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**Odysseyware<sup>®</sup>**  
ACADEMY

# STUDENT, PARENT & GUARDIAN HANDBOOK

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# Welcome

TO FLEXIBLE, ONLINE LEARNING!

## Introduction

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Welcome to Odysseyware Academy! The web-based Odysseyware Academy system allows students and parents/guardians to operate in a virtual/online environment by providing access to course content, grades, communication, and reports about student progress. This Handbook is for Odysseyware Academy students and parents/guardians, and it explains our policies and procedures and provides instructions for how to use the Odysseyware Portal and online classroom.

If you have any questions regarding the information in this handbook, please contact your designated academic advisor.

## Technical Support

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Our Technical Support department at Odysseyware Academy provides an outstanding service to our students. Our expert team is ready to assist you with setting up your school or home workstation with the necessary system requirements to view and work in the academy's online platform. Due to the nature of working on digital courses, when you have a technical issue, use the toll-free number to get your issue resolved quickly.

### Technical Support contact info:

1-888-399-4267 press Option 1 and then Option 1

Monday – Friday: 7:00am to 5:00pm Central Time

It is important that when you call Technical Support, you are at or near your computer so that you can answer questions and adjust as needed. If your technical issue does not require immediate attention, you can email the details to the Technical Support team at [owasupport@odysseyware.com](mailto:owasupport@odysseyware.com). The Technical Support team responds to all emails in a timely manner.

Our Academic Hotline is available for students who have questions about their courses outside of their teachers' office hours. If you need a teacher to unlock/reassign an assignment to move forward in the course or if you have forgotten your Odysseyware Academy username and/or password, the Academic Hotline can assist you. Students may also receive content area support.

### Academic Hotline contact info:

1-888-399-4267

Monday – Friday 8:00am-6:00pm Eastern Time

- Math – press option 1 and then option 2
- Spanish – press option 1 and then option 3
- Main Academic Hotline – press option 1 and then option 5

## Expectations

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### Technology and Skills Necessary for Student Success

#### Odysseyware Student Orientation

To ensure success with the program, students should complete the Odysseyware Student Orientation course.

#### Internet Access

Students need to have internet access and know how to log in using a password and username.

#### System Requirements (Found here: <https://www.odysseyware.com/system-requirements>)

Ensure student's workstation meets these system requirements

Browser	Microsoft Edge and Internet Explorer® (Version 11) Mozilla Firefox® (Version 48 or higher) Safari® (Version 9 or higher) Chrome® (Version 53 or higher)	For users of Internet Explorer on Windows 8®, the program must be operated in the Desktop version of Internet Explorer.
PDF Reader	Adobe Acrobat Reader DC® <i>Or the latest version of a browser that supports built-in PDF viewing, such as Chrome® or Firefox® (Version 2015 or higher)</i>	Grade reports and other reports are generated as a PDF file

#### Browser Settings

Browsers should be configured with these recommended settings.

Passwords	Disable features that automatically save passwords
AutoComplete	Disable AutoComplete, as it often looks like a list of answers to choose from
Caching	Enable caching, but set browsers to clear the cache when closed
Javascript	Javascript must be enabled for pages to render correctly

### **Create and Modify Documents**

Students need to know how to create, edit, modify and submit documents (acceptable files types listed below). Because OWA assignments may require students to create and modify documents for completing their work, students need to know how to use documentation programs, such as Microsoft® Office and/or Google Docs. If a student uses Google Docs, they will not be able to share the file directly from Google to their teacher. They will need to download the assignments and upload it directly into their assignment submission box in one of the accepted file type listed below.

[Using Google Docs Instructions](#)

Accepted File Type : [csv, doc, docx, pdf, xls, xlsx, txt, rtf, ppt, pptx, odf, odt, ods, odp, mdb, accdb, pub, jpg, jpeg, pages, numbers, key]

### **Resources and where to go for help**

Students need to be willing to utilize the resources provided to them when they need help. These resources include the Help Page within OW, Student Resources tab in the Odysseyware Portal, teacher communication via email, virtual office hours, course messaging, phone, Academic Hotline, and the OWA Virtual Office (link found via the Student Dashboard).

### **Typing**

Because Odysseyware requires students to type answers, students need to know how to type or be in the process of learning to type. It is expected that high school students can type fluently.

### **Netiquette - Internet/Email Etiquette**

Students need to know the proper way to use the internet and write professional emails and messages.

## Student Code of Conduct

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**To be most successful in their online courses, students are expected to:**

- Complete student orientation.
- Contact Technical Support for any software issues.
- Log in daily and make progress in their course(s).
- Be willing to put forth effort and complete the course(s) in the allotted time frame.
- Attend regularly scheduled teacher office hours when requesting help.
- Receive regular instructor communication through grading, phone or messaging.
- Reach out to their instructor(s) for help and additional feedback.
- Inform OW virtual teacher ahead of time when they are not going to be active in their course for one week or more.
- Use proper or formal language when communicating with instructors or academy staff via messaging (this includes lessons, quizzes, projects, and tests).
- Complete their own course and maintain academic integrity at all times.
- Always use their given name when attending live sessions or training, or when turning in projects or assessments.
- Always respond to teacher messages and staff messages that require a response within 24-hours.

