

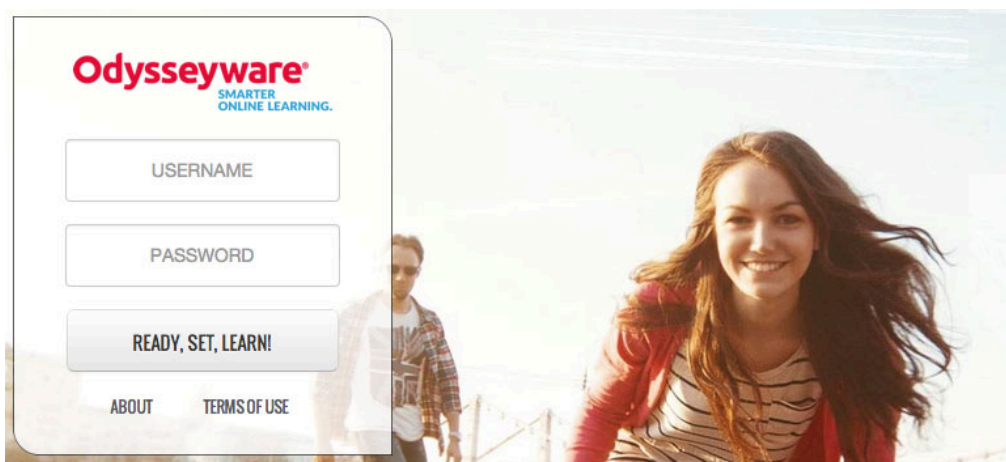
Odysseyware Teacher Guide

Welcome to Odysseyware(OW). In this guide you will find instructions for completing the tasks you need to successfully homeschool your student.

Logging In

To login to OW as a teacher:

- Go to <https://www.globalstudentnetwork.com/login-page.html>
- Click on the Odysseyware folder under “Teacher Login” you will see the page below.



- Enter the teacher login information you were given in the welcome email.
- Click on login

After you login as a teacher, the first page you see is your Home page. Let’s take a look at the top banner of your Home page. This banner remains consistent, no matter what page you are on in the application. On the top right you will see *My Preferences* and *Logout*. You can click on *My Preferences* to set your preferences. *Logout* allows you to easily logout from anywhere in the system.

Another area that remains constant across all of the pages in Teacher mode is the row of tabs across the top of each page, enabling easy access to all functionality within the application.

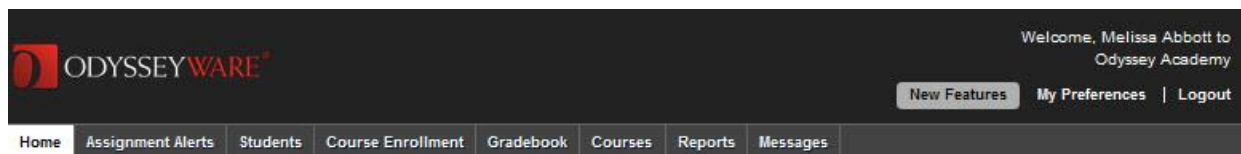


This guide will walk you through each tab and the corresponding functions and features available when you click each one.

Home Page

Your Home Page has several tabs. Let’s take a look at the top banner of your **Home** page. This banner remains consistent, no matter what page you are on in the application. You can always see the name of your school and your login name. Additionally, there are two links on the right-hand side of the banner,

My Preferences and Logout. The My Preferences link allows you to change your background and your password.



Home Tab

Let's begin on the far left with the **Home** tab.

Your **Home** page has several panels.

1. Message of the Day – This is where GSN administration can post important notes if needed. This section is usually blank.
2. Calendar – Your school calendar displays in the panel on the left side of the **Home** page. This calendar can only be changed by the administration at GSN. It *cannot* be adjust per individual student as any changes made to the calendar change it for all students.
3. Actions – Display assignments needing to be graded by the teacher, tests that need unlocked, and messages sent when a student uses the **Help** button on an assignment problem. Shows the student name, the assignment type and title of the assignment needing graded or unlocked; or the date, student name and subject of the message if a help request. Click the linked message to go directly to the question or click the linked assignment to grade the assignment. Clicking on an **Unlock** request allows you to unlock a quiz or test.
4. New Messages – Shows a listing for each new, unread message in your inbox. You see the date each message was sent, who sent it, and the subject line of the message. Click a new message to open it.

