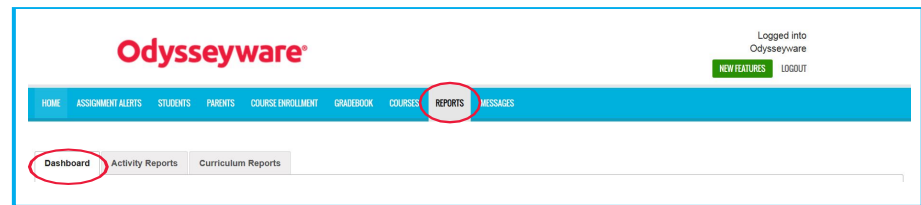# Dashboard
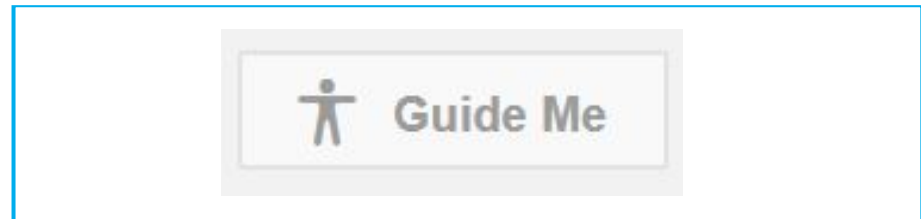## Quick Start Guide

View information about class and student progress.

1 After logging in to your Odysseyware site, navigate to the Reports tab. The Dashboard subtab will be the default view.


2 Click the Guide Me button for a tour of the Dashboard and an explanation of its most important elements.

3 Under Assignment Completion, click any color on the chart to view the students that fall into that overdue assignment category. Green represents 0 overdue assignments, yellow represents 1-4 overdue assignments, and red represents 5 or more overdue assignments. You will see the list of students in the selected category under the Student Breakdown heading.

Click Clear Filter to reset your view.
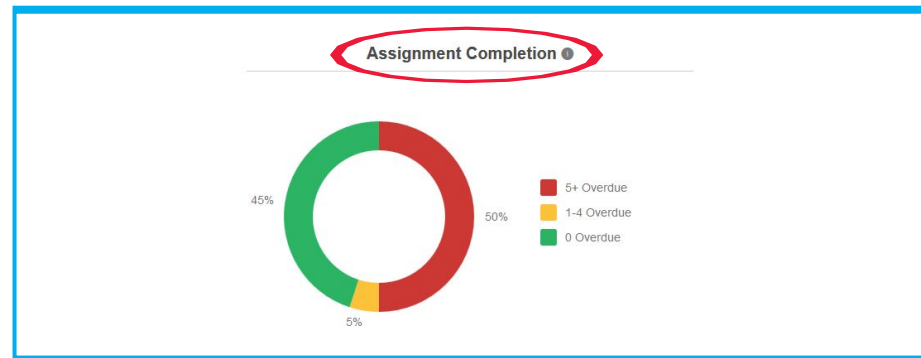
4 Under Current Score, click any bar on the chart to view the students that fall into that score category. You will see the list of students in the selected category under the Student Breakdown heading.

Click Clear Filter to reset your view.

5 Under Student Breakdown, use the Search box to find a specific student or course.

Click the up/down arrows next to each heading to sort the student list by name, course, score, overdue or progress.
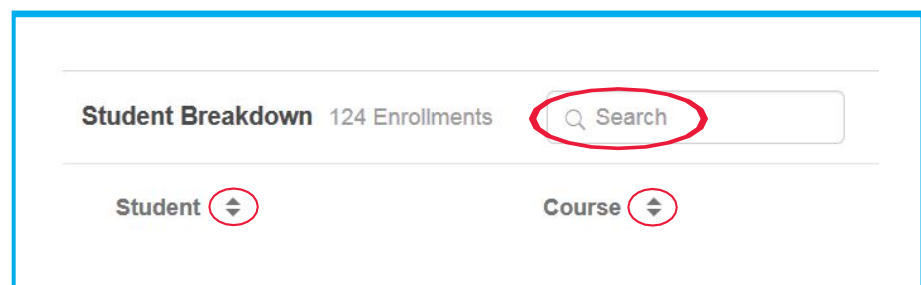
**6** Click Export to view your student information as a .csv or .pdf.