## What to Expect from the Virtual Teacher

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**Teachers are expected to:**

- Respond to communication/grading/feedback within 24 hours (Monday-Friday).
- Grade projects within four days (Monday-Friday).
- Maintain regular communication with students.
- Post their office hours and be available during those scheduled office hours.
- Provide additional resources to students as needed.

## Netiquette Guidelines

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It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

### Security:

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

### General Guidelines:

**When communicating online, you should always:**

- Treat your instructor with respect, even in email or in any other online communication.
- Always use your teacher's proper title: Dr. or Mr. /Mrs.
- Unless specifically invited, don't refer to teacher by his/her first name.
- Use clear and concise language.
- Remember that all communication should have correct spelling and grammar.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensively
- Be careful with personal information (both yours and others) and do not send confidential information via e-mail.



**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line.
- Be brief, but specific (include reference to course and assignment, and your first and last name).
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text.
- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”.
- Be sure that the original author intended for you to pass along the information before you click the “forward” button.

For more information on Netiquette click on this link for University of Florida’s Online Netiquette Guidelines:

[Netiquette Guidelines](#)

## Acceptable Use Policy

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**Odysseyware users are expected to abide by the rules of network etiquette. These include, but are not limited to, the following:**

- Be polite.
- Use appropriate language.
- Abusive messages and the use of vulgarities or other inappropriate language is not permitted.
- Take responsibility for any and all activity initiated by the students account.

Use of the Odysseyware system must be in support of the education program in which the user is enrolled. Students could have their Odysseyware privileges revoked for any of the following reasons:

- Impersonating other users.
- Misrepresenting self to others, especially in the OWA Virtual Office.
- Sending of hate or harassing email.
- Obtaining/modifying files or other data belonging to other users.
- Unauthorized entry into networks.
- Transferring or creating computer viruses.
- Loading or using unauthorized games, programs, and/or files.
- Illegal use of copyrighted software.
- Using the network to disrupt the work of others.

The same standards of intellectual and academic honesty and plagiarism apply to electronic information as to other forms of published work.

- All internet sources used in student work need to be appropriately cited.
- Appropriate administrative sanctions may be imposed upon students who violate Internet polices.
- Odysseyware cannot be held liable for any loss of data arising directly or indirectly from the failure of hardware, software, or from human error. Make sure to save work frequently.

## Courses and Grading

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### Semester Course Explanation

Odysseyware Academy has both half and one credit courses. One credit courses (or full school year courses) are divided in two parts (Part A – Semester 1, and Part B – Semester 2). This is in place for all grade levels (elementary, middle school, and high school).

### Course End Dates & Extensions

The recommended pacing for a semester is up to 20 weeks. Extensions may be granted for a fee in five, ten, or twenty week increments. All requests for course extensions must be directed to your academic advisor.

### Student Orientation

The Student Orientation course is provided to ensure success in Odysseyware Academy coursework. It is recommended that ALL students complete orientation annually to maintain program comprehension.

### Grading Scale/Weighting for Assessments

Each unit is weighted as an equal part of the semester average. Individual unit grades are calculated using the following grading scale and weighting for assessments.

A+	97.00-100%	A	93.00-96.99%	A-	90.00-92.99%
B+	87.00-89.99%	B	83.00-86.99%	B-	80.00-82.99%
C+	77.00-79.99%	C	73.00-76.99%	C-	70.00-72.99%
D+	67.00-69.99%	D	63.00-66.99%	D-	60.00-62.99%
F	0-59.99%				

#### Units With Projects

Tests = 30%  
 Quizzes = 25%  
 Projects = 25%  
 Lessons = 20%

#### Units Without Projects

Tests = 43%  
 Quizzes = 36%  
 Lessons = 21%

## Late Nite Labs

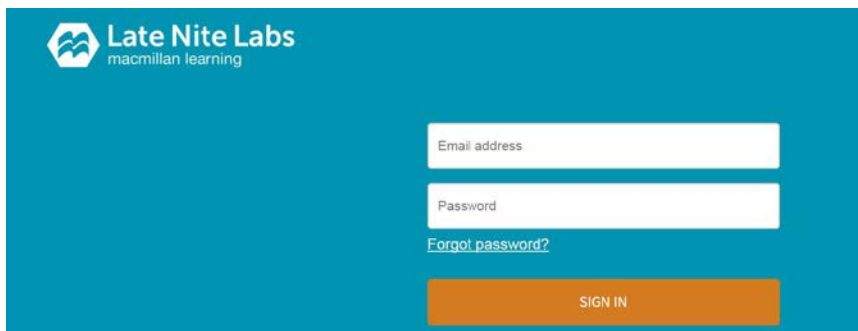
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Late Nite Labs are one way in which Science teachers at Odysseyware Academy provide virtual labs for students. Some science courses will have no labs, some will have Odysseyware Academy created labs, and others will be linked to Late Nite Labs (<https://labs.latenitelabs.com/signin>). Odysseyware Academy uses Late Nite Labs for Biology & Chemistry courses. For these labs, students will need a separate log in that will be sent to them by the registrar upon enrollment in the course. Upon completion of the lab, students submit an Odysseyware Lab Report for final grading.

