and drop it at the new place. <p>Important: Take note of where the quizzes are located. Each quiz is created to cover the material in the lessons that precede it. If you drag a lesson which comes before Quiz 1 to a spot after Quiz 1, all of the questions related to that lesson move from Quiz 1 to Quiz 2. If you remove the lesson, the questions related to that lesson do not display on any quiz or test.</p>

Assignment type symbols

This table explains the assignment type symbols.

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
AT	Alternate test (Pre-test)	Q	Quiz	AQ	Alternate quiz
L	Lesson	R	Reference (Such as Course Overview, Glossary and Credits)	AS	Alternate semester test
P	Project	T	Test (or Unit Test)	AF	Alternate final test
F	Final exam (test)	S	Semester exam (test)	RV	Review

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Custom Course Search Features and Tools

You use the **Custom Course Search** features and tools to search the standard Curriculum, your Custom courses and assignments, Odysseyware Topics, and, if enabled for your school, Standards documents for content to include in your custom courses. When creating or editing a custom course, you can search for content by:

- Navigating through "levels" of a selected content type. For example, Odysseyware standard Curriculum content is organized in levels of Subject > Course > Units > Assignments.
- Entering a keyword and applying filters to narrow your search results for a selected content type. For example, you want to search for all Odysseyware Curriculum for lessons that include the word "fractions".

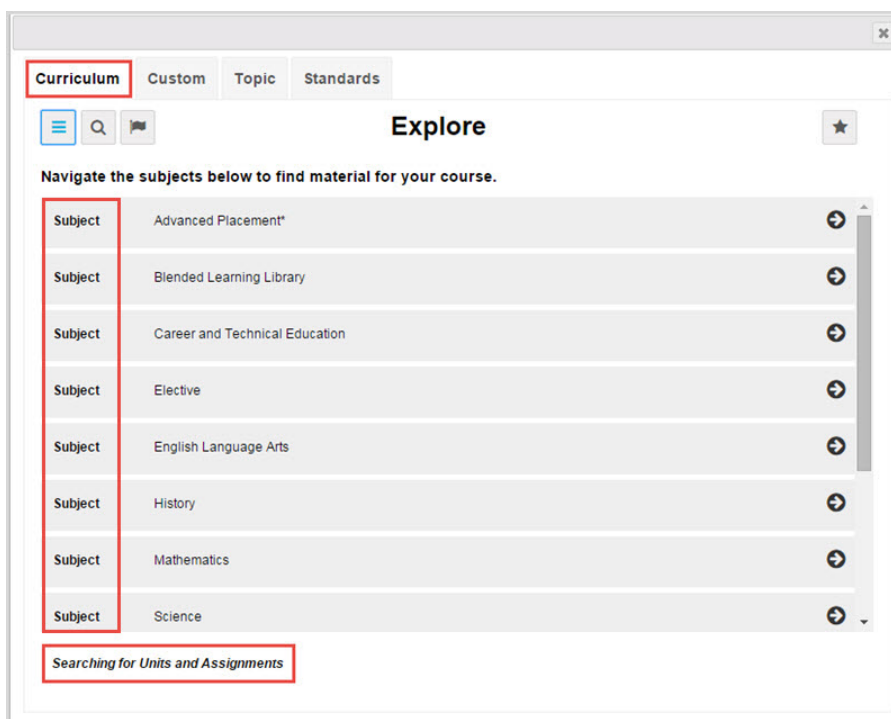
Tip Building a custom course can take some time out of your busy schedule. Suppose you have a few minutes and just want to search and flag some content that you can use later. No problem. The **Search** button on the **Courses** tab lets you easily search and flag content and save your search path (breadcrumbs) without having to build the course. Later, when you have the time to build your custom course, the flagged content and saved search paths are waiting for you.

Content types available to search

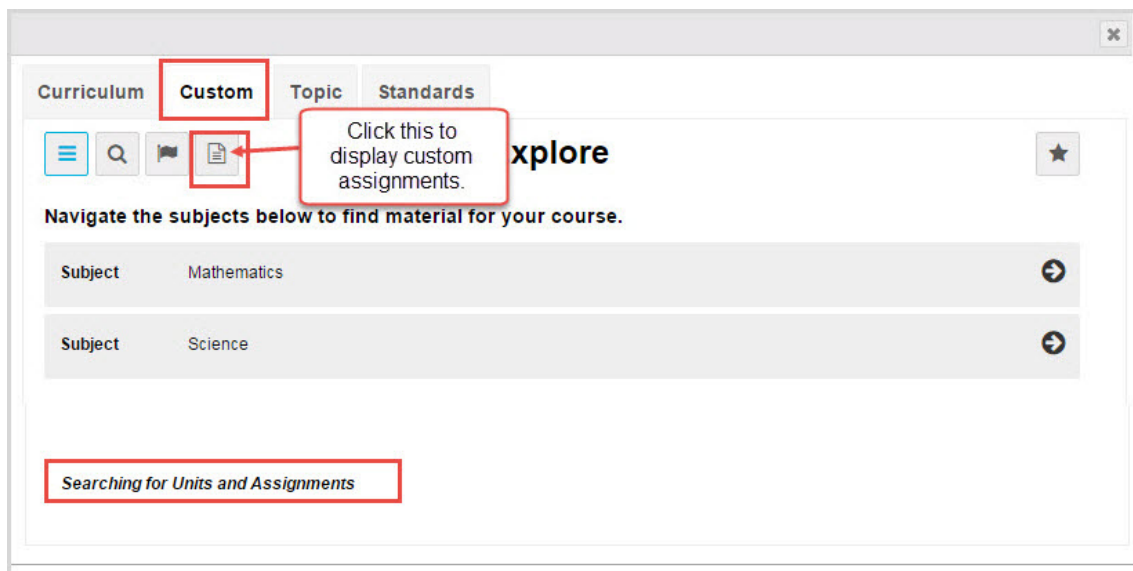
Several content types are available to search for materials for your custom course. Content types available in Odysseyware are: **Curriculum**, **Custom**, **Topic**, and **Standards**.

Note The examples shown are used to demonstrate search features so the content types (courses, units, assignments, topics, or standards) shown in the following examples may not be typical for your school. For example, if you do not have **Standards Documents** enabled and selected for your school, the **Standards** tab is not available.

- **Curriculum** content is the standard Odysseyware courses. You can only search the curriculum you are entitled to see.

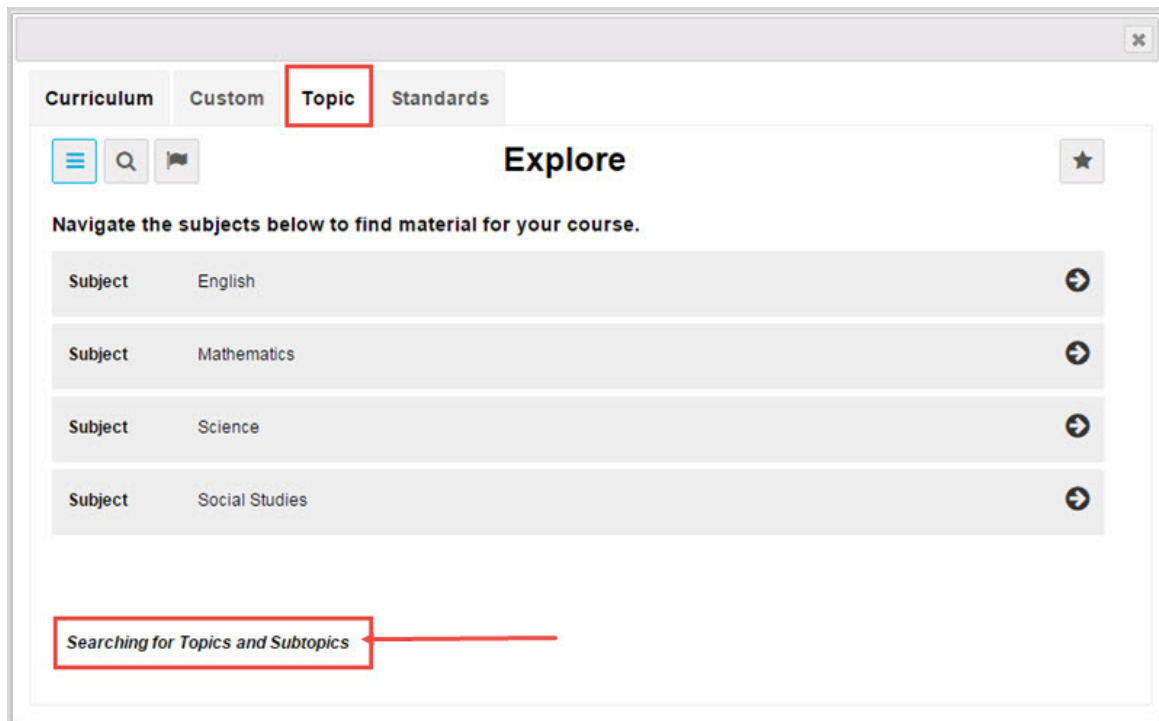


- **Custom** content contains any custom courses and assignments created by admins and teachers at your school. After you drill into the courses or assignments by clicking the **navigate right** (➡) tool, you see the name of the author for the custom course or assignment so that you can find the correct content faster. If your school has not created any custom courses or assignments, no content will appear.



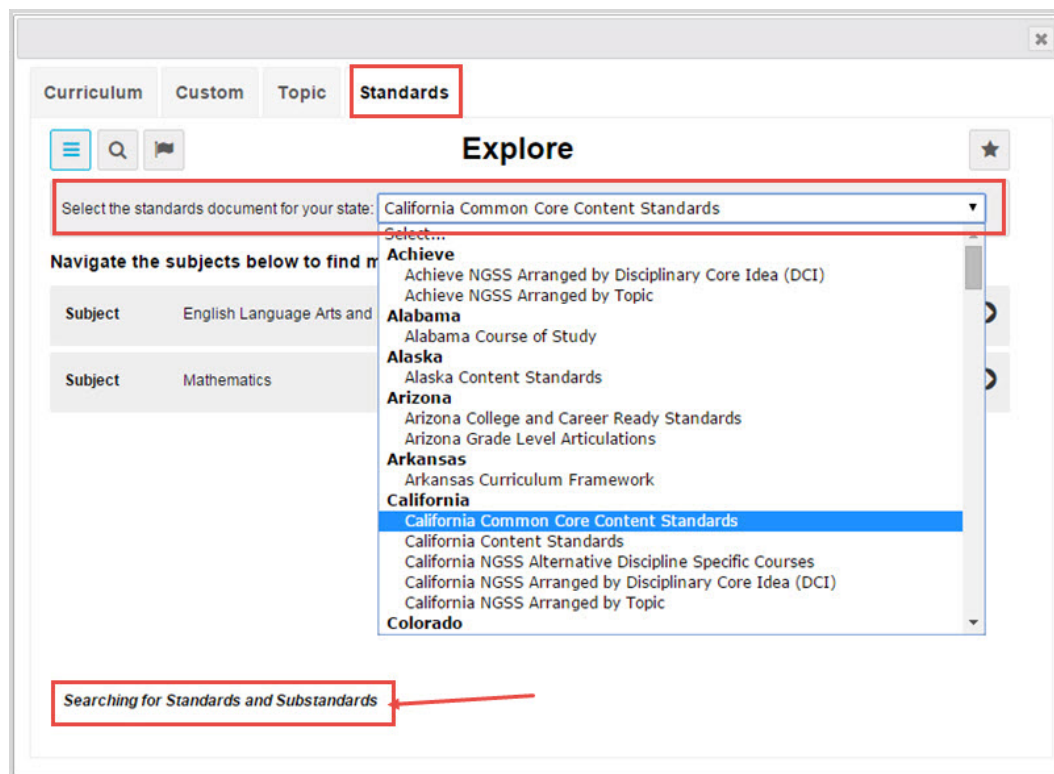
Tip To see and access custom assignments created by your school, click the **Custom** tab and then click the **Assignments** (📄➡) tool.

- **Topic** content contains discipline-specific *lessons and projects* from the standard curriculum. Topic content is organized by discipline subject. You can search for topics and subtopics for your custom course.





- **Standards** content contains state-specific standards and other recognized academic documents that establish what students need to learn by the end of each grade. Odysseyware categorizes the standards by state and provider organization. *Standards mapping* is a relationship between the Odysseyware curriculum (assignments specifically) and the various standards published by state standards bodies. You can search for standards and substandards for your custom course.

Note **Standards Documents** must be enabled for your school by an Admin for you to see the **Standards** content tab.



Search modes and tools

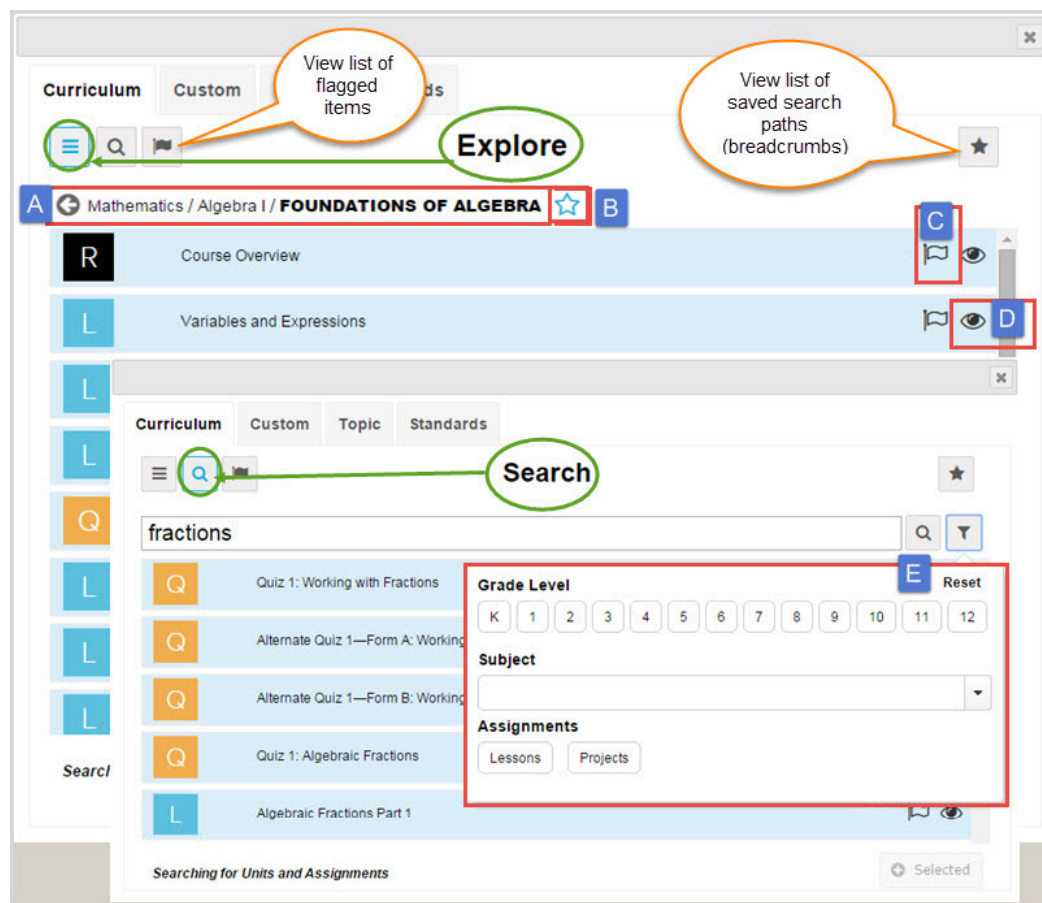
Two tools enable modes for searching content:

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 facing 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 keyword" on page 30 .

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.


Navigate (explore) through content levels and save your search paths

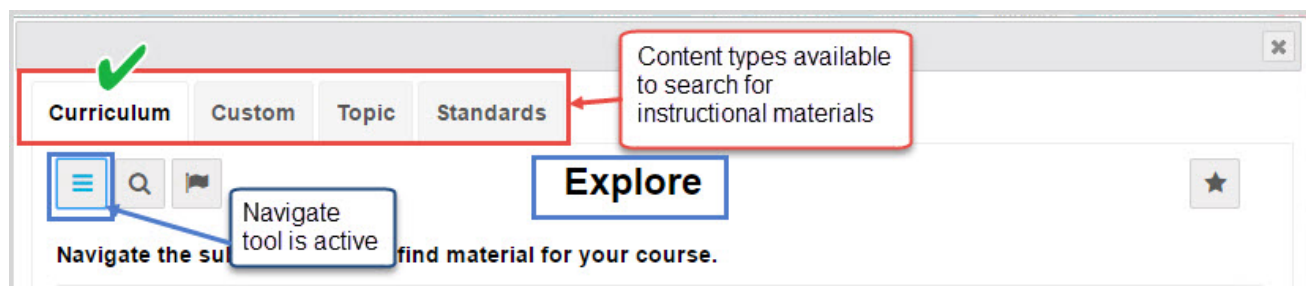


Tools and features identified above include:

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 29 .
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 34 .
D	Preview	Preview assignment content to see if it is relevant for your custom course. See "Preview instructional material in assignments" on page 33 .
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 31 .

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.