Assignment Alerts Tab

The **Assignment Alerts** tab displays a page with a list of all student assignments with a status of "completed", "graded", "assigned" or are overdue. **Assignments** requiring manual grading appear on your **Home** tab in the **Actions** block and on the **Action Required** page under the **Gradebook** tab.

Assignment Alerts

Show Progress for **past 3 days** and for **my students**

✓ Graded
🔄 Re-Assigned
⚠ Overdue
🚫 Blocked/Failed

Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
Abbott, Melissa	Rivera, Ramon	Science 600 (2013)	1	18. Alternate Test	Test	A1	⚠	07/17 1:01AM	Assigned	0	0%
Abbott, Melissa	Tanner, Daniel	Language Arts 800 (2013)	1	3. Categorizing Words	Lesson	A1	🚫	07/16 2:56PM	Graded	2/MAX	50%
Abbott, Melissa	Ackers, Corinne	Vietnam Era (2013)	1	3. Early History	Lesson	A1	✓	07/15 2:40PM	Graded	1	100%
Abbott, Melissa	Ackers, Corinne	Vietnam Era (2013)	1	2. Vietnam	Lesson	A1	✓	07/15 2:39PM	Graded	1	100%

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There are 11 or 12 columns across the top of the **Assignment Alert** page. Admins see the Teacher column, Teachers/Parents(you) do not. You can sort on any column with the arrowheads beside the column header.

Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
---------	---------	--------	------	-------	------	--------	----------	------	--------	----------	-------


For example, you can sort by **Student**, **Course**, **Status**, or **Activity**. Currently the list is sorted by **Date** in descending order. I know this because the downward facing arrowhead to the right of **Date** is displayed.

You also see four symbols in the **Activity** column (and in the upper right corner of the page):

Tells you the assignment is graded - ✓

Lets you know the assignment is past due - ⚠

Indicates the assignment has been reassigned to the student - 🔄

Indicates the student was not able to achieve a passing grade on the assignment in the maximum number of attempts allowed. - 

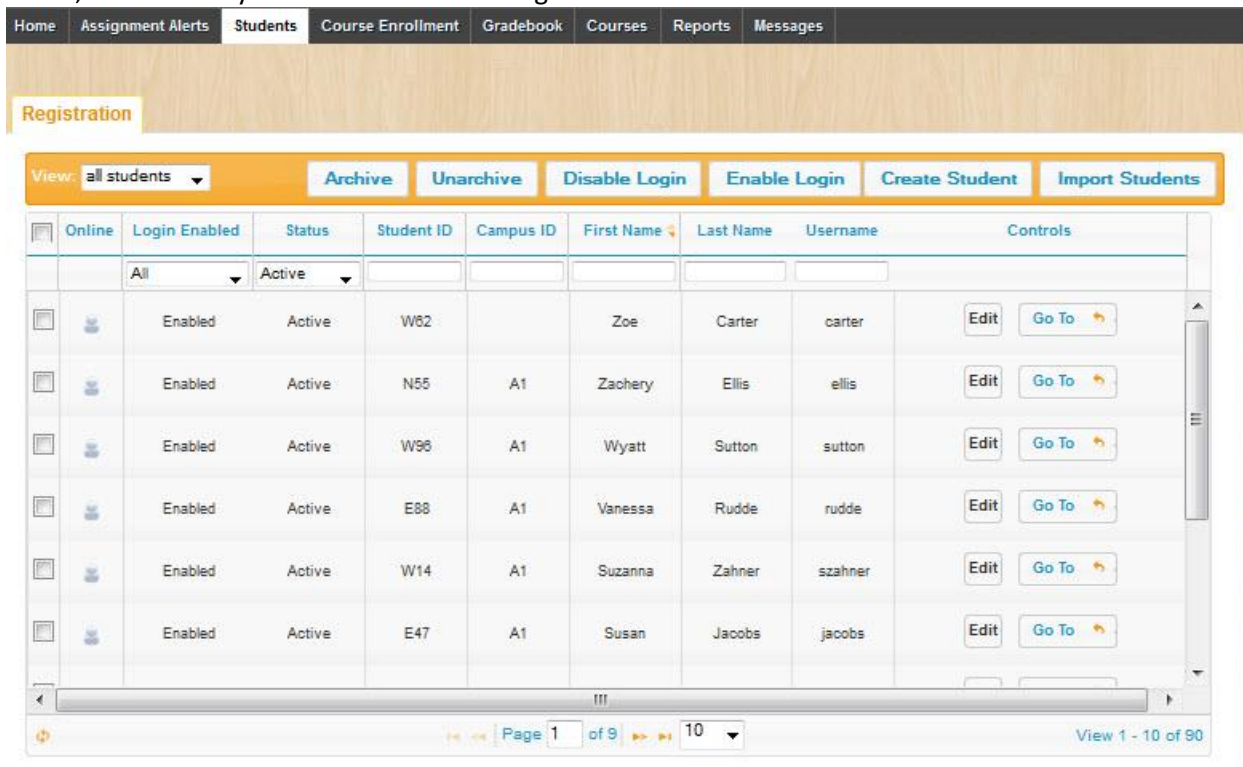
You can also change the status of any assignment in the list by clicking the drop-down arrow beside the status displayed. The choice you see may differ depending on the current status of the assignment.

