



Odysseyware®

v2.26

Student User Guide

Released 05/2016

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Odysseyware®

300 N. McKemy Avenue

Chandler, AZ 85226

Helpful resources

Customer Support

Phone - Toll Free: 877.251.6662 Monday - Friday 7 a.m. - 5 p.m. CST

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

Email: support@odysseyware.com

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Introduction

Welcome to Odysseyware®! Odysseyware is a web-based learning environment featuring media-rich, online curriculum for grades 3 through 12. This premiere online learning experience allows students to easily access their assignments, monitor their progress and assessment results, receive assistance when necessary and actively communicate with their teachers.

About this guide

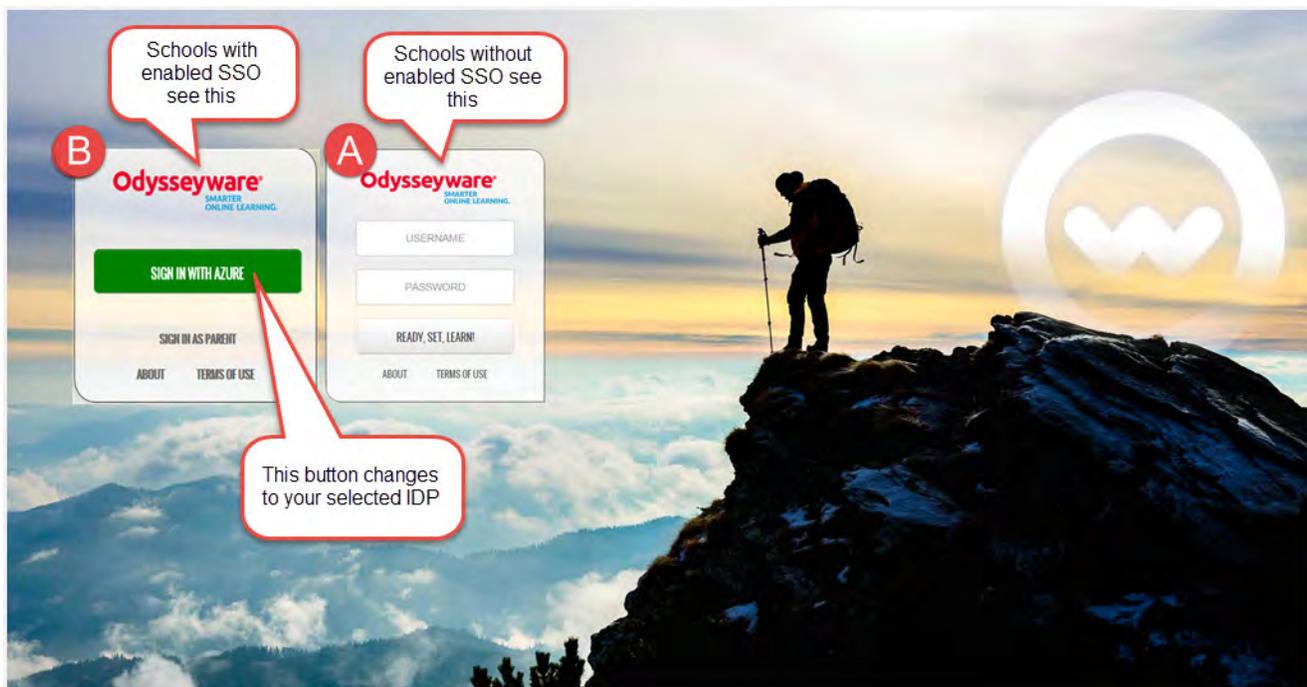
This guide is for Odysseyware students and it explains:

- How to log in and out of Odysseyware.
- What you see on your Home page.
- How Odysseyware courses are structured and how you view your current assignments and access completed assignments.
- What you see when you open a Lesson and how to use the student tools.
- How to use the Writer tool for completing Projects and Essays.
- How to answer questions and view your results.
- How to prepare for Quizzes and Tests and view your assessment results.
- How to use the internal messaging system to communicate with your teachers.
- Resources available to students.

Let's get started

Your school should have provided you with a URL which allows you access to Odysseyware. When you enter the URL in a supported browser, a Login page appears, possibly looking like the example below.

Note The Login page shown is an example Odysseyware school. Your school may have a customized Login page.



Logging in

How you log in depends on whether or not your school has enabled Single Sign-On (SSO) functionality with Odysseyware. Simply put, SSO is a process where a user enters one name and password (credentials) to access multiple applications, such as how you can use your Google credentials to log in to other web applications.

- For schools *without* enabled SSO functionality, **Example A Login box** appears. This means you should have received a username and password from your school.
- For schools *with* enabled SSO functionality, the **Example B Login box** appears. You will use your username and password for your school's Identity Provider (IDP), such as Google or Microsoft® AZURE™, to log in.

To log in:

- If your school has not enabled Single Sign-On (SSO), enter the Username and Password your school provided you, and then click the **READY, SET, LEARN** button. You are immediately logged in to Odysseyware.
- If your school has enabled SSO, click the **Sign In With [AZURE][Google][Other IDP]** button, then enter your credentials for your school's site. You are immediately logged in to Odysseyware.

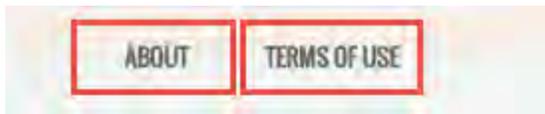
Note If your login was not successful, and depending on whether or not your school has enabled SSO functionality, you may see one of the following messages:

- "It looks like your Odysseyware account is currently disabled. Please contact your administrator for assistance."
- "Oops! It looks like we couldn't find you in our system. Contact your school's Odysseyware administrator for assistance."

Your school's Admin receives a System Support message in their Inbox to report user login issues.

Other buttons on the Login page

Those other two buttons on the Login page are important to remember.



- **About** button - Click it to see the **About** page where you find the active Odysseyware Version number. You may need to provide this version number to Odysseyware Technical Support if you are having technical issues.
- **Terms of Use** button - Click it to see a copy of the **End User License Agreement (EULA)**. The first time you use Odysseyware, you have to agree to the EULA terms.

Home page features and tools

After you log in, the first page that appears is the **Learn > Assignments** page. This page is also known as your "Home page". Let's take a quick look at the tool bars and features on this page. The **Learn > Assignments** page contents are explained later in the guide.

At the top of the page is an **identification bar (id bar)** and a **toolbar** (example A).



This id bar and toolbar are visible from every page in Odysseyware. You see:

- Your school name in the upper left. Some schools may have customized colors.
- Your name in the upper right.
 - If you see a drop-down arrow next to your name, this means you have the "Change Password*" permission. You can click the drop-down arrow to enter and confirm a new Odysseyware password

***Note** For schools with enabled Single Sign-On (SSO) functionality, the **Change Password** feature is hidden because these schools do not set their passwords in Odysseyware.



Buttons on the toolbar let you access other features.

Item	Button	Description
1	Learn	Click it to go back to your Assignments page and access your Courses information. See "Take A Quick Look At Your Assignments And Courses" on page 7.
2	Message	Click it to go to your messaging Inbox so that you can send messages to and read messages from your teachers. A red circle beside the Message button tells you the number of unread messages in your Inbox . See "Communicate With Your Teachers Using Odysseyware Messaging" on page 47.
3	Help	Click it to go to an FAQ page if you have questions about using Odysseyware. See "Access Other Resources And Get Help" on page 53.
4	Sign Out	Click it to log off Odysseyware.

Below the toolbar is a **main navigation bar** (navbar) with several tools/tabs (example B).

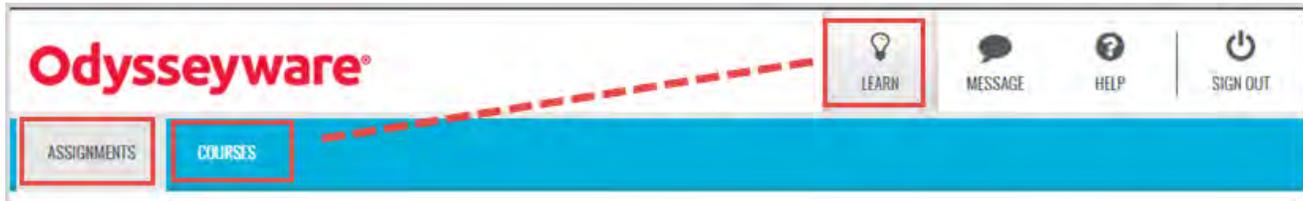


- **Assignments** tab – Click it to see the next few assignments you have in each subject. See ["How to view and open your current assignments"](#) on page 7.
- **Courses** tab – Click it to see a list of your courses, your score and progress in each subject, and drill into your assignments. See ["How to view all your courses, units, and assignments"](#) on page 8.

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Take A Quick Look At Your Assignments And Courses

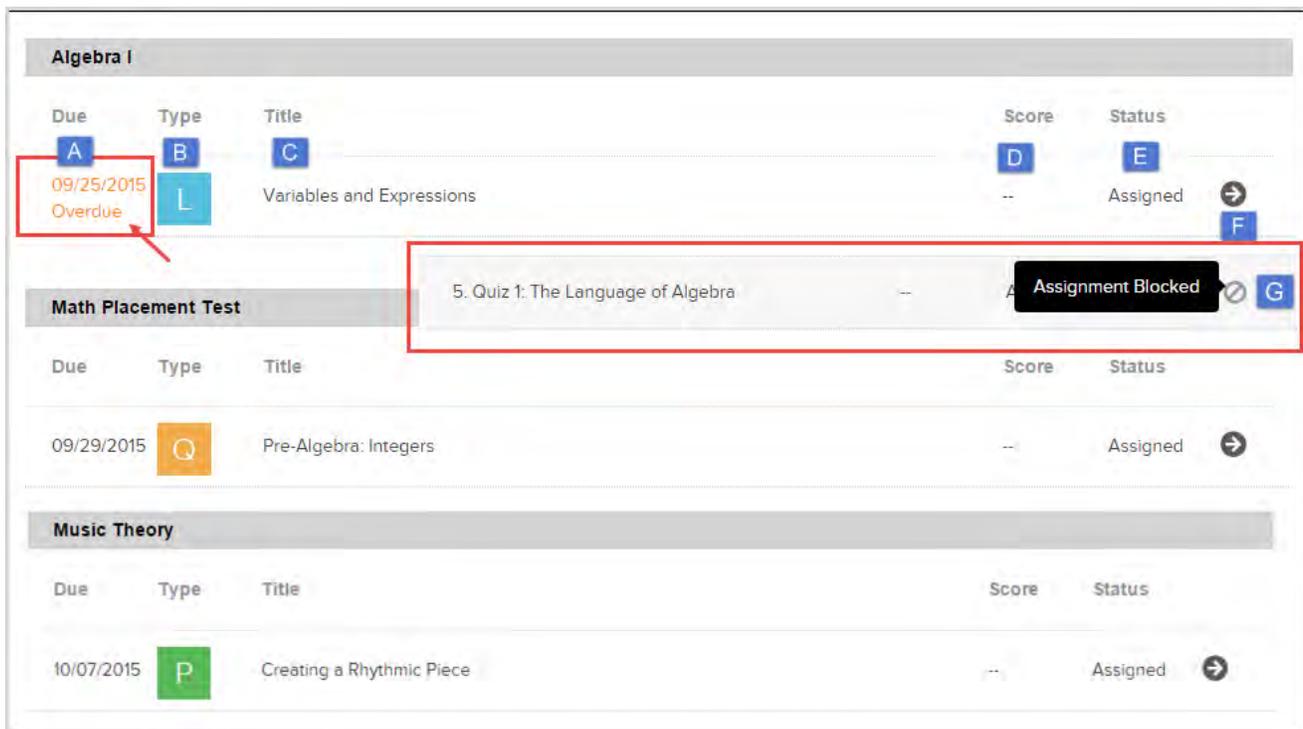
When you click the **Learn** button on the main nav bar, two buttons on the lower toolbar are available: **Assignments** and **Courses**.



- **Assignments** - Displays your assignments, grouped by course. See ["How to view and open your current assignments"](#) below.
- **Courses** - Displays all courses assigned to you by your teacher. See ["How to view all your courses, units, and assignments"](#) on the next page.

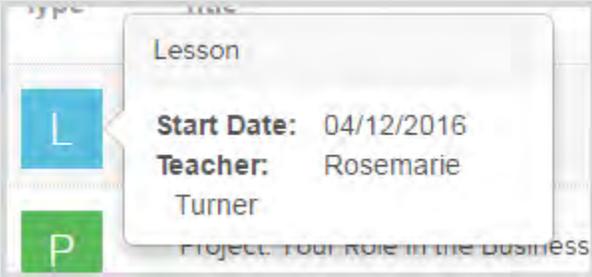
How to view and open your current assignments

The **Learn > Assignments** page is the default page that you see after logging in. It shows you all of your assigned Odysseyware courses (subjects) and the next few assignments due in each course.



Other assignment information and features, identified above, include:

Item	Info/Feature	Description
A	Due	Due date for the assignments. If the assignment is past the due date, you see an Overdue notification in a different color.
B	Assignment	Assignment type symbol. See "Assignment type symbols" on the next page.

Item	Info/Feature	Description
	symbol 	<ul style="list-style-type: none"> Hover over the symbol to see the Start Date and Teacher of Record. 
C	Assignment title	Title of the assignment.
D	Score	Assignment score if you have attempted the assignment at least once already.
E	Status	Status of the assignment. Typically, it will show a Status of Assigned
F	Go To () arrow	Click the arrow (or anywhere in the assignment bar) to open an assignment and start working on it.
G	Assignment Blocked () symbol	Indicates the assignment cannot be started until you message your teacher to unblock it. See " Message your teachers to unblock assignments " on page 15.

Assignment type symbols

Odysseyware uses symbols for each assignment type within an assignment unit so that you can easily identify the type of assignment.

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
	Alternate test (Pre-test)		Quiz		Alternate quiz
	Lesson		Reference		Alternate semester test
	Project		Test		Alternate final test
	Final exam		Semester exam		

How to view all your courses, units, and assignments

Odysseyware courses have a course structure:

- At the top level are **Courses** (subjects), such as Algebra I.
- Next are **Units**. A course can have multiple units. Units typically have titles that indicate the scope (concepts and topics) of the schoolwork covered in the unit.