### Registration and Sign In

At the time of course enrollment, the Odysseyware registrar will register the student for the corresponding Late Nite Lab course and share the sign in credentials with the student. The registrar will also share a helpful Late Nite Labs Overview presentation with the student. To sign in, students go to: <https://labs.latenitelabs.com/signin> and enter the username and password provided to them at the time of registration.

For assistance with sign in, students should contact the Odysseyware registrar (Christine Gieseke): [cgieseke@odysseyware.com](mailto:cgieseke@odysseyware.com). When contacting her, please be sure to share your full name and the Odysseyware course for which you are enrolled in the Late Nite Labs program.



### Student Support

Technical - students experiencing technical issues with the Late Nite Labs website should contact Late Nite Labs Technical Support at 1-800-262-0518.

Academic - students in need of academic support should contact their assigned Odysseyware teacher. The teacher can assist students with questions related to the curricular content of the labs and the completion and submission of the Late Nite Lab Odysseyware Lab Report.

## Policies

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### Test/Quiz Retake Policy

Odysseyware Academy students can retake one quiz per unit and one test per course.

- Tests and quizzes are to be completed in one sitting. Occasionally, due to technical issues, a student may need a quiz or test unlocked to allow them to access it again.
- Student should not move onto new quizzes or tests until issue is resolved.
  - Student must work with Tech Support to resolve current issue before proceeding.
  - If excessive unlock requests continue, the teacher explains that quizzes and tests should be completed in one sitting. If available, the teacher can assign an alternative quiz/test.
  - After two unlocks on the same test/quiz, the student is informed that this is their final attempt. If the student does not complete the final attempt, he/she receives a zero on the assignment.

### Active Work Policy

It is highly recommended that only one unit within a course be open at a time. Students should plan accordingly for projects that may require more than one day for completion (i.e. growing seeds, research, etc.). Projects can be worked on concurrently.

### Active Work Escalation Process

The purpose of the escalation process outlined below is to identify possible reasons for lack of student activity/failing grades in Odysseyware Academy courses and work to help re-engage the student.

#### Inactivity in courses:

##### **If a student has not worked in his or her course(s) for one week:**

- The teacher reaches out to the student to inquire as to why the student has not logged into their courses (Reasons may include illness, family emergency, death of a loved one, courses are difficult, vacation, difficulty managing time, etc.)

##### **If a student has not worked in his or her course(s) for two weeks:**

- Our teachers reach out to parents or the academic advisor to inform them of the lack of activity and investigate possible concerns. Teachers continue to monitor student progress and communicate with parent and students.

**Not responding to communication:**

**If our teachers note a pattern of not responding to communication that specifically states a response is expected:**

- They reach out to parents to verify contact information is correct.

**If information is correct and a student continues to not respond to communication after one week:**

- Our teachers inform the parent about the lack of communication responses from the student. Responding to communication in a timely manner is an essential skill that students need to find success in today's workforce.

**Inappropriate student behavior/communication:**

**If a student engages in inappropriate behavior/communications:**

- Our teachers will contact the school with information on the behavior and any action/response the teacher took.

**Students earning a failing grade:**

**If a student's grade falls below 60% at any point in the course:**

- The teacher contacts the student to create a plan for bringing up the grade. This occurs each week until the student has reached at least a passing score in the course.

**If a student has completed all assignments and earned an overall failing grade at or before the 20-week mark:**

- The course will be completed after reaching out to the student/parent to discuss opportunities to bring up their grade. If an extension, reinstatement, or new enrollment is required, parent/guardian can reach out to the Academic Advisor.

## Academic Integrity Policy

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As we know, the internet can be an awesome resource. While students can use the internet to facilitate learning, there are some students who do not use this resource appropriately. Two main instances of academic integrity issues are plagiarism and cheating. Our definition and policy for academic integrity are outlined below. We recognize that many of our students are still learning what is and is not considered plagiarism and cheating. Odysseyware Virtual Teachers implement this policy with the intent of educating students so they can do better in the future.

### Definition of Plagiarism

- The act of passing off the literary or academic work of another as your own (including ideas, thoughts, direct quotes, reports, essays, research papers, projects, publications, articles, etc.).
- The act of intentionally or unintentionally copying and pasting literary or academic work from another source or reference material without properly citing the source as a reference (including journals, newspaper articles, internet sources, magazines, etc.).
- The act or attempt of reusing your own work that may have been previously submitted for another assignment or course.

### Definition of Cheating

- The act of giving or receiving answers on assessments including lessons, projects, quizzes, tests or final exams.
- The act of allowing someone else to complete a quiz or test on your behalf in courses that you are enrolled.
- The act of seeking or providing (publishing) Odysseyware curriculum content, questions, or answers to internet sources or answer banks.
- The act of using materials during closed book assessments (including lessons, notes, the internet, text books, etc.).
- The act of copying answers that have been previously submitted by another student.
- The act of working with another student to complete an assignment, test, quiz or project (including working side by side, accessing another student's work by logging in as them, and/or printing completed materials to share).