- If an assignment shows the status as “Assigned” you can either mark it “Complete” or “Skipped”. Complete indicates an assignment was completed by the student, but still has items requiring teacher grading. The status changes to “Graded” once this is done.
- Assignments with a status of “Graded” can only be reassigned. Do this by changing the status to “Assigned”.
- Assignments showing a status of “Not Started” may be changed to “Assigned” or “Skipped”.
- Any assignment you change to “Skipped” drops off your list when you refresh your screen.
- All assignments over seven days old automatically drop off the list.

Students Tab

This page displays the list of students assigned to you. You can display active students only (the default), on hold students, archived students, or all students (the combination of active and inactive students). Use the drop-down menu in the **Active** column to see the inactive or all students.

The arrow head beside the column header indicates how the list is currently sorted. In the example below, it is sorted by first name in descending order.



Online	Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username	Controls
<input type="checkbox"/>	All	Active						
<input type="checkbox"/>	Enabled	Active	W62		Zoe	Carter	carter	Edit Go To
<input type="checkbox"/>	Enabled	Active	N55	A1	Zachery	Ellis	ellis	Edit Go To
<input type="checkbox"/>	Enabled	Active	W96	A1	Wyatt	Sutton	sutton	Edit Go To
<input type="checkbox"/>	Enabled	Active	E88	A1	Vanessa	Ruddle	rudde	Edit Go To
<input type="checkbox"/>	Enabled	Active	W14	A1	Suzanna	Zahner	szahner	Edit Go To
<input type="checkbox"/>	Enabled	Active	E47	A1	Susan	Jacobs	jacobs	Edit Go To

If you click “Go To” to the right of the student name you can choose to go to either the gradebook, enrollment, assignment or alert page for that student. If you click edit you can edit some of the student information.

Course Enrollment Tab

This tab simply shows you the list of courses the student is enrolled in and the timeframe the student has to complete the course. If you need these dates rescheduled, you will need to contact our office.

Gradebook Tab

There are two tabs in your **Gradebook**:

- **Grading** – enables you to keep track of how your students are progressing through their assigned course(s).
- **Action Required** – permits you to directly access any assignment needing your attention with a single click.

We'll walk through the features and functions of both pages, beginning with the **Grading** page.

A few points about grading first:

- Students and teachers see the current score of assignments with manually graded problems (assignments in the "completed" status).
- If essay type questions are left blank, they are automatically graded zero.
- If the application determines the student has no chance of achieving a passing score, even if all manually graded questions receive a 100%, the lesson is automatically reassigned to the student.
- The assignment is not sent to the teacher for grading until either the student has achieved the pass threshold or the maximum number of attempts is reached.

Grading Tab

The box at the top of the **Grading** tab page is a **SEARCH** box. Use this feature to filter your course or student list. You can then choose to narrow your list by selecting only one student, only one teacher, a single subject, a single course within a subject, or some combination of these choices. (You must choose a **Subject** before you can choose a single **Course**.) Additionally, you can choose to view a selected term or identify a specific range of dates(Begin and End).

The screenshot shows the 'Grading' tab interface. At the top, there are two tabs: 'Grading' (selected) and 'Action Required'. Below the tabs is a search filter area with the following options:


- View by student
- View by course
- Student Status: Active (dropdown)
- Enrollment Status: Active (dropdown)
- Student: -Select a student- (dropdown)
- Teacher: -Select a teacher- (dropdown)
- Subject: -Select a subject- (dropdown)
- Course: -Select a course- (dropdown)
- All Time-frames
- Future Term (06/06) (dropdown)
- Begin: [text input] [calendar icon]
- End: [text input] [calendar icon]

A 'Search' button is located at the bottom center of the filter area.