How to view all your courses, units, and assignments

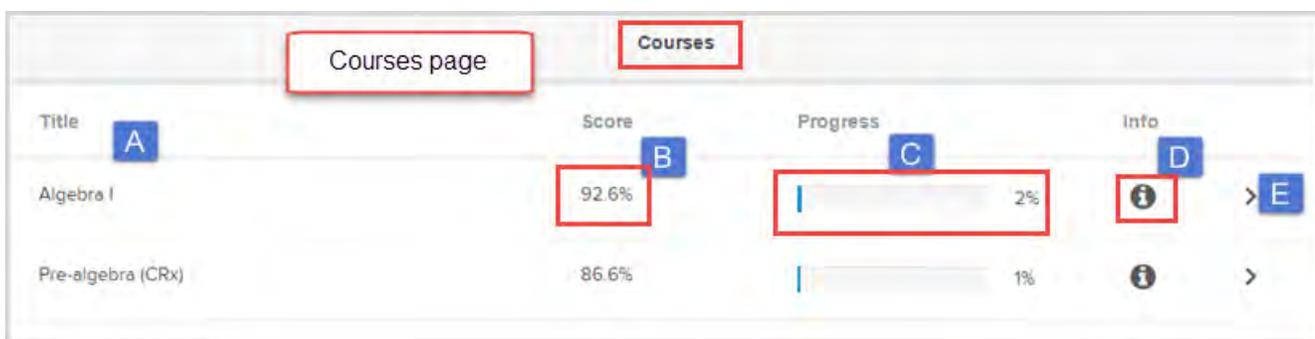
- And, then come **Assignments**. Units contain assignments. Assignments are types of schoolwork, such as Lessons, Projects, Quizzes, and Tests. The sequence of the assignments in a unit is designed so that you learn the material in order to meet your learning goals.

Using the **Courses** tab, you can "drill into" all your assigned courses, units, and then assignments. This is where you can open completed assignments so that you can study for upcoming quizzes and tests. See "[Review your work before beginning quizzes or tests](#)" on page 43.

Tip Depending on how your school permissions to review graded quizzes and tests and see correct and incorrect answers is set up, completed questions may be "color-coded" so you can easily see which questions you answered correctly, which were incorrect, and any questions you got partially correct. See "[Review results of quizzes and tests](#)" on page 45.

Courses information

On the **Courses** page you see a list showing each course (subject) you are enrolled in as well as important details about each course. On the **Courses** page, several features are available so that you can drill into units and assignments.



Other course features, identified above, include:

Item	Feature	Description
A	Title	Course title. May include the course year, state identifier, and course code.
B	Score	Your current score in the course.
C	Progress	Your progress in the course indicated by a progress bar and percent complete.
D	Info () tool	Hover over the tool to see the date you started the course and the name of the teacher assigned to it. <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Start Date: 09/25/2015</p> <p>Teacher: Grables, Annie</p> </div>
E	Forward () arrow	Click the arrow to see the units in the course (or click anywhere in the course title row).

Units information

The **Units** page contains a list showing each unit in the course you selected on the previous page as well as important details about each unit.

The screenshot shows the 'Units page' for 'Algebra I'. The page has a header with 'COURSES' and 'Algebra I'. Below the header is a table with columns: Title (A), Score (B), Progress (C), Start Date (E), and a chevron icon (F). The table lists 10 units. The first unit, '1. FOUNDATIONS OF ALGEBRA', has a score of 92.6%, a progress bar at 26%, and a start date of 02/24/2016. The second unit, '2. LINEAR EQUATIONS', has a score of -- and a progress bar that is 0% complete. A callout box labeled 'D' points to an information icon (i) next to the progress bar for the second unit, with the text 'Unit Skipped'. A larger callout box points to this icon with the text: 'You would see this if the Unit was skipped by your teacher'. The remaining units (3-10) all have scores of -- and progress bars at 0%.

Other **Units** features, identified above, include:

Item	Feature	Description
A	Title	Unit title.
B	Score	Your current score in the unit.
C	Progress	Your progress in the unit indicated by a progress bar and percent complete.
D	Unit Skipped indicator	Indicates the unit has been skipped, typically by your teacher. You do not have to do any work on the assignments in the unit. Hover over the Info () tool to see details about the unit being skipped.

This Unit has been Skipped.

No action is required. If you have any questions, please contact your teacher.

How to view all your courses, units, and assignments

Item	Feature	Description
E	Start Date	The date you started working in this unit.
F	Forward (>) arrow	Click the arrow to see the assignments in the unit (or click anywhere in the unit row).

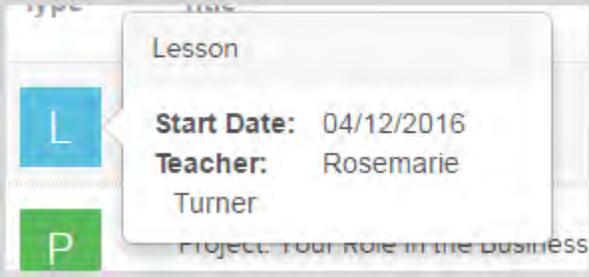
Assignments information

The **Assignments** page contains a list of all the assignments in the unit you selected on the previous page. There is a lot of information on this page.

The screenshot shows the 'Assignments' page for the unit 'Algebra I : 1. FOUNDATIONS OF ALGEBRA'. The page has a header with a back arrow, 'UNITS', 'Assignments page' (highlighted with a red box), and the unit name. Below the header is a table of assignments with columns: Due (A), Type (B, R), Title (C), Score (D), and Status (E). The table lists 11 assignments. The 5th assignment, '5. Quiz 1: The Language of Algebra', is highlighted with a red box and has a black box over it with the text 'Assignment Blocked' and a lock icon. A callout bubble points to the '05/06/2016 Overdue' date in the Due column, stating 'The Due column shows if an assignment is past due'.

Other **Assignments** features, identified above, include:

Item	Feature	Description
A	Due	Due date for the assignment. This column also shows an indicator if the assignment is past due.
B	Assignment symbol L	Assignment type symbol. See " Assignment type symbols " on page 8. <ul style="list-style-type: none"> Hover over the symbol to see the Start Date and Teacher of Record.

Item	Feature	Description
		
C	Title	Assignment title.
D	Score	Your current score for the assignment.
E	Status	Status of the assignment. Assignment status can be Assigned, Not Started, Graded, and
F	Assignment Blocked () symbol	If the assignment is blocked by your teacher, you must request that your teacher unblock the assignment so that you can continue work. See "Message your teachers to unblock assignments" on page 15.
G	Go To () arrow	<p>Click the arrow to open an assignment and start work, review an assignment before taking a quiz or test, or view results of quizzes and tests. You can also click anywhere in the assignment bar to open the assignment. For more information about preparing for a quiz or test, see "Review your work before beginning quizzes or tests" on page 43. For more information about viewing results of quizzes and tests, see "Review results of quizzes and tests" on page 45.</p> <div style="border: 1px solid #ccc; background-color: #e0f2f1; padding: 10px; margin-top: 10px;"> <p>Tip You can only open your current assignments and already completed assignments. You see all assignment titles. You just cannot open all of them.</p> </div>

Work On Lessons

As mentioned in the previous section, you can see your current lessons on the **Assignments** page or drill into your assignments from the **Courses** page.

Open and work on lessons

- To open a lesson, on the **Assignments** page, click the **Go To** (↔) arrow or click anywhere in the assignment bar.

Once opened, information about the assignment displays on the main nav bar, to the right of the **Courses** tab.



You see:

- The **Assignment title** as well as **Attempt count** (#1).
- An **Info** (i) symbol (#2) that displays details about the assignment when you hover the pointer over it.
- A **Section** number indicator/button (#3).
- A **Question** number indicator/button (#4).

The lesson content appears in the center section of the page as shown in the example below.

VARIABLES AND EXPRESSIONS

This lesson will acquaint you with some of the basics that will make your study of \dots successful.

OBJECTIVES

- Identify a variable expression and its components: variable, coefficient, constant.
- Translate expressions written as English phrases into algebraic expressions.
- Interpret an algebraic expression.

VOCABULARY

<input type="checkbox"/> algebraic expression	a mathematical expression containing one or more variables
<input type="checkbox"/> coefficient	the constant preceding the variables in a product
<input type="checkbox"/> constant	a numerical value
<input type="checkbox"/> expression	a mathematical phrase that cannot be determined true or false
<input type="checkbox"/> variable	a letter or symbol used to represent an unknown

Notebook

Everyone learns differently, but the computer aids almost any learning style. Nevertheless, we highly recommend you keep a notebook as you work through this course.

All high school math courses require you to use a formal, logical process of problem solving. Many students do not realize how important problem solving is in learning math. It takes time and repetition to grasp mathematical concepts. This is natural and to be expected. Keeping a notebook helps you organize your time and efforts and creates a tool for effective review.

What would you like to do next?

Because you may have several attempts allowed for a lesson (see #1 for **number of available attempts** in the first graphic of this section), use these helpful steps to assist you in completing your work.

To work on a lesson:

1. Read all sections of the lesson, view the videos, slide shows, and listen to the audio clips.
2. To move to the next section, click the **Read Next Section** button (example A) or the section numbers at the top of the page.
3. Read and listen to the pronunciation of any vocabulary words (example B). See "[Hear pronunciation of vocabulary words](#)" on page 16.

Message your teachers to unblock assignments

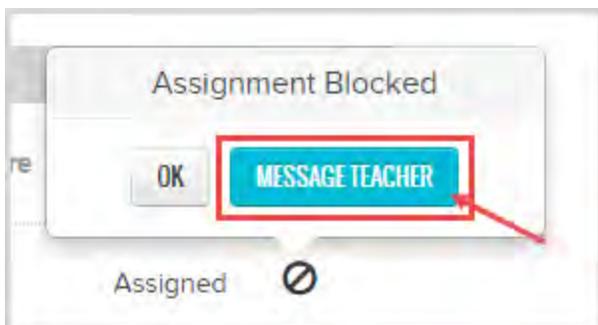
4. Use the **Vocab Arcade** (example C) activities to practice spelling the vocabulary and test your memory on the definitions. See ["Use vocabulary and spelling activities" on page 17](#).
5. Use the lesson tools:
 - To print this assignment, with or without your notes and the teacher's notes, click the **Print** tool (example D). See ["Print assignments and notes" on page 19](#).
 - To see more information about assignment text, highlight the text, and then click the **Reference** tool (example E). See ["View reference information about assignments" on page 20](#).
 - To translate assignment text to another language and hear an audio version of the translated text, highlight the text you want to translate, then click the **Translate** tool (example F) and select a language. See ["View and hear translation of assignment text" on page 20](#).
 - To hear an audio version of assignment text, highlight the text you want to hear, then click the **Speak as** tool (example G). See ["Hear assignment text" on page 22](#).
6. Use the **Notes** feature (example H) to write a note to yourself or to the teacher about the lesson, or there might be a note from the teacher to read. See ["Write and read notes for assignments" on page 23](#).
7. When ready to answer the lesson's questions, click the **Work on Questions** button (example I) and answer each question. See ["Answer Questions And View Results" on page 27](#).
 - a. Click **Next Question** or the question number at the top to move to the next question.
 - b. If you need assistance with a question, click the **Ask For Help** button to send a message to your teacher. See ["Request help from your teachers" on page 25](#).
 - c. Click the section button at top of screen to return to the lesson.
 - d. Click the **Turn It In** button when finished with all questions in all sections, or to leave the lesson without completing it, on the main nav bar, click **Assignments** or **Courses**.

Message your teachers to unblock assignments

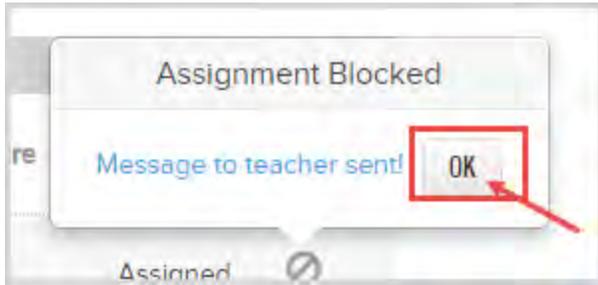
Your school may have set options to block students' progress in lessons, quizzes, or tests. Or, a teacher can set an assignment into a Blocked state for an individual student. When you are viewing your current assignments, you may see an **Assignment Blocked** symbol which indicates you cannot proceed until the teacher has unblocked the assignment.



1. To message your teacher to unblock the assignment, click the **Assignment Blocked** symbol.
2. Click the **Message Teacher** button.



- On the confirmation message, click **OK**.



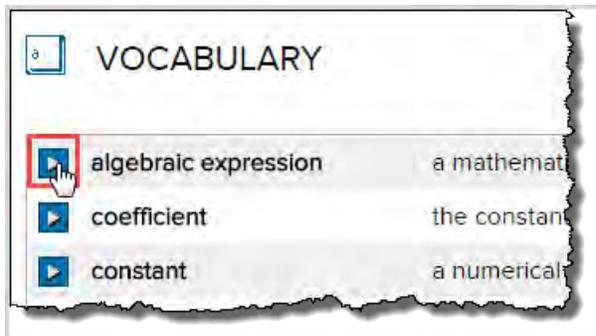
Your teacher receives an **Unblock Assignment** request and when the assignment is unblocked, you see the **Forward** arrow which indicates you are able to start the assignment.

Algebra I					
Due	Type	Title	Score	Status	
05/10/2016		Quiz 1: The Language of Algebra	--	Assigned	

Hear pronunciation of vocabulary words

You can hear the pronunciation of vocabulary words. The computer or device you are using needs to have audio capability, such as speakers.

- Click the **Play** tool located to the left of the vocabulary word.

