Odysseyware®

v2.43

Student Quick Start Guide

Released 07/2018

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Helpful resources

Technical Support

Phone - Toll Free: 877.251.6662

Days/Time - Monday - Friday 7 am - 11 pm (CT) and Saturday - Sunday 1 pm - 7pm (CT)

Go to: http://www.odysseyware.com/support

Email: support@odysseyware.com

Odysseyware Knowledgebase

- Go directly to the Odysseyware Training Resources **Knowledgebase** page at: https://www.odysseyware.com/training-resources. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the navigational links to access user guides, videos, and other helpful resources related to the selected link.

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What's new in this release of Odysseyware® v2.43

Odysseyware v2.43 contains a new, special feature for Students:

Students now see a visual representation, like a "Learner Dashboard", showing their course progress and pacing and other key details to help them make better decisions about how to complete their work

This new feature - think of it as a "Learner Dashboard" - lets a student immediately see if he is On Track, Ahead, or Behind in an assigned course and provides the number of assignments Ahead or Behind as well as other key details about course progress.

Here's how to see the "Learner Dashboard": When the student clicks the **Courses** tab, he sees his current score and score to date, progress, pacing (On Track, Ahead, or Behind) and other helpful information, such as:

- **Start Date** showing the date he started working on the course.
- **Last Completion** date showing the date he last completed an assignment in the course.
- **Assignments Remaining** to be completed out of the total number of assignments in the course.
- **Assignments / day** showing the number of assignments needed to work each day to remain on track.
- **Days Remaining** in the course.

Click this link, Learner Dashboard example to see an example of the "Learner Dashboard" with highlighted details.

A **Message** ✉ tool next to the teacher's name lets the student easily write a message to the teacher for the course. Maybe he needs some help with the course or has a question.
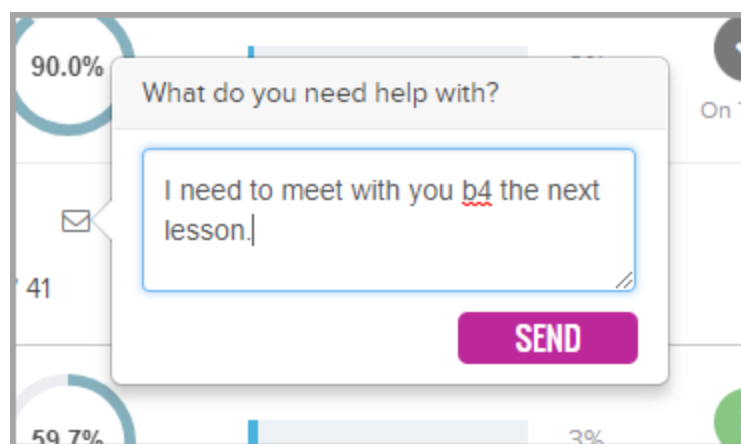
The teacher gets a message with the subject "Help Needed - [Course Name]" in his **Activity Stream > New Messages** list and also on his **Messages** tab. The teacher can respond just like a typical person-to-person message. The student gets the red new message indicator and can click the **Message** button to read the teacher's response.

Additionally, two new columns - **Submitted Date** and **Graded Date** - were added to the **Courses > Assignments** page to let the student know more details about the assignment so that he can take action if needed on the assignments.

UNITS		Biology : 1. BIOLOGY: THE STUDY OF LIFE				

Due	Type	Title	NEW	Submitted Date	Graded Date	Score	Status	
	R	1. Course Overview		--	--	N/A	Assigned	→
07/12/2018	L	2. What is Life?		07/12/2018	07/12/2018	100%	Graded	→
07/12/2018	L	3. Introduction to Biology		07/12/2018	07/12/2018	87.5%	Graded	→
07/20/2018 Overdue	P	4. Project: Characteristics of Life		--	--	--	Assigned	→
07/20/2018 Overdue	Q	5. Quiz 1: Life Science		--	--	--	Assigned	⊘

Courses >
Assignments page

Learner Dashboard example

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Introduction

Welcome to the Odysseyware *Student Quick Start Guide*! This guide is meant to help you quickly get started with your schoolwork. Other resources are available to help you:

- When logged in, on the top toolbar, click the **Help** [❓ HELP] button:
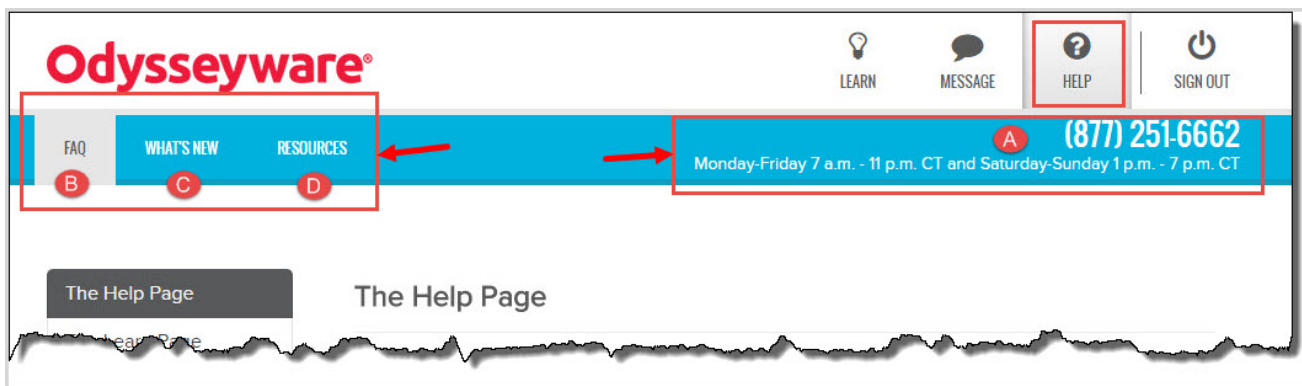
- You see the OdysseywareTechnical Support phone number and availability details (item A above).

- By default, the **FAQ** tab (item B above) is active. The **FAQ** page displays helpful information about how to use Odysseyware, contains answers to some of your questions, and displays details about the version of the Odysseyware application (App Info) you are using.

- To see a list of new features and improvements, click the **What's New** tab (item C above). The **What's New** page updates when new features are released.

- To access additional resources, click the **Resources** tab (item D above). The **Resources** page contains links to documents that help to explain Odysseyware accessibility options, provide guidance about the skills needed to successfully use online learning, and provide access to academic support resources to help with lessons.

- Go directly to the Odysseyware Training Resources **Knowledgebase** page at: https://www.odysseyware.com/training-resources. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the navigational links to access user guides, videos, and other helpful resources related to the selected link.

About the Learn tabs

The two tabs you will use the most in the application are the **Learn** tabs: **Assignments** and **Courses**.
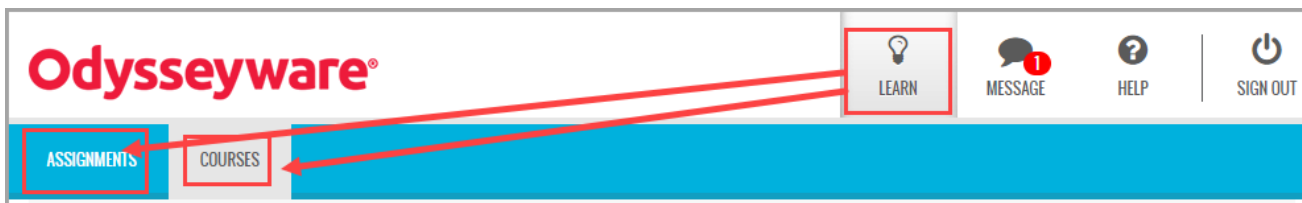
Assignments tab - view and open your current assignments

After you log in and have watched or dismissed the video, Odysseyware opens to the **Learn > Assignments** page. This page displays the Due date, assignment type symbol, title, score (if you attempted the assignment but have not completed it) and status of your current assignments for each course you are enrolled in. When you are ready to work on an assignment, see "Work on your assignments" below.

Courses tab - view your courses and progress on a "Learner Dashboard" and drill into your assignments

When you click the **Learn > Courses** tab, you see the **Courses** page containing a list of courses you are enrolled in and other important information about how you are doing in each course, such as your current progress and whether or not you are on track, behind, or ahead in the course pacing. This type of "Learner Dashboard" keeps you informed of how you are doing in a course and gives you control of your coursework.

Then, from your **Courses** page, for a selected course, you can "drill into" a **Units** page which shows the course's units and, then "drill into" a selected unit's **Assignments** page. It is from this **Assignments** page that you can open assignments you need to work on and also where you open completed assignments so that you can study for upcoming quizzes and tests.

1. To view course information, on the main nav bar, click **Learn**, and then click the **Courses** tab.

   The **Courses** page displays your progress in each course, such as your current score, number of assignments remaining for the course, and how your pacing (completing of assignments by the Due date) is going. This is your "Learner Dashboard" so you can immediately see how you are doing in a course and what you need to do to stay on track.