## Policy for Lessons and Projects

### First Assignment offense - Warning One

- Parent/guardian is contacted by the teacher or Academic Advisor.
- The student must redo the assignment (must be lesson or project) for full credit after phone conference with the teacher.
- Academic Integrity issue is noted in the Odysseyware Portal.

### Second Assignment Offense - Warning Two

- Parent/guardian is contacted by teacher or Academic Advisor.
- The student must redo the assignment (must be lesson or project) for 75% credit.
- Letter/email documenting second plagiaristic offense – Academic probation warning is sent and an academic probation warning is issued by the teacher or Academic Advisor.
- The student must meet synchronously with the teacher to discuss the Academic Integrity Policy before reattempting the assignment.
- Academic Integrity issue is noted in the Odysseyware Portal.

### Third Assignment Offense - Warning Three

- Parent/guardian is contacted by the teacher or Academic Advisor.
- The student receives a zero grade on the assignment and does not have an option for resubmission.
- Student receives a written warning about potential failure of course with habitual plagiarism.

### Fourth Assignment Offense

- Habitual plagiarism may result in failure or withdrawal from course.
- A meeting is held between the Lead Teacher and parent to decide the final outcome.

## Policy for Tests/Quizzes/Exams

### First Offense

- Student receives an automatic zero on assessment.

### Additional Offenses

- Student receives automatic zeros which may result in failure of units and ultimately the course.
- Habitual plagiarism may result in failure or withdrawal from course.



## Family Education Rights and Privacy Act (FERPA) Policy

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**The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:**

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
7. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parent or the eligible student –

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## NCAA Student Athletes Expectations

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If you are a student seeking to be an NCAA Division I athlete, different expectations are in place for your Odysseyware Academy courses to count toward academic eligibility. The first step is to register with NCAA and make sure you only take courses that are on the NCAA approved course list. To see the current list of our NCAA approved courses, go to:

[NCAA Course List](#)

Our NCAA High School Code is 163781.

In order to maintain approval, our teachers have specific guidelines for interacting with your student to provide the support and quality that will prepare them for their college experience at an NCAA school. In addition, we expect our students to work hard and be engaged in their online courses. Below outlines our policies and expectations for student athletes to maintain academic eligibility:

- Student athletes cannot take our courses in credit recovery mode.
- Student athletes cannot take more than one course in the same academic discipline at the same time (e.g., Biology and Chemistry).
- Student athletes cannot take courses that are sequential at the same time (e.g., Algebra I and Algebra II).
- The shortest period of time a student is permitted to complete a course is 12 weeks and the longest is 20 weeks—no extensions are allowed (8 week minimum, 12 week maximum for block scheduling).
- Student athletes are permitted to repeat a lesson, assignment or assessment as follows:
  - **Lessons:** As needed to increase mastery of subject matter (weighting 15%).
  - **Quizzes:** If a score is less than 70%, an alternative exam or project including different questions may be assigned. *Only one alternative quiz allowed per semester course.*
  - **Unit Test and Projects:** If score is less than 70%, an alternative test or project including different questions may be assigned (project weighting 30%). *Only one alternative unit test allowed per semester course.*
- Student athletes need to attend office hours *each week* for each course they are enrolled in. If a student is unable to attend office hours, they will need to make alternative arrangements.
- Students need to have their *end of semester exam proctored* (we will provide students with a form for this).
- *NCAA Division I athletes must maintain a 2.3 core GPA.* See resources on the following pages from the NCAA eligibility center that will help you track your core GPA.
- Add Odysseyware Academy as a school in your student portal.

### Adding OWA as a School in the NCAA student portal:

1. Log in to your NCAA account online
2. Go to “My Planner”
3. Go to “My Coursework”
4. Click on “Schools”
5. “Add Schools”
6. Add Odysseyware Academy with the location as Rock Rapids, Iowa

## Diplomas and Transcripts

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### Odysseyware Academy Diploma Standards/High School Transfer Students

Odysseyware Academy (OWA) requires 21 credits for graduation. Students transferring to OWA are required to earn six of their credits (minimum) from Odysseyware Academy to receive an OWA High School Diploma. High school credits earned prior to OWA enrollment can be transferred to OWA on the basis of submission of official transcript from the school. Credits earned in other high schools will be recorded on OWA transcripts as 1.0 credit for each standard high school course (150 to 180 hours of instruction).

OWA Standard Diploma		
<b>English</b>	<b>4.0 credits</b>	Must include English I, II, III and IV
<b>Math</b>	<b>3.0 credits</b>	Must include Algebra I, Geometry, and Algebra II
<b>Social Studies</b>	<b>3.0 credits</b>	Must include US History Foundations to Present, World History, Government and Economics
<b>Science</b>	<b>3.0 credits</b>	Must include two of the following: Earth Science, Biology, Chemistry, Physics. The third science can be earned through taking any other science course.
<b>Computer Technology</b>	<b>0.5 credits</b>	Can be earned through taking any course in the Computer Technology area.
<b>Health</b>	<b>0.5 credits</b>	Can be earned through taking High School Health.
<b>Physical Education</b>	<b>1.0 credits</b>	Can be earned through taking Physical Education and Physical Fitness.
<b>Directed Elective</b>	<b>2.0 credits</b>	Can be earned through taking 2.0 credits from Fine Arts, World Language, or CTE courses.
<b>Elective</b>	<b>4.0 credits</b>	Can be earned through taking any OWA course. If a student exceeds requirements in any other requirement area, the excess will be applied to Elective credit.
<b>Total</b>	<b>21 credits</b>	