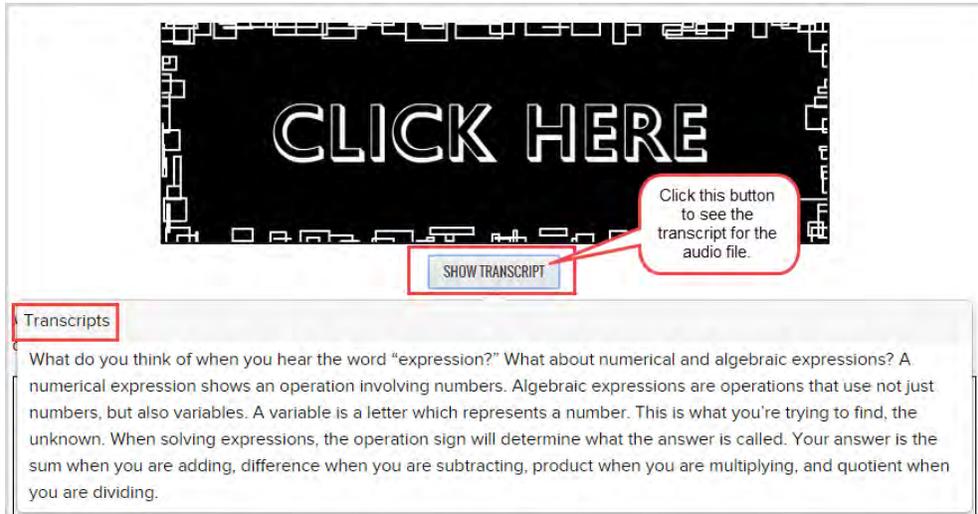


View transcripts of multimedia in lessons

For some lessons, you have the option to read the text being spoken in much of the multimedia in the lesson.

- Click the **Show Transcript** button located below the audio or video file.

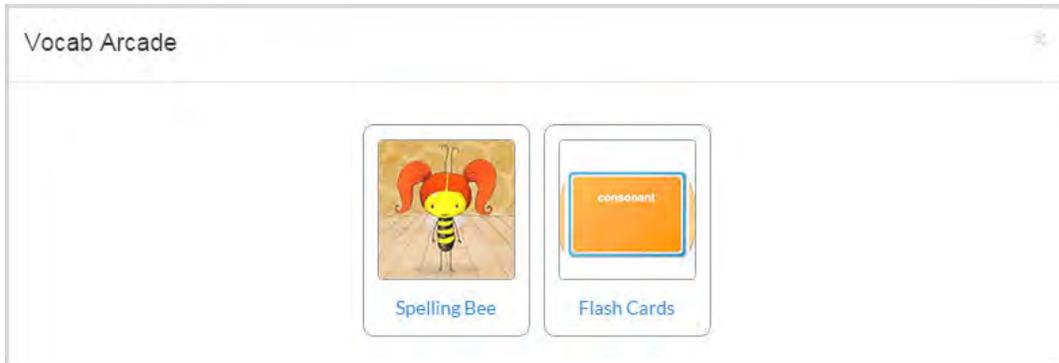
The Transcript window opens showing the text of the multimedia file.



2. To close the Transcript window, click the **Show Transcript** button again.

Use vocabulary and spelling activities

1. Click the **Vocab Arcade** () button located below the Vocabulary list to use the vocabulary and spelling activities, such as the **Spelling Bee** and **Flash Cards** games. For more information, see "[How to use the Vocab Arcade activities](#)" below.
2. In the window that appears, select the activity.



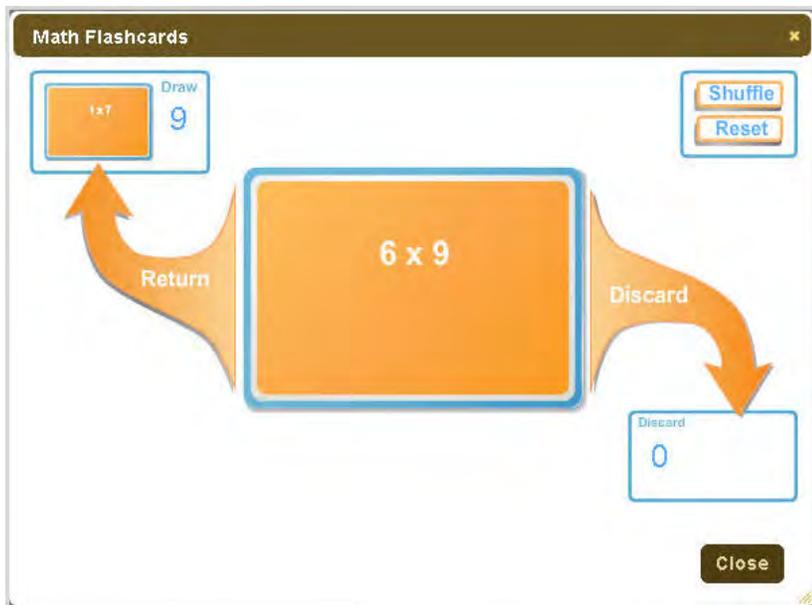
3. Click the **Close [X]** button when you are done and ready to return to your lesson.

How to use the Vocab Arcade activities

Use the Vocab Arcade activities to help you practice and learn.

Test your memory using the Flash Cards game

Use the Flash Cards game to test your memory. All flash card games work the same way no matter the type of lesson, such as a math lesson or spelling lesson.

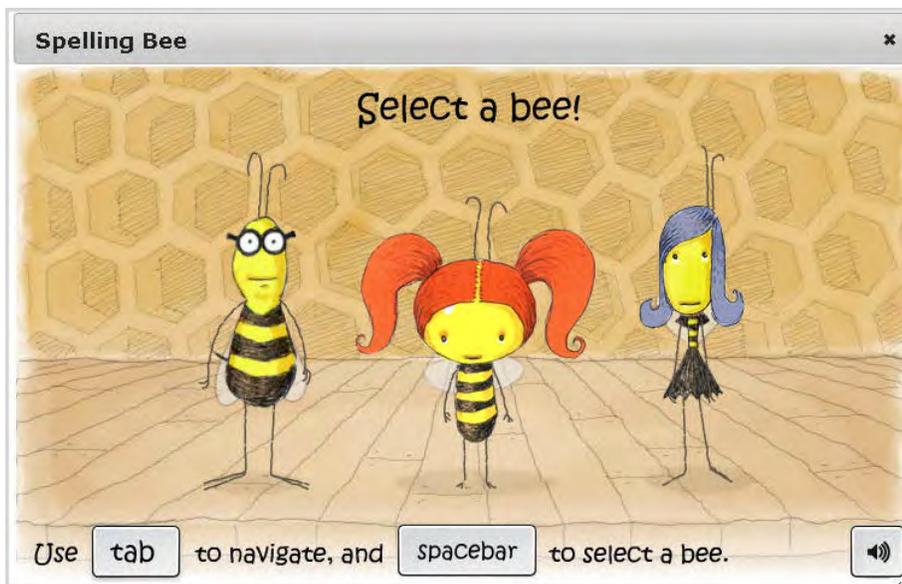


1. Click the **Draw** pile in the top left corner, then click the card when you are ready to check your answer.
2. Click **Discard**, if you are done with the card or **Return** to put it back in the Draw pile.
3. If the Flash Card game has a **Print** link, click the **Print Flash Cards** link to open a printable version of the Flash Cards in your browser. Then, click the Click Here to Print Flash Cards link to open the printer window for your browser. Print as you normally would from your printer.
4. Click the Close **X** when you are finished practicing.

Both of the Geography games and the Times Tables, along with the Vocab Arcade - Flash Cards inside your lessons work this way. For the World Capitals flash cards, you are asked to pick the area of the world.

Practice your vocabulary words using the Spelling Bee game

The Spelling Bee game is available in many lessons. You open it from the Vocab Arcade button.



To play the Spelling Bee:

1. Click **Vocab Arcade**, and then click the **Spelling Bee** icon.
Your lesson becomes inactive so that you cannot see the vocabulary words.
2. Click anywhere on the screen to begin, and then choose a bee.
3. Listen to the pronunciation, and then type the word.
4. Click **Enter** when you are done typing.
5. Once you have correctly spelled all of the words (or are done playing), click the Close **X** at the top of the window.
Your lesson becomes active again and you can see the vocabulary words.

Print assignments and notes

You can print assignment text and any notes written by you and the teacher for the assignment.

1. Click the **Print** () tool on the toolbar located to the right of the lesson content.
2. Select **Assignment - Print This Assignment**.
3. The assignment content opens in a separate browser window. Use the browser's **Print** option to print the assignment.

Course Information

 Course: Algebra I

 Unit: 1. FOUNDATIONS OF ALGEBRA

 Assignment: 2. Variables and Expressions

VARIABLES AND EXPRESSIONS

This lesson will acquaint you with some of the basics that will make your study of algebra enjoyable and successful.

 **OBJECTIVES**

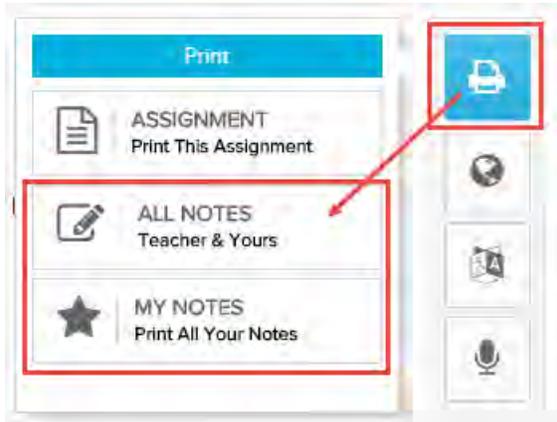
- Identify a variable expression and its components: variable, coefficient, constant.
- Translate expressions written as English phrases into algebraic expressions.
- Interpret an algebraic expression.

 **VOCABULARY**

 **algebraic expression** a mathematical expression containing one or more variables

You can print all notes, including your teacher's and just your notes.

1. Click the **Print** () tool on the toolbar located to the right of the lesson content.
2. Select to print **All Notes** or just your notes (**My Notes**).



View reference information about assignments

For some assignments, you may be able to see additional reference information.

1. Highlight the text, and then click the **Reference** () tool.
2. If reference information is available it appears in a separate, small window.
3. To close the Reference window, click the **Reference** tool again.

View and hear translation of assignment text

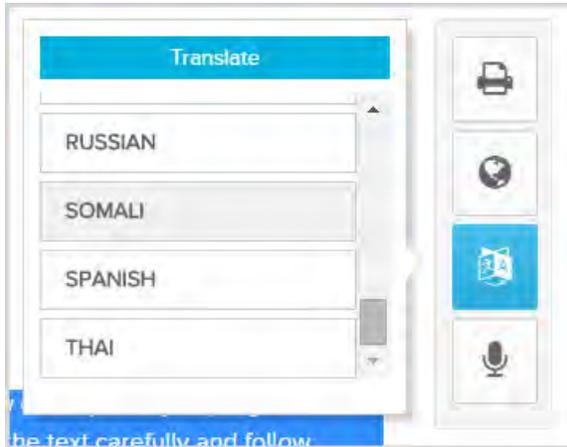
You can view and hear a translation of selected text for assignments. 20 languages are available for the text translation. The translated text appears in a separate window. You can click the Play tool in the window to hear the translated text being spoken in the selected language (see Notes below for exceptions). Your computer must have speakers for you to hear the translated text being spoken in the selected language. For example, you can select the text of the lesson and view and hear the translation in Spanish.

Notes

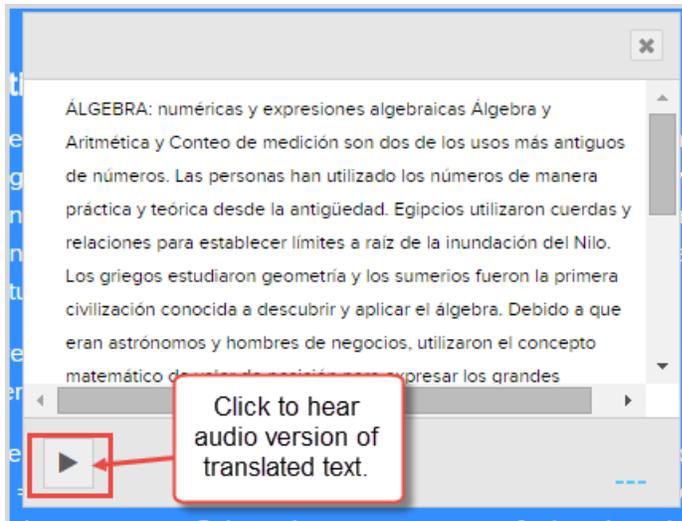
- Translated text is limited to 1,000 characters at a time. If you highlight more than 1000 characters, a message appears stating that your request has been restricted to the first 1000 characters.
- The translation audio feature does not apply to the Somali language. You can translate the text and read it, but you cannot hear the translation of the text being spoken in Somali.

1. Highlight the text, up to 1,000 characters, that you want to translate.
2. Click the **Translate** () tool to open the language list. Scroll the list to select a language.

View and hear translation of assignment text



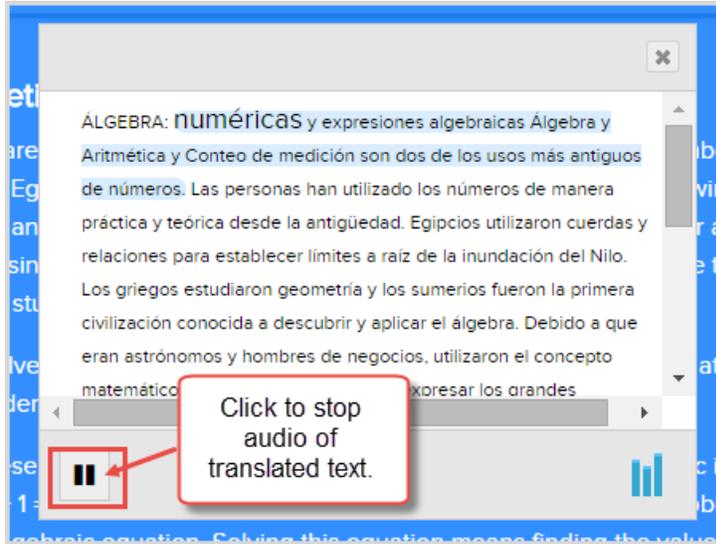
The translated text appears in a separate page.