> 💡 **Tip:** A **Message** ✉ tool next to the teacher's name lets you easily write a message to the teacher for the course. Maybe you needs some help with the course or have a question for the teacher. See "Message your teachers for help with courses" on page 11.

2. Click any course Title to display the units in that course.

   You see the score, progress for the unit, and start date for the unit.

3. Click any Unit to see a list of all assignments in the unit.

   You see the due date, assignment type symbol, title, submitted date, graded date, score, and status.

4. To open an assignment in "Assigned" status, or to open a completed (graded) assignment, click the **Go-to** arrow.

   Or, to go back to the **Units** page, click the left-facing arrow on the Assignment title row.

Work on your assignments

You are ready to start work on assignments that have a start date closest to the current date. You can work on lessons and projects as your schedule permits; however, quizzes and tests *must be completed* once started. See "Take quizzes and tests" on page 11.

1. On the **Assignments** page, click the first assignment you want to work on. If the assignment is blocked as indicated by the **Blocked** 🚫 symbol, the teacher is messaged to unblock the assignment.

2. If the assignment is a lesson or project, it opens to the first section.

   Several options may be available (active) for assignments:

   - Under the **How To** button to the left, if you see a red **Teacher Note** button, click it to read the teacher's notes.

   - To add notes to the assignment, under the **How To** button, move your cursor down until a gray button appears. Click the gray button to add your first note. In the **Add Note** page, enter your notes and click **Save**.

- To print this assignment, with or without your notes and the teacher's notes, click the **Print** ⎙ tool

- To see more information about assignment text, highlight the text, and then click the **Reference** tool.

- To view a translation of assignment text, highlight the text, click the **Translate** tool, and then select one of the available languages. The translated text appears in a separate page.
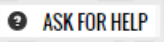
> **Note:** Translated text is limited to 1000 characters at a time. If you highlight more than 1000 characters, a message appears stating that your request has been restricted to the first 1000 characters.

  - To hear the translated text spoken in the language, click the audio **Start** tool. To stop the audio, click the **Pause** tool. To view and hear another language, select it from the language list.
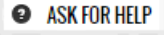
> **Note:** Languages that support audio translation have the **speaker with sound waves** 🔊 symbol next to the name. Several languages do not support audio translation of the text. You can only view the translated text.

- To hear an audio version of assignment text, highlight the text, click the **Speak as** tool, and then select a person's voice. Use the audio **Start** and **Pause** tools.

3. If the assignment is a lesson, do the following steps. If the assignment is a project, skip to step 4.

   a. Read all sections of the lesson, view the videos, slide shows, listen to the audio clips.

   b. Click the **Read Next Section** button to move to the next section.

   c. Do the practice exercises, including vocabulary practice.

   d. Click **Work on Questions** and answer each question at the bottom of the lesson.

   e. Click **Next Question** or the question number at the top to move to the next question.

   f. If you need assistance with a question, click the **Ask For Help** ❓ ASK FOR HELP tool to write and send a message to your teacher. See .

   g. Click the section button at top of screen to return to the lesson.

   h. Click the **Turn It In** button when finished with all questions in all sections, or on the main nav bar, click **Assignments** or **Courses** to leave the lesson without completing it.

4. If the assignment is a project, do the following steps:

   a. If the project has multiple sections, be sure to read all sections and follow the directions.

   b. Click the **Read Next Section** button to move to the next section.

   c. Click **Work on Questions** and enter the project's details in the text box. Typically, you need to compose an essay or submit evidence of an outside project. You can work on the project in another file, such as Word doc and upload the file.

   d. To have Writer examine your entered text, click the **Writer** 🔄 tool. If words are highlighted, right-click to see the suggestions.

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

    e. If you need assistance with a question, click **Ask For Help** (**ASK FOR HELP**) tool to write and send a message to your teacher. See "Message your teachers while working on assignment questions" on page 12.

    f. Click the **Submit Answer** button when finished with all questions in all sections, and then click **Yes, Please** to turn in the assignment.

    g. If the assignment is not complete, do not turn it in. On the main nav bar, click **Assignments** or **Courses** to leave the project without completing it.

Review your work before beginning quizzes and tests

When a quiz or test is your next assignment, you probably want to study before you take the quiz or test. Lessons you completed prior to the quiz or test will have the instructional content that makes up the quiz or test. You can go back to these completed lessons which appear before the quiz or test to review and study.

1. Click the **Learn** button on the main nav bar, and then click the **Courses** tab.

2. On the **Courses** page, click the subject to go to the units.

3. Click the unit to go to the assignments.

4. Click a completed assignment which comes before the quiz or test. You know a completed assignment because it shows a **Graded Date**, a **Score** and **Graded** status.