Click Details to get more information on each student.

**7** After clicking Details, you will see the Student Details view, which will show the student name and the courses in which the student is enrolled. Click each course title to flip between course detail pages (only appears if student is enrolled in more than one course.)
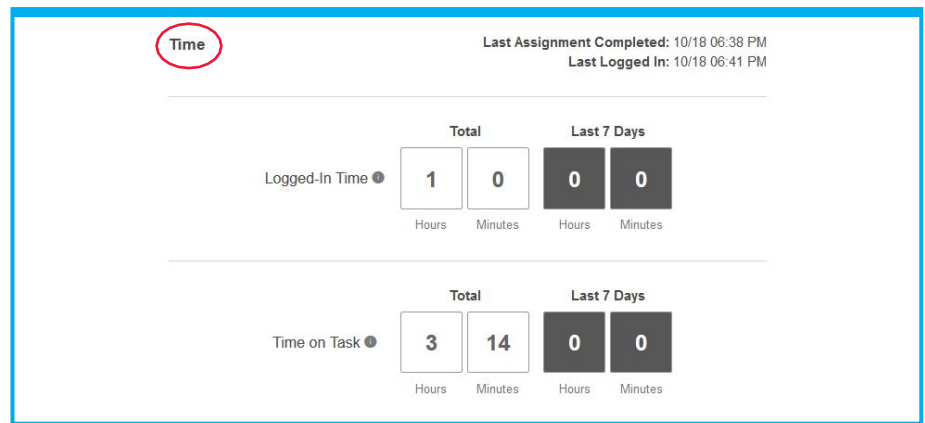
8 Under Scoring on the Student Details page, view the Current Score, which is based on all assignments that have been graded in the course to date, and the Relative Score, which is the estimated score the student would receive if he/she stopped working in the course today and received 0% for all unfinished assignments.

Scoring

71.6% Current Score ●

15.8% Relative Score ●
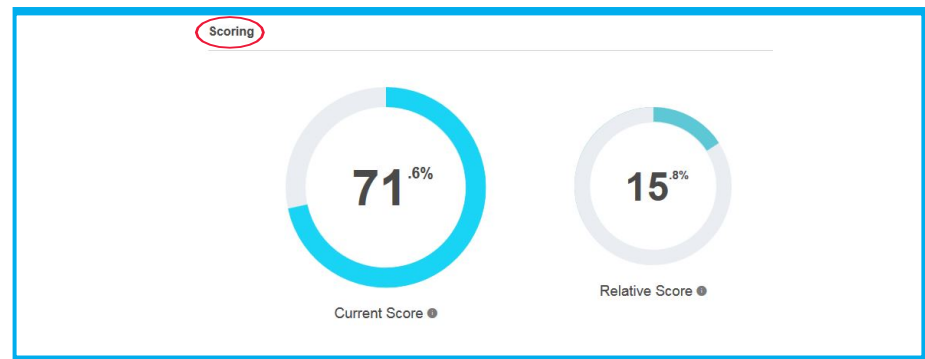
9 Under Score by Type on the Student Details page, hover over each type box for quick info on average attempts and average time per attempt. This section also shows the pass threshold for the enrollment and the student's average score on each assignment type.