3. If necessary, use the window scroll bars to see the text.
4. To listen to an audio version of the translated text being spoken, click the **Play** tool located at the bottom left of the translated text window.

Note For the Somali language, the audio translation feature does not apply.

This example shows the Spanish translation of the selected text as the audio plays. The words are highlighted and the current word being spoken is in bold text.

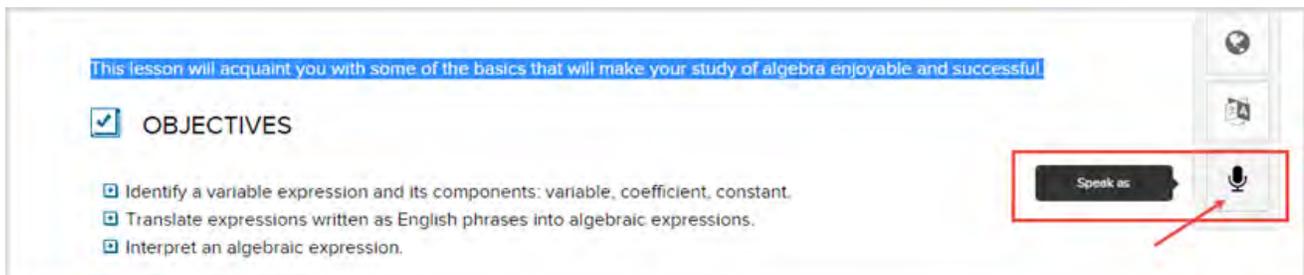


5. To stop the audio player, click the **Stop** tool.
6. You can continue selecting languages from the list and listening to the audio versions of the translated text.
7. To close the translation window, click the Close [X].
8. To exit the translation tool, click the **Translate** () tool again.

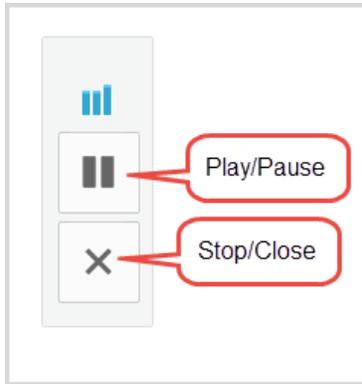
Hear assignment text

If desired, and your computer has audio features, such as speakers, you can highlight assignment text and select a voice to speak the selected assignment text.

1. Highlight the text you want to hear, and then click the **Speak as** tool.



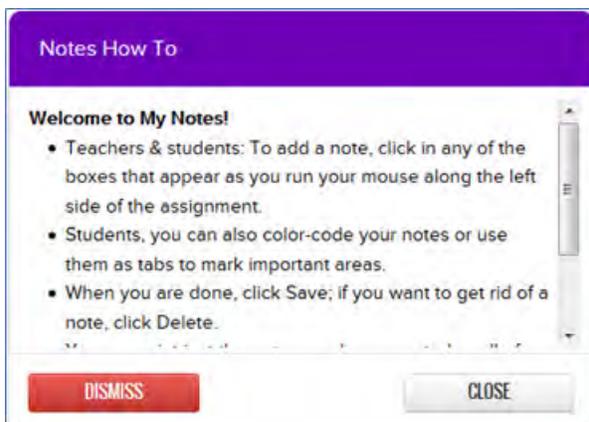
2. From the list of voices, select one.
3. Use the **Play/Pause** tool to play or pause the audio.
4. When finished, click the **Stop/Close** tool.



Write and read notes for assignments

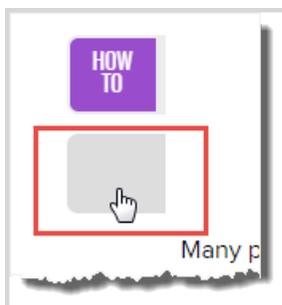
If you have permission, you can enter notes while you are working on lessons and projects. The Notes area is to the left of the lesson content. You can create multiple notes for each assignment. You are able to enter up to 1000 characters for each note. A good idea is to save a blank note as a tab to remind you of an important part of the lesson you need to study. Your teachers may leave notes for you to read for the assignment as well.

- Click the **How To** button to see an explanation of how to enter and save notes in your lesson.

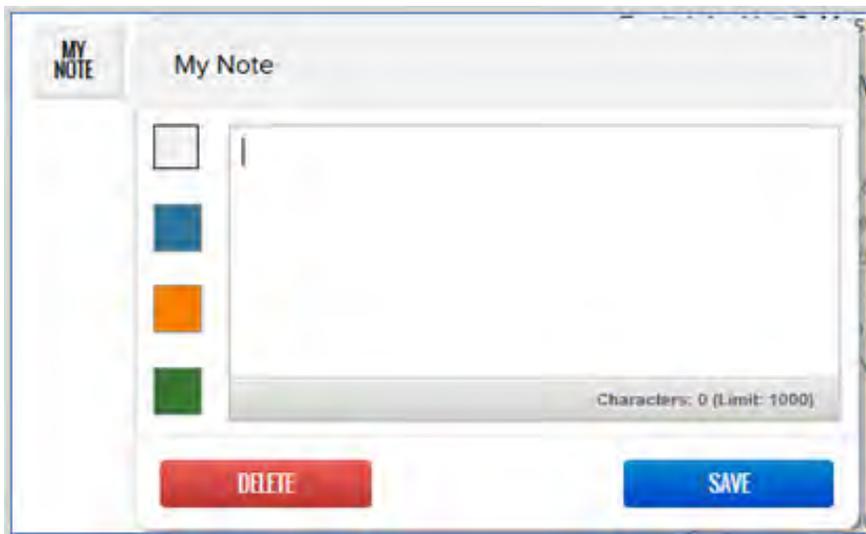


To add a note to an assignment:

1. Under the **How To** button, move your mouse down until you see a blank gray box as shown here.

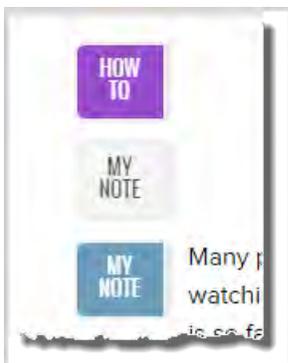


2. Click the gray box to enter your note.



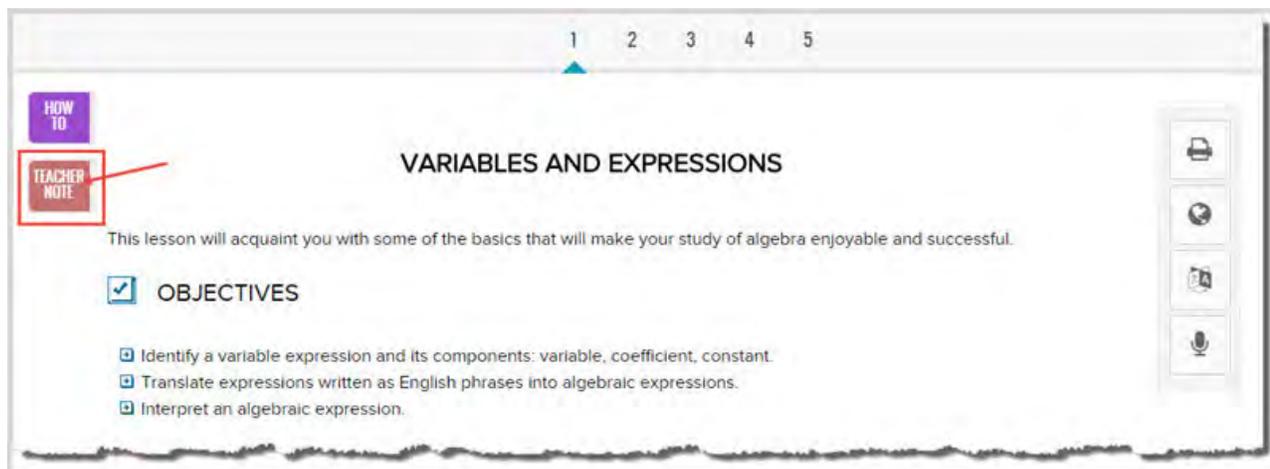
You can choose to color-code your notes.

3. Click **Save** to save your note. Each note you enter appears as a note button below the **How To** button as shown in this example.

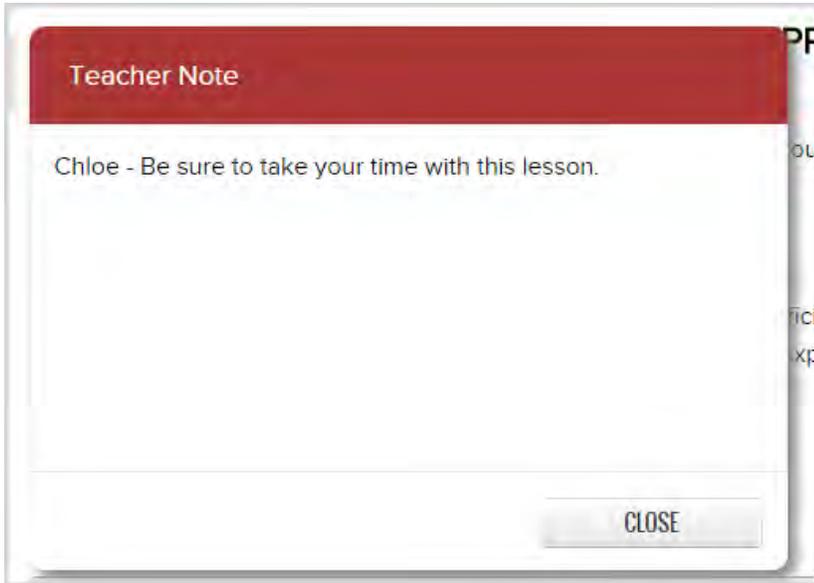


To read a teacher's note:

1. If you see a **Teacher Note** button below the **How To** button, click it to read the note from the teacher.

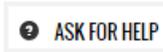


The note from your teacher appears in separate window.

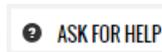


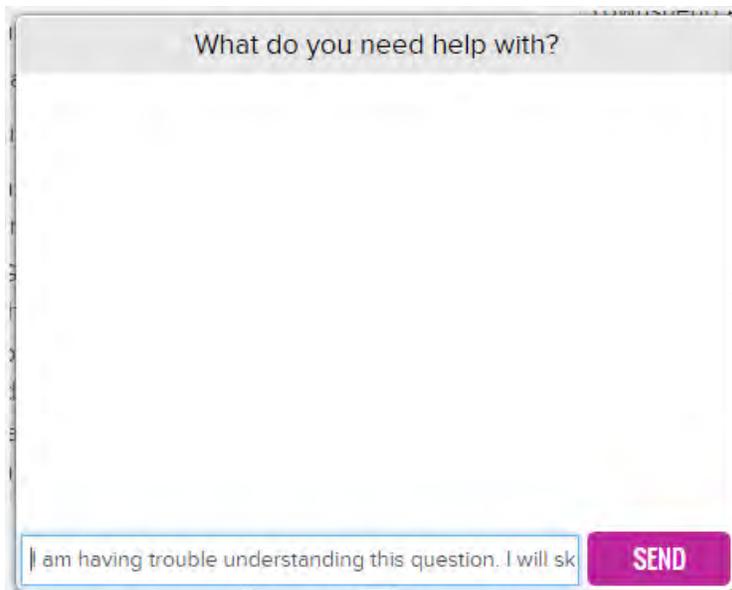
2. When finished, click the **Close** button to return to your assignment.

Request help from your teachers

While you are working on an assignment's questions, you can click the **Ask For Help** () tool to send a message to the teacher assigned to the course. The teacher receives the message and can respond to it.

To send a help request message:

1. Click the **Ask For Help** () tool.
2. In the **What do you need help with** page, in the **Write message** text box, type your message. As you start typing, the **Send** button becomes active.



3. When finished with your message, click **Send**.

A **Sent** indicator next to the **Ask for Help** tool lets you know that the message has been sent to the assigned teacher as shown in this example.



4. To close the help requested page, click the **Ask For Help** tool again.

The sent message appears in the **Sent** box of your messages. See "[Communicate With Your Teachers Using Odysseyware Messaging](#)" on page 47.

When the teacher responds, you are notified of a new message.

5. To view the message, click **Message**.
6. Click the message to read the teacher's response.

Answer Questions And View Results

When you click the **Work On Questions** button in an assignment, you see a page similar to the one below. Question numbers are displayed below the main nav bar. An arrow indicates which question is currently displayed.

Match the terms to their definition.

1. algebraic expression	<input type="checkbox"/> a numerical value
2. coefficient	<input type="checkbox"/> a letter or symbol used to represent an unknown
3. constant	<input type="checkbox"/> a mathematical expression containing one or more variables
4. expression	<input type="checkbox"/> the constant preceding the variables in a product
5. variable	<input type="checkbox"/> a mathematical phrase that cannot be determined true or false

NEXT QUESTION READ NEXT SECTION ASK FOR HELP TURN IT IN

Odysseyware uses a variety of question types in your lessons, quizzes, and tests. Many question types are set up to be automatically graded by the system, but some require your teacher to grade them. For more information about the question types and how to complete them, see ["Question types" on page 30](#).

Note Some lessons may have questions that require an essay as the answer. For more information about completing work on essays, see ["Work On Projects And Essays" on page 33](#).

You can return to the lesson content at any time by clicking the **Section** indicator/button on the main nav bar.

SECTION 1 OF 4 QUESTION 1 OF 14

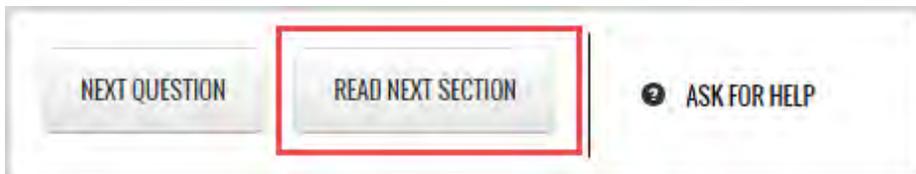
Answer questions and turn in assignment for grading

The process to answer questions and turn in the assignment for grading is fairly easy. You can answer the questions in numerical order or you can choose to answer any question.