5. You see the lesson material. To review the questions, on the functional toolbar, click the **Question** button.

   Below the main nav bar, completed questions are color-coded so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.

   - **Green** check mark indicates the answer to this question is correct.
   - **Red** X tells you the answer is incorrect or your teacher has not graded it yet.
   - **Gold** line tells you the answer was partially correct.
   - Gray arrow means the question was skipped by your teacher.

   If your school has set up the permission, you may also see the answer key for completed assignments.

6. To see the answer key, click the **Show Answers** button.

7. Continue selecting questions to view the answers.

8. To hide the answer key, click the **Hide Answers** button.

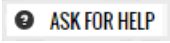> 💡 **Tip:** To also help you study, you can print the lesson material and make a study guide.

9. To review another completed lesson in the course, on the toolbar, click the **Courses** button, and then click the **Back** arrow (located at the top) to see all the assignments. Click the completed assignment, and then click the **Question** button.

Take quizzes and tests

When your next assignment is a quiz or test, and you feel you are prepared and ready to take the assessment, do the following steps.

> **Tip:** If the quiz or test has already been attempted or requires that the teacher unlock it before you start, a notification message appears. If you are ready to take the quiz or test once unlocked, click the **Request to Unlock** button to send a notification to your teacher. If you are NOT ready to take the quiz or test and do not need it unlocked at this time, click **I'm Not Ready**.

1. On the **Assignments** page, click the quiz or test you want to take.
2. Click **Work on Questions** and answer each question.
3. Click **Next Question** or the question number at the top to move to the next question. You can move back and forth through the questions.
4. If you need assistance with a question, click **Ask For Help** ❔ ASK FOR HELP tool to write and send a message to your teacher. See "Message your teachers while working on assignment questions" on the next page.
5. If the question requires an essay-type answer, you can upload a file containing the answer.
6. To have Writer examine your entered text, click the **Writer** 🔄 tool. If words are highlighted, right-click to see the suggestions.
7. Click the **Submit Answer** button when finished with all questions in all sections, and then click **Yes, Please** to turn in the assignment. If you have uncompleted questions, be sure to go back and answer the questions, and then click **Turn It In**.

Message your teachers for help with courses and assignments

You can send messages to and receive messages from your teachers assigned to courses you are enrolled in. You can send a request for help message when viewing your courses and also while you are working on an assignment. The teacher can immediately respond if they are logged in. If you have new unread messages from your teachers, an indicator appears next to the **Message** 💬 tool.
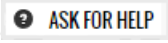
Message your teachers for help with courses

If you need help or want to ask your teacher a question about an assigned course, you can easily send your teacher a message.

1. On the toolbar, click **Courses**.

    All of your assigned courses appear on the page.
2. For a course, click the **Message** ✉ tool located next to the Teacher's name.
3. In the **What do you need help with** text box, type your message. As you start typing, the **Send** button becomes active.
4. When finished with your message, click **Send**.
5. A **Message Sent** indicator appears at the bottom of the message, and then the message box disappears.

Message your teachers while working on assignment questions

1. Follow the steps to work on assignments. See "Work on your assignments" on page 8.

2. When working on a question, if you require assistance from the teacher, click the **Ask For Help** ❓ ASK FOR HELP tool.

3. In the **What do you need help with?** page, in the **Write message** area, type the contents of the message. Click **Send**.

4. If the teacher is online and immediately responds to your help request, you will see an indicator appear next to the **Message** tool. If the teacher does not immediately respond, to move to the next question, click **NextQuestion**.

5. When the teacher responds to your help request, click the **Message** tool.

6. The message should show Help Reply as the subject. Click the message to open it, and then click the Assignment link.

7. The assignment opens to the question you requested help with. You see the teacher's response. You can continue writing and responding to help requests.

Read messages from your teachers

1. On the toolbar, click the **Message** tool.

   All messages in your **Inbox** are displayed. Unread messages are in bold text and read messages are in normal text.

2. Click the message to read it.

   The message automatically scrolls so that you can see the message contents.

   Depending on the type of message, you can forward, reply, or archive the message.

3. To go back to the Messages view, on the main nav bar, click the **left arrow**.

4. To return to your assignments, on the toolbar, click the **Learn** tool.

Log out

When you are finished with your lessons, you need to log out of Odysseyware so that your activity time is accurately recorded and other students cannot access your schoolwork if using the same computer. However, if you have been idle (not working on your lessons) for a period of time, you are automatically signed out by the system.

- On the toolbar, click the **Sign Out** button.