Score by Type

L   70

P

Q   70

T   70

Average Attempts: 1
Average Time: 00:06:39

ore by Type

L   70

| - Pass Threshold   ᐁ - Average Score
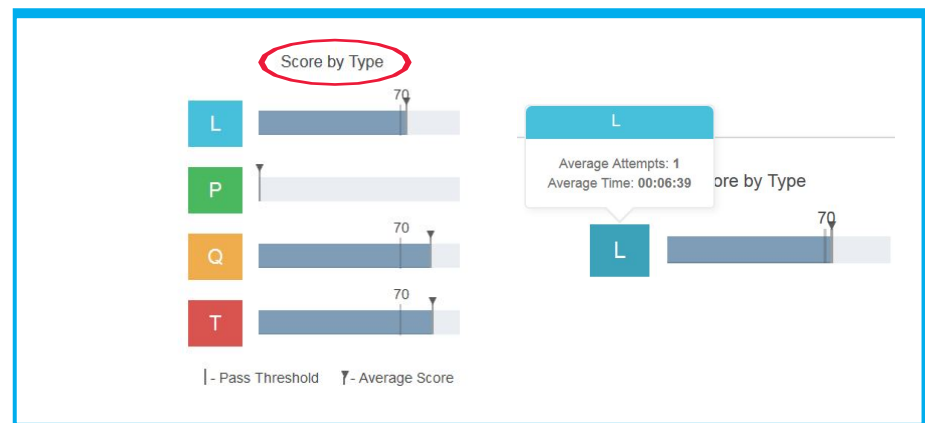
10 Under Time on the Student Details page, view information about the amount of time the student has been logged in and on task.

Time

Last Assignment Completed: 10/18 06:38 PM
Last Logged In: 10/18 06:41 PM

	Total		Last 7 Days	
Logged-In Time ●	1 Hours	0 Minutes	0 Hours	0 Minutes
Time on Task ●	3 Hours	14 Minutes	0 Hours	0 Minutes

11 Course Progress on the Student Details page shows the percentage of assignments that have been completed to date, the total number of assignments in the course, the number of assignments that have been completed, and the number of overdue assignments.

Course Progress
Course End Date: 05/18/2018

Overdue: 4

22%

Total Assignments: 149   Completed: 33
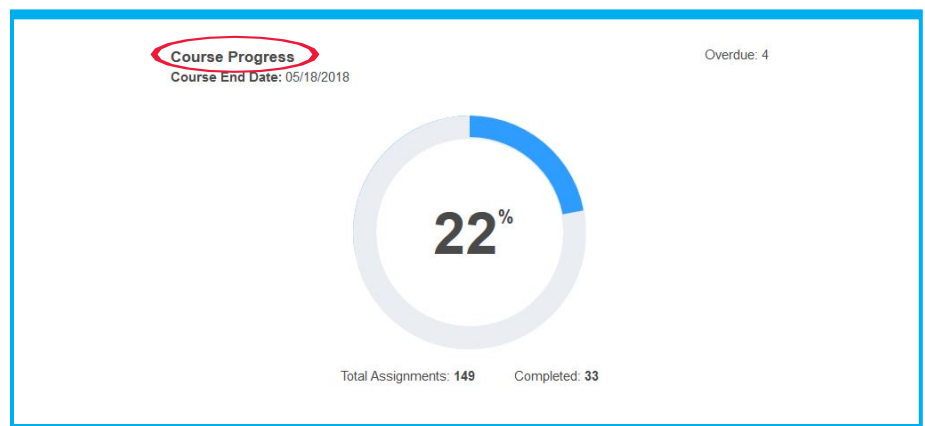
12 Click View Gradebook at the top of the Student Details page to go straight to the student's gradebook for more detailed course progress information.
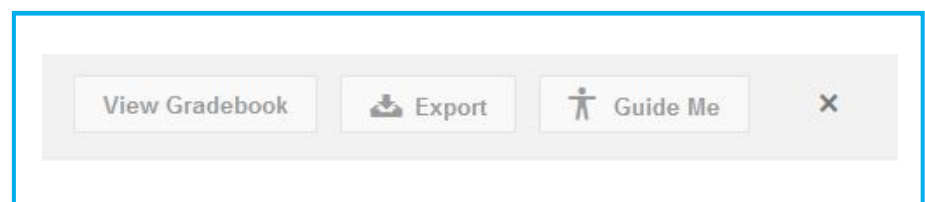
Click Export at the top of the Student Details page to view your student information as a .csv or .pdf.

Click the X at the top of the Student Details page to close the detail screen and return to the main dashboard screen.

View Gradebook   ⬇ Export   🕴 Guide Me   ✕

For additional details on the Dashboard and other features, visit the Odysseyware KnowledgeBase. Click the Help link at the bottom of the screen on your Odysseyware site, and then click "Browse Resources" to start browsing training resources at any time.