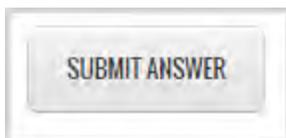
1. Enter your answer, and then click the **Next Question** button. This action saves your answer and advances to the next question. When that next question is associated with a new section, the Section indicator on the main nav bar changes so that you know the section that contains the answer.



Additionally, a **Read Next Section** button appears beside the **Next Question** button.



2. Click **Read Next Section** to read the next section so that you can answer questions associated with that section. Or, click **Next Question** to proceed to the next question.
3. If you have difficulty answering a question, click the **Ask For Help** button below each question. Send your teacher a message about the issue you are having. Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!
4. When you answer the last question, the **Submit Answer** button appears.



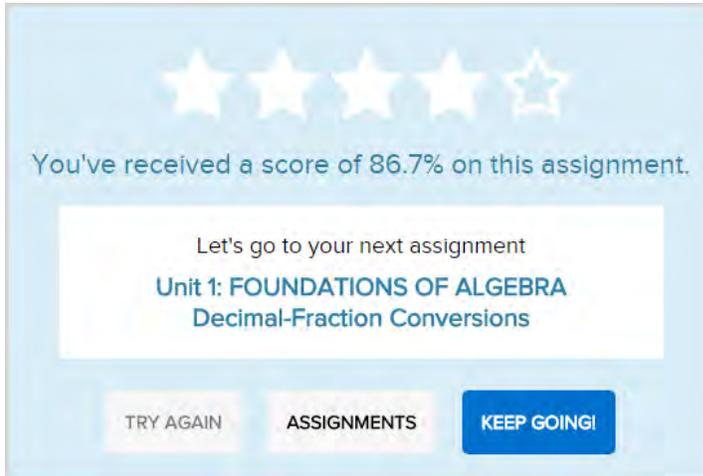
5. When you click it, you are asked if you want to turn in the assignment for grading.
 - Click **Yes, Please** to submit it.
 - Click **No, Thank You** to review your answers before submitting the lesson.



You can also click the **Turn It In** button at any time you are ready to submit the lesson for grading.

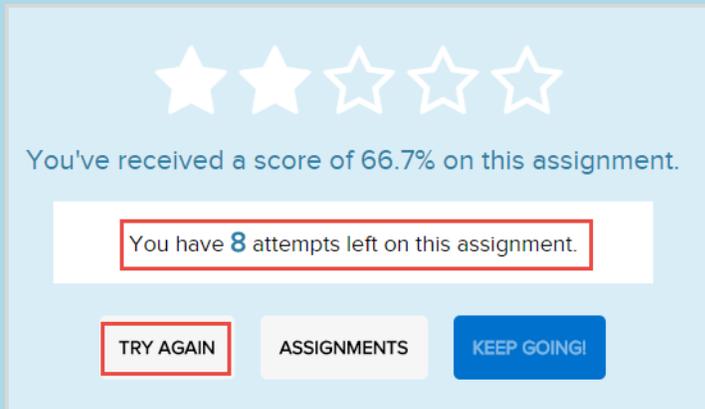
Unless the assignment contains a question requiring teacher grading, your score is displayed when you submit the lesson.

Review results of answered questions



- If your grade was a passing grade based on the threshold set, click **Keep Going** to go to the next assignment in the unit, or click **Assignments** to return to your **Assignments** page to work on another assignment.

Tip If you did not achieve a passing grade on the assignment, you might have the option to attempt the questions again. If additional attempts are indicated, and the **Try Again** button is active (available), click it to return to the assignment.

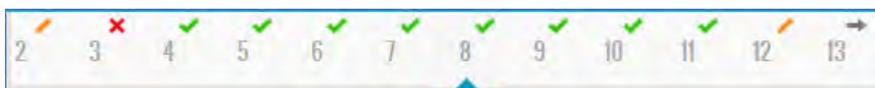


Review results of answered questions

Depending on how your school permission to see correct and incorrect answers is set up, you may be able to review the results of answered questions.

- On the main nav bar, click **Courses**.
- For the course, click the **Next** arrow to proceed to the **Units** page.
- For the unit, click the **Next** arrow to proceed to the **Assignments** page.
- For the graded assignment, click the **Go To** arrow.
- On the main nav bar, 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.

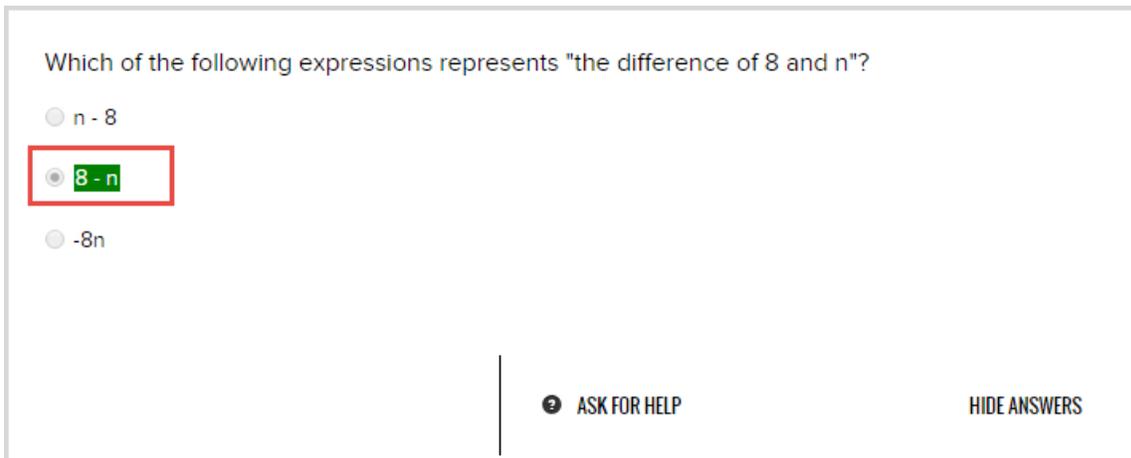
Questions that required teacher grading will not show any results until the teacher has manually graded it.

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

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



The correct answer for each question is highlighted as shown in the example and the button/tool changes to Hide Answers.



- Continue selecting questions to view the answers.
- To hide the answer key, click the **Hide Answers** button.

Question types

Odysseyware uses a variety of question types in your lessons, quizzes, and tests. Many question types are set up to be automatically graded by the system, but some, such as essay types, require your teacher to grade them. This section explains the question types that can be automatically graded by the system.

Matching questions

In matching questions, you are given two columns of related information; for example, words in one column and definitions in the other. One column has empty boxes in front of each item, the other column has numbers. You place the number of an item in the box next to the corresponding item in the other column.

Multiple Choice

Match the terms to their definition.

- | | |
|-------------------------|--|
| 1. algebraic expression | <input type="checkbox"/> a numerical value |
| 2. coefficient | <input type="checkbox"/> a letter or symbol used to represent an unknown |
| 3. constant | <input type="checkbox"/> a mathematical expression containing one or more variables |
| 4. expression | <input type="checkbox"/> the constant preceding the variables in a product |
| 5. variable | <input type="checkbox"/> a mathematical phrase that cannot be determined true or false |

Multiple Choice

Multiple choice questions can have one or more choices per question. Click the radio button next to your answer choice. Make sure you have read the question or instructions carefully.

Which of the following expressions represents "twelve diminished by six times a number"?

- $12 - 6n$
- $6n - 12$
- $12n - 6$

Multiple Select

Multiple select questions offer a number of choices per question. Click the check box next to each answer you believe to be correct. The question will often tell you how many correct choices there are.

Which are reasons why slavery was not as important in the North as in the South?

- the availability of immigrant labor
- lower profits
- less interest in money
- less interest in chivalry

Fill in the Blank / Unordered

You are given a sentence with one or more words missing. You must select the correct word or words and type them into the field provided. All of the answers can be found in the text. Make sure you pay attention to capitalization, punctuation and spacing in your answers.

The North was a(n) society and the South was a(n) society

Text Multiple Choice

In all text multiple choice questions, the answer box is highlighted in blue. Click the arrow beside the blue box and select the answer you believe is correct. Make sure it displays in the answer field.

True and False

True and False questions are one way of verifying that you have grasped the factual concepts present in the material. Select the radio button next to your choice.

Quotation marks are used to set apart the exact words of someone speaking.

True

False

Graphic Multiple Choice

Graphic Multiple Choice questions work like Text Multiple Choice questions except you see a series of images instead of words. Click through each one until you find the correct image. You may cycle through them multiple times. The one you display when you submit the assignment is the one that is graded.

Layered Text Boxes

Layered Text questions are much like Fill-in-the-Blank questions. Simply enter your answer in the green text box and tab to the next green text box. You most often see them in math problems, where tabbing to the next text box you should fill in, is helpful.

Drag And Drop

This type of question is used to label graphics or set up math equations. You click the item in the list below the graphic to select it, then holding your mouse button down, drag the item to the location where it is to be placed, and release your mouse button. To move an item already in place to another spot, just click and drag it from one location to the other. If you want to clear an item you have already placed, drag it to the **Start Over** trash can. You can also click the trash can to clear all of the items you already placed. To clear only one item, drag the new item over the one you want to replace.

Work On Projects And Essays

For projects and essays, you are expected to develop a theme in paragraph or essay format. You should demonstrate mastery of the concept by stating a theme and appropriate supporting reasons. Projects typically have longer due dates than lessons, so you can save any work and go back later to finish your effort and turn it in for grading.

Any time you do a project, unless your teacher has instructed you to use a specific application, it can be created using many different applications. Some examples include: all of the Microsoft® Office applications, Notepad, Wordpad, other spreadsheets, videos, and audio files. Once you create your file, you can upload the file to Odysseyware. See ["Upload files" on the next page](#).

If the essay or paragraph requires 125 words or more, and the Writer tools are available, you can use these Writer tools to check your work. See ["Use the Writer tools to check your work" on page 35](#).

Notes

- Writer will not work for files you have uploaded. If you want to use Writer to check your work on an essay or paragraph, copy the text from the external application, and then paste the text into the text box.
- Writer Scoring elements are disabled for assignments that do not have a target word count and/or target grade level defined in the assignment. If the Writer tool looks like the example below, this means only the spelling and grammar tools will work.



Open and work on projects or essays

You open a project assignment the same way that you open a lesson assignment. For an essay, typically, an essay may be found in a lesson assignment as a requirement to answer a question.

1. To open a project assignment, on the **Learn > Assignments** page, click the Project assignment bar or click the **Go To**

() arrow. A project is easy to identify because it has the  symbol and may include the word "Project" in the assignment title.



Or, if the essay is in a Lesson, open the Lesson.

2. For a project (or essay), read the assignment directions, guidelines, and requirements. You can use the student tools to:
 - Hear assignment text read out loud. See ["Hear assignment text" on page 22](#).
 - View and hear translation of assignment text in a different language. See ["View and hear translation of assignment text" on page 20](#).
 - If available, view reference information for the assignment. See ["View reference information about assignments" on page 20](#).
 - Write a note to the teacher or read the teacher's note (if there is one) for the assignment. See ["Write and read notes for assignments" on page 23](#).
 - Print the assignment text and any notes. See ["Print assignments and notes" on page 19](#).

3. When you are ready to work on the project or essay, click the **Work On Questions** button.
4. You can enter the project or essay answer text into the provided text box, or you can upload a file that contains your project work or essay answer. See ["Upload files" below](#).
5. If available, use the **Writer** tools to check your spelling, grammar, and scoring elements in your work. See ["Use the Writer tools to check your work" on the facing page](#).
6. For a project, to have your teacher review a draft of your work, click the **Submit Answer** button. If a message appears asking if you want to turn the assignment in, click **No**. The draft work is saved. You can message your teacher to review your work. Just click the **Ask For Help** button and send him/her a message. See ["Request help from your teachers" on page 25](#).
7. When you feel the project or essay is complete and ready for grading by your teacher, click the **Turn It In** button.

Upload files

You may have completed your work on the project or essay using an external application. The accepted file size is limited to 10 MB and allowed file types are:

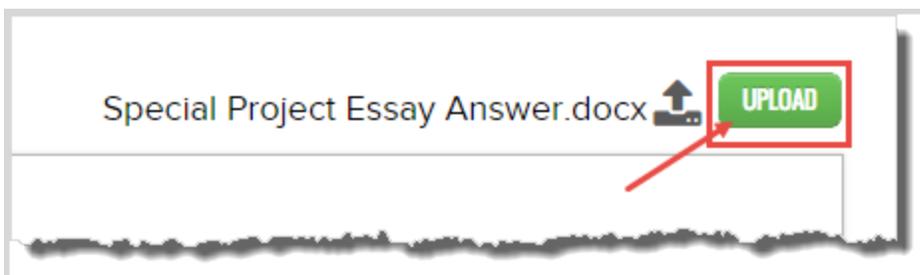
Max File Size : 10MB
Accepted File Type : [csv, doc, docx, pdf, xls, xlsx, txt, rtf, ppt, pptx, odf, odt, ods, odp, mdb, accdb, pub, jpg, jpeg, pages, numbers, key]

You can upload the file so that your teacher can download it to grade your work. If you have uploaded the file in error, you can delete it before submitting the assignment for grading.

1. To upload a file while working on the project or essay, click the **Choose a file** button.

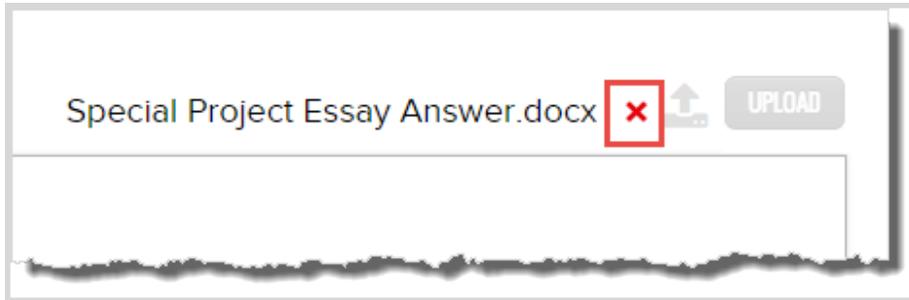


2. Click the **Upload** button to upload the file.



A confirmation message briefly appears stating that the upload was complete. A Delete red **X** now appears next to the file name.