In addition to the student name, you see the date the student started the course and the date they are to be finished with all course work. There is a bar chart to quickly see student progress through the coursework and finally the current score for all completed work in the course.

Results: 1 to 1 of 1

Science 700 (2013)

Go To 

	Student Name	Enrollment Status	Start	End	Progress	Score
+	Putnam, Jared (Active)	Active	7/15/2013	9/6/2013	 40%	96.68
+	Cameron, Beatrice (Active)	Active	7/15/2013	9/6/2013	 10%	95
+	Miller, Andrew (Active)	Active	7/15/2013	9/6/2013	 20%	97.5

Notice the plus in the first column to the left of the student or course name. Click this to expand a list of all unit titles for this course below a student's name. The far right column displays the student's current composite score for this entire unit.

Click the plus next to any unit title to expand the unit and see all the assignments in that unit.

Course Name	Enrollment Status	Start	End	Progress	Score			
Vietnam Era (2013)	Active	8/22/2013	12/18/2013	<div style="width: 11%;"></div> 11%	98.6			
#	Unit Title	Skipped	Start	Complete	Progress	Score		
1	THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM	<input type="checkbox"/>	7/15/2013		<div style="width: 53%;"></div> 53%	98.6		
Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
REFERENCE	1. Course Overview	Assigned	<input type="checkbox"/>				0	0
LESSON	2. Vietnam	Graded	<input type="checkbox"/>	8/22/2013	7/15/2013	7/15/2013	1	100
LESSON	3. Early History	Graded	<input type="checkbox"/>	8/23/2013	7/15/2013	7/15/2013	1	100
LESSON	4. French Indochina	Graded	<input type="checkbox"/>	8/26/2013	7/15/2013	7/15/2013	1	92.5
QUIZ	5. Quiz 1: Toward French Colonization	Graded	<input type="checkbox"/>	8/23/2013	7/22/2013	7/22/2013	1	100
LESSON	6. Nationalist Movement	Graded	<input type="checkbox"/>	8/26/2013	7/22/2013	7/22/2013	1	100
LESSON	7. World War II	Graded	<input type="checkbox"/>	8/27/2013	7/22/2013	7/22/2013	1	100
LESSON	8. The French Indochina War	Graded	<input type="checkbox"/>	8/28/2013	7/22/2013	7/22/2013	1	100
QUIZ	9. Quiz 2: Vietnamese Nationalism	Graded	<input type="checkbox"/>	8/29/2013	7/22/2013	7/22/2013	1	96.7
LESSON	10. Falling Dominoes	Assigned	<input type="checkbox"/>	8/30/2013			0	0
LESSON	11. Dien Bien Phu	Not Started	<input type="checkbox"/>	9/3/2013			0	0
LESSON	12. The Geneva Accords	Not Started	<input type="checkbox"/>	9/4/2013			0	0
PROJECT	13. Essay: The U.S. Policy for Vietnam	Assigned	<input type="checkbox"/>	9/5/2013			0	0
QUIZ	14. Quiz 3: Vietnam and the Cold War	Not Started	<input type="checkbox"/>	9/6/2013			0	0
PROJECT	15. Special Project	Skipped	<input type="checkbox"/>				0	0
LESSON	16. Review	Not Started	<input type="checkbox"/>	9/9/2013			0	0
TEST	17. Test	Not Started	<input type="checkbox"/>	9/11/2013			0	0
TEST	18. Alternate Test	Skipped	<input type="checkbox"/>				0	0
REFERENCE	19. Glossary and Credits	Assigned	<input type="checkbox"/>				0	0

At this level you see additional information:

- **Assignment Type** – options included: lesson, project, quiz or test
- **Assignment Title**
- **Status** – these are automatically assigned by the system. You can change them as necessary to meet your needs. Options include:
 - o **Not Started** – status given to all assignments the student has in queue to work on
- **Assigned** – status for currently assigned work
- **Skipped** – status for assignments you or the application chose not to assign to the student. If you want to assign a skipped assignment, you must first change the status to “Not Started”, and then change it to “Assigned”.

