Student User Guide

Odysseyware®
SMARTER
ONLINE LEARNING.

Table of Contents

Note: For technical support, please contact Technical Support at 1‑877-251-6662 or go to www.odysseyware.com/support.

Welcome to Odysseyware!
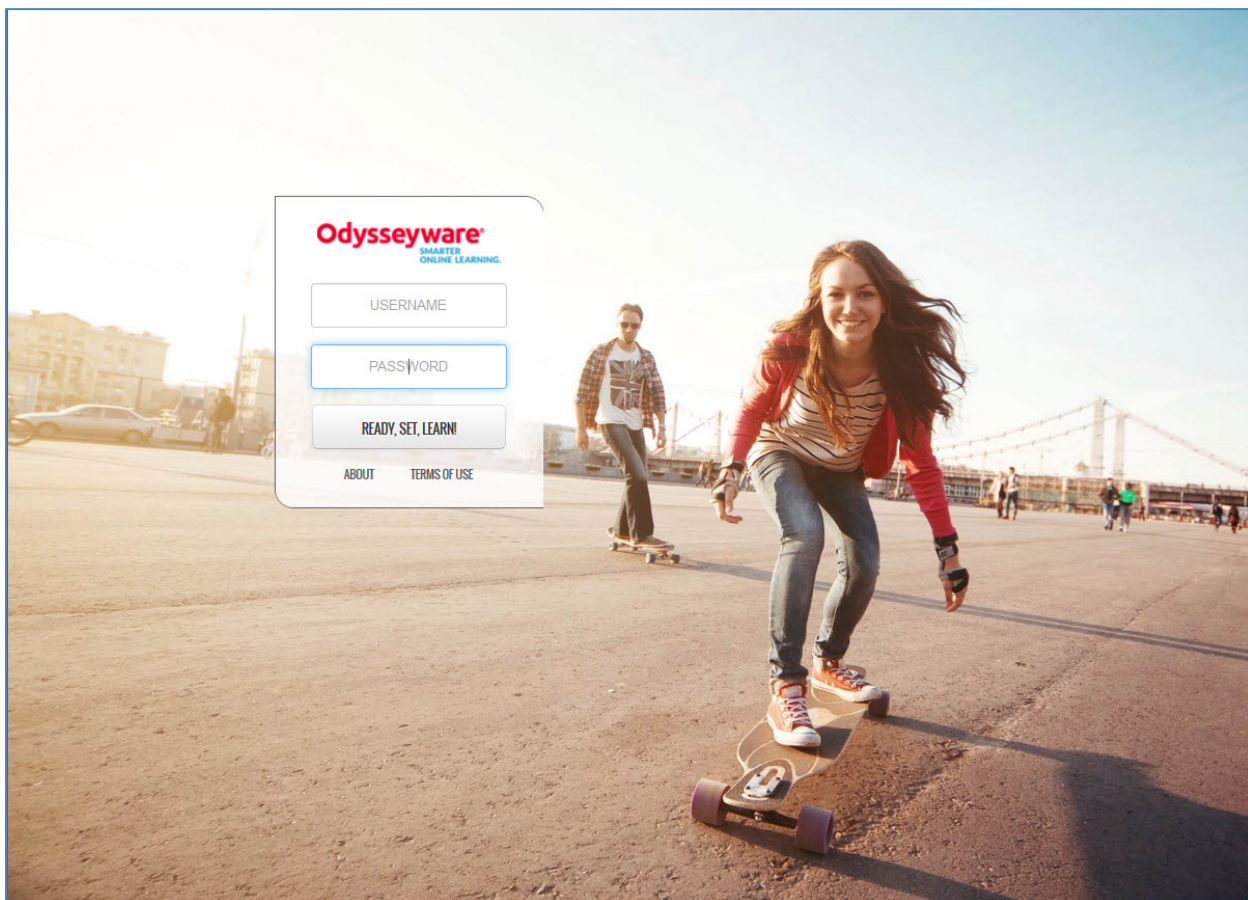
Let's get started!

1. Enter the **Login ID** and **Password** your school provided you to go directly to your **Home** page.
2. Click the **READY, SET, LEARN** button.