Use the Writer tools to check your work



- To remove the uploaded file, click the red X.

Use the Writer tools to check your work

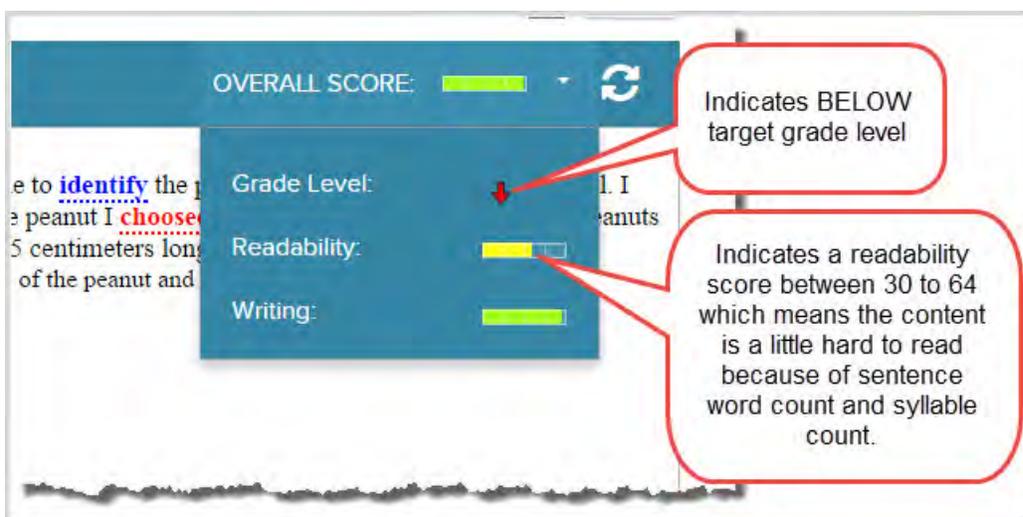
You can use the Writer tools to check your project or essay text.

- Type your project or essay in the text area, just below the **Writer** toolbar. Or, if you have an external file that contains the essay or project text, open the file, copy the text to the clipboard, and paste it (using CTRL + v) into the text area.
- Click the **Refresh** () tool to retain your work and display the word count and the Overall Score indicator (if the assignment has the word count and/or target grade level defined).



Refreshing does NOT submit the assignment for grading, but it does display spelling errors (in red text) and grammar suggestions (in blue text).

- If spelling and grammar suggestions appear, to see the available options, right-click the red or blue text. See "[Writer Spelling errors options and Grammar suggestions](#)" on the next page.
- To see the additional Overall Score indicators for Grade Level, Readability, Topic Agreement, and Writing (if available for the assignment), click the small arrow to the right of Overall Score indicator bar as shown in this example. Only the available indicators appear. See "[What the Overall Score elements mean](#)" on page 39.



You can see if you are writing to the expected grade level and if the essay is readable. You can also see if what has been written is in agreement with the topic assigned and if the overall writing structure is appropriate to your grade level.

5. If desired, edit your work and click the **Refresh** () tool again as often as needed.

Each time you click the **Refresh** () tool, you can see if there has been any improvement in your scores based on your edits. You can do this as many times as necessary.

Tip To get feedback from the teacher while the assignment is in progress, you can click the **Submit Answer** button (but not turn the assignment in just yet), and then click the **Ask For Help** button to ask the teacher to review what you have written before submitting it for a final score.

6. When the assignment is finished and ready to be graded by your teacher, click the **Turn It In** button.

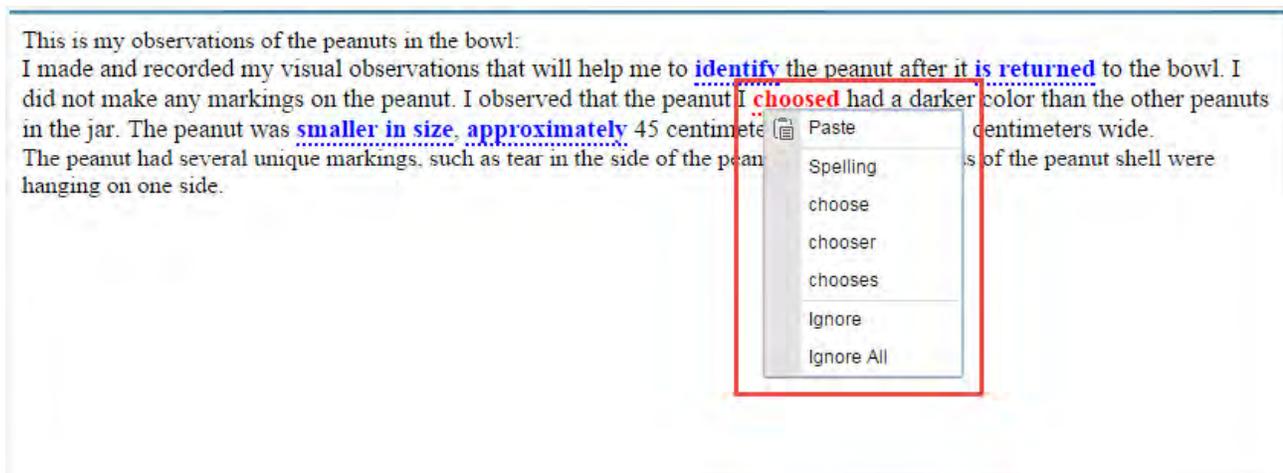
Writer Spelling errors options and Grammar suggestions

You are presented with several options for both spelling errors and grammar suggestions. It is suggested that you should address all of the spelling errors and grammar suggestions before turning the assignment in.

Spelling errors options

Spelling errors appear in-line as red text.

1. Right-click the red text to see a list of suggested alternatives, such as suggested spellings of the word, and the option to ignore the suggestion as shown in this example.



The screenshot shows a text editor with the following text: "This is my observations of the peanuts in the bowl: I made and recorded my visual observations that will help me to identify the peanut after it is returned to the bowl. I did not make any markings on the peanut. I observed that the peanut I choosed had a darker color than the other peanuts in the jar. The peanut was smaller in size, approximately 45 centimeters wide. The peanut had several unique markings, such as tear in the side of the peanut hanging on one side." The word "choosed" is highlighted in red. A context menu is open over the word, listing the following options: Paste, Spelling, choose, chooser, chooses, Ignore, and Ignore All. The "Spelling" option is currently selected.

Spelling options are:

- **Paste** - Pastes text you enter or have copied to your clipboard in the text box to replace the word.



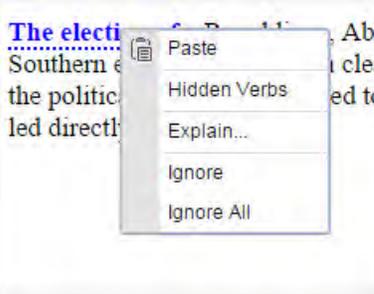
- **Spelling** - provides suggested words to replace the misspelled word. Select the word from the suggested list.
- **Ignore** and **Ignore All** - Keeps the word as spelled, removes the red in-line from the text, and does not check the word again when the **Refresh** () tool, is clicked *unless* another misspelled word is found.

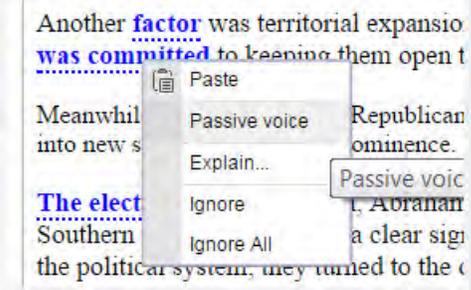
2. To close the list, select an option from the list.

Grammar suggestions

Several grammar suggestions are available based on rules of complexity, hidden verbs, and passive voice. Grammar suggestions appears in-line as blue text.

1. Right-click a blue grammar suggestion to display the grammar rule.
2. Select the **Explain** option for the rule to see an explanation of the rule and an example of a correction appears as shown in the following table.

Rule	What the student sees...	Explanation and example
<p>Complex expression</p>		<div data-bbox="982 283 1421 913"> <p>Explain - factor</p> <p>Complex Expression</p> <p>Try a simpler word for <i>factor</i></p> <p>Where possible you should use a simple word over a complex word. Simple words are easier to read and let your readers focus on your ideas.</p> <p>Replace <i>factor</i> with</p> <ul style="list-style-type: none"> • reason • cause </div>
<p>Hidden verbs</p>		<div data-bbox="982 955 1372 1774"> <p>Explain - The election of</p> <p>Hidden Verbs</p> <p>Use a strong verb for <i>election</i></p> <p>A hidden verb (aka nominalization) is a verb made into a noun. They often need extra words to make sense. Strong verbs are easier to read and use less words.</p> <p>Try to revise The election of with elect.</p> <p>Revision Examples</p> <p>Before: Bonuses are based on the <u>performance</u> of the company. After: Bonuses are based on how the company <u>performs</u>.</p> <p>Before: An <u>Explanation</u> of Hidden Verbs. After: Hidden Verbs <u>Explained</u>.</p> </div>

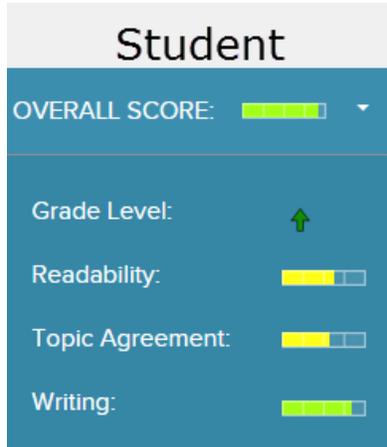
Rule	What the student sees...	Explanation and example
<p>Passive voice</p>		<p>Explain - was committed</p> <p>Passive voice</p> <p>Revise <i>was committed</i> with active voice</p> <p>Active voice makes it clear who is doing what. In an active sentence, the person that is acting is the subject. Passive sentences obscure or omit the sentence subject.</p> <p>Use passive voice when the sentence object is more important than the subject. The active voice is generally easier to read.</p> <p>Examples (<i>subject, object</i>)</p> <p>Before: <u>Our results</u> will be discussed.</p> <p>After: We will discuss <u>our results</u>.</p> <p>Before: Wolverine was made to be a <u>weapon</u>.</p> <p>After: The government made <u>Wolverine</u>. Wolverine is a <u>weapon</u>.</p>

The **Paste**, **Ignore**, and **Ignore All** options work the same way as the Spelling options as described in "Spelling errors options" on page 36.

- To close the list, select an option from the list.

What the Overall Score elements mean

Several scoring elements are used in calculating the Overall Score: **Grade Level**, **Readability**, **Topic Agreement**, and **Writing**. These scoring elements are represented as graphical, colored indicators to the student (and teacher).



Element	Description
Grade Level	<p>The Actual grade level is calculated by measuring average sentence length (number of words in the sentence) and average number of syllables per word to produce a score that roughly equates to a US grade level. The Target Grade Level is defined in the assignment, but is not visible to you.</p> <p>The color and position of the Grade Level arrow indicates the difference of the Actual Grade Level to the Target Grade Level:</p> <ul style="list-style-type: none"> • Super green arrow [] pointing upwards means the Actual Grade Level is at least Two grade levels above the Target Grade Level. • Green arrow [] pointing upwards means the Actual Grade Level is above the Target Grade Level. • Yellow arrow [] pointing upwards means the Actual Grade Level is at the Target Grade Level. • Red arrow [] pointing downwards means the Actual Grade Level is below the Target Grade Level.
Readability	<p>Calculated by measuring how easy a text is to read using factors such as sentence length and number of syllables per word and assigning numbers to the factors. The weighted ratios of these numbers are combined and then reduced to a single number in a 0.0 - 100.0 scale, with 100.0 being the highest possible readability score.</p> <p>Colors in a progress bar meter are used to indicate the readability of the assignment based on the Readability score:</p> <ul style="list-style-type: none"> • Green indicates the score is between 65 to 100. This means the content is very easy to read and understand, average sentence < 15 words long, and the average word is two syllables or less. • Yellow indicates the score is between 30 to 64. This means the content is a little hard to read and understand, average sentence = 25 words long, and the average word is two syllables or more. • Red indicates the score is below 30. This means the content is very hard to read and understand, average sentence is > 30 words long, and the average word has more than two syllables.
Topic Agreement	<p>Checks your writing assignment against the Topic Word List to compare words, word stems, and word synonyms used in the essay. As each word, stem, and synonym is found, it is "checked off" the Topic Word list as found. If 3 of 4 words are found in the Topic Word List, the Topic Agreement score would be 75%. You may not see a topic word list. Not all assignments have them.</p>

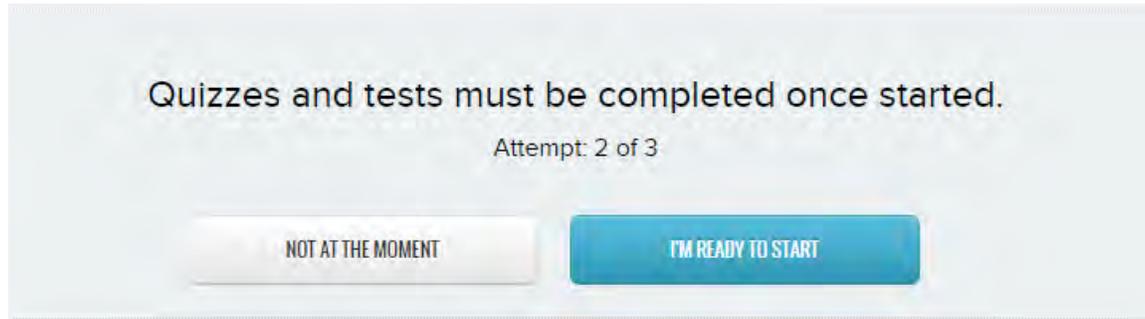
What the Overall Score elements mean

Element	Description
	<p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> • Green indicates the score is between 75 and 100. • Yellow indicates the score is between 50 to 74. • Orange indicates the score is between 25 to 49. • Red indicates the score is between 0 to 24.
Writing	<p>Based on the Readability metric and the Actual Grade Level metric. The result is a score generally between 0.0 and 100.0. This means, if the Readability score is higher and the Actual Grade Level metric is higher than the Expected Grade Level metric, the Writing Score metric will be higher.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> • Green indicates the score is between 75 and 100. • Yellow indicates the score is between 50 to 74. • Orange indicates the score is between 25 to 49. • Red indicates the score is between 0 to 24.
Overall Score	<p>Computed as the average of the Writing Score plus a Spelling score that is not visible to you. If you correct all perceived spelling errors (those indicated by the red text), typically the Spelling score would be 100. If you do not correct perceived spelling errors, the Spelling score drops in value from 100.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> • Green indicates the Overall score is 75 to 100. • Yellow indicates the Overall score is 50 to 74. • Orange indicates the Overall score is 25 to 49. • Red indicates the Overall score is 0 to 24.