- **Completed** – status given to assignments the student has submitted as finished, but having teacher-graded problems. Once you or the teacher completes all grading tasks for the assignment, the status is automatically changed to **Graded**. If you want the student to redo the assignment, you can change the status to “Assigned”.
- **Graded** - status for all assignments submitted by the student as complete having no teacher graded problems. If you want the student to redo the assignment, you can change the status to “Assigned”.
- **Blocked** – if this box has a checkmark, the assignment is blocked, preventing the student from continuing in this subject until you or the teacher removes the block. Click the box to remove the checkmark to unblock the assignment. Alternately, if you want to block an assignment, not currently blocked, click the box to add the checkmark.
NOTE: If you block an already posted assignment, the student CANNOT view the completed, posted assignment, but CAN move forward to future assignments in the course.
- **Due Date** – shows the date the assignment should be completed by the student
- **Completed Date** – Once the assignment has been fully completed
- **Attempt** – counter showing the number of times the student tried to successfully complete the assignment. If the student has reached the maximum number of attempts allowed, you see “max” after the number, for example 3/max.
- **Score** – percentage score the student has achieved on the most current attempt on the assignment

Skiping Units or Assignments

To skip a unit:

- Go to the gradebook for the student for whom you want to skip
- Click the plus sign to left of the name of the course you want to skip a unit in
- Click the box to the right of the unit you would like skip

Vietnam Era (2013) Go To ↗

Student Name	Enrollment Status	Start	End	Progress	Score		
- Jacobs, Susan (Active)	Active	8/22/2013	12/18/2013	<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	0%	0	
+							
#	Unit Title	Skipped	Start	Complete	Progress	Score	
+ 1	THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM	<input checked="" type="checkbox"/>			<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	0%	0
+ 2	FROM MILITARY ADVISORS TO COMBAT TROOPS	<input type="checkbox"/>			<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	0%	0
+ 3	A NATION DIVIDED BY WAR	<input type="checkbox"/>			<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	0%	0
+ 4	ACHIEVING PEACE WITH HONOR	<input type="checkbox"/>			<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	0%	0
+ 5	THE LEGACY OF VIETNAM	<input type="checkbox"/>			<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	0%	0
+ 6	COURSE REVIEW AND EXAM	<input type="checkbox"/>			<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	0%	0

Please note: If a unit is skipped the questions from that unit will not appear on the midterm or final.

To skip an assignment:

- Go to the gradebook for the student for whom you want to skip

- Click the plus sign to left of the name of the course you want to skip a unit in
- Click the plus sign to the left of the name of the unit in which the assignment is that you would like to skip
- Change the drop down box to the right of the assignment in the status column to skipped

Please note: Questions from skipped assignments are not included on the assessments.

Action Required

The **Action Required** tab provides a list of all assignments requiring manual grading, and any assignments where a student has submitted a request for help. In the **Type** column you see either “Manual Grading” or “help Requested”.

Grading		Action Required						
Unread							Mark Unread	Mark Read
	Student	Subject	Course	Unit	Assignment	Type	Event Date	Status
<input type="checkbox"/>	Ackers, Devon	English Language Arts	English I	READING AND WRITING	Word Meanings	Manual Grading	7/22/2013 3:34 PM	Completed
<input type="checkbox"/>	Baily, Julianne	English Language Arts	English I	READING AND WRITING	Word Meanings	Manual Grading	7/15/2013 3:41 PM	Completed
<input type="checkbox"/>	Carter, Joe	English Language Arts	English I	READING AND WRITING	Word Meanings	Manual Grading	7/22/2013 3:36 PM	Completed
<input type="checkbox"/>	Carter, Zoe	English Language Arts	English I	READING AND WRITING	Essay: Persuasion	Manual Grading	7/22/2013 3:39 PM	Completed
<input type="checkbox"/>	Carter, Zoe	English Language Arts	English I	READING AND WRITING	Quiz 1: Reading	Unlock Quiz	7/22/2013 3:49 PM	Completed
<input type="checkbox"/>	Tanner, Daniel	English Language Arts	Language Arts 800	STRATEGIES FOR READING AND WRITING	Categorizing Words	Blocked Failed Attempts	7/16/2013 2:56 PM	Graded

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There are four types of actions you see listed on this page, “Manual Grading” tasks, “Help Requests”, “Blocked/Failed Attempt” and a request to “Unlock” a quiz or test. These are the same items you see in the **Actions** block on your **Home** page. Once you select **Mark Read** for a “Blocked/Failed Attempt” item, it is removed from the **Actions** block on your **Home** page.