*\*Students and parents should research the requirements for colleges of interest as they may have additional requirements.*

1. **OWA Graduation Requirements** -The graduation requirements for receiving a diploma (January 2016 and beyond) are as follows:
  - a. In order to earn an OWA Diploma, students must meet all OWA Graduation Requirements and take at least 6.0 credits directly through Odysseyware Academy.
  - b. The student’s Academic Advisor will work with the student and guardian to identify post high school education goals and create a customized graduation plan (which may require additional courses) in order for the student to be most prepared for individual college admission requirements when applicable.
  - c. Students identified as “Extended Services” students and who are receiving extended services may qualify for modified graduation requirements per the recommendations of the Extended Services Coordinator as outlined on the student’s extended services form. These cases will be evaluated at an individual level.
  - d. Students earn credits by completing their courses with a final grade of 60% or higher for each semester course.
  - e. Students can work towards their high school diploma after the age of 18.
  
2. **Transfer credits**- Per our Transfer Credit Policy, OWA will review official transcripts and determine which credits can be transferred. Credits will be accepted from accredited schools. For schools that are not accredited, families will need to provide additional documentation in order for credits to transfer (See the Odysseyware Academy Outside Credit Approval Application)
  
3. **High School Courses taken during middle school**- Students who take high school level courses (courses with a high school course code) during middle school may count those credits toward high school graduation requirements as long as the credit appears as high school credit on the transcript.
  
4. **Course Retake** – Students who have not demonstrated mastery of course content have two options for retaking courses.
  - a. **CRx Mode** – Students may only take an OW course in Credit Recovery mode if they have failed the Full Credit course with an “F” as a final grade. This applies to courses taken with OWA and credits transferred in. Both courses will be shown on the final Transcript.
    - a. Students may also take a course in Credit Recovery mode if the student was enrolled in a full credit course (with the same content) but transferred prior to earning any credit.
  - b. **Course Retake** – Students make completely retake a Full Credit OWA course if they have received a D or lower on their previous attempt at the course. The final grades for both attempts will appear on the student’s transcript.
  
5. **Course Drop** – If a student enrolls in a course with OWA, the student may withdraw from the course up until the 5th week of the course without the course appearing on the final transcript. After the 5th week the course will appear as withdrawn on the student’s transcript.
  
6. **Students transferring before earning credit using the Odysseyware curriculum** – If a student has started an Odysseyware course (but has not earned credit yet) with a different school and wants to complete the course with Odysseyware Academy, the following must occur:

- a. The school must send a Detailed Student Grading Report outlining the names of the assignments and scores earned on the assignments. (This report is uploaded to the student’s profile in the student information system).
- b. The school must also send a screenshot of the student’s weightings and thresholds. (This report is uploaded to the student’s profile in the student information system).
- c. The student grades for individual assignments listed on the Detailed Student Grading Report will be transferred to the Odysseyware Academy Gradebook only for those assignments with identical names. Custom assignments will not be transferred.
- d. Student will complete the remainder of the course with Odysseyware Academy’s standard thresholds and weightings (except in cases where the student needs extended services).
- e. This option is not available to students seeking to maintain NCAA academic eligibility.

7. **Official Diplomas** – Official diplomas will be mailed to the student address found in their account once they have successfully completed all necessary coursework.

## **Transcripts**

### **High School Transcripts**

High school courses completed in previous schools will not be included on Odysseyware Academy transcripts unless the student enrolled in OWA with intentions to graduate with an Odysseyware Academy diploma.

### **Transcript Requests**

Transcript requests must be made in writing by a parent or guardian. Requests can be mailed to 804 N. 2nd Ave. E. | Rock Rapids, IA 51246 or emailed to the Registrar, Academic Advisor, or to [owa@odysseywareacademy.com](mailto:owa@odysseywareacademy.com). The request must include the student’s name and date of birth, and where the transcript should be sent. Please allow 5 business days processing plus mail delivery time for each transcript request. Processing may take up to 2 weeks during peak enrollment periods. Requests are handled in the order they are received.

## Odysseyware Portal

Students and parents or guardians will sign into the Odysseyware Academy courses using the Odysseyware Portal (see Figure 1.1 below). To sign in, go to <https://sis.odysseywareacademy.com>. Enter the username and password assigned by Odysseyware Academy to access your personal portal. The left side of the page is the navigation bar which contains buttons to access other pages and features. The system automatically opens to the Dashboard page.

### Dashboard Page

The Dashboard page contains multiple information boxes, known as widgets, so that you can easily see important information and quickly take action.


Figure 1.1 Shows the student portal dashboard.