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Prepare For And Take Quizzes And Tests

Odysseyware lets you review your work in completed lessons and projects so that you can prepare for and then take quizzes and tests. Quizzes and tests must be completed once started. You are notified of this requirement when you select the Quiz or Test in your current Assignments list.

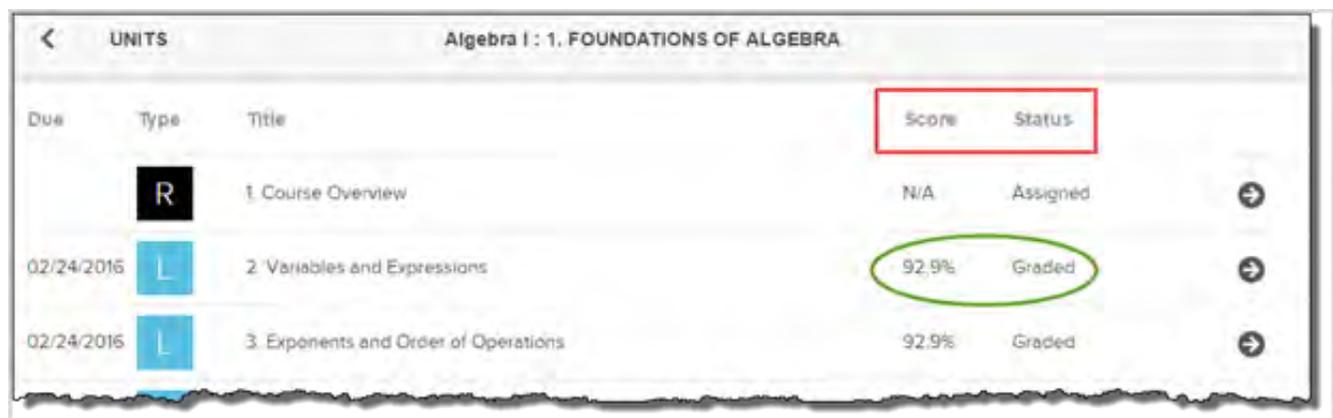


- If you are ready and have the time to take the quiz or test, click **I'm Ready To Start**.
- Otherwise, if you do not have the time or are not ready, click **Not At The Moment**.

Review your work before beginning quizzes or tests

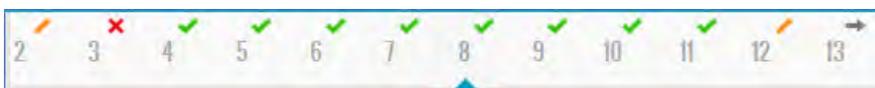
When a quiz or test is your next assignment, you probably want to study before you take the quiz or test. You can go back to your completed lessons to review and study.

1. Click the **Learn** button on the main nav bar, and then click the **Courses** button in the function toolbar.
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. You know a completed assignment because it shows 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.



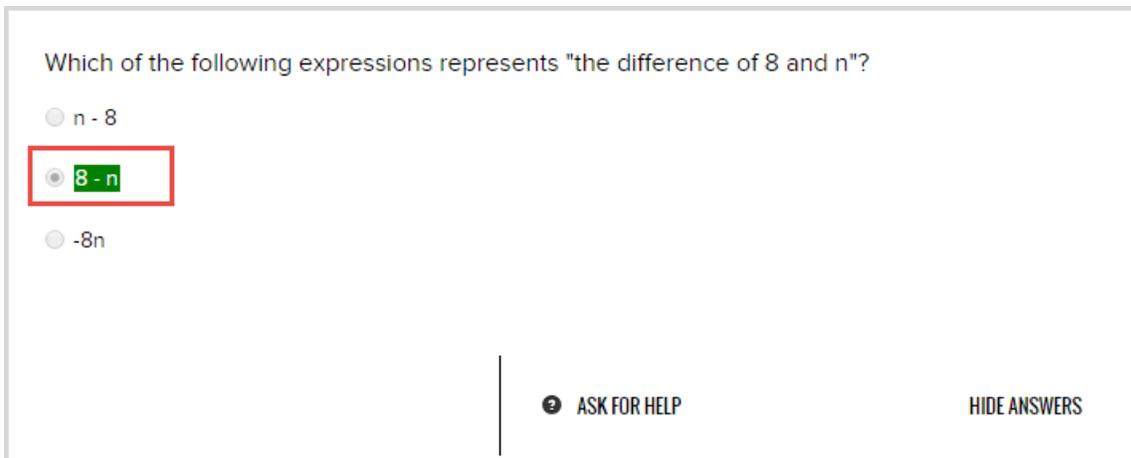
- **Green** check mark indicates the answer to this question is correct.
- **Red X** tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

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

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



The correct answer for each question is highlighted as shown in the example and the button/tool changes to **Hide Answers**.



- Continue selecting questions to view the answers.
 - To hide the answer key, click the **Hide Answers** button.
 - To also help you study, you can print the lesson material and make a study guide. See ["Print assignments and notes" on page 19](#).
 - 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.
- Or, if you are ready, take the quiz or test. See ["Answer quiz and test questions" below](#).

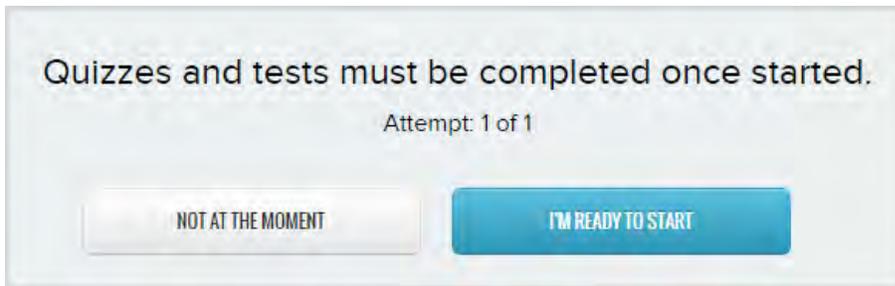
Answer quiz and test questions

When you open a quiz or test, it may have an introduction page that explains something about the quiz or test.

- Click **Learn**, and on your **Assignments** page, click the **Go To** (↻) arrow for the quiz or test.



The message appears stating that quizzes and tests must be completed once started.



2. If you feel you are ready to complete the quiz or test in one sitting, click the **I'm Ready To Start** button to open the quiz or test. Or, if you feel that you need to study for the quiz or test, click the **Not At The Moment** button.
3. If you opened the quiz or test, click the **Work On Questions** button.
You answer quiz or test questions just like you did with lesson questions. For more information, see "[Answer Questions And View Results](#)" on page 27.
4. To move to the next question, click the **Question number** at the top, or click the **Next Question** button.
5. When you are finished, click the **Turn It In** button.

Review results of quizzes and tests

Depending on how your school permission to review graded quizzes and tests is set up, you may be able to review the results of quizzes and tests.

1. On the main nav bar, click **Courses**.
2. For the course, click the **Next** arrow to proceed to the **Units** page.
3. For the unit, click the **Next** arrow to proceed to the **Assignments** page.
4. For the graded quiz or test, click the **Go To** arrow.
5. On the main nav bar, 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 quiz and test questions.

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



The correct answer for each question is highlighted as shown in the example and the button/tool changes to **Hide Answers**.

Which of the following expressions represents "the difference of 8 and n"?

$n - 8$

$8 - n$

$-8n$

[ASK FOR HELP](#) [HIDE ANSWERS](#)

7. Continue selecting questions to view the answers.
8. To hide the answer key, click the **Hide Answers** button.

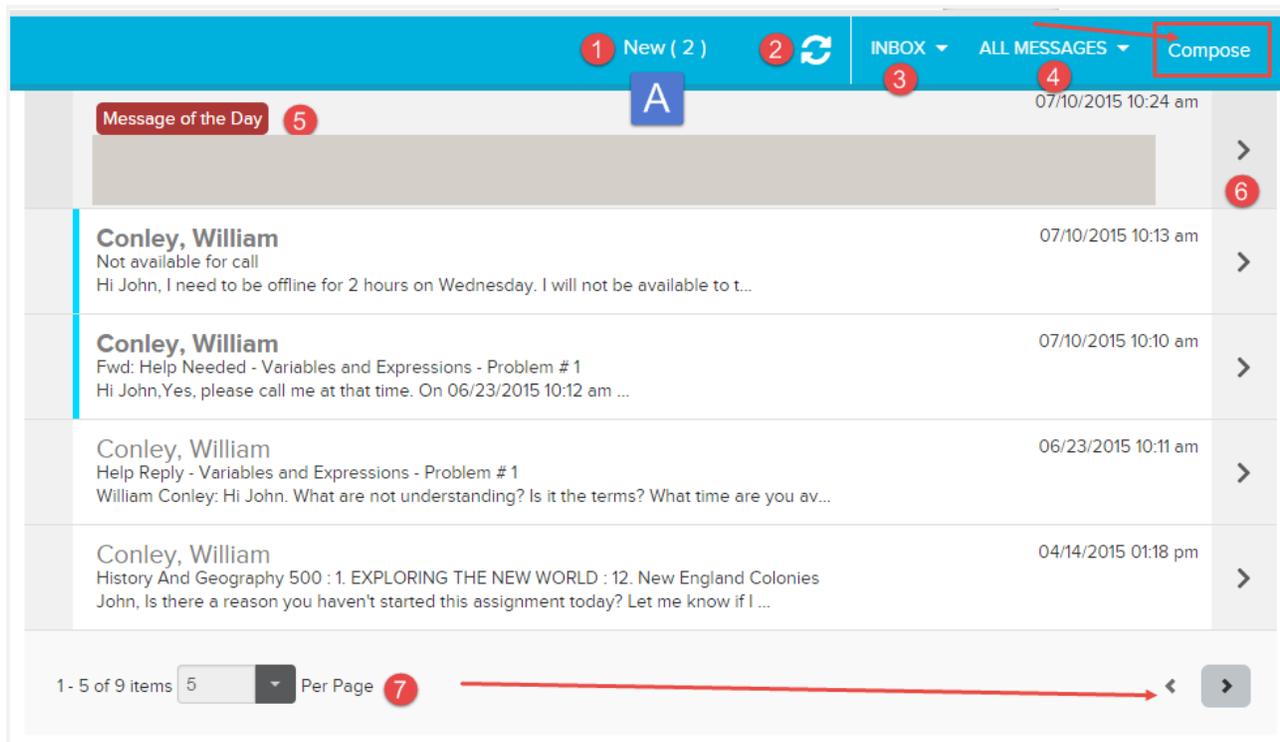
Communicate With Your Teachers Using Odysseyware Messaging

Odysseyware has an internal messaging system so that you can communicate with your teachers. If you see a **Message** (



) tool on the toolbar at the top of each page, your administrator has enabled messaging for you. This means you can *receive* messages from your teachers. If you also have permission to *send* messages to your teachers, when you click the **Message** tool, you see the **Compose** tool on the **Messages** toolbar as shown in example A below.

Messages display with the most recent received items at the top.



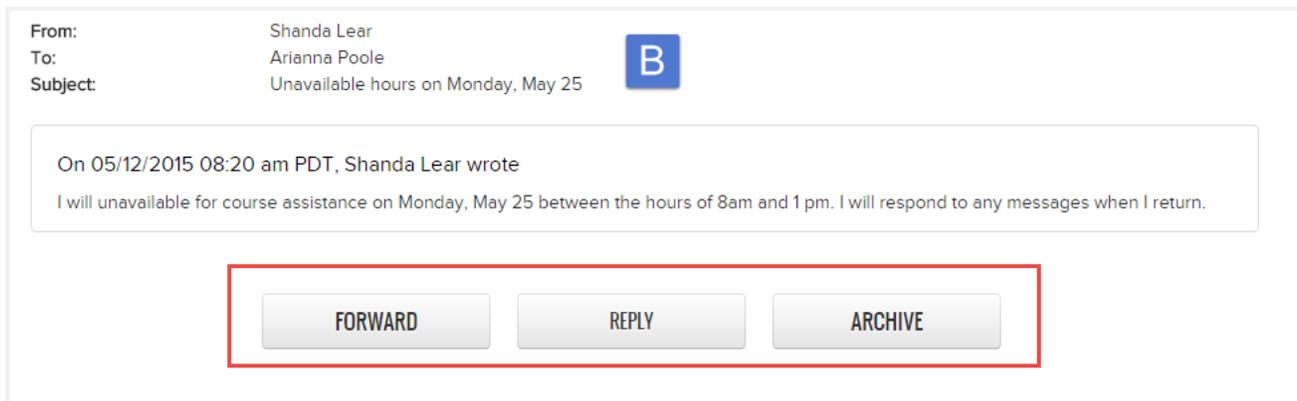
Messaging system features and tools

Other features and tools on the **Messages** toolbar, identified in example A above, include:

Item	Feature/tool	Description
1	New (0)	Displays the number of Unread (new) messages in your Inbox.
2	Refresh tool	Click the tool to check for new messages.
3	Message box list	Displays the name of message box you are viewing. Click the arrow to change to a different message box (Inbox, Archived, Sent). See " View archived messages " on page 51, and " View sent messages " on page 50.
4	Message list filter	Displays the contents of the selected message box. Click the arrow to select a different group of messages (All Messages, Unread Messages, Read Messages). See " Filter your messages list " on the next page.
5	School Message of the day and Welcome message	This is a message posted by your Odysseyware administrator at your school.