Unlock Quiz or Test Feature

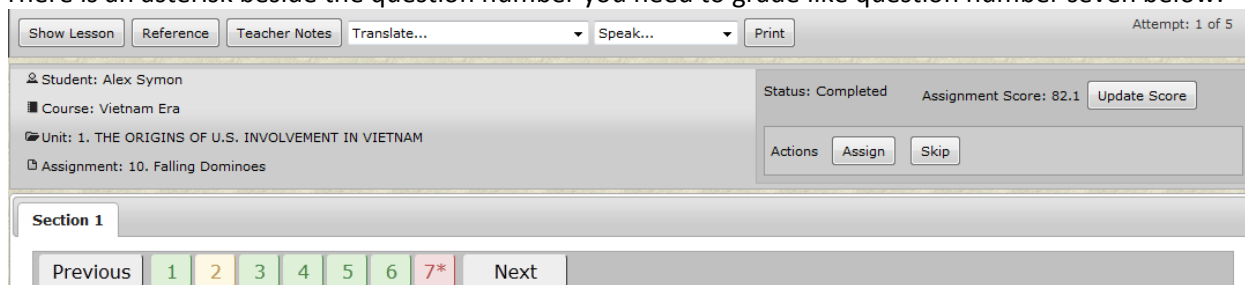
If you are sure you want to unlock the quiz or test for the student, click the link in the Actions block on your Home page to immediately unlock it. If you want to view the quiz or test before unlocking it, click **View Lesson** from this page first, then go to your **Home** page to unlock it.

Tasks can be filtered by selecting **Read** or **Unread** items. The default is to display **Unread** items. The box in the far left column is a selection checkbox. If you want to mark an item or group of items on the

Unread list as read, click the checkbox beside each item to change, and then click the **Mark Read** button. You can use this same functionality to mark read items as unread.

The **Actions** column on the far right-hand side of the page provides a link, **View Lesson** directly into the first question in the assignment. You can then click through the questions in each section, either by clicking the individual question number buttons or by clicking the **Next** and **Previous** buttons. If there are multiple sections in the lesson, click **Next Section** to move to the next section. To go back to a previous section, click the section tab.

To see the lesson material, click **Show Lesson**. The question appears at the bottom of the lesson. Once you click **Show Lesson**, it toggles to read **Hide Lesson**. Click this to return to viewing only the questions. There is an asterisk beside the question number you need to grade like question number seven below:



Notice the question numbers and background area around the question.

- Green indicates the answer to this question is correct.
- Red tells you the answer is either incorrect or not yet graded.
- Yellow shows you the student got the answer partially correct.
- Black number on a white background indicates the question is still to be answered (reassigned already)
- Gray means the question was skipped, either by you as the teacher or by the application because a lesson was skipped using Flex Skipped. Gray question numbers are also smaller in size.

Students also see this color coding when they view completed and graded assignments.

To grade the question:

1. Click on the question number to be graded. For this example you would click on "7"
2. Enter the number of points out of the total possible in the **Points Received:** box
3. Click the **Update** button to the right of the **Points Received** box to save the points and score the question. To see the updated score reflected for the entire assignment, you must refresh your screen.
4. Click the **Go To** button at the top of the screen and select where you want to go.

To change an existing score

1. Go to the gradebook for the student for whom you want change the score for
2. Click the plus sign to left of the name of the course you want to change the grade in
3. Click the plus sign to the left of the name of the unit in which the assignment is that you would like to change the grade in
4. Click on the assignment that you would like to change
5. Type over the number of points in the Points Received box

6. Click Update The percentage beside the **Update** button automatically changes as do the assignment, unit, and course grades.
7. Click the **Go To** button at the top of the screen and select where you want to go.

Previewing Lessons

To preview a lesson assigned to your student.

1. Go to the gradebook for the student for whom you want to preview the lesson for
2. Click the plus sign to left of the name of the course you want to preview the lesson in
3. Click the plus sign to the left of the name of the unit in which the assignment is that you would like to preview
4. Click on the assignment that you would like to preview
5. You will see the list of questions associated with this assignment. To see the lesson click "Show Lesson on the top left

Courses Tab

On the courses tab you can see a list of all the courses offered by OW. You can also click on the eye to the right of the name of the course to preview the course. If you would like to add a course you will need to login to your admin account with GSN. See the second video on this page for assistance.
<https://www.globalstudentnetwork.com/howtoenroll.php>