The screenshot shows the Odysseyware Academy student portal dashboard. At the top, there is a navigation bar with the user's name 'JPowell Tester' and a 'Logout' button. Below the navigation bar, there is a 'DASHBOARD' section with a 'NEED HELP?' area containing contact information for Academic Hotline, Technical Support, and Virtual Office, along with operating hours. The main dashboard area is divided into several widgets:

- Academic Snapshot:** A table showing the student's current enrollment in 4 courses.
- Upcoming Events:** A section indicating there are no events scheduled for this student.
- Activity:** A table showing the latest activities for this student.
- Messages:** A section indicating there are no unread messages.
- Course Requests:** A section indicating there are no courses requested by the student.
- Admission Status:** A section indicating the student is currently ACTIVE and the enrollment status is SELECT COURSES.

### Academic Snapshot widget

This widget displays the courses that your student(s) are currently enrolled in, including the course name, the current grade, the number of assignments completed so far and whether the student is ahead or behind pace. Students click on the course title which logs them into the online classroom. (Figure 1.2 shows the Academic Snapshot widget.)


**Academic Snapshot** 

This student is currently enrolled in 4 courses:

Course	Grade	Assignments	Pacing
<a href="#">World History A (2018)</a>	97.2%	3 of 86	Ahead
<a href="#">Algebra I A (2018)</a>	95.8%	3 of 100	On Pace
<a href="#">Student Orientation (2017-18)</a>	0%	2 of 3	On Pace
<a href="#">Economics (2018)</a>	100%	1 of 91	Behind

### Activity widget

This widget displays the last activities of the student on his/her courses, as reported by the online classroom. If this information is not available, no activity is displayed. (Figure 1.3 shows the Activity widget.)


**Activity** 

These are the latest activities for this student:

Course	Time	Minutes
<a href="#">World History A (2018)</a>	2/1/2018 6:49:35 AM	17
<a href="#">Algebra I A (2018)</a>	2/1/2018 6:40:00 AM	9
<a href="#">World History A (2018)</a>	2/1/2018 6:36:06 AM	3
<a href="#">Algebra I A (2018)</a>	2/1/2018 6:35:54 AM	1
<a href="#">Algebra I A (2018)</a>	2/1/2018 6:32:03 AM	3

### Messages widget

This widget alerts the user if there are any messages sent to him/her. To access a message, the user clicks the message link. Make sure to respond to any messages sent here, though most of the communication with teachers via messages will be in the Odysseyware LMS messaging feature. (Figure 1.4 shows the Messages widget.)

**Messages** 

You do not have any unread messages.



## Odysseyware Virtual Office and Academic Hotline

The Academic Hotline and Virtual Office are available from 8am-6pm Eastern Time for student to call in and ask for academic support, or to log into the Virtual Office via the link.

When logging into the Virtual Office, students should provide their first and last name for the teachers to best support the student. If inaccurate information is provided, the student will be redirected to log back in with their information. (Figure 1.5 shows the Academic Hotline and Virtual Office information.)

**NEED HELP?**

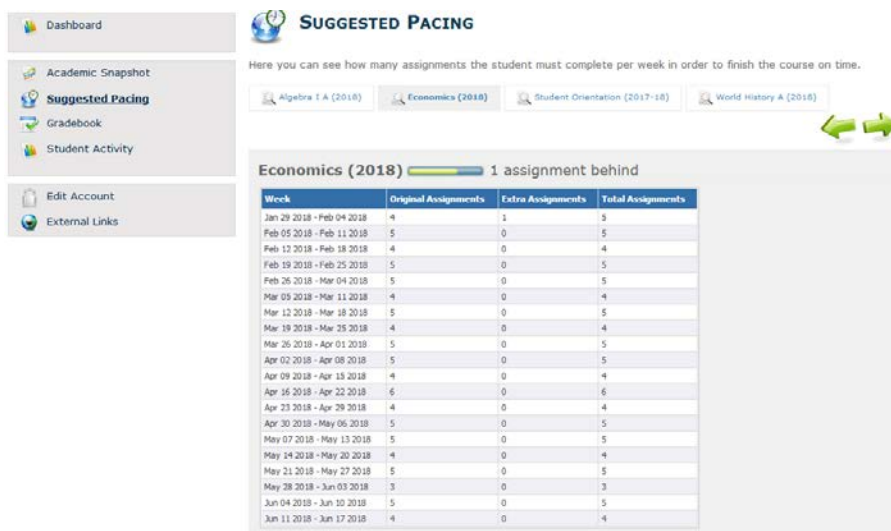
**Academic Hotline: 888-399-4267 option 1, option 5**  
**Technical Support: 888-399-4267 option 1, option 1**  
**Virtual Office: [Click Here](#)**

**Monday-Friday 8:00 am-6:00 pm Eastern Time**

## Suggested Pacing

Students and parents can see the number of assignments in individual courses that students must complete during that week and following weeks to finish by the end date. If the student is behind pace, additional assignments will be added to that week’s total to show the number of assignments the student must complete to finish the course on time. Figure 1.6 shows a sample of the Suggested Pacing page:

Figure 1.6 Suggested Pacing

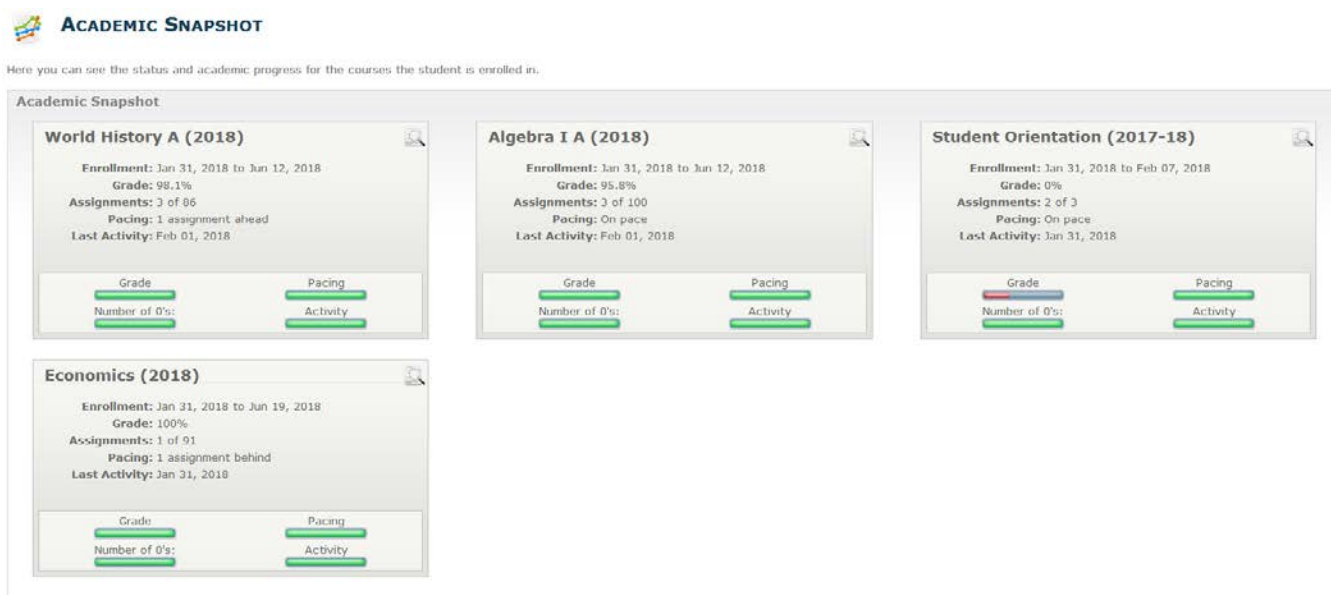


## Academic Snapshot Page

The Academic Snapshot page provides an “at a glance” view of the current academic status for each student. For each enrolled course, this page displays the enrollment dates, the current average grade, number of assignments completed and total assignments, pacing status and last activity.

Graphical indicators, based on a red-yellow-green rating system, illustrate each student’s status: grade, pacing, number of 0s and activity level (last date logged into course). Figure 1.7 shows a sample Academic Snapshot page.

Figure 1.7 Academic Snapshot



## Gradebook Page

The Gradebook is an area for students, and parents or guardians, to see how a student is progressing in a specific course. The Gradebook includes information on current course enrollments only.

To access the Gradebook, on the navigation bar, click the Gradebook button. See figure 1.8 to reach the list of current courses. To see detailed information for a course, click on the course name and the details are displayed:

Figure 1.8 Gradebook

Dashboard

Academic Snapshot

Suggested Pacing

**Gradebook**

Student Activity

Edit Account

External Links

## GRADEBOOK

Here you can see information about your grades and assignments.

Select	ID	Transcript Name	Start	End	Grade	Assignments	Weeks	Teacher	Last Sync
<input type="radio"/>	213604	Algebra I A (2018)	01/21/2018	06/12/2018	95.8%	3 of 100	0	Teacher, OWIA	02/01/2018 10:11
<input type="radio"/>	214605	Economics (2018)	01/21/2018	06/19/2018	100%	1 of 91	0	Heyes, Jennifer	02/01/2018 10:11
<input type="radio"/>	212055	Student Orientation (2017-18)	01/21/2018	02/07/2018	0%	2 of 3	0	Teacher, OWIA	
<input checked="" type="radio"/>	213811	World History A (2018)	01/31/2018	06/12/2018	98.1%	3 of 86	0	Powell, Jessica	02/01/2018 10:11

Select a course to view unit grades

**World History A (2018)**

**Teacher Information**

**Name:** Powell, Jessica  
**Email:** [jpowell@odysseyware.com](mailto:jpowell@odysseyware.com)  
**Phone:** 1-888-399-4267 Ext. 6330  
**Hours:** Monday-Friday, 8:00am-4:30pm EDT and Blackboard Sessions are Mondays and Wednesdays 2:00-4:00pm EST  
**URI:** <https://tinyurl.com/jpowellow/a>  
**Notes:**

[Email teacher](#)