Item	Feature/tool	Description
6	Right arrow	Click the arrow to move to the next page to read the message.
7	Item number and Paging indicators	As the list grows, use the item number and paging controls located at the bottom of the page to view all items. <ul style="list-style-type: none"> From the list, select the number of items you want displayed on the page. Use the paging controls to move forward or backward through the pages or enter the page number.

When reading a message, several buttons appear, as shown in example B below, so that you can take action.

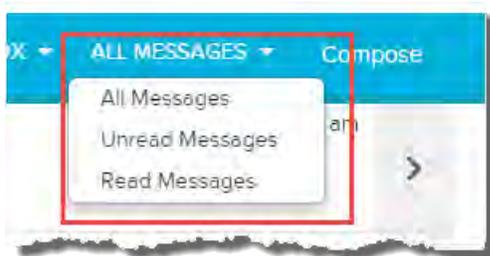


- Click **Forward** to send the entire message to other teachers. See "[Forward messages](#)" on page 51.
- Click **Reply** to write and send a reply to the message. See "[Reply to messages](#)" on the facing page.
- Click **Archive** to remove the message from the **Inbox** list and file it away to the **Archived** list. See "[Archive messages](#)" on page 50.

Filter your messages list

You can filter your Inbox to only see unread or read messages. By default, you see All Messages; this means both read and unread in the order of the date and time received.

- To see only unread messages, from the **All Messages** drop down, select **Unread Messages**.
- To see only read messages, from the **All Messages** drop down, select **Read Messages**.



Send messages to your teachers

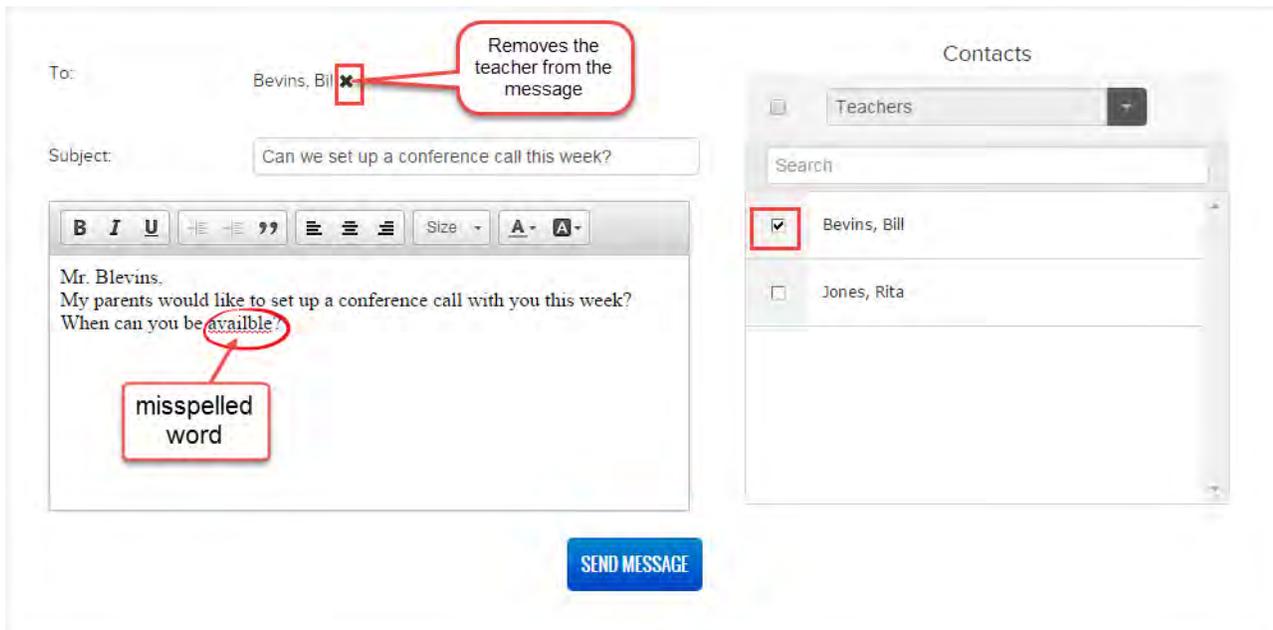
As stated previously, if you have permission to send messages to your teachers, you will see the **Compose** tool on the **Messages** toolbar.

1. On the **Messages** toolbar, click **Compose**.

Reply to messages



- To select the teacher or teachers to receive the message, from the **Contacts Teachers** list, select the check box next to name of the teacher or to select all your teachers, select the check box next to the **Teachers** list.
- The selected teacher(s) appear in the **To** area. To remove a teacher from the To area, click the **X** next to their name.
- Enter the topic of the message in the **Subject** box.
- Tab to the body of the message and enter your text.
- You can use any of the formatting tools in the body of your message. Hold your mouse over an icon in the formatting bar to see a description of what that feature does. Any spelling mistakes are underlined in red for you as shown in this example. You can fix misspelled words.

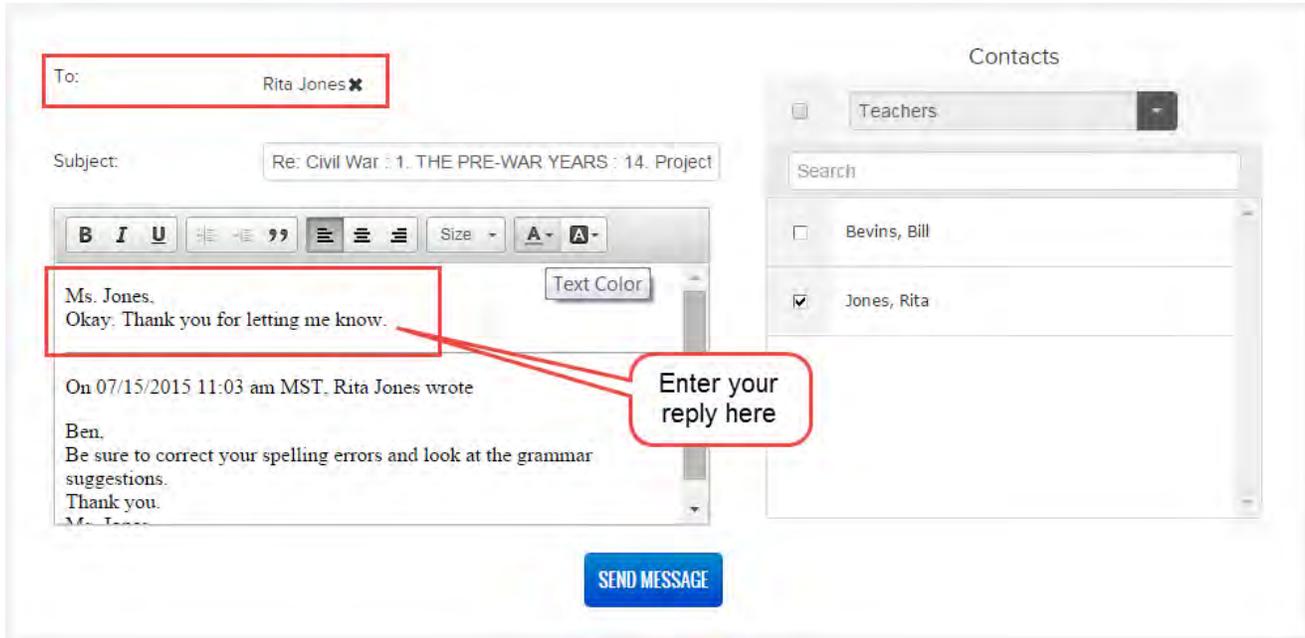


- When you are finished composing your message, click **Send Message**.
The message now appears in your **Sent** messages list. See ["View sent messages" on the next page.](#)

Reply to messages

When you receive a message from one of your teachers, you can reply to it.

- Open a message to read it.
- Click the **Reply** button.
The teacher who sent you the message appears in the **To** area. You can remove that teacher by clicking the **X** next to their name, and select another teacher.
- In the reply area above the original message, enter your reply. Use the formatting tools to bold, underline, change the text color, etc. for your message.



- When finished, click **Send Message**.
The message now appears in your Sent messages list. See ["View sent messages" below](#).

View sent messages

Your **Sent** messages list contains all the messages you sent to your teachers, including those messages sent while working on a lesson and asking for help (see ["Request help from your teachers" on page 25.](#))

- From the **Inbox** drop down, select **Sent**.



Your **Sent** messages list contains all sent messages in order of the date and time sent, with the most recent ones at the top.

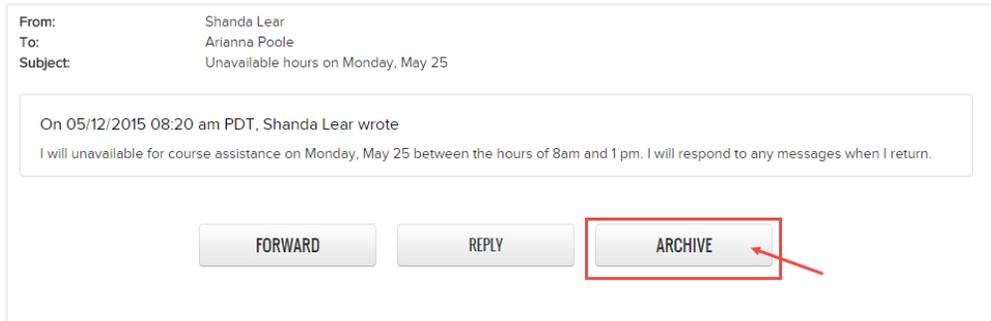
- To read a sent message, click it.
While viewing a sent message, you can forward it to another teacher. See ["Forward messages" on the facing page](#).

Archive messages

Because you cannot delete your Odysseyware messages, you can file away (archive) messages to a different list so that your Inbox list is easier to view.

- From your **Inbox** list, select a message you want to remove from the list and file it away to the Archived list.
- On the **View** page for the message, click the **Archive** button.

View archived messages

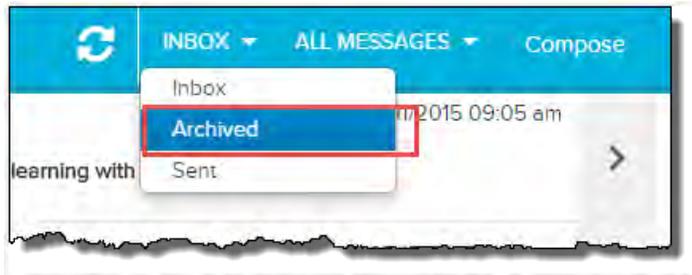


The message is removed from the **Inbox** messages list and now appears in the **Archived** messages list. See "[View archived messages](#)" below.

View archived messages

You can view a list of messages that you archived.

1. To see your archived messages, from the **Inbox** drop down, select **Archived**.

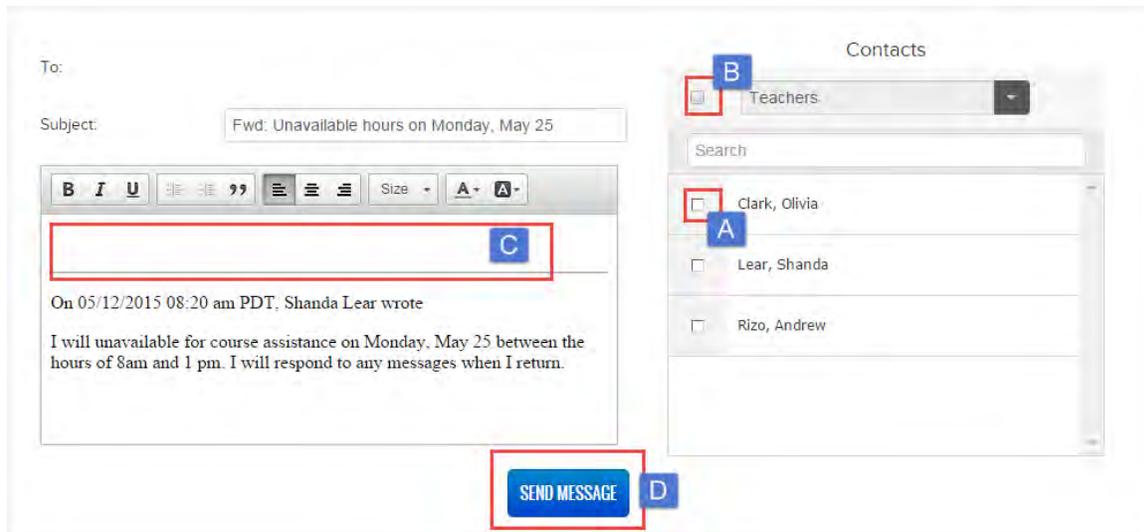


2. To go back to your Inbox, from the **Archived** drop down, select **Inbox**.

Forward messages

You can forward received and sent messages to other teachers. While you are reading a message, if the **Forward** button appears, you can forward that message to another teacher.

1. From either the **Inbox** list or **Sent** list, click a message to read it.
2. Click the **Forward** button.
3. From the **Contacts Teachers** list, select one or more teachers by clicking the check box next to their name (A), or to select all teachers for the message, click the check box (B) next to the **Teachers** list.
4. To let the teacher(s) know why you are forwarding the message to them, enter an explanation (C).
5. Click **Send Message** (D).



The message now appears in your **Sent** messages box. See ["View sent messages"](#) on page 50.

Access Other Resources And Get Help

Other resources and Help are available to you:

- To view the **FAQ** page which provides helpful information, click the **Help** tool. The FAQ page also has the Odysseyware Technical Support phone number and availability details.
- To see a list of new features and improvements, click the **Help** tool, and then on the main nav bar, click **What's New**.
- To access a copy of the *Student User Guide* or the *Student Quick Start Guide*, go directly to the Odysseyware web site training resources page at: <https://www.odysseyware.com/training-resources>. Guides are located under the **Documents** section of the page.

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