



PASSWORD BEST PRACTICES

The security of personal information, such as course progress and grades, should be of paramount importance. This guide provides recommendations to help you keep user data safe through sound password protocols.

While some of these suggestions may seem annoying or even extreme, they will decrease the likelihood of user passwords being compromised and/or used inappropriately.

Avoid password infractions

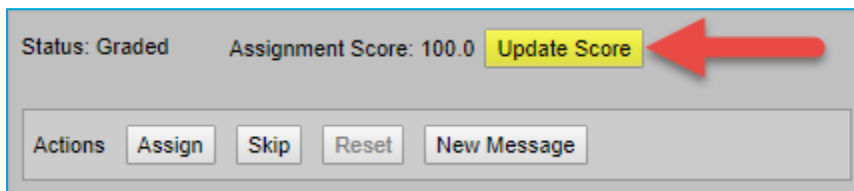
- Do not use a generic district/school password for teachers or students. All passwords should be unique.
- Do not write your password down and place it anywhere (such as on a sticky note on your computer).
- Change your password every month.
- Never allow a program, such as a browser, to save any user passwords.
- Always log out of any site, including Odysseyware, before leaving your computer.

Regularly generate reports to monitor site security

- **Detailed Student Grading** – To ensure student grades do not look suspicious.
- **Login/Logout Times** – To show when each teacher has logged in and how long their session(s) have been.
- **Track Grade Overrides** – To show any changes to student assignment grades and the teacher who changed them.

If a password infraction occurs

1. Run the reports listed above to identify affected accounts.
2. Change ALL Teacher, Super Teacher, and Admin passwords. Odysseyware Tech Support can help with this.
3. Correct affected grades.
 - Locate affected assignment in Gradebook.
 - Click on the assignment you need to change.
 - Click the Update Score button and enter the correct grade.



4. If a student needs to redo an assignment, change the Status dropdown to Assigned or Not Started.

Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
R	1. Course Overview	Assigned	<input type="checkbox"/>				0	0
L	2. Introduction to Earth Science	Graded	<input type="checkbox"/>	06/28/2016	06/28/2016	06/28/2016	1	100

For more help, visit the [Knowledgebase](#) or call 877-251-6662 for Technical Support.