Online Assignment	Points	Grade	Attempts	Status	Due	Completed	Feedback	Type	Unit ID	Unit Title
Studying History	100	1	1	POSTED	Jan 31, 2018	Jan 31, 2018		LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Historical Fields and Methods	94.3	1	1	POSTED	Jan 31, 2018	Feb 01, 2018		LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Study Methods of History	100	1	1	POSTED	Feb 01, 2018	Feb 01, 2018		LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Perspectives of History		0	0	ASSIGNED	Feb 02, 2018			LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Project: Point of View		0	0	ASSIGNED	Feb 05, 2018			PROJECT	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Quiz: Introduction to History		0	0	NOT_STARTED	Feb 06, 2018			QUIZ	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Reconstructing Early Human Development		0	0	NOT_STARTED	Feb 07, 2018			LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Revels from Sufia		0	0	NOT_STARTED	Feb 08, 2018			LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Humans Migrate and Adapt		0	0	NOT_STARTED	Feb 09, 2018			LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Populating Regions of the Earth		0	0	NOT_STARTED	Feb 12, 2018			LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Quiz: Pivotal of the Earth		0	0	NOT_STARTED	Feb 13, 2018			QUIZ	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Establishing Agricultural Communities		0	0	NOT_STARTED	Feb 14, 2018			LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY
Developing Agricultural Societies		0	0	NOT_STARTED	Feb 16, 2018			LESSON	1775045	THE BEGINNINGS OF HUMAN SOCIETY

There is a variety of information provided in the Gradebook. Each assignment in a course is listed. As you complete the assignments, the results are listed by points and grade achieved, number of attempts, and date. The status bar indicates which assignments you have completed, which tasks have yet to be started, and which ones have been recently assigned. It also has a link under the attempts column to show the number of attempts on an assignment, the time spent on the assignment, and when the assignment was completed.

## Student Activity Page

On this page, students and guardians can see how much time is spent on coursework. A report can be generated based on a list of pre-defined time periods, ranging from one day to two months. Customized time frames can also be created. The student activity report shows how many minutes the student spent working in each course, along with the percentage of the student time that was dedicated to each course.

In the example shown in figure 1.9, the student spent a total of 26 minutes on her World History A class between 1/31/2018 and 2/1/2018. That corresponds to 34.21% of her total study time in the selected period during the days she was active.

Figure 1.9 Student Activity



### STUDENT ACTIVITY

Here you can see how often the student is working on his/her courses.

**Search criteria:**

Show activity in the last  
 1 Week

Show activity between the following dates:  
 \_\_\_\_\_ and \_\_\_\_\_

**Get Data**

There are 8 days in the selected period:

Date	Student Orientation (2017-18)	Algebra I A (2018)	Economics (2018)	World History A (2018)	Total
Thu, Jan 25	0	0	0	0	0
Fri, Jan 26	0	0	0	0	0
Sat, Jan 27	0	0	0	0	0
Sun, Jan 28	0	0	0	0	0
Mon, Jan 29	0	0	0	0	0
Tue, Jan 30	0	0	0	0	0
Wed, Jan 31	4	20	13	6	43
Thu, Feb 1	0	13	0	20	33
<b>Total</b>	<b>4 (5.26%)</b>	<b>33 (43.42%)</b>	<b>13 (17.11%)</b>	<b>26 (34.21%)</b>	<b>76 (100%)</b>

## External Links Page

This page acts like a link repository, where the school keeps relevant links to external resources. Figure 2.0 shows a list of some of the external links that users can access.

Figure 2.0 External Links

The screenshot displays the Odysseyware Academy user interface. At the top, the logo and user name 'JPowell Tester' are visible. A navigation sidebar on the left includes links to Dashboard, Academic Snapshot, Suggested Pacing, Gradebook, Student Activity, Edit Account, and External Links. The main content area, titled 'EXTERNAL LINKS', provides a list of suggested external resources:

- 01 VIRTUAL OFFICE**: Get help with your Odysseyware schoolwork from a live teacher. Hours: Mon-Fri 7am-5pm (Central)
- 2017-2018 STUDENT/GUARDIAN HANDBOOK**: 2017-2018 student/guardian handbook outlining policies and expectations
- GUIDE - BLACKBOARD TROUBLESHOOTING**: Guide on basic troubleshooting when using Blackboard for virtual teacher office hours.
- GUIDE - PRINTING ASSIGNMENTS & NOTES**: Guide on how to print assignments and notes
- GUIDE - REVIEWING PREVIOUS ASSIGNMENTS**: Guide on how to review assignments you have already completed
- GUIDE - USING ASSIGNMENT TOOLS**: Guide on where to find the Odysseyware assignment tools

## Changing Student Emails

If students need to have their email address changed, and the student is an individual family enrollment, the request must come from the parent and be sent to Kalli Falkner [kfalkner@odysseyware.com](mailto:kfalkner@odysseyware.com) in writing (via email). If students need to have their email address changed, and the student is not an individual family enrollment, this request should either go to Christine Gieseke [cgieseke@odysseware.com](mailto:cgieseke@odysseware.com), or Carrie Gregersen [cgregersen@odysseyware.com](mailto:cgregersen@odysseyware.com), and the request must come from one of the partner mentors in writing (via email).

**Genius SIS:**

**OWA Student/Parent/Guardian Handbook and User Guide**

Version 5.1

Release Date: February 2, 2018

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**For more assistance, contact Odysseyware Academy:**

300 N. McKemy Ave., Chandler, AZ 85226 Phone: 888-399-4267

[Email: owa@odysseywareacademy.com](mailto:owa@odysseywareacademy.com)