Those other two buttons:

- **About -** The **About** page is where you find the active Odysseyware **Version** number.
- **Terms of Use -** Click to see a copy of the "Odysseyware End User License Agreement".
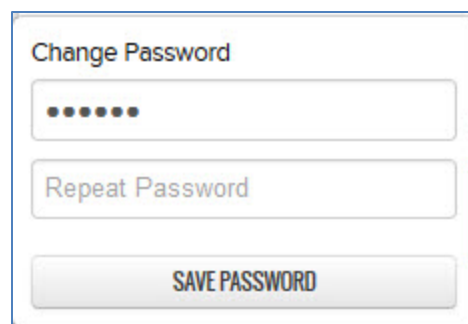
Let's start by taking a look at what you see on the top of your screen.

Top Banner

Identification Bar

1. The name of your school is top left, "Odyssey Academy" in the example above.
2. Top right you see your name, "Zoe Carter" in our example above.
   Click your name to change your password. A small window opens where you enter your new password twice, then click the **Save Password** button, if you have this permission.
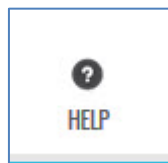
Button Bar
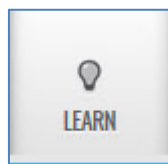
3. Click the **Learn** button to go to the **Assignments** page.
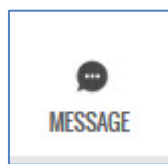
4. Click the **Message** button to open your **Inbox** to send or read a message.

5. Click the **Help** button if you have questions about using Odysseyware.

6. Click the **Sign Out** button when you are ready to log off Odysseyware.
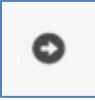
Navigation Bar

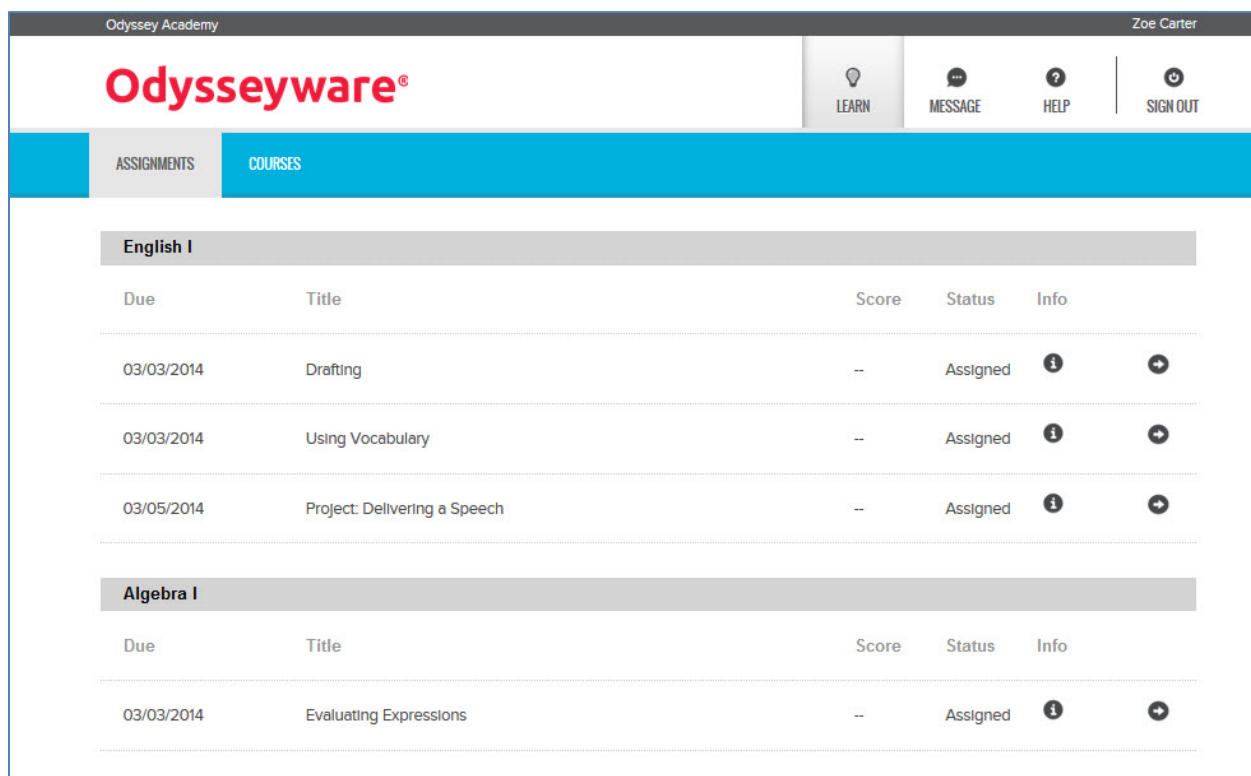7. **Assignments** tab – shows you the next few assignments you have in each subject. See *Assignments* section starting on page 5 for more information.
8. **Courses** tab – shows you a list of your courses, your score and progress in each subject. See the *Courses* section starting on page 6 for more information.