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

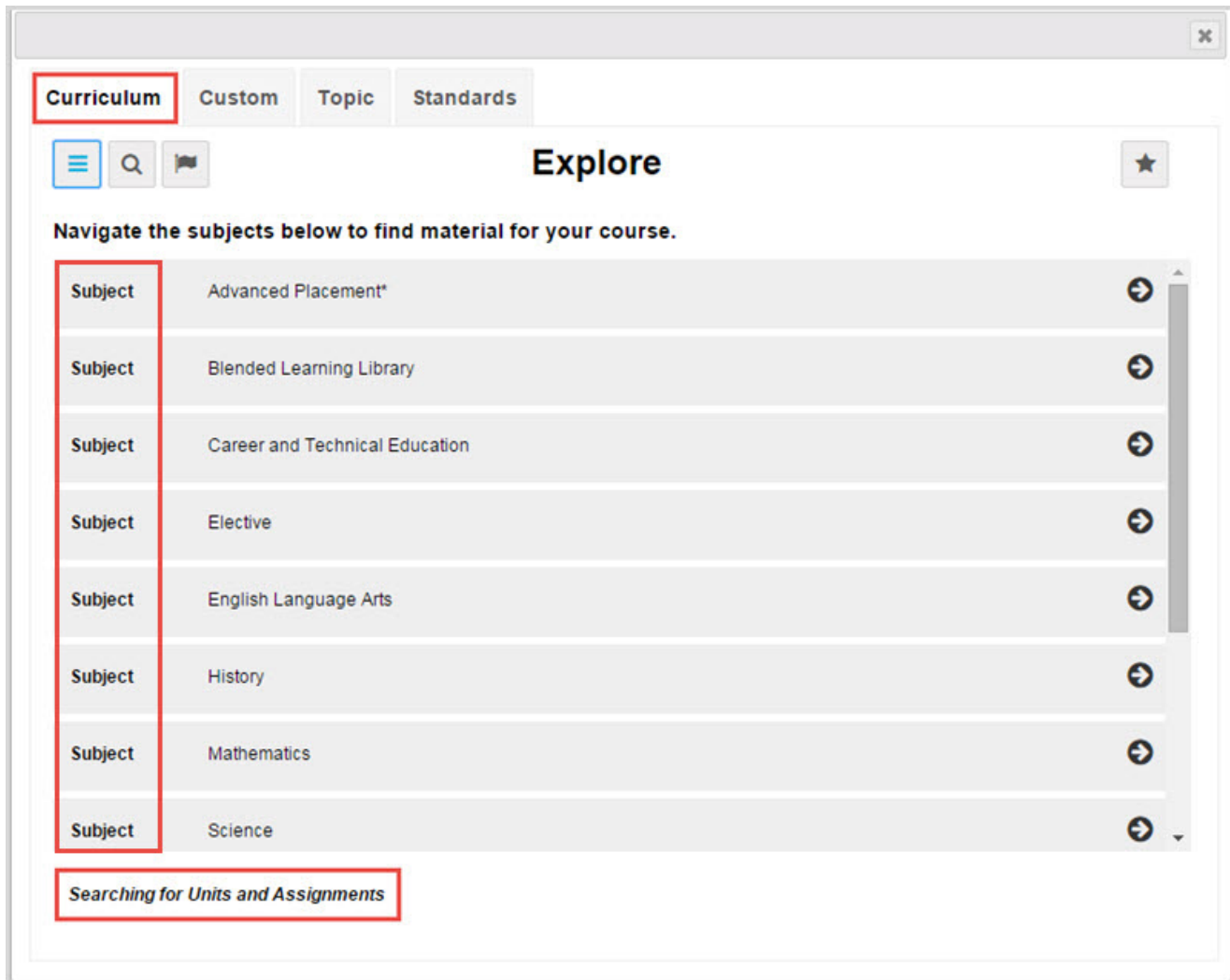
The content type levels in search are organized like this:

- 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. Then, based on the standards for the document, the first level is Subject, then Course, then Standard, to various levels of Substandards, and then to lessons and projects which have mapped standards.

Navigate (explore) content

- 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.



- 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.

The screenshot shows the 'Explore' interface with the 'Curriculum' tab selected. Under the 'Mathematics' category, a list of courses is displayed. The 'Course' column is highlighted with a red box. A callout bubble points to the 'FLEX' icon, indicating that the course has flex assessments.

Course	Course Name	Flex Assessments
Course	Advanced Algebra	FLEX →
Course	Algebra I	FLEX →
Course	Algebra I CCSS	FLEX →
Course	Algebra II	FLEX →
Course	Algebra II CCSS	FLEX →
Course	Analytic Geometry	FLEX →
Course	Consumer Math	FLEX →
Course	Coordinate Algebra	FLEX →

Searching for Units and Assignments

- 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.

Curriculum Custom Topic Standards

Save your search path

Flag an item to save for later use

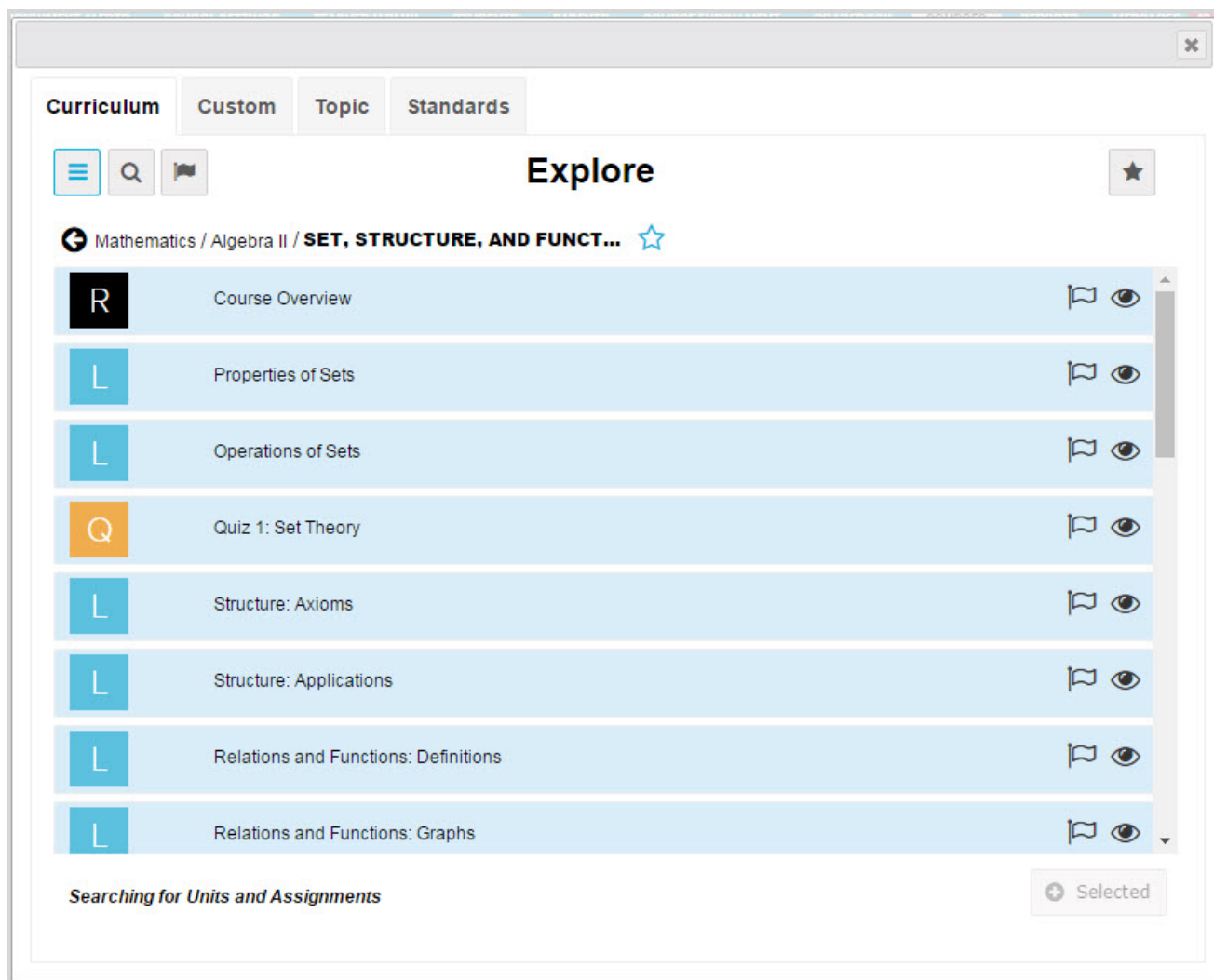
Indicates unit has Flex assessments

Unit	SET, STRUCTURE, AND FUNCTION	FLEX	Flag	Right Arrow
Unit	NUMBERS, SENTENCES, AND PROBLEMS	FLEX	Flag	Right Arrow
Unit	LINEAR EQUATIONS AND INEQUALITIES	FLEX	Flag	Right Arrow
Unit	POLYNOMIALS	FLEX	Flag	Right Arrow
Unit	ALGEBRAIC FRACTIONS	FLEX	Flag	Right Arrow
Unit	SEMESTER REVIEW AND EXAM	FLEX	Flag	Right Arrow
Unit	REAL NUMBERS	FLEX	Flag	Right Arrow
Unit	QUADRATIC RELATIONS AND SYSTEMS	FLEX	Flag	Right Arrow




Searching for Units and Assignments

Selected

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 29](#).
 - 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 34](#).
 5. Continue clicking the **navigate right** (➡) tool.
- The example below shows the lowest level of **Assignments** for a **Curriculum** search.

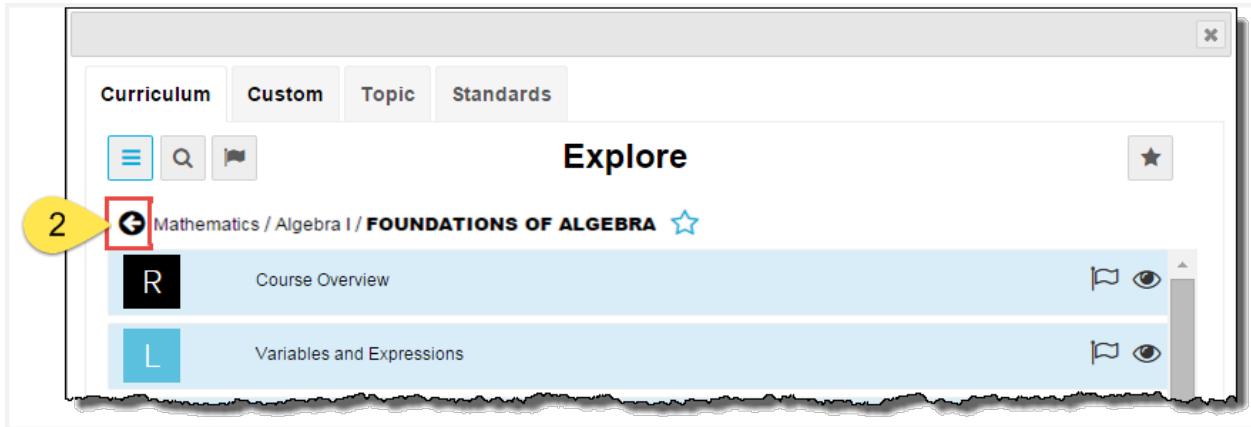


6. At this level, several options are available:

- Select one or more content items. If you accessed search while building a custom course, items that can be selected now have a light blue background color. See ["Navigate \(explore\) through content levels and save your search paths" on page 23](#).
- 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 33](#).
- 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 34](#).
- 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 facing page](#).
- To see the full text of the search path, hover the cursor over the path.

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)

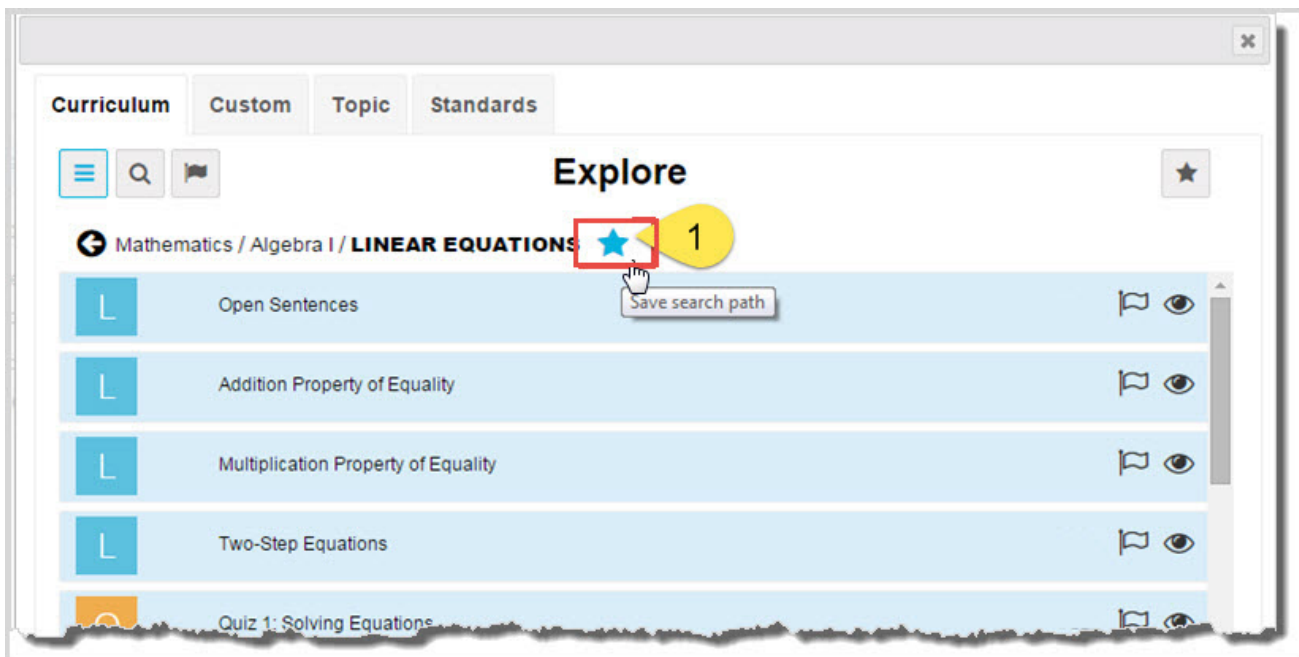


Save and access search paths (breadcrumbs)

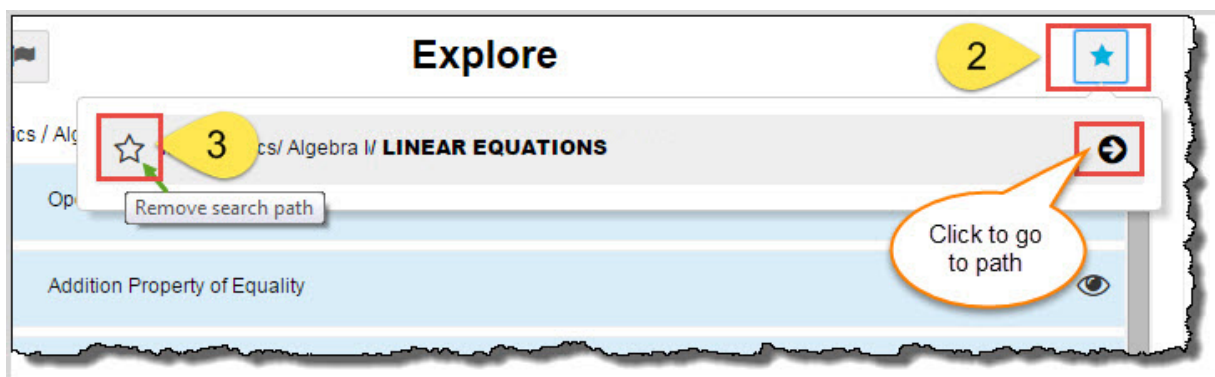
You can save a search path and easily access it again. Search paths are saved to a selected content type. This means the search paths you save for **Curriculum** content are different than the search paths you save for **Standards** content. Search paths remain saved to the list until you remove them.

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.



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.



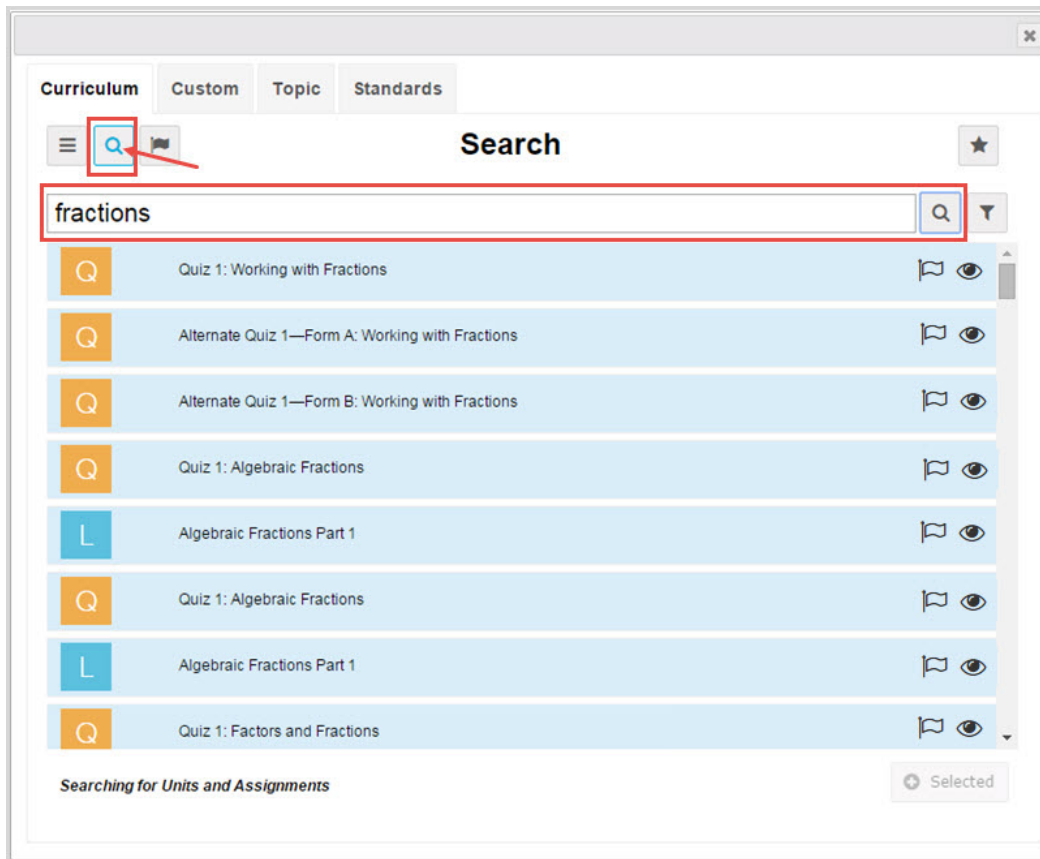
Search content by keyword

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 facing 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.
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Keyword search advanced filtering options



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.

The screenshot shows the Odysseyware search interface. At the top, there are tabs for Curriculum, Custom, Topic, and Standards. Below these is a search bar with the text 'fractions'. To the right of the search bar is a blue filter icon (callout 6) and a star icon. Below the search bar is a list of search results, each with a blue 'L' icon (callout 1). To the right of the search results is a sidebar with filters. The 'Grade Level' filter (callout 1) shows a range from K to 12, with '8' selected. The 'Subject' filter (callout 2) shows 'Mathematics' selected. The 'Assignments' filter (callout 3) shows 'Lessons' and 'Projects' buttons. The 'Author' filter (callout 4) shows a text input field and a 'Custom content search by author' dropdown. The 'Reset' button (callout 5) is located at the bottom of the sidebar. A red box highlights the 'Author' filter and the 'Custom content search by author' dropdown.

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 keyword

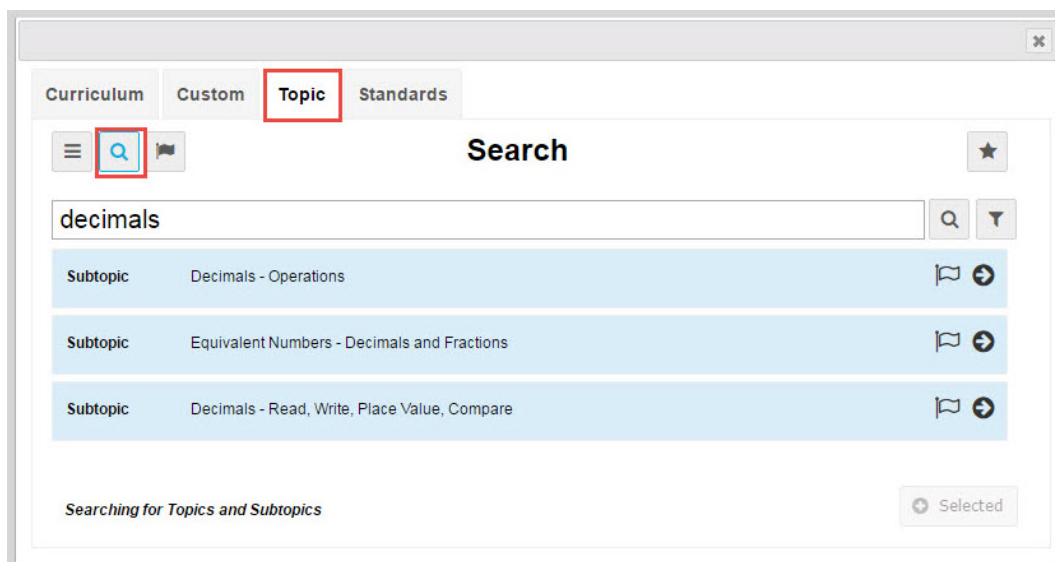
1. Select a content-type (**Curriculum**, **Custom**, **Topic**, and **Standards**) tab. If you selected **Standards**, select a standards document from the list.





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.

Preview instructional material in assignments

- 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 31](#).
- 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" on the next page](#).
 - If available, click the **navigate right** () tool located at the end of the item's properties bar to move down to the next level.
 - If building a custom course and items have a light blue background color, select the items you want to include in your custom course. See ["Select content to build your custom courses" on page 36](#).
 - 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 24](#).

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.
- Tests - Preview questions and see the answers.

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 Flex by default courses, no instructional material is 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.


L	"The Most Dangerous Game": Building Vocabulary	 
Q	Quiz 1	 FLEX
L	"Marigolds": Setting	 
L	Parallel Structure	 
P	Project: Informative Essay: Research an Author	 
P	Special Project	 
T	Test	 FLEX
T	Alternate Test	 FLEX

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**.


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.

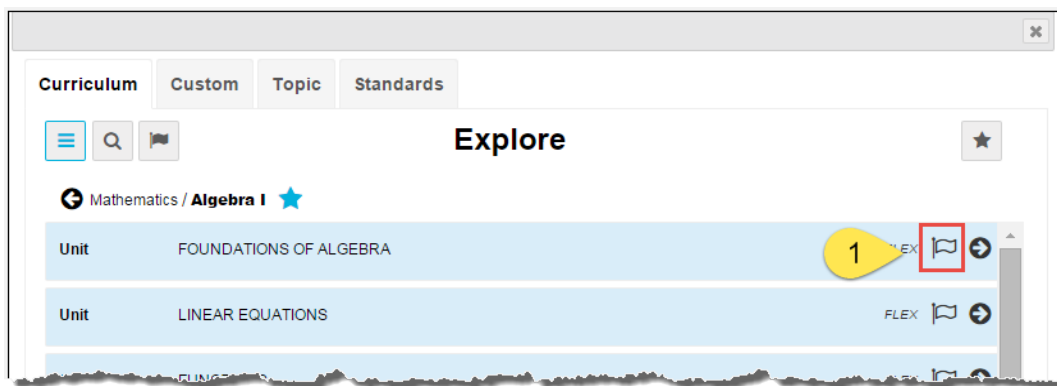
Tip Items you flag in the **Custom Course** search are also available when use the **Search** button on the **Courses** tab and vice versa. This helpful feature makes it easier for you to save your search content in either search method. For example, you have some time to search content, but not enough 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

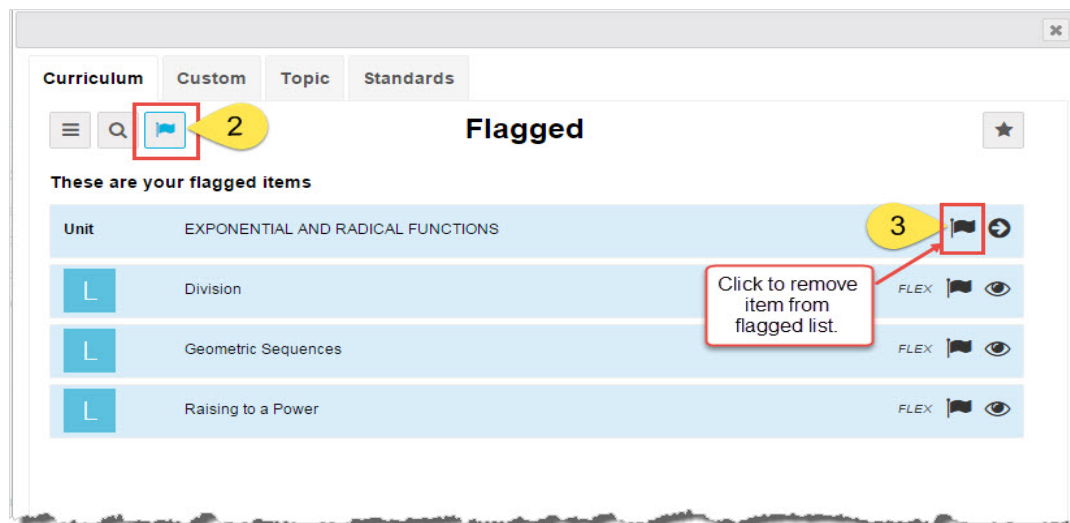
If an item, such as a unit, assignment, subtopic, or standard has the **Flag** () tool in its properties bar, the item can be saved to a flagged list.


Flag items and view your flagged list

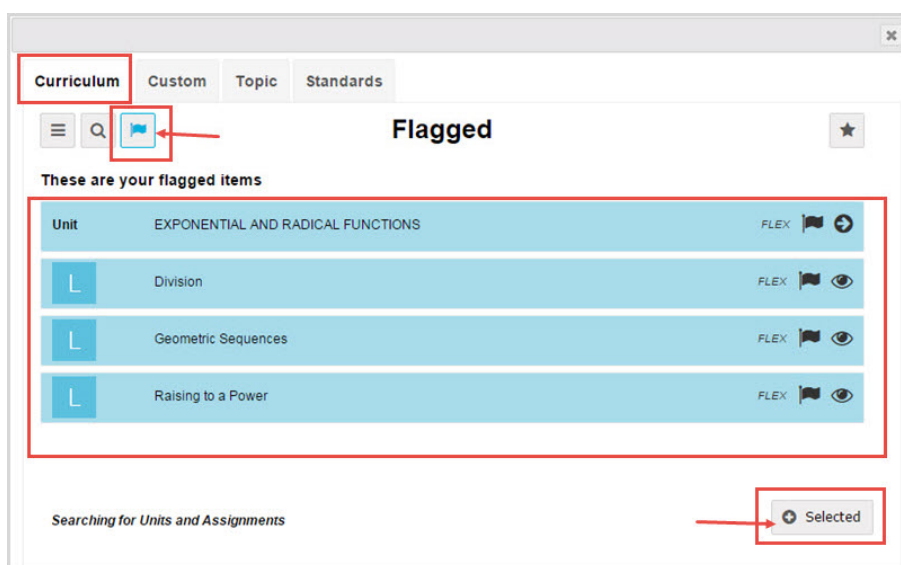
1. To flag an item, click the **Flag** () tool (#1). The Flag tool changes to a solid flag indicator ().



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.
3. If you are creating a custom course and want to select items, highlight items in the flagged list, and then click the **Selected** button.



- If you selected assignments, a new unit is created to hold those assignments, and any selected units are added to your custom course. For more information, see ["Select content to build your custom courses" below](#).

Select content to build your custom courses

When you search for units and assignments to build your custom courses, several features and tools are available to help you select the instructional materials you are looking for. How you search, whether by navigating through content levels or by entering a keyword, determines the type of content you can select.

- When searching by navigating through content levels, you can select one or more units OR one or more assignments at the same time.
- When searching by keyword, you can select units AND assignments at the same time.

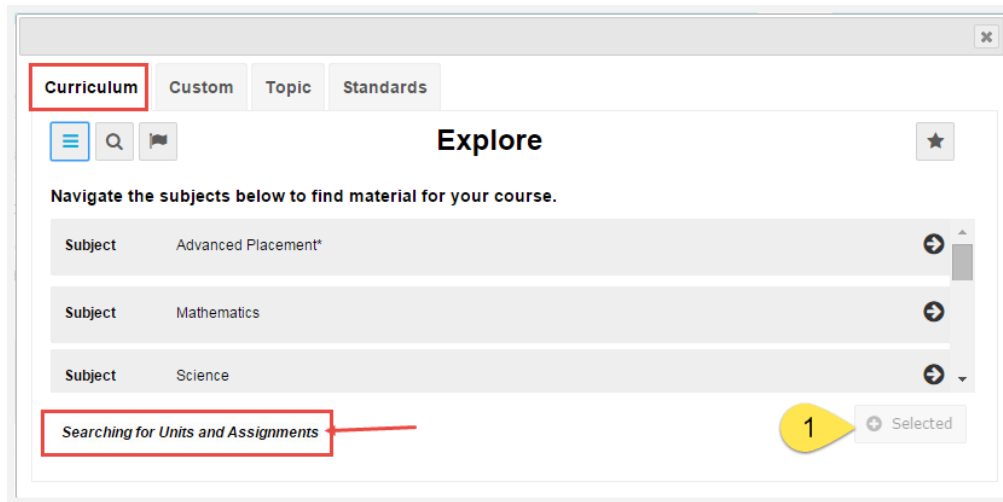
Tip If you have both units and assignments saved to a flagged list, you can select both units and assignments at the same time to include in your custom course.

Visual indicator showing search content

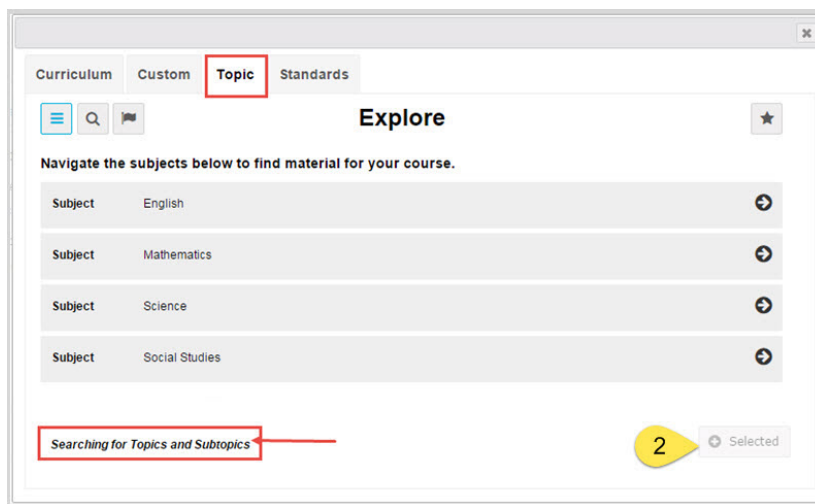
A visual indicator at the bottom of the page lets you know the content items you are searching for to build your custom course.

- If the indicator displays **Searching for Units and Assignments**, this means you are searching **Curriculum** or **Custom** content. In the example below, notice the **Selected** button (#1) is inactive until you reach the level where you can begin selecting units, assignments or both depending on what level in your custom course structure you started the search.

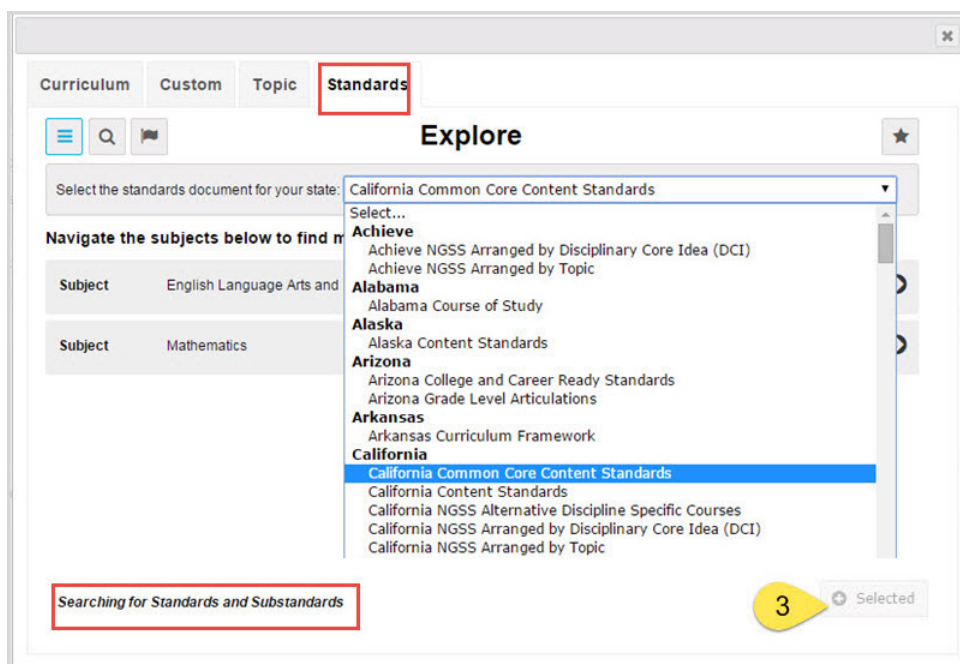
Select content to build your custom courses



- If the indicator displays **Searching for Topics and Subtopics**, this means you are searching **Topic** content. Think of the Topics level as units and Subtopics as a section within a unit. The final level of content is Lessons and Project as your assignments. In the example below, notice the **Selected** button (#2) is inactive until you reach the level where you can begin selecting content.

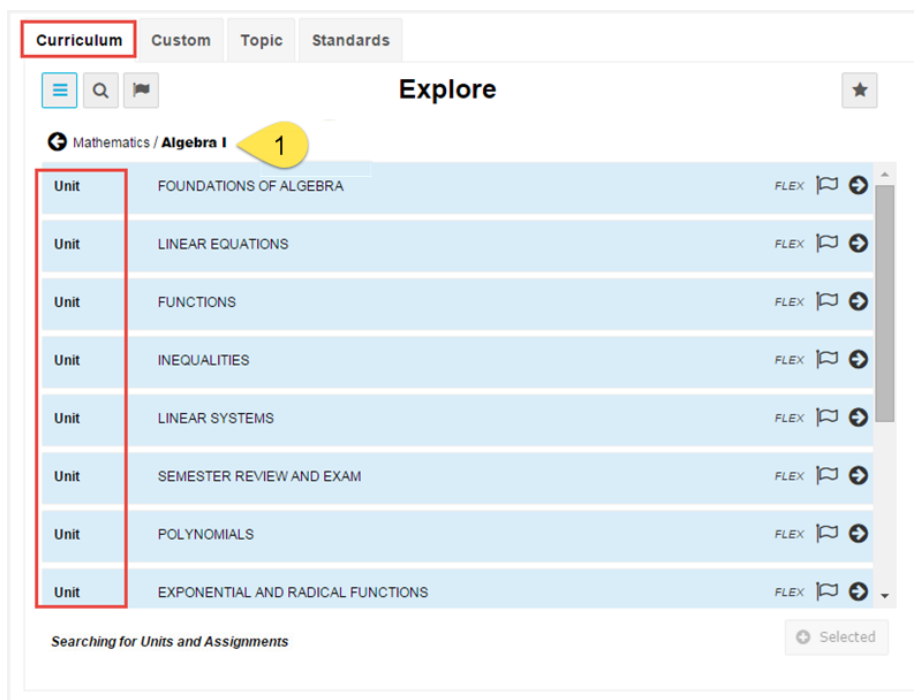


- If the indicator displays **Searching for Standards and Substandards**, this means you are searching a selected standards document for **Standards** content. In the example below, notice the **Selected** button (#3) is inactive until you reach the level where you can begin selecting content.




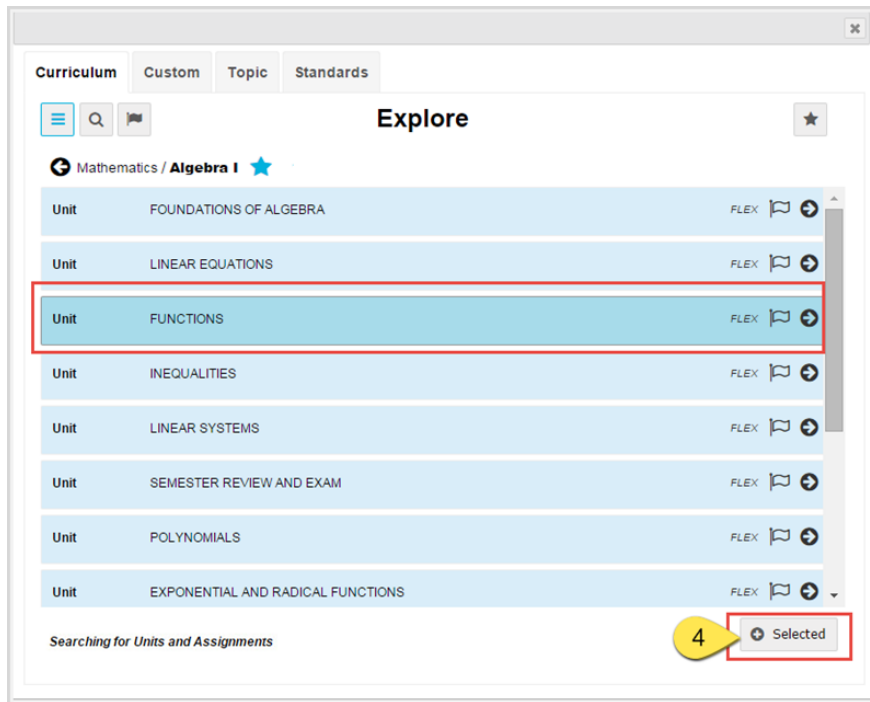
Visual color shading of available items to select for course content

When items (units, assignments, topics, subtopics, standards, substandards) are available to be selected for course content, the item color shading changes to a light blue as shown in the example below.

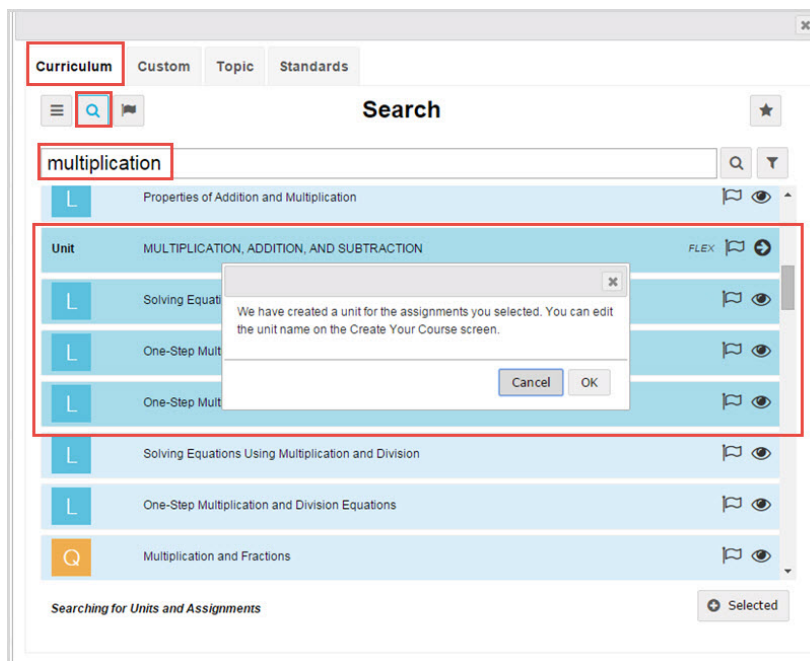


Select content to build your custom courses

When you select an item (or multiple items), the color shading changes to a darker blue and the **Selected** ( Selected) button (#4) is now active as shown in the example below.





The example below shows both a unit and assignments selected. Odysseyware automatically creates a unit to hold the selected assignments. The selected unit is dropped into the course structure along with all its associated assignments.



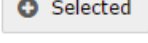
Select content to include in courses

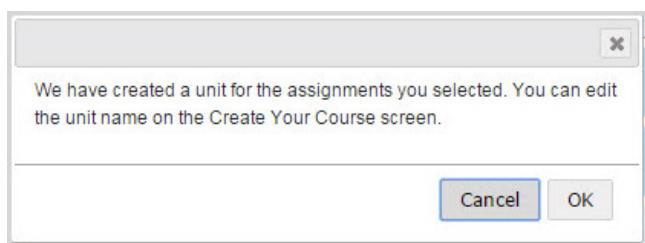
1. To open search, under **Create Your Course**, click the **Search** button.



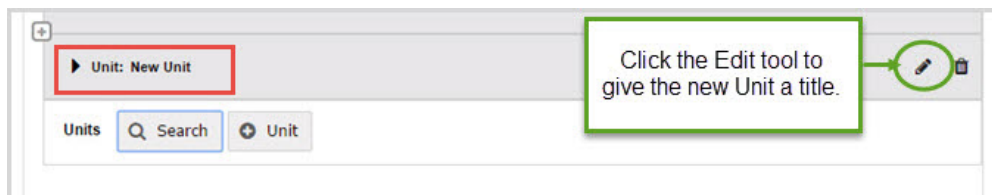
2. Select a tab (**Curriculum**, **Custom**, **Topic**, or **Standards**) containing the content to search. If you selected **Standards**, choose a document.
3. Do one or both of the following:
 - Use the **Navigate** () tool to search content. See ["Navigate \(explore\) through content levels and save your search paths" on page 23](#).
 - Click the **Search** () tool and enter a keyword to search content. See ["Search content by keyword" on page 30](#).
4. To select an available item, click it. The item's color changes to a darker shade of blue. Select multiple items by clicking each one.

Tip To un-select an item, click it. The item's color changes back to the lighter shade of blue.

5. To add the selected item(s) to your course, click the **Selected** () button.
6. Depending on the type of item selected, the following happens:
 - If you selected one or more assignments (while between units in your course structure), a message appears stating that a unit was created to hold the assignments. Click **OK**.

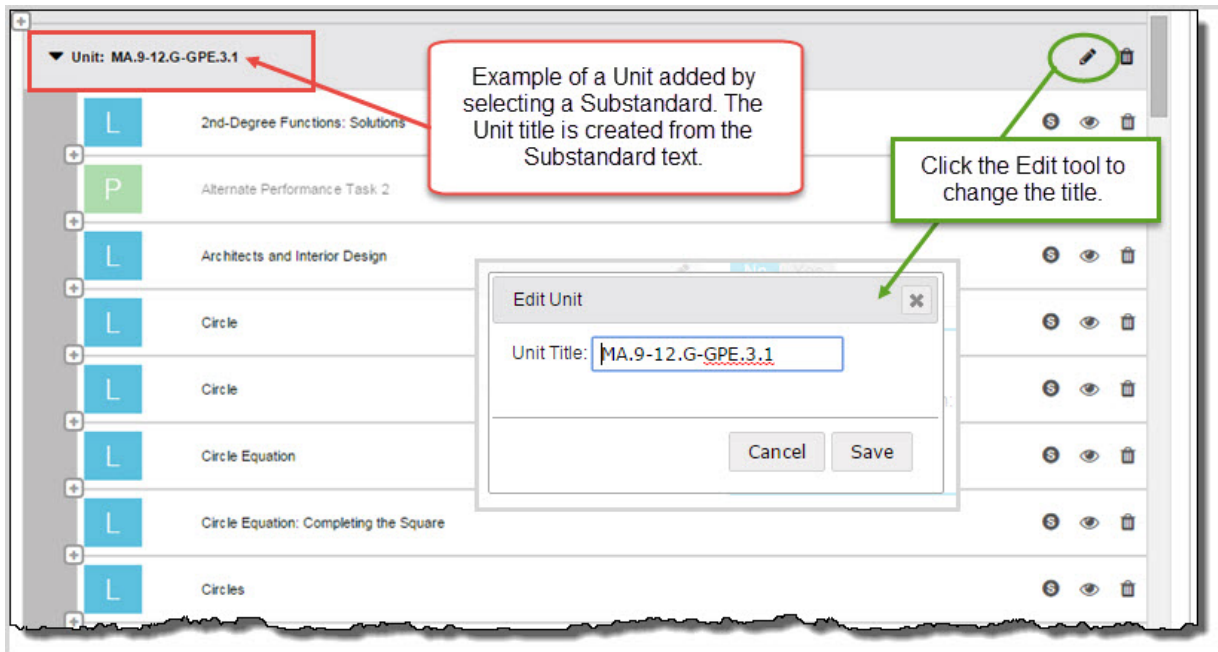


Search closes and you are back in your course structure with the **New Unit** containing the assignments you selected. To change the title of the unit, click the **Edit** tool.

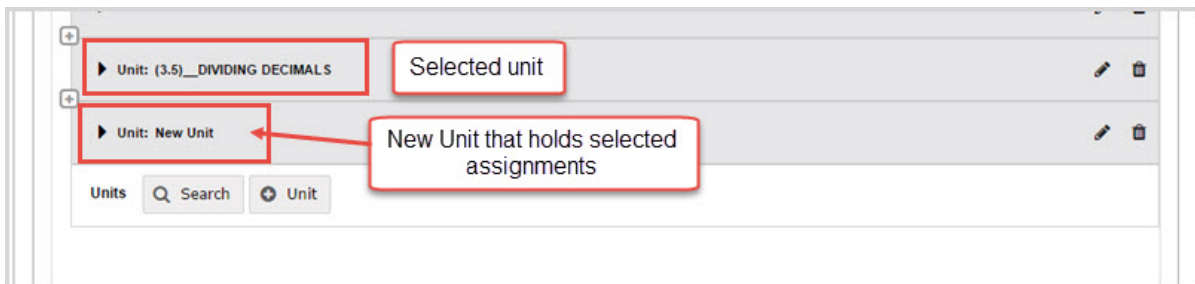


Exit Search

- If you selected a **Substandard**, the item is added as a Unit and all of mapped assignments (lessons and projects) are also automatically added under the new unit. The Unit is added to your course structure with the Title showing the substandard's authority code numbering. You can click the **Edit** tool to change the title to something more meaningful for you. This example shows a substandard added as a unit.



- If you selected a unit and assignments at the same time, the unit is placed in your course structure and a new unit is created below it to hold the assignments. You can change the title of the new unit.



Exit Search

By default, when you select content to include in custom courses, search automatically closes and returns you to the course structure on the **Custom Course** tab. However, if you are just using search to flag items or save your search paths, you can exit the search page and any content you flagged and saved (starred) search paths are available for later use by you.

- To exit search, click the **Close [X]** on the page.

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Create Custom Courses

There are several ways to create custom courses:

- Copy an existing standard or custom course and make changes to the course to fit the needs of your students. See ["Copy courses to create custom courses" on page 61](#).
- Create a course by searching for content in the standard curriculum, custom courses and assignments, topics, and standards. See ["Create a custom course by searching for content" below](#).

Note This topic explains how to create a custom course *that does not use* Flex Assessments. To see how to create a course that uses Flex Assessments, see ["Create custom Flex Assessments courses" on page 53](#).

Create a custom course by searching for content

You can create a custom course by searching for content (units and assignments) in the standard curriculum, custom courses and assignments, topics, and standards. The easiest way to build a custom course is to flag content to save it to a list, and then add the flagged content to your course.

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
2. Click the **Create Course** button.



3. On the **Create your course** page, do the following:
 - a. In the **Course Name** field, enter a name for your new course.

Tip The **Course Name** allows the following characters: a-z or A-Z (English letters); Å-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

- b. In the **Subject** field, start typing the name of subject so that a list of matching subjects appears. Select a subject from the list, or enter a custom subject.

Tip The **Subject** field allows the following characters: a-z or A-Z (English letters); Å-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

- c. For the **Allow other teachers to edit** permission setting, keep the default setting of **No** so that no other users can edit the course, or click **Yes** to allow other users to edit the custom course.
- d. Because we are creating a course that *does not use* Flex Assessments, keep the default setting of **No** for the **Enable Flex** option as shown in example A below.
- e. Click **Create**.

Create your course

Course Name: Algebra I CustomA

Subject: Mathematics

Allow other teachers to edit? No Yes

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

Cancel Create

The **Custom Course** tab appears. Key features and tools on the tab include:

- The **Course Details** box (example A below) contains the information you entered on the **Create your course** page.
- The **Draft Version** box (example B below) is outlined to indicate that you are creating a draft (unpublished) version. The Revision number is set to 0 for a new course. This also indicates the course version number.
- Under **Create Your Course** (example C below) is where you add and search for units and assignments to build your course's structure.
- Course tools of **Preview**, **Validate**, and **Publish** (example D below), allow you to make your custom course ready for student enrollments.

Courses Custom Assignments Custom Course

Edits made to this course will not affect students currently enrolled in this course.

▼ Course Details A

Course Name: Algebra I CustomA

Subject: Mathematics

Allow other teachers to edit? No Yes

Flex Disabled

▼ Published Version

▼ Draft Version B

Revision: 0


CRx-able

Create Your Course C

Q Search + Unit

D Preview Validate Publish

4. If desired, in the **Course Details** box (example A above), to make changes to the course name, subject or other permissions, do the following:




- a. To change the **Course Name** or **Subject**, click the **Edit** () tool and make the changes.
- b. To change the **Allow other teachers to edit** permission, click **Yes** to allow others to edit the course, or click **No** so that only you can edit the course.
5. In the **Draft Version** box (example B above), to make the course CRx-able (for use with Credit Recovery students), click the **CRx-able** button. For this example, we *do not want* to enable the course for CRx mode.

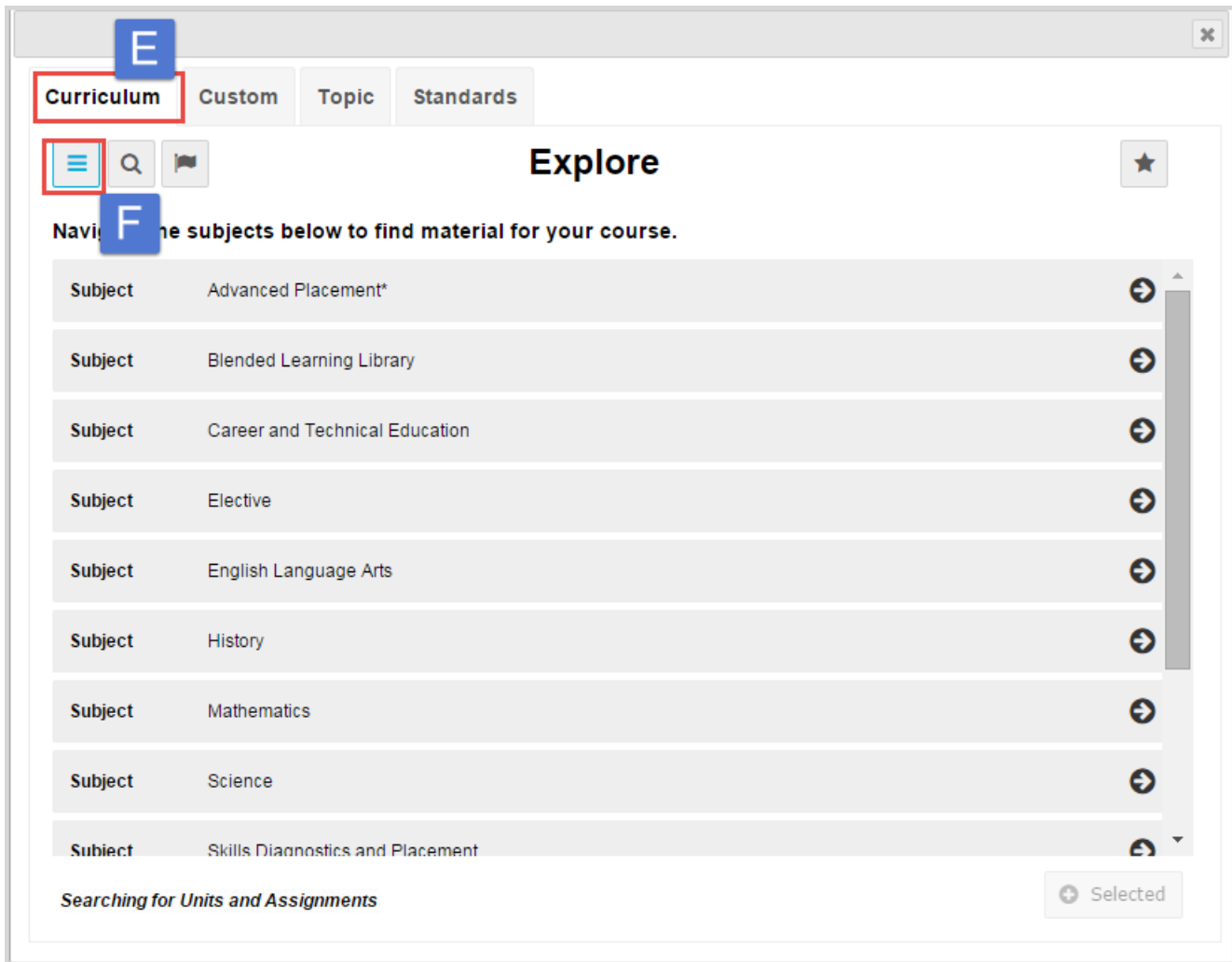
Important

If you are making the course "CRx-able", each unit in your custom course *must have* both a standard and alternate test (also called a pre-test). When you validate the course or make it enrollable, you are notified if either test is missing.

Search content types for course content and flag content

The next set of steps explain how to build the custom course by searching the standard curriculum, custom courses or assignments, standard curriculum topics, and standards for the *course instructional content*. For this example, we will be flagging content to save it to a list, so that later we can select units and assignments from our lists and build the custom course.

1. Under **Create Your Course** (example C above), click the **Search** () button.
By default, when search is opened, the **Explore** page appears with the content type set to the **Curriculum** tab (example E) and the **Navigate** () tool (example F) is active. You use the **Navigate** tool to search and explore through a selected content type by "levels" and you can use the **Search** () tool to enter a keyword to search for content.



Note The examples shown are used to demonstrate search features so the content (courses, units, assignments, topics, or standards) shown in the following examples may not be typical for your school.

- With the **Curriculum** tab selected, click the **navigate right** (↗) tool located at the end of the item's properties bar to move to the next level of the selected content. With this action, you are moving down the standard Curriculum course structure of Subject > Course > Units > Assignments. For our example, select the **Mathematics** subject's arrow.
Notice that as you navigate to another 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. The full search path text appears in a tooltip. For more information, see ["Navigate \(explore\) through content levels and save your search paths" on page 23](#).
- Continue clicking the **navigate right** (↗) tool until you reach the level where you can begin selecting units to flag and save them to a list so that you can later add those units to your custom course. When available items can be selected for inclusion in custom courses, the item color shading changes to a light blue.

Curriculum Custom Topic Standards

Explore

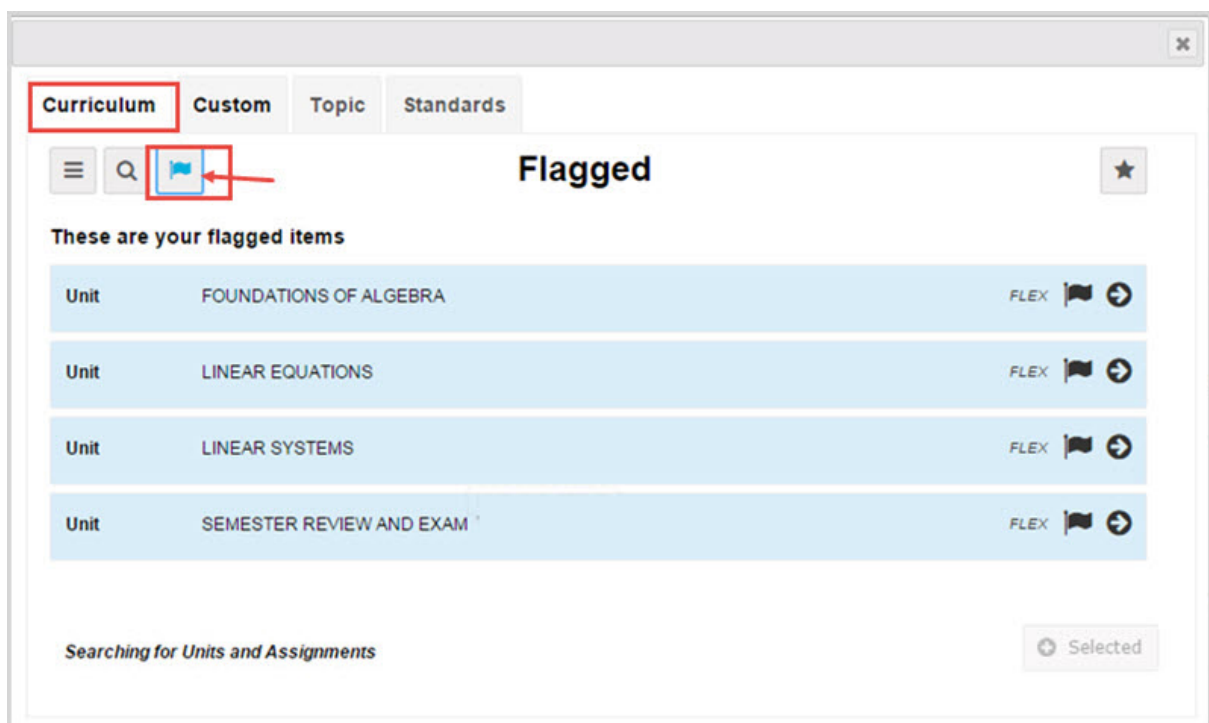
Mathematics / **Algebra I** 1

Unit		
Unit	FOUNDATIONS OF ALGEBRA	FLEX
Unit	LINEAR EQUATIONS	FLEX
Unit	FUNCTIONS	FLEX
Unit	INEQUALITIES	FLEX
Unit	LINEAR SYSTEMS	FLEX
Unit	SEMESTER REVIEW AND EXAM	FLEX
Unit	POLYNOMIALS	FLEX
Unit	EXPONENTIAL AND RADICAL FUNCTIONS	FLEX

Searching for Units and Assignments

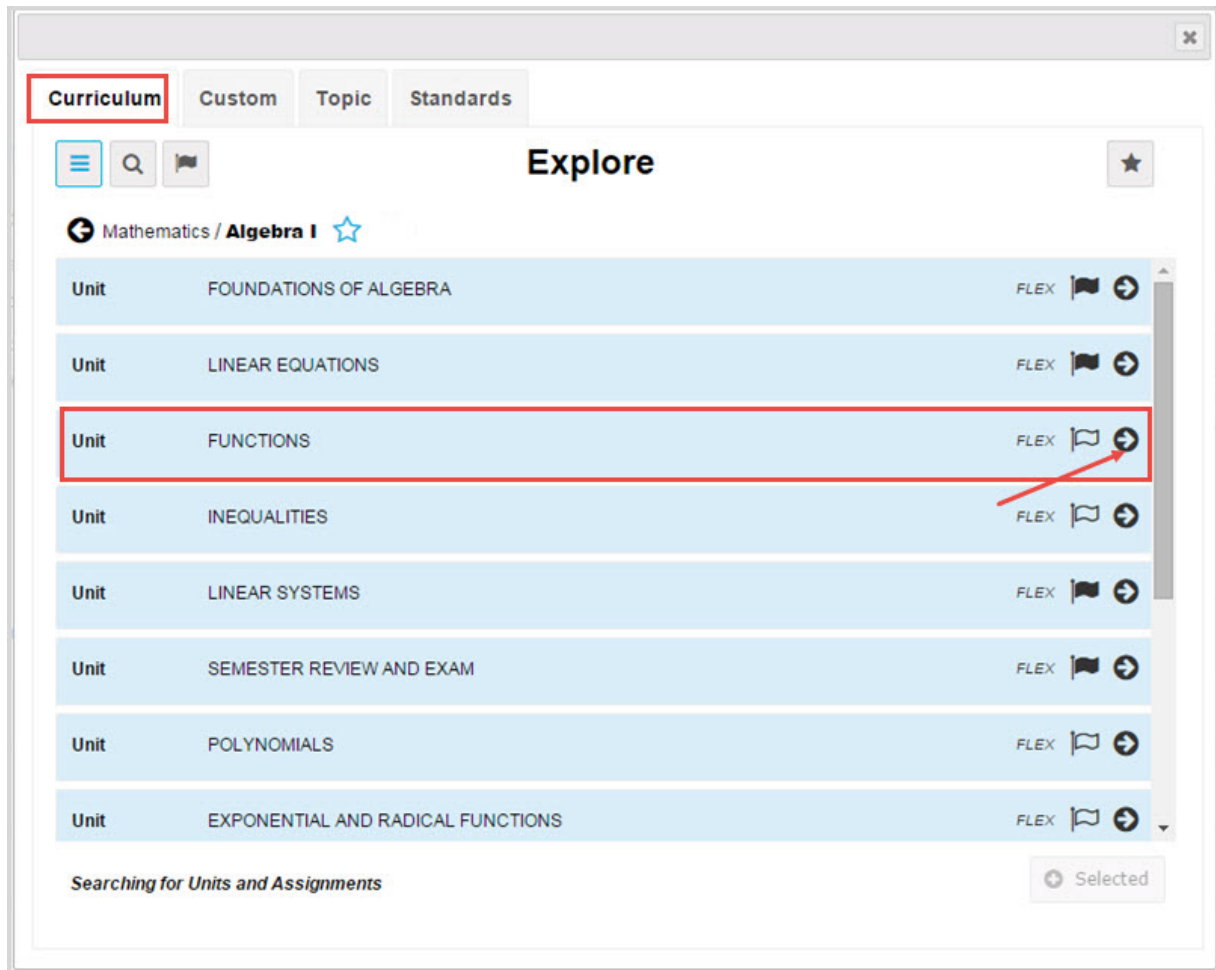
Selected

- To flag an item and save it to your flagged list for later user, click the **Flag** () tool. The Flag tool changes to a solid flag indicator () so that you can see the item is now in a flagged list and will stay in that list until you remove it.
- If desired, continue flagging units to save them to your list. The example below shows four units saved to the flagged list for **Curriculum** content.

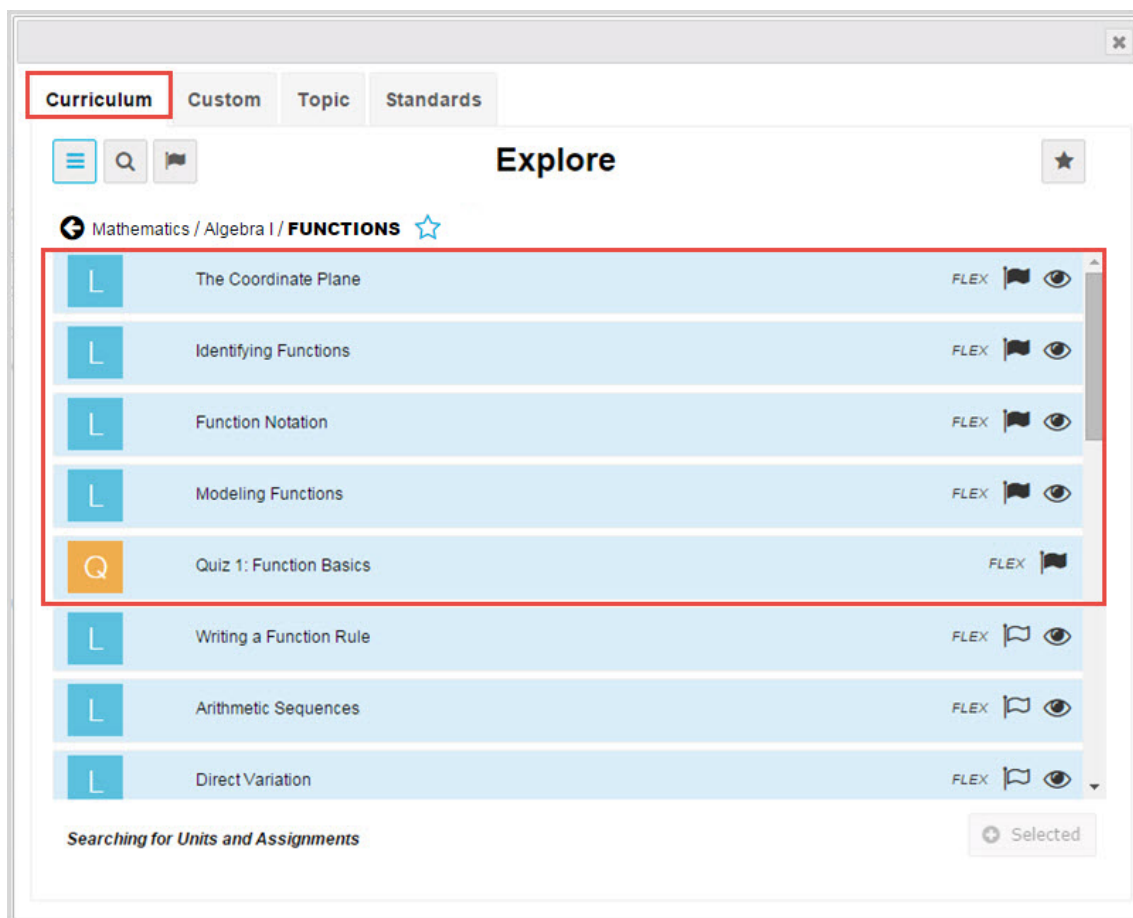


Or, if you are ready to flag some assignments, click the **Navigate** tool again, and then click the **navigate right** (➡) tool to navigate down through the course structure to locate assignments. For this example, let's select several assignments from the **Functions** unit, so you need to click the **navigate right** (➡) tool for the **Functions** unit to display its assignments.

Create a custom course by searching for content



- If desired, before you flag an assignment, to preview its material, click the **Preview** (👁) tool.
5. Let's flag the first five assignments in the **Functions** unit to add them to the Flagged list for **Curriculum**.

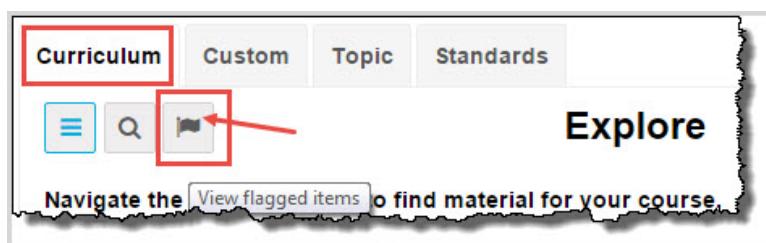


6. To flag content from another content type, click the appropriate tab and follow the steps again to select Units and/or Assignments.
 - For **Topic** content, for Units, you will be flagging Subtopics, and for assignments, you will see only Lessons and Projects to flag.
 - For **Standards** content, for Units, you will be flagging Substandards, and for assignments, you will only see Lessons and Projects to flag.

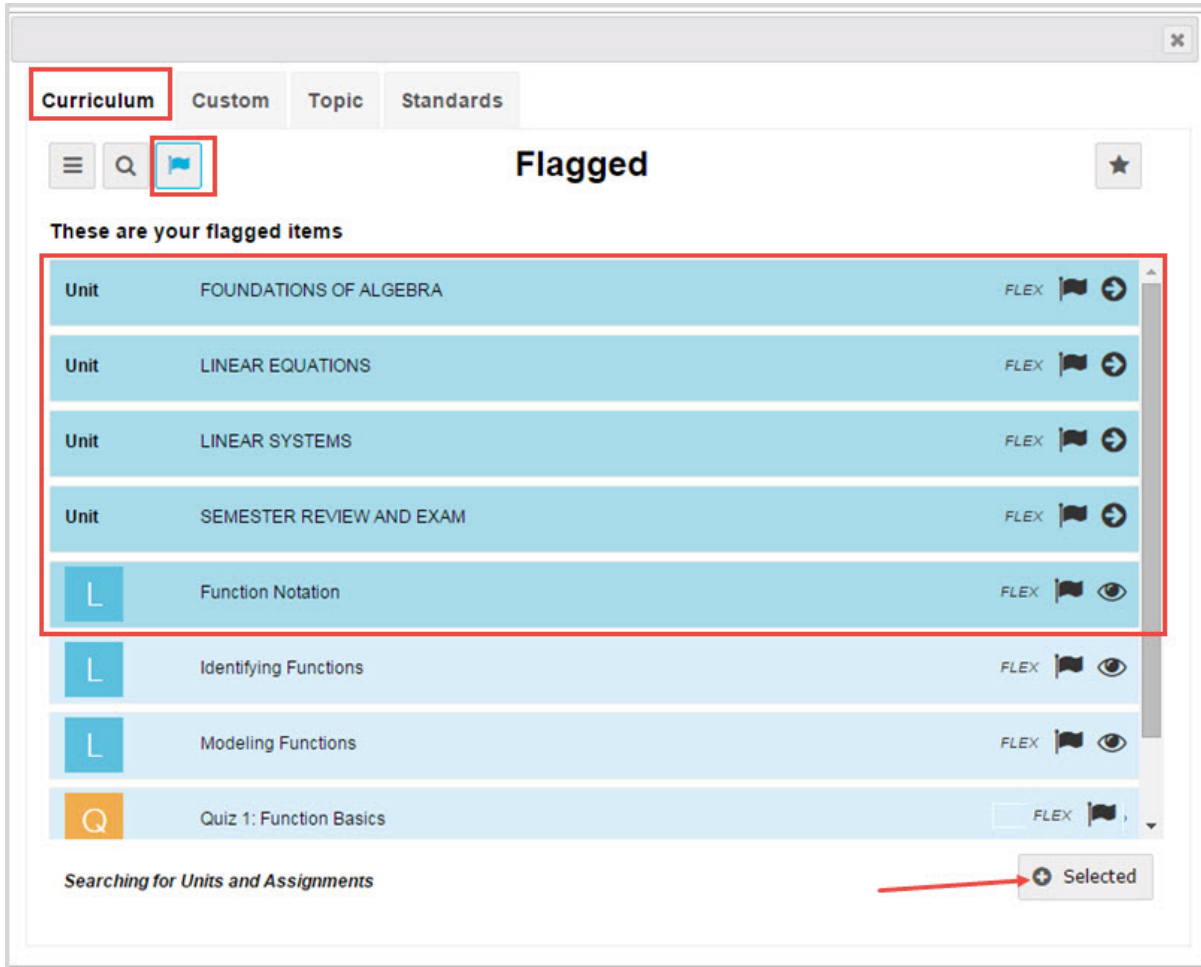
Select your flagged content to create your custom course


In the next set of steps, you will learn how to select your flagged content to create your custom course.

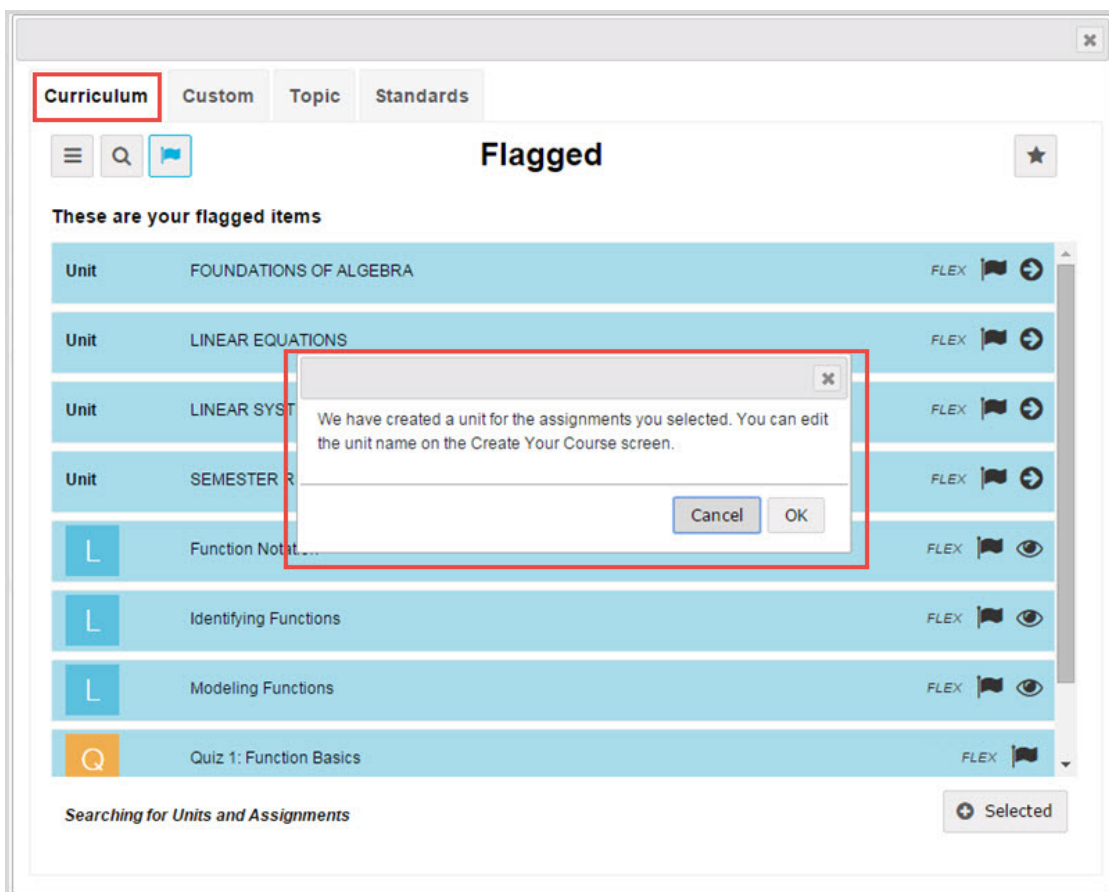
1. To see the items in your **Curriculum** flagged list, make sure you have the **Curriculum** tab selected, and then click the **View flagged items** tool located next to the **Search** tool.



2. To select items from the Flagged list to include in your custom course, click one or more items. As you click an item, the color changes to a darker blue to indicate it has been selected and the **Selected** button becomes active.



3. To add the selected item(s) to your course, click the **Selected** () button.
4. Depending on items selected, one of the following happens:
 - If you selected only units, search closes and the units are added to your custom course structure in the order selected.
 - If you selected only assignments, a message appears stating that a new unit is created to hold those assignments. Click **OK**. Search closes and the New Unit is added to your custom course structure.
 - If you selected units and assignments, a message appears stating that a new unit is created to hold those assignments. Click **OK**. Search closes and the selected units and New Unit are added to your custom course structure.



- For more information, see ["Select content to build your custom courses" on page 36.](#)

Search closes and you now see the selected content added to your custom course. You can move units within the course structure and move assignments within a unit.

Important: Take note of where the quizzes are located. Each quiz is created to cover the material in the lessons that precede it. If you drag a lesson which comes before Quiz 1 to a spot after Quiz 1, all of the questions related to that lesson move from Quiz 1 to Quiz 2. If you remove the lesson, the questions related to that lesson do not display on any quiz or test.

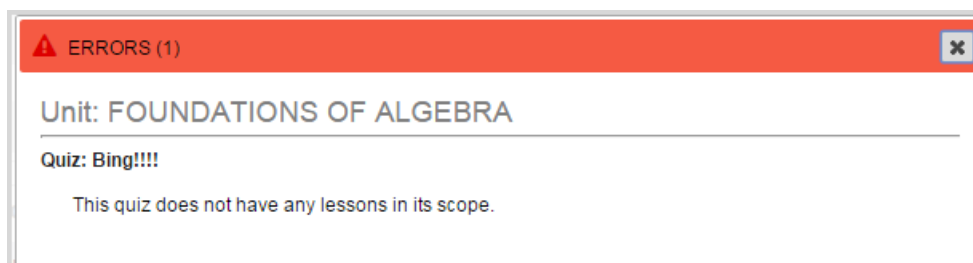
This table explains the assignment symbols.

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
AT	Alternate test (Pre-test)	Q	Quiz	AQ	Alternate quiz
L	Lesson	R	Reference (Such as Course Overview, Glossary and Credits)	AS	Alternate semester test
P	Project	T	Test (or Unit Test)	AF	Alternate final test
F	Final exam (test)	S	Semester exam (test)	RV	Review

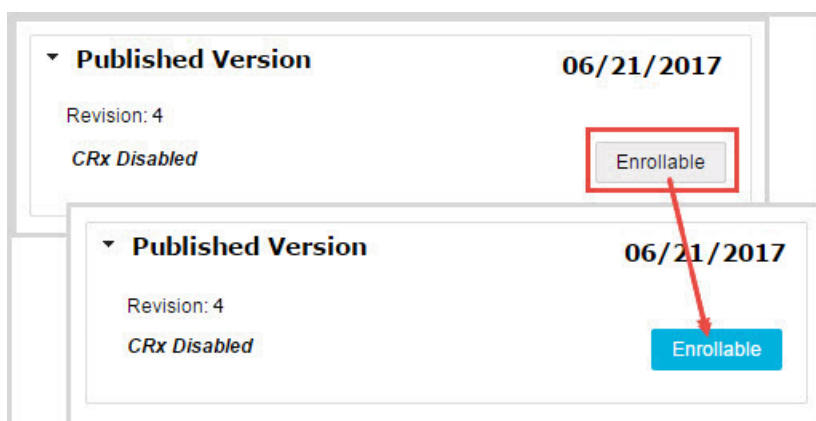
Validate your custom course's structure and publish the course

In this final set of steps, we will validate the course structure, publish the course, and make the custom course enrollable for students.

- When you are satisfied with the course contents, to check the validity of the course's scope and sequence, click the **Validate** (👍) tool.
 - If any **red error** (⚠️) or **blue informational** (ℹ️) indicators appear, click the indicator to see the message. See ["Course Validation Informational and Error Messages" on page 71](#).



- Validate the course again until you get the "Course successfully validated" message. You cannot publish a course with errors.
- When finished, if you want to publish the course, click the **Publish** (📄 Publish) button and confirm you want to publish the draft version. Otherwise, if you do not publish the course, it is saved as a draft version and is not searchable in the Custom Course search.
- If you published your course and want to make it available for student enrollments, in the **Published Version** box, click the **Enrollable** button. The button changes color to indicate the change in course status. If desired, you can click the button again to make the course not available for student enrollments.



- To exit the **Custom Course** tab, click the **Courses** tab, or on the main nav bar, click a tab to navigate to another page in the application.


Create custom Flex Assessments courses

You can create a custom Flex Assessment course. This type of course dynamically generates Quiz and Test assessments based on the scope of the assignments in the units. You can use units and assignments from existing Flex courses or just create your own custom Flex assessments placeholders and add them to a custom course.

The following steps explain how to create a custom Flex Assessments course using the units and assignments from several standard curriculum Flex courses. For this example, let's create a custom Algebra course using the units and assignments from a standard Algebra I course and adding a unit and its assignments from an Algebra II course. The easiest way to get

started is by copying a standard Flex-enabled course. For our example, we'll copy a standard Algebra I course and then add the units and assignments from the Algebra II course.

Tip Before you begin, you may want to read ["Flex Assessments, Flex CRx and Flex Skipped" on page 75](#).

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
2. Click the **All Standard** sub-tab, and then in the **Course** search box, start typing **Algebra**. This action filters the list to only show courses with Algebra in the course name. Also, notice that in the **Information** column, several courses have the **Flex** (**FLEX**) indicator. This means the course is already "Flex-enabled".
3. Select the Algebra I course (it has a Flex indicator), and then under **Actions**, click the **Copy** () tool.
4. On the **Copy this course** page, do the following:
 - a. In the **Course Name** field, by default, the course is named Copy of [Course Name]. Enter a new unique name for the course.

Tip The **Course Name** field allows the following characters: a-z or A-Z (English letters); À-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

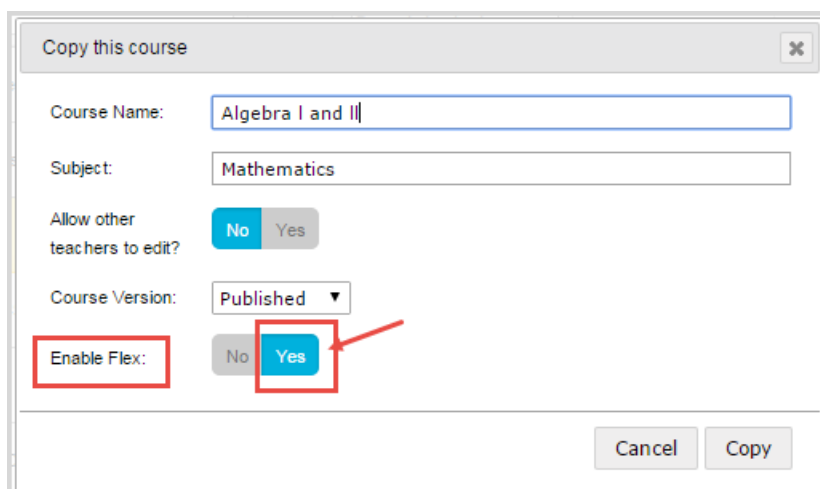
- b. In the **Subject** field, by default, the subject of the copied course appears. Keep the subject name, or delete the characters and enter a new subject for the course.

Tip The **Subject** field allows the following characters: a-z or A-Z (English letters); À-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

- c. By default, the **Allow other teachers to edit** permission is set to **No**. This means only you as the custom course creator can edit the course. To allow others to edit the course, click **Yes**.
- d. The **Course Version** shows as **Published** because you are copying a published course.

Note While you are building the custom course from the copied course, a draft version is created and it is your working copy. You are not modifying the existing, published course.

- e. By default, the **Enable Flex** permission is set to **No**. To enable Flex Assessments, click **Yes**. This is a very important action because you cannot change the permission later in the process.



- f. Click **Copy**.

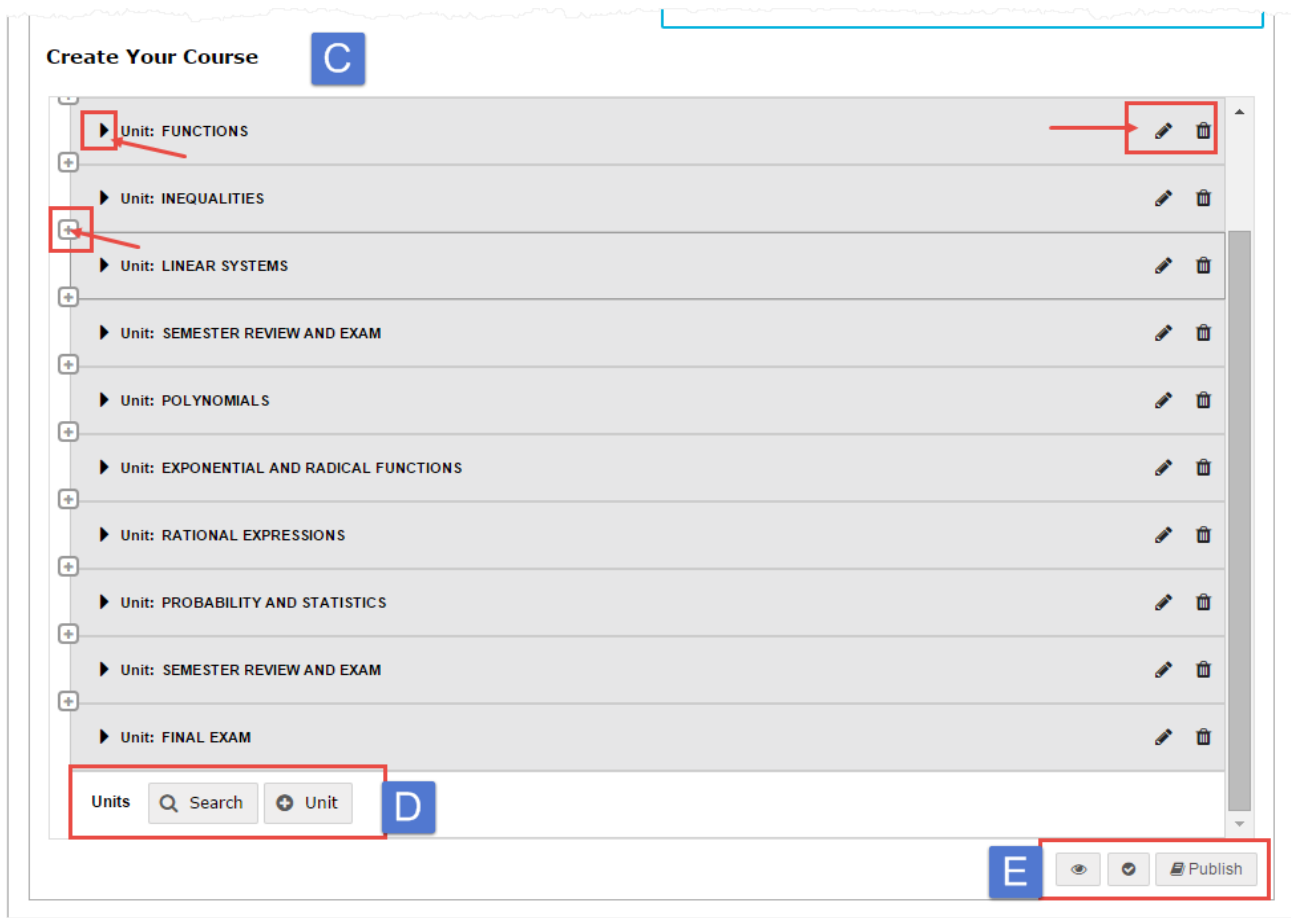
The **Custom Course** tab appears. Notice the **Course Details** box (example A below) contains the information you entered on the **Copy this course** page. Notice, too, that the Flex permission shows as **Flex Enabled**. The **Draft**


Version box (example B below) is outlined in blue to visually indicate that you are creating a draft version of a copied course.


Under **Create Your Course** (example C below), the units from the copied course appear. For each unit, you see:


- The **expand** (▶) tool, which when clicked, displays the assignments in the unit.
- The **plus square** (⊕) tool, which when clicked, exposes a **Units** toolbar containing the **Search** and **Unit** buttons.
- The **Edit** (✎) and **Remove** (🗑️) tools.

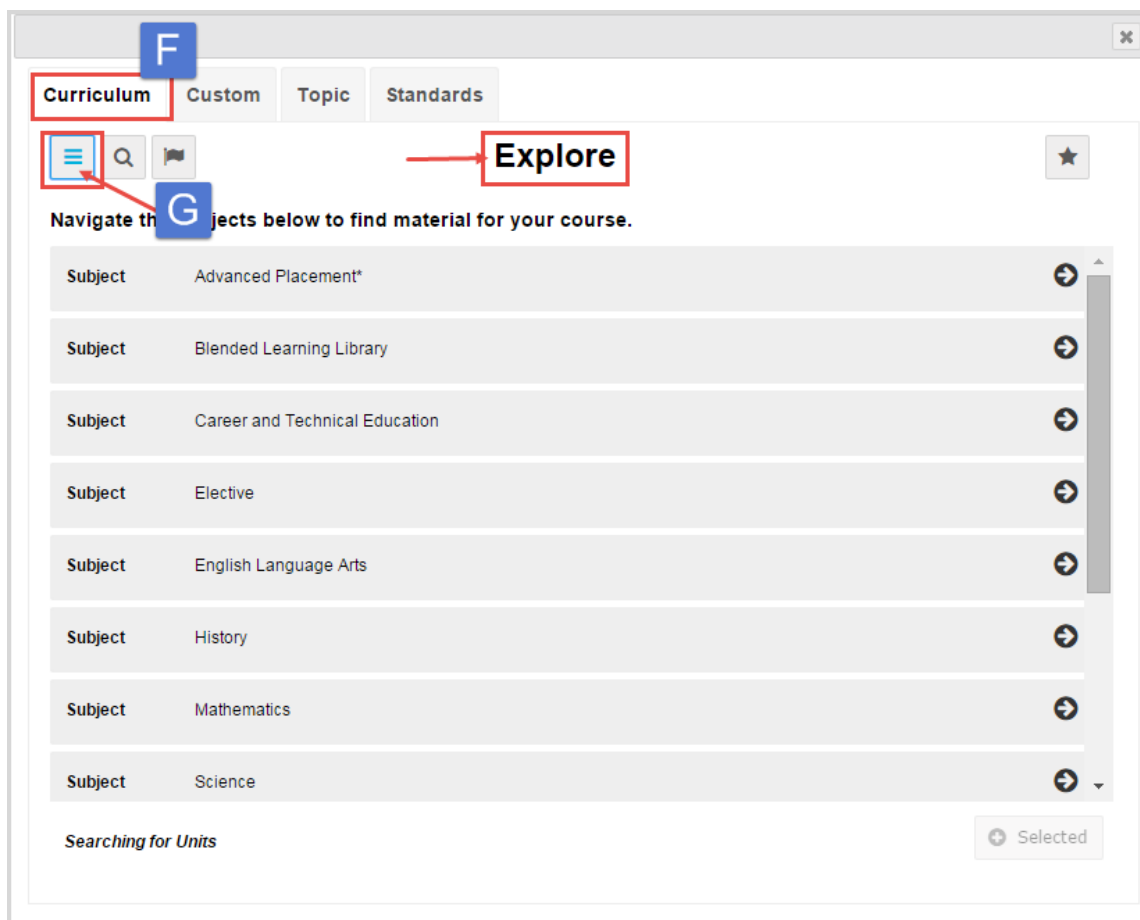
At the bottom of the unit (you may need to scroll down), you see another **Units** toolbar (example D below) containing the **Search** and **Unit** buttons. Also at the bottom of the **Custom Course** tab are the **Preview**, **Validate**, and **Publish** tools (example E below) that you will use later.



5. Under **Create Your Course**, click the **Search** () button.

By default, when search is opened, the **Explore** page appears with the content type set to the **Curriculum** tab (example F below) and the **Navigate** () tool (example G below) is active. You use the **Navigate** tool to search

and explore through a selected content type by "levels" and you can use the **Search** () tool to enter a keyword to search for content.



For more information about the search content types (Curriculum, Custom, Topic, and Standards) and the level of content available in each type, and search features and tools and how to use them, see ["Content types available to search" on page 19](#).



Note The examples shown are used to demonstrate search features so the content (courses, units, assignments, topics, or standards) shown in the following examples may not be typical for your school.

Because we are looking for content for a unit, let's stay in navigation mode and drill into a course in the standard curriculum and add a unit to the course.

- Click the **navigate right** (➡) tool located at the end of the item's properties bar to move to the next level of the selected content. In our example, we are looking for a unit in an Algebra II course in the standard curriculum, so click the **Mathematics** bar right-arrow tool.
- Continue clicking the **navigate right** (➡) until you reach the level where you can begin selecting units to add to your custom course. In our example, for **Courses**, click the **Algebra II** bar. When available units can be selected, the item color shading changes to a light blue.

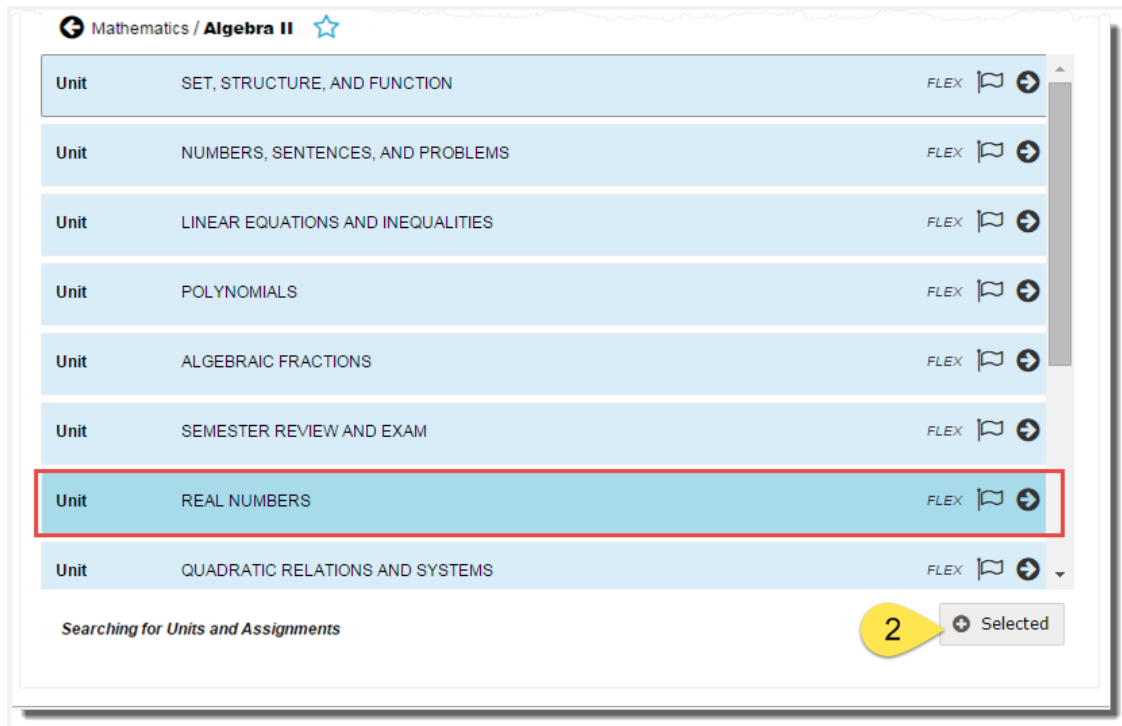
Notice that as you navigate to another level in the content, you are building a visible search path, or "breadcrumbs" located below the toolbar (#1). As you navigate into deeper levels of selected content, this search path gets longer, so the path text may get truncated.

- To see the full path, hover the cursor over the path. The full search path text appears in a tooltip.
- To save your search path and access it later, click the **Star** (★) tool located at the end of the search path. The star changes to solid blue to indicate the path has been saved.

- To flag an item and save it for later use, click the **Flag** () tool. The Flag tool changes to a solid flag indicator ().
- Notice the Unit has a **Flex** indicator. This tells you that the unit has Flex assessments.



8. To select an item, click it. The item's color changes to a darker shade of blue. Select multiple items by clicking each one. For our example, select the **Real Numbers** unit.
- To un-select an item, click it again. The shading changes back to the lighter blue.



9. To add the selected item(s) to your course, click the **Selected** (Selected) button (#2 above).

Search closes and you now see the selected unit added to your custom course. When adding standard curriculum units, the assignments in the units are automatically added to your course. Depending on where in the course structure you clicked the Units **Search** button determines the placement of the new unit.

Because the new unit was added *to the bottom* of the course structure below the Final Exam unit, the new unit needs to move up in the structure so that the course will pass validation.

10. To move the unit, click the unit's bar and when a four-sided arrow appears, drag the unit up or down in the course structure and drop it at the correct location.



You can also move assignments within units and to other units. To see a unit's assignments, click the **expand** () tool.

Important: Take note of where the quizzes are located. Each quiz is dynamically created to cover the material in the lessons that precede it. If you drag a lesson which comes before Quiz 1 to a spot after Quiz 1, all of the questions related to that lesson move from Quiz 1 to Quiz 2. If you remove the lesson, the questions related to that lesson do not display on any quiz or test.

This table explains the assignment symbols.

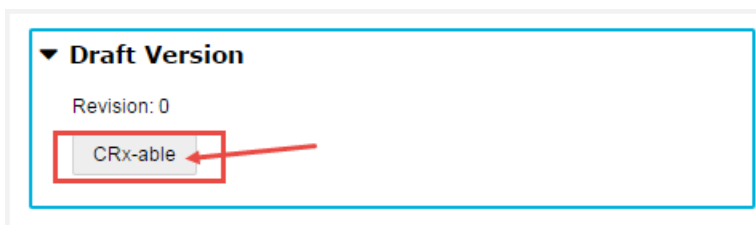
Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
AT	Alternate test (Pre-test)	Q	Quiz	AQ	Alternate quiz
L	Lesson	R	Reference (Such as Course Overview, Glossary and Credits)	AS	Alternate semester test
P	Project	T	Test (or Unit Test)	AF	Alternate final test
F	Final exam (test)	S	Semester exam (test)	RV	Review

After you have finalized the structure of the course, you need to complete the following final steps to make your course ready for student enrollments.

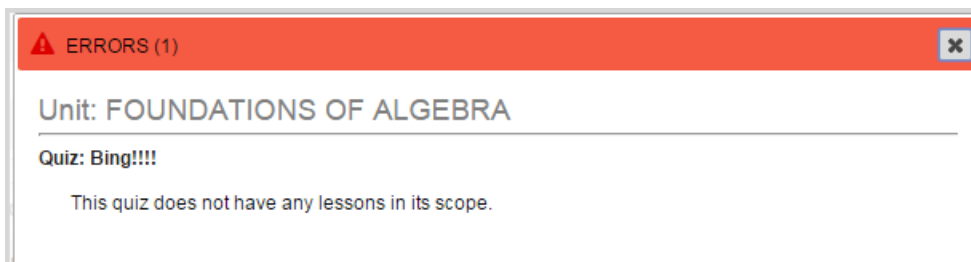
1. In the **Draft Version** box, to make the course CRx-able, click the **CRx-able** button. The button changes color to indicate that CRx mode has been activated for the course.

Important


If you are making the course "CRx-able", each unit in your custom course *must have* both a standard and alternate test (also called a pre-test). When you validate the course or make it enrollable, you are notified if either test is missing.

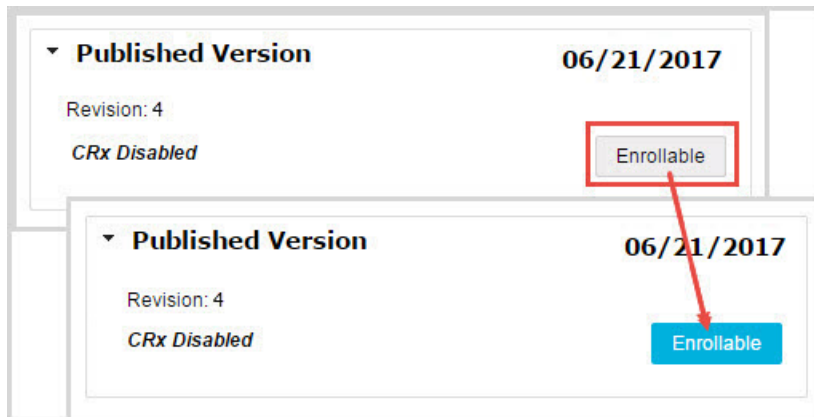


2. To see if the course structure has valid scope and sequence, click the **Validate** (✓) tool.
 - If any error (⚠) or informational (i) indicators appear, click the indicator to see the message. See ["Course Validation Informational and Error Messages"](#) on page 71.



- Validate the course again until you get the "Course successfully validated" message. You cannot publish a course with errors.


3. If you want to publish the course, click the **Publish** () button and confirm you want to publish the draft version. Otherwise, if you do not publish the course, it is saved as a draft version, is not searchable in the Custom Course search, and it is not able to be made enrollable.
4. If you published your course and want to make it available for student enrollments, in the **Published Version** box, click the **Enrollable** button. The button changes color to indicate the change in course status. If desired, you can click the button again to make the course not available for student enrollments.



5. To exit the **Custom Course** tab, click the **Courses** tab, or on the main nav bar, click a tab to navigate to another page of the application.

Copy courses to create custom courses

You can copy a standard Odysseyware course to create a custom course, and you can copy a custom course to create a new custom course.

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.
2. (Optional) To locate a standard course to copy, click the **All Standard** sub-tab or to locate a custom course to copy, click the **Custom** sub-tab.
3. If desired, filter and sort the courses list to locate the course you want to copy.
4. Under **Actions**, click the **Copy** () tool.
5. On the **Copy this course** page, do the following:
 - a. In the **Course Name** field, by default, the course is named **Copy of [Course Name]**. Enter a new unique name for the course.

Tip The **Course Name** allows the following characters: a-z or A-Z (English letters); À-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

- b. In the **Subject** field, by default, the subject of the copied course appears. Keep the subject, or delete the characters and enter a new subject for the course.

Tip The **Subject** field allows the following characters: a-z or A-Z (English letters); À-ÿ ("accented" characters); 0-9 (numbers); () (parentheses); , . + - _ ' (special characters, plus the space).

- c. By default, the **Allow other teachers to edit** permission is set to **No**. This means only you as the custom course creator can edit the course. To allow others to edit the course, click **Yes**.
- d. The **Course Version** shows as **Published** because you are copying a published course.

Note While you are in the process of creating a custom course, a draft version is your working copy. You are not modifying the existing, published course.

- e. By default, the **Enable Flex** permission is set to **No**. This means Flex Assessments are not enabled for the course. To enable Flex Assessments, click **Yes**. For more information about how Flex Assessments works, see "[Flex Assessments, Flex CRx and Flex Skipped](#)" on page 75.
- f. Click **Copy**.

Copy this course

Course Name:

Subject:

Allow other teachers to edit? ☒ No ☐ Yes

Course Version:

Enable Flex: ☒ No ☐ Yes

The **Custom Course** tab appears. Notice the **Course Details** box (item A below) contains the information you entered on the **Copy this course** page. The **Draft Version** box (item B below) is outlined in blue to visually indicate that you are working on a draft version of the course.

Courses Custom Assignments **Custom Course**

Edits made to this course will not affect students currently enrolled in this course.

▼ Course Details **A**

Course Name
Algebra I CustomA

Subject
Mathematics

Allow other teachers to edit?
☒ No ☐ Yes

Flex Disabled

▼ Published Version

▼ Draft Version **B**

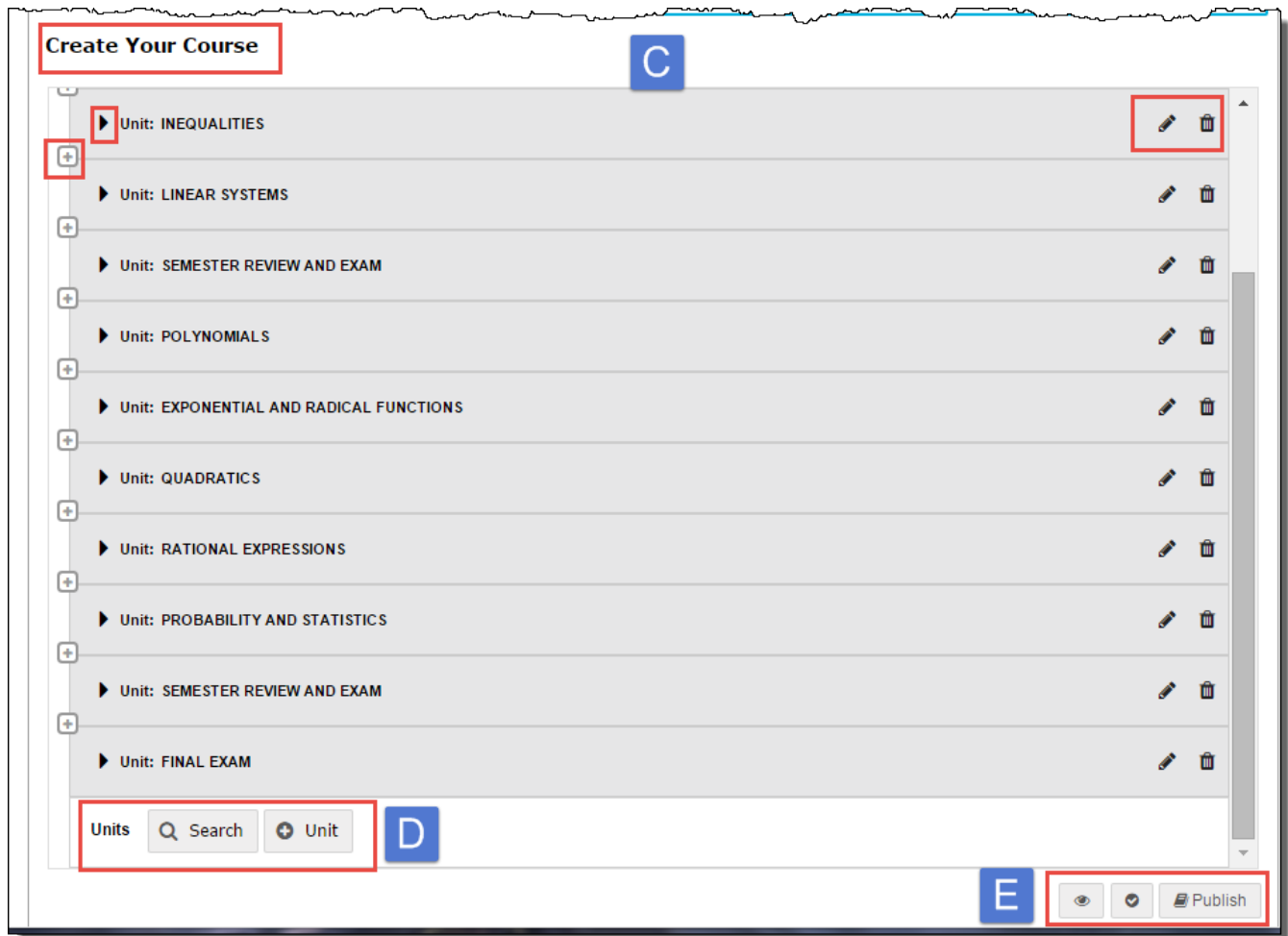
Revision: 0

CRx-able

Create Your Course

6. In the **Course Details** section, keep the information as previously entered or to change any details, do the following:
 - a. To change the **Course Name**, click the **Edit** () tool. Enter a new course name.
 - b. To change the **Subject**, click the **Edit** () tool. Clear the subject text and enter a new subject.
 - c. To change the **Allow other teachers to edit?** permission, select **Yes** or **No**.

Under the **Create Your Course** heading (item C below), the units from the copied course appear.



For each unit, you see available unit tools:

- The **expand** (▶) tool, which when clicked, displays the assignments in the unit.
- The **plus square** (⊕) tool, which when clicked, exposes a **Units** toolbar (see item D above) containing the **Search** and **Unit** buttons.
- The **Edit** (✎) and **Remove** (🗑) tools.

At the bottom of the unit (you may need to scroll down), you see:

- Another **Units** toolbar containing the **Search** and **Unit** buttons (example D above).
- The **Preview**, **Validate**, and **Publish** tools (item E above) that you will use later.

7. If desired, use the unit tools to edit a unit's title or remove a unit from the course:

- To edit the unit's title, click the **Edit** (✎) tool. Enter a new title and click **Save**.
- To remove the entire unit from the course, click the **Remove** (🗑) tool. Click **OK** to confirm the unit removal or click **Cancel**.

Note If you do remove a unit from the course, when you validate the course, you may need to make some changes to the course so that it passes validation. See ["Course Validation Informational and Error Messages"](#) on page 71.

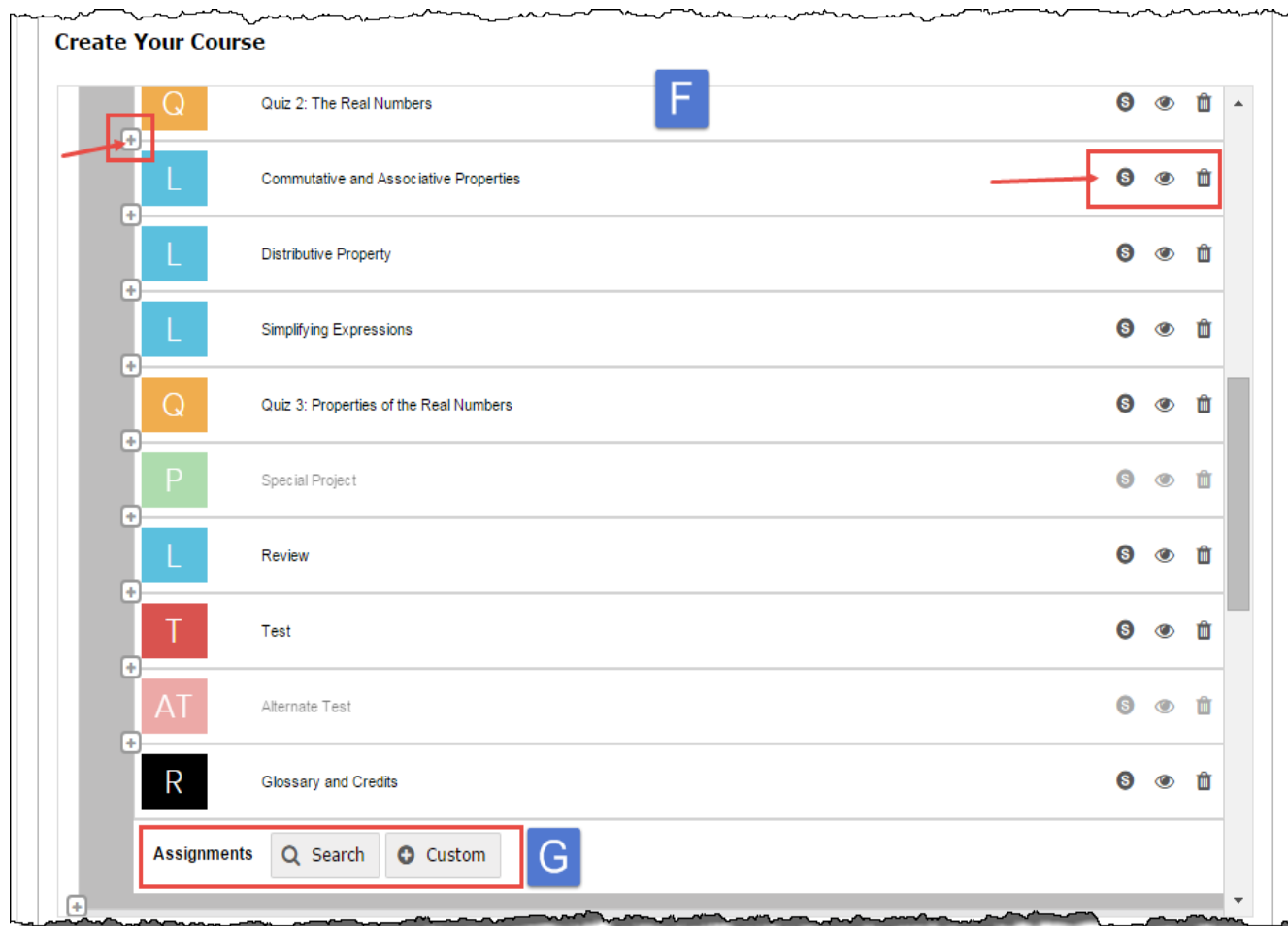
8. To expand the unit and display all of the assignments (lessons, projects, quizzes, tests), click the **expand** (▶) tool next to the name of the unit.

For each assignment (item F below), you see:

- The **plus square** (⊕) tool, which when clicked, exposes an **Assignments** toolbar containing the **Search** and **Custom** buttons (see item G below).
- The **Skip by default** (Ⓢ), **Preview** (👁) and **Remove** (🗑) tools.

A scroll bar lets you view all assignments in the unit. At the bottom of the assignments is another **Assignments** toolbar which contains the **Search** and **Custom** buttons (item G below).

Note If you copied a course with Flex-enabled assessments, the **Assignments** toolbar also contains an **Assessments** button so that you can easily add a custom assessment to the unit.







The assignment type symbols indicate:

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
AT	Alternate test (Pre-test)	Q	Quiz	AQ	Alternate quiz

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
L	Lesson	R	Reference (Such as Course Overview, Glossary and Credits)	AS	Alternate semester test
P	Project	T	Test (or Unit Test)	AF	Alternate final test
F	Final exam (test)	S	Semester exam (test)	RV	Review


9. If desired, use the assignment tools to skip the assignment by default in the unit, preview the contents of the assignment, or remove the assignment from the unit:



- To automatically skip the assignment so that it does not get assigned to students, click the **Skip by default** () tool. Skipping an assignment makes the other assignment tools, Preview and Remove, inactive. To cancel the skip, click the **Skip by default** () tool again.
- To preview the assignment's instructional content, including any questions and answers, click the **Preview** () tool. The assignment opens in Preview mode. For more information, see ["Preview instructional material in courses" on the next page](#).
- To remove the assignment from the unit, click the **Remove** () tool.

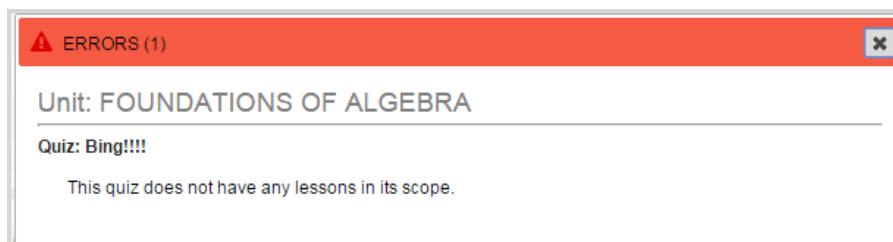
Note If you do remove an assignment from the unit, when you validate the course, you may need to make some changes to the course so that it passes validation. See ["Course Validation Informational and Error Messages" on page 71](#).

10. If you want to further customize the course, such as searching for content to add new units or assignments, do the following steps. If you do not plan to make any modifications to the copied course, skip to step 11 to validate the copied course and publish it.


- To search for and add a unit to the course, at the unit level, on the **Units** toolbar, click the **Search** button. Or, to search for and add an assignment to the unit, expand the unit, and then on the **Assignments** toolbar, click the **Search** button.
- Use the search features and tools to search the content types (Curriculum, Custom, Topic, and Standards) for units or assignments for the course. See ["Custom Course Search Features and Tools" on page 19](#).

11. To validate the course structure and contents, click the **Validate** () tool.

- If any error () or informational () indicators appear, click the indicator to see the message. See ["Course Validation Informational and Error Messages" on page 71](#).



- Validate the course again until you get the "Course successfully validated" message. You cannot publish a course with errors.

12. When finished, if you want to publish the course, click the **Publish** () button and confirm you want to publish the draft version. Otherwise, if you do not publish the course, it is saved as a draft version and it is not able to be made enrollable.
13. If you published your course and want to make it available for student enrollments, in the **Published Version** box, click the **Enrollable** button. The button changes color to indicate the change in course status. If desired, you can click the button again to make the course not available for student enrollments.



14. To exit the **Custom Course** tab, click the **Courses** tab, or on the main nav bar, click a tab to navigate to another page in the application.

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, no instructional material is available to preview for Quizzes and Tests because the assessments are dynamically generated based on the assignments that are in the scope.

These steps explain how to preview the instructional material of a course from the **Courses** tab.

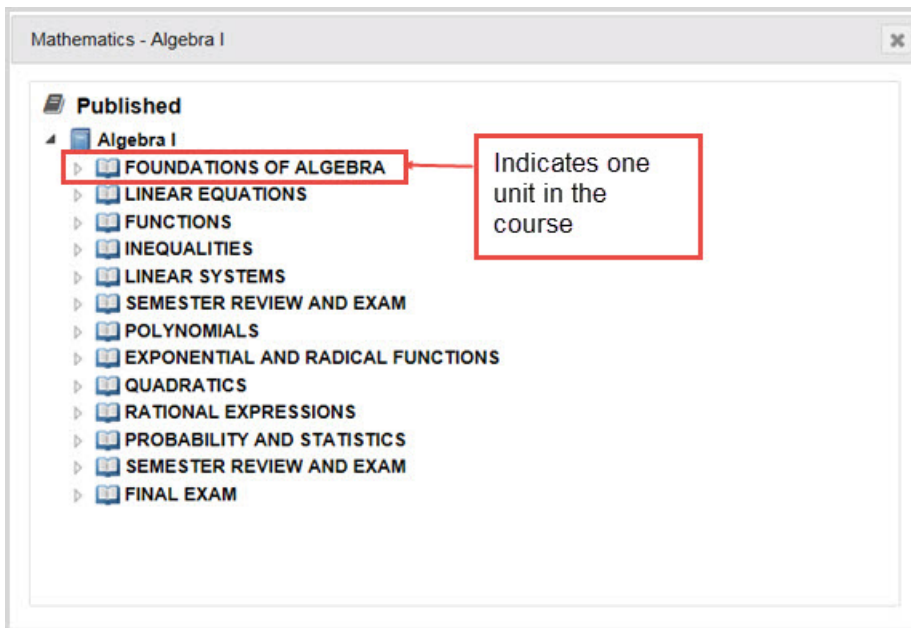
1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

Preview instructional material in courses

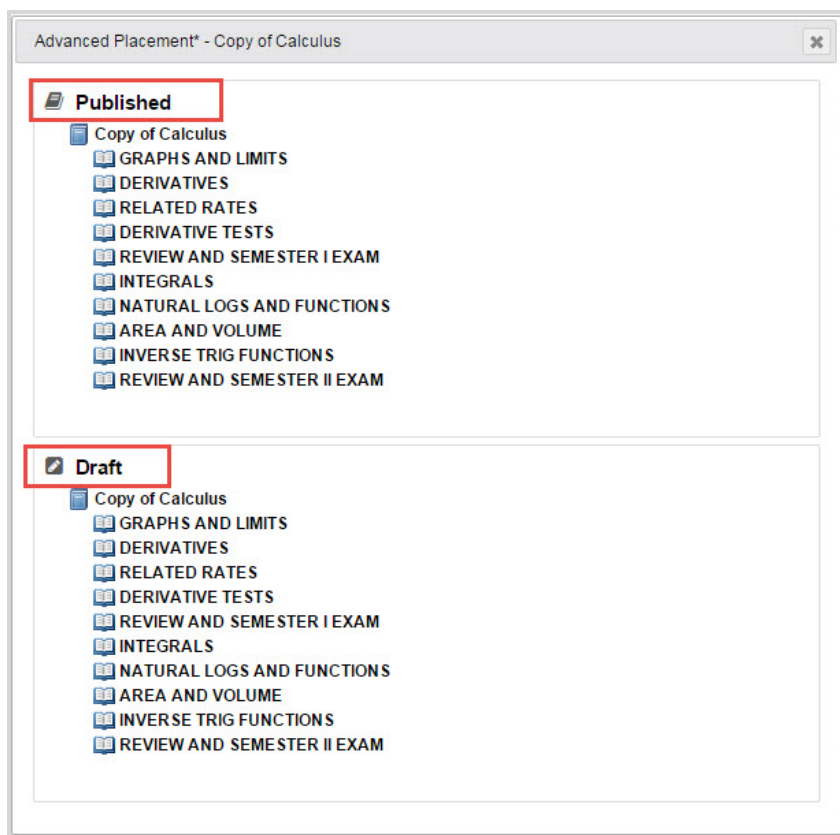
To preview the instructional material of assignments in an existing course, do the following steps. To preview the instructional material of assignments in a custom course during course creation,

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.

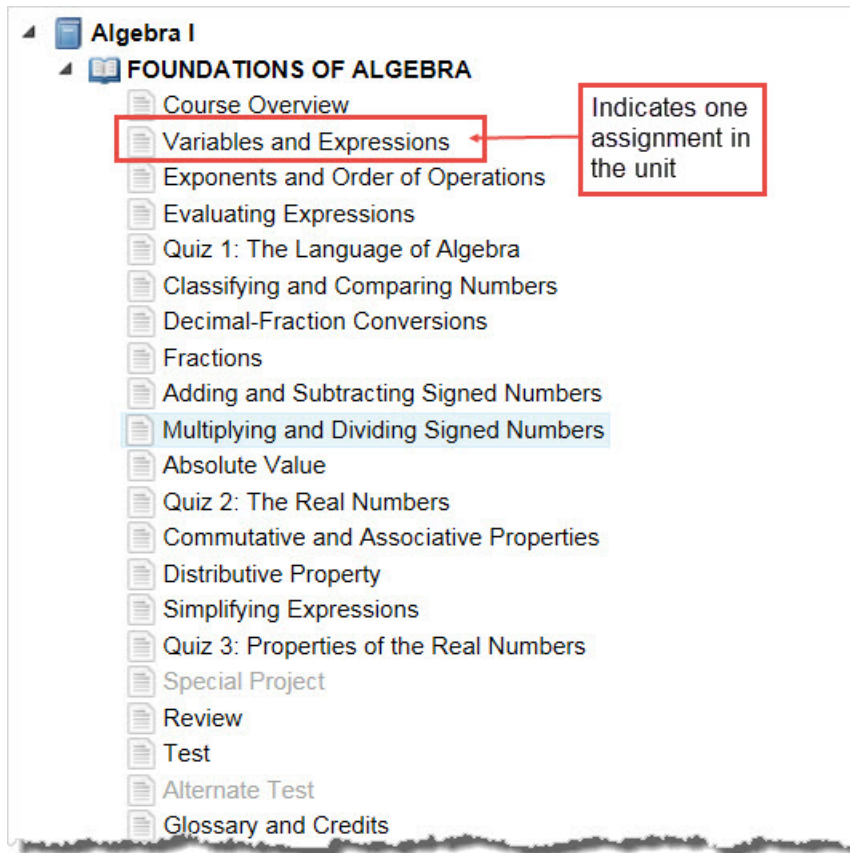


If previewing a custom course with both Published and Draft versions, you see the course structure for both versions as shown in this example.



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.

The screenshot shows the Odysseyware course preview page for Algebra I. At the top left is the Odysseyware logo. At the top right, it says "Logged in as William Conley". Below the logo is a "Course Information" box containing: "Course: Algebra I", "Unit: 1. FOUNDATIONS OF ALGEBRA", and "Assignment: 1. Course Overview". To the right of this box is a "Close" button with a right-pointing arrow. A red callout bubble points to the "Close" button with the text "Closes preview mode". Below the course information is a large red banner with the text "Algebra I" and a background image of a protractor. Below the banner is the section header "COURSE OVERVIEW". The text describes the course as a full year, high school credit course intended for students who have mastered core algebraic concepts. It lists concepts to be mastered upon completion, including solving equations and inequalities, graphing functions, and applying formulas.

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.

The screenshot shows a quiz interface for "Question #1 MultipleChoice". The question is "Simplify 6(-5)." with four radio button options: -30, -11, 1, and 30. A red box highlights the "Show Answer" button. A red arrow points from the "Show Answer" button to the "Hide Answer" button in the expanded question view. In the expanded view, the question is repeated, and the correct answer, -30, is highlighted in green.

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**.







Course Validation Informational and Error Messages

Odysseyware allows teachers, curriculum specialists, and other individuals, the ability to create and configure custom *learning paths* in the form of custom courses designed to meet the needs of their students. Two key factors involved with designing learning paths are:

- *Scope* - the concept (topics) to be covered in the learning path over a given period of time.
- *Sequence* - the order or structure of the topics in the learning path so that students can work towards specific learning goals.

The **Validate** () tool checks the contents of a custom course for scope and sequence, and then displays informational () and error () messages detailing any issues found with the custom course. For example, during custom course validation for scope, the validation tool looks at course-level and unit-level as well as the cumulative factor. An assessment is either cumulative to its unit or to the entire course. Those combinations of scope that are not valid will cause validation errors. You cannot publish a custom course if it has errors.

The following table explains the informational and error messages and provides solutions.

Message	Type (I/E)	Explanation	Solution
This quiz or test has no questions for these lesson(s): Lesson title (X) Lesson title (X)		One or more lessons included in a course sequence do not have questions which should be covered by a quiz or test. For example, you have a lesson from a non-Flex course in a sequence where there are three lessons and a quiz; and lesson 2 (the one from the non-Flex course) does not have any questions, then only questions from lesson 1 and lesson 3 are included on the quiz.	This is NOT an error; this message is just to let you know what will and will not be covered on the quiz and subsequent test.
This unit is missing lessons and/or tests from the original unit. All original lessons and tests are required for CRx mode.		In standard CRx mode, you cannot remove an assignment from the original unit; however, you can add assignments.	Add the lessons and/or tests from the original unit.
This unit does not have an alt test, which is required for use as the pre-test in CRx mode.		In CRx mode, each unit must have both a standard and alternate (alt) test. The alternate test is used as the pre-test at the beginning of the unit.	Add an alternate test to the unit.
This custom course must have at least one unit.		There is not a unit in the custom course.	Add a unit to the course.
This unit is required to have at least one assignment.		All courses (including custom courses) must have at least one assignment (lesson, project, quiz, or test).	Add an assignment to the course.
This test does not have any lessons in its scope.		A Flex Assessments test must have lessons that precede it in the unit (for a Unit level test) or in previous units (for a Semester or Final test). Those lessons are the “in-scope” lessons for this test and contribute the questions for the test. This message generally means the unit or course doesn’t have any lessons yet.	Add assignments with flex correlations to the unit.

Message	Type (I/E)	Explanation	Solution
This quiz does not have any lessons in its scope.		A Flex Assessments quiz must have lessons that precede it in the unit. These are the “in-scope” lessons for this quiz and contribute the questions for the quiz.	Add lessons to the unit.
This unit is only allowed to have a single-standard test.		A Flex Assessments unit can only contain one standard test. (It can also contain one alternate test.) The reason for this is the questions can only be used once per test per unit. If multiple tests were permitted, each test would need to reuse the same questions.	Remove one of the standard tests from the unit.
The test must follow all lessons and quizzes in the unit.		Because the Flex test covers all lessons in the unit, it must be the last assignment in the unit.	In the Course Structure section, drag the test so that it follows the lessons and quizzes in the unit.
This test must be in the last unit in the course.		Because the test is a Final Test, it covers material from all units in the course, so it is required it be the last assignment in the last unit in the course.	In the Course Structure section, drag the final test so that it is the last assignment in the course.
This alt quiz or test must follow a standard quiz / test of the same scope.		The alternate test or quiz must come immediately after the standard quiz or test, so it covers the same lessons.	In the Course Structure section, drag the alternate test or quiz so that it follows the standard quiz or test.
This quiz or test must have the same scope.		The alternate quiz or test must have the same scope as the standard test. In other words, you can’t have an alternate Semester test follow a standard Final test. This ensures the two tests cover the same material.	In the Course Structure section, delete the alternate Semester Test or drag it so that it comes before the standard Final test.
This quiz or test has no questions available from its in-scope lessons.		The bank of questions for this Flex Assessments quiz/ test is empty. For example, if all of the lessons in the unit came from non-Flex courses (which do not have question banks), there are no questions available for the quiz or test.	Add lessons from Flex courses that fit the scope of the custom course.
This unit does not have an alt test which is required for use as the pre-test in CRx mode.		If a Flex Assessments custom course is going to be CRx-able, every unit must have an Alt Test which can be used for the CRx pre-test.	Add an alternate test to the unit.
This unit does not have a standard test which is required for		Flex Assessments custom courses used in CRx mode must have a standard test which can be used as the CRx post-test.	Add a standard test to the unit.

Message	Type (I/E)	Explanation	Solution
use as the post-test in CRx mode.			

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Flex Assessments, Flex CRx and Flex Skipped

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.

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/or tests; even add extra quizzes and tests in your custom course. You can also change the scope of a test. For 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.

These examples 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.

The image contains two side-by-side screenshots of web forms. The left form is titled 'Create your course' and has fields for 'Course Name' and 'Subject'. Below these are radio buttons for 'Allow other teachers to edit?' with 'No' selected. The 'Enable Flex' checkbox is highlighted with a red box, and the 'Yes' radio button is also highlighted with a red box and a red arrow pointing to it. A note next to the 'Yes' button says '*Flex must be selected here to be enabled for this course'. The right form is titled 'Copy this course' and has fields for 'Course Name' (pre-filled with 'Copy of Career Explorations 1') and 'Subject' (pre-filled with 'Career and Technical Education'). It also has 'Allow other teachers to edit?' radio buttons with 'No' selected. The 'Enable Flex' checkbox is highlighted with a red box, and the 'Yes' radio button is highlighted with a red box and a red arrow pointing to it. Both forms have 'Cancel' and 'Create' (or 'Copy') buttons at the bottom.

Important

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

AllAll StandardCustomMy CoursesArchivedCreate Course




Subject	Course	Author	Information	Enrollable	Actions
<input type="text" value="math"/>	<input type="text"/>	<input type="text" value="Search by last name"/>			
Mathematics	Algebra I	N/A	<div><div></div><div>FLEX</div></div>	<input checked="" type="checkbox"/>	<div></div>
Mathematics	Algebra I CCSS	N/A	<div><div></div><div>FLEX</div></div>	<input checked="" type="checkbox"/>	<div></div>
Mathematics	Algebra II	N/A	<div><div></div><div>FLEX</div></div>	<input checked="" type="checkbox"/>	<div></div>
Mathematics	Algebra II CCSS	N/A	<div><div></div><div>FLEX</div></div>	<input checked="" type="checkbox"/>	<div></div>
Mathematics	Algebra I CustomA	Lear, Shanda	<div><div></div></div>	<input type="checkbox"/>	<div></div>

- 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




T

Test



AT

Alternate Test

R

Glossary and Credits

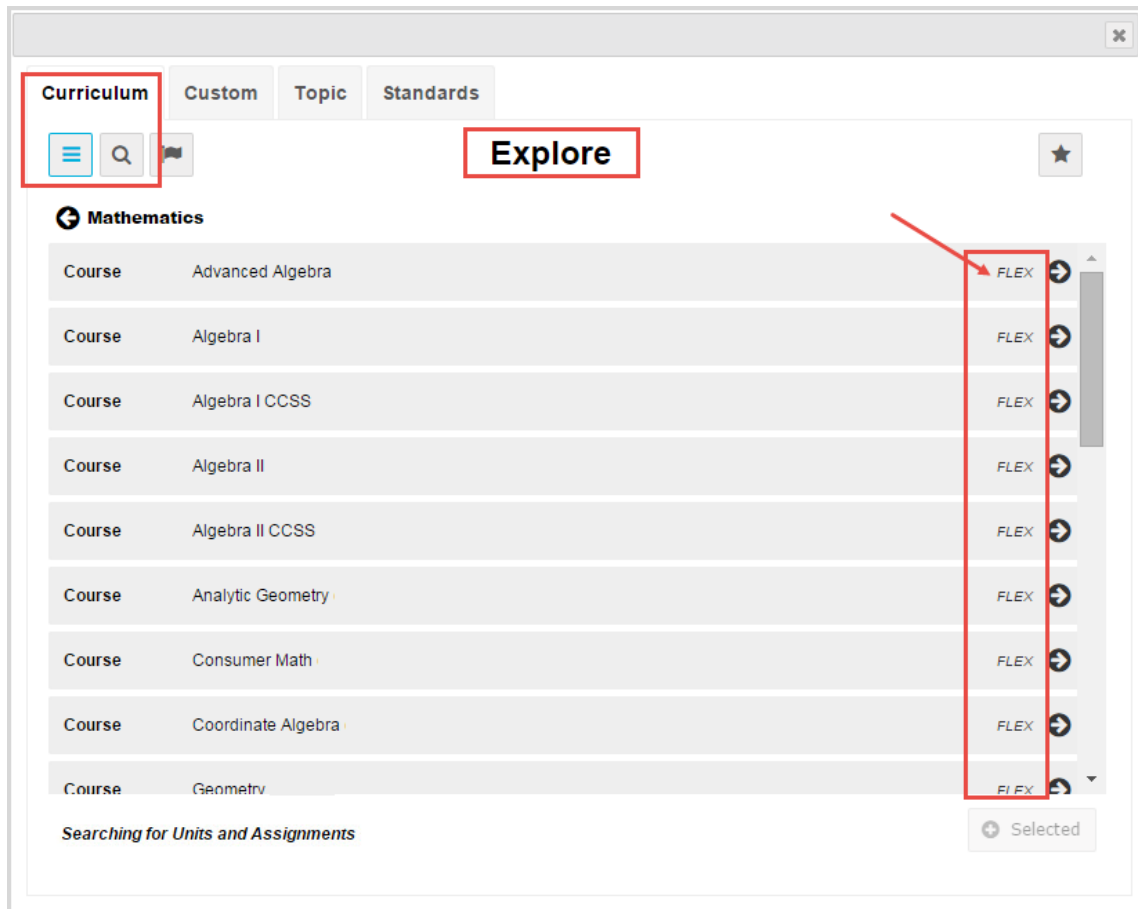
Assignments

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 settings are *student-level* and *enrollment-level* grading and pacing settings.

- **Flex CRx** allows you to create a course enrollment in CRx mode so that when a student does not achieve the CRx Pass Threshold on a unit pre-test, they are assigned only the lessons in the unit associated with the missed questions on the pre-test. Flex CRx only works with Flex Assessments courses and only works in CRx mode.
- **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. Flex Skipped only works with Flex Assessments courses. For an enrollment in CRx mode, this setting only works for quizzes.

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.

Flex Enrollment-level grading and pacing settings.

Flex ⓘ

☒ CRx

☒ Skipped

Enable Flex Skipped and Flex CRx enrollment settings

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. 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 A) AND the "Personalize Grading and Pacing" permission is enabled for the student (example B).

Change Grading, Pacing, and Assessments

☒ A

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

Personalize Grading and Pacing

☒ B

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. However, now you can personalize those settings (including the CRx Pass Threshold) at the enrollment level (if not personalized at the student level) if you have the "Change Grading, Pacing, and Assessments" permission and you click **Yes** to "Personalize Grading and Pacing" as shown in example C.

Grading

Pass Threshold

Personalize Grading and Pacing

CRx 70

L 70

Q 70

T 70

Weights

Personalize Weights

Pacing

Attempts Allowed

L 3

Block Progress ☐

Q 3

Block Progress ☐

T 3

Block Progress ☐

Flex

☒ CRx

☒ Skipped

If you want to use the Flex CRx and Flex Skipped settings for a course enrollment for a student and you cannot personalize those settings, contact your school Administrator.

Other resources

Other resources are available that provide detailed instructions and examples of how to use Flex Assessments courses and CRx mode for course enrollments.

- 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 top navigation bar tabs to access user guides, videos, and other helpful resources related to the selected tab.
- For more information about CRx mode, look for the *CRx User Guide*.

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