No matter where you are in Odysseyware, you see these eight items on the top of your screen.

Assignments

The **Assignments** page is what you see when you click the Learn button. It is usually the page you see when you login. It shows you all of your Odysseyware subjects. Below the subject name you see the next few assignments due in that subject. This includes:

- **Due** date for the assignments
- **Title** of the assignment
- **Score**, if you have attempted the assignment at least once already
- **Status** of the assignment
  - Assigned
  - Graded
  - Complete

- **Info** icon - When you hover your mouse over this icon, you see:
  - **Type** of assignment (lesson, quiz, test, project)
  - **Start Date** (you see a dash if assignment not started yet)
  - The name of the **Teacher** assigned to this subject

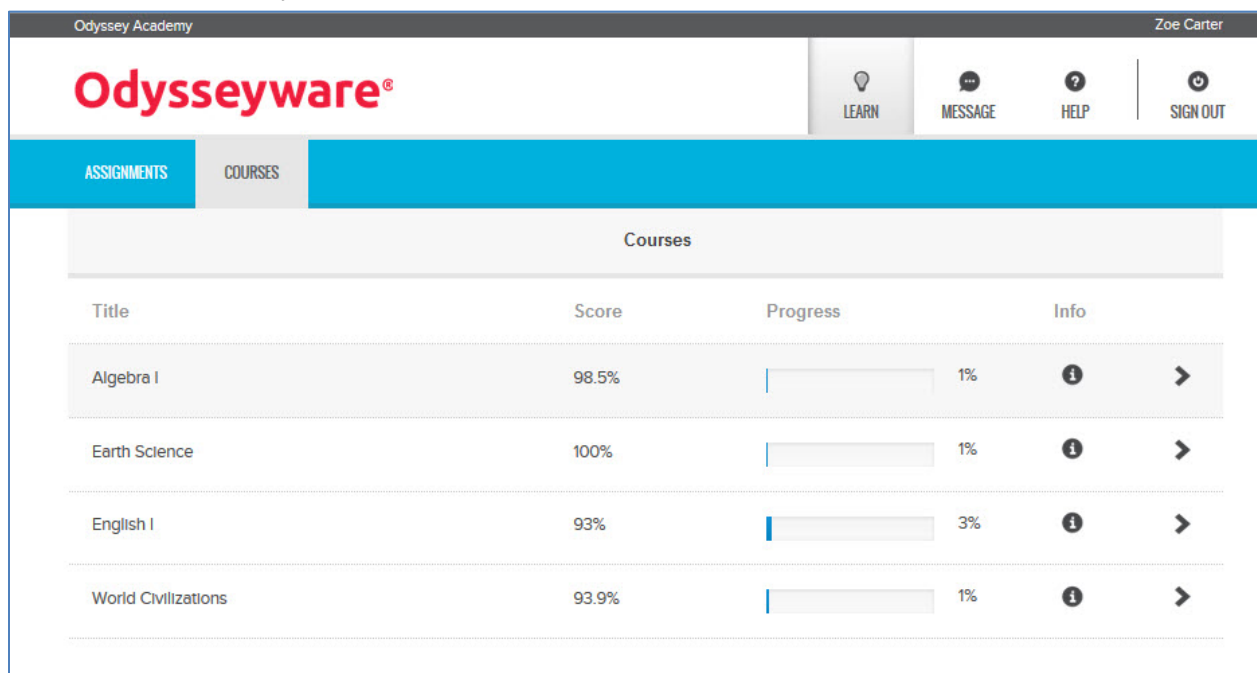- Click anywhere in this row to go directly to this assignment.
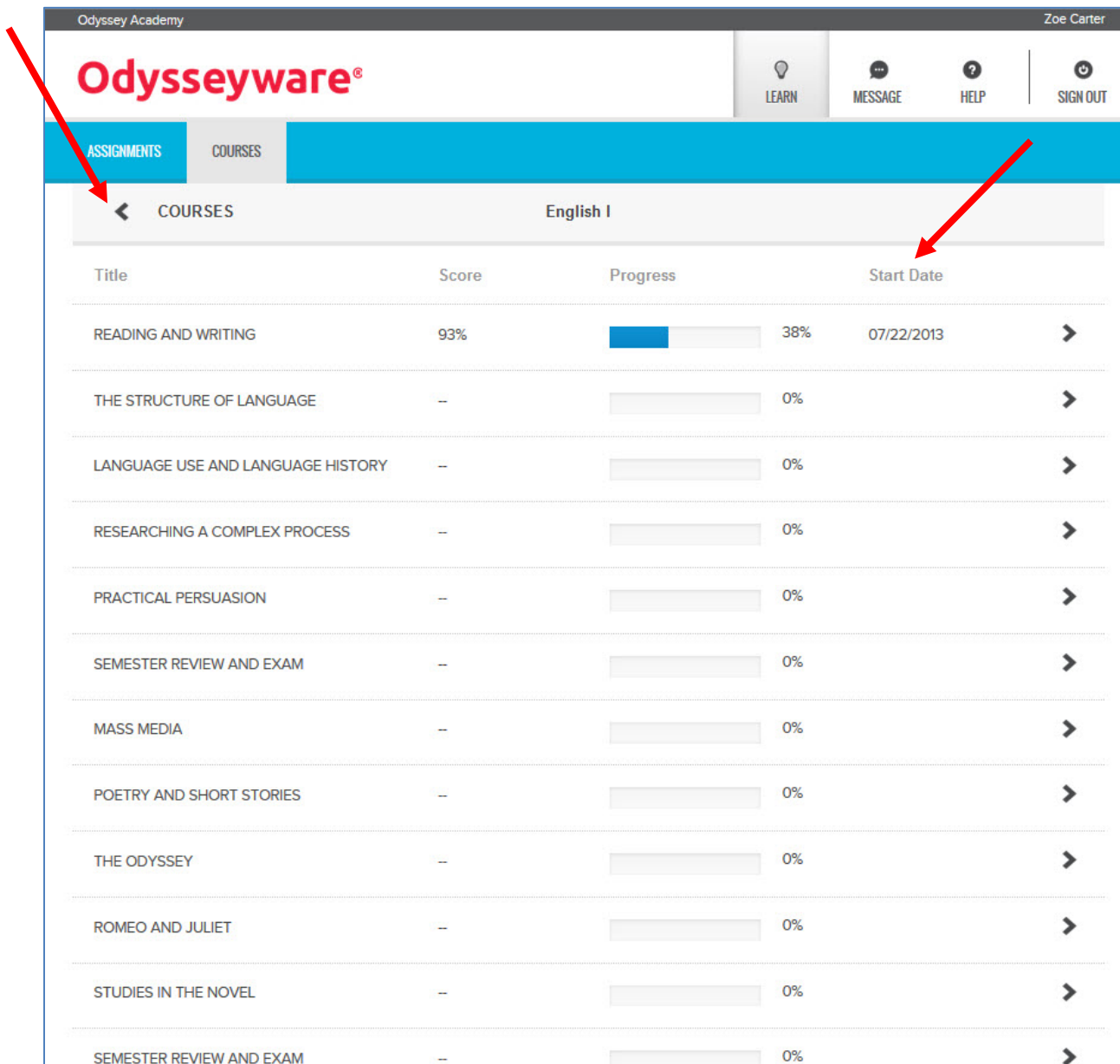
Courses

On the **Courses** page you see a list showing each course you are enrolled in. You see

- **Course Title**
- **Score** - your current score in the course
- **Progress** in the course including a progress bar and your percent complete
- [**i** icon] shows you the date you started this course and the name of the teacher assigned to it
- [**>** icon] click anywhere in this row to see the units in the course.

Odyssey Academy					Zoe Carter
Odysseyware®		LEARN	MESSAGE	HELP	SIGN OUT
ASSIGNMENTS	COURSES				

Courses

Title	Score	Progress		Info	
Algebra I	98.5%		1%	**i**	**>**
Earth Science	100%		1%	**i**	**>**
English I	93%		3%	**i**	**>**
World Civilizations	93.9%		1%	**i**	**>**

- If you are viewing the units, click [>] to see the assignments in the unit. If you are on the **Units** page you also see the date you started working in this unit. You can also see the arrow on the left side of the page on the same row as the course name. Click it or the COURSES heading beside it to return to the list of courses as shown on the previous page.

- If you are viewing the assignments, you see a bit more information about each assignment:
  - o **Due Date**
  - o **Score**
  - o **Status**
  - o **Info** icon (Assignment Type, Start Date, Teacher)

Click the arrow to the left of the course and unit title to return to the Units list as shown on the previous page.

Click [→] to open the assignment. You can only open your current assignments and already completed assignments.

You can also click any course, unit, or assignment title to move to the next level, for example, if I click the course title for English I, it takes me to the unit list for that course. If I click on the Unit title for Reading and Writing, it takes me to the list of assignments in that unit.

Lessons

Once you open a lesson, some information about that assignment displays on the navigation bar, to the right of the **Courses** tab. You see the **Course**, **Unit**, and **Assignment** titles, as well as **Attempt** count, and **Section** or **Question** number. There is a small icon (ⓘ). If you hold your mouse over it, you see the course, unit, and assignment titles for this assignment. Next, you see the **Section** number, if you are in the content of a lesson. You see the **Question** number if you are working the problems, or taking a quiz or test.

| ASSIGNMENTS | COURSES | **Assignment** - 1. Portuguese Influence
Attempt 1 of 2 | ⓘ | SECTION 1 OF 1 | QUESTION 1 OF 8 |

The lesson content appears in the center section of the screen.

Notes

The **Notes** area is to the left of the lesson content. Click the **How to** icon

(HOW TO) at the top of this column in section 1 of each lesson you see a small window like this ⟶

It explains how to enter and save notes in your lesson.

If you run your mouse down the column below the **How To** icon you see a blank gray icon display. Click it to enter your own note. You see a **Note** card open. You can choose to color-code your notes, just remember if you see a red note; it is one your teacher entered. Be sure to read it.

Once you enter your note, be sure to click the **Save** button.

You can create multiple notes for each assignment. You are able to enter up to 1000 characters for each note. Save a blank note as a tab to remind you of an important part of the lesson you need to study.

If you have already put notes in an assignment, you'll find them in the first two note spots.

Notes How To

Welcome to My Notes!
- Teachers & students: To add a note, click in any of the boxes that appear as you run your mouse along the left side of the assignment.
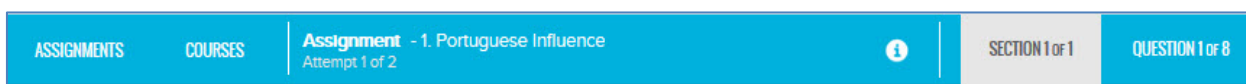- Students, you can also color-code your notes or use them as tabs to mark important areas.
- When you are done, click Save; if you want to get rid of a note, click Delete.

DISMISS   CLOSE

My Note

Characters: 0 (Limit: 1000)

DELETE   SAVE

Need to print your notes? Click the **Print** button in the toolbar (See the next page.)

See an example of a lesson with notes on the next page. You can click any of your Note icons to read or edit it. You can only read a red teacher note.

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To the right-hand side of the screen are several icons:

Click this icon to **Print.** You have the option to print your lesson, your own notes, or all notes, including notes from your teacher.

Click this icon to see **Reference** information about the selected word or phrase

Click this icon to see a translation of selected text. A list of available languages appears. Click the **Translate** icon again to close the window with the translated text.

Click this icon to hear the selected text spoken. A list of available voices is displayed. Click the **Speak as** icon again to close the window.

If you forget what any of these icons allow you to do, simply hold your mouse over the icon for a few seconds for a reminder.
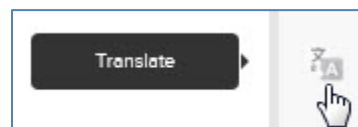
Once you reach the bottom of your lesson you see a question and one or two buttons. If the section has

has questions, you see both the **Read Next Section** and the **Work On Questions** buttons. If there are no questions associated with the section you see only the **Read Next Section** button.

If you have already read the lesson and want to go directly to the questions, you can click

QUESTION 1 OF 20

on the top bar to the right of the section numbers. The number of questions displayed varies based on the number of questions in each lesson, but each lesson, project, quiz, or test has at least one problem (or question) you must answer to complete the assignment.

Problem Section

When you click the **Questions** button, you see a screen similar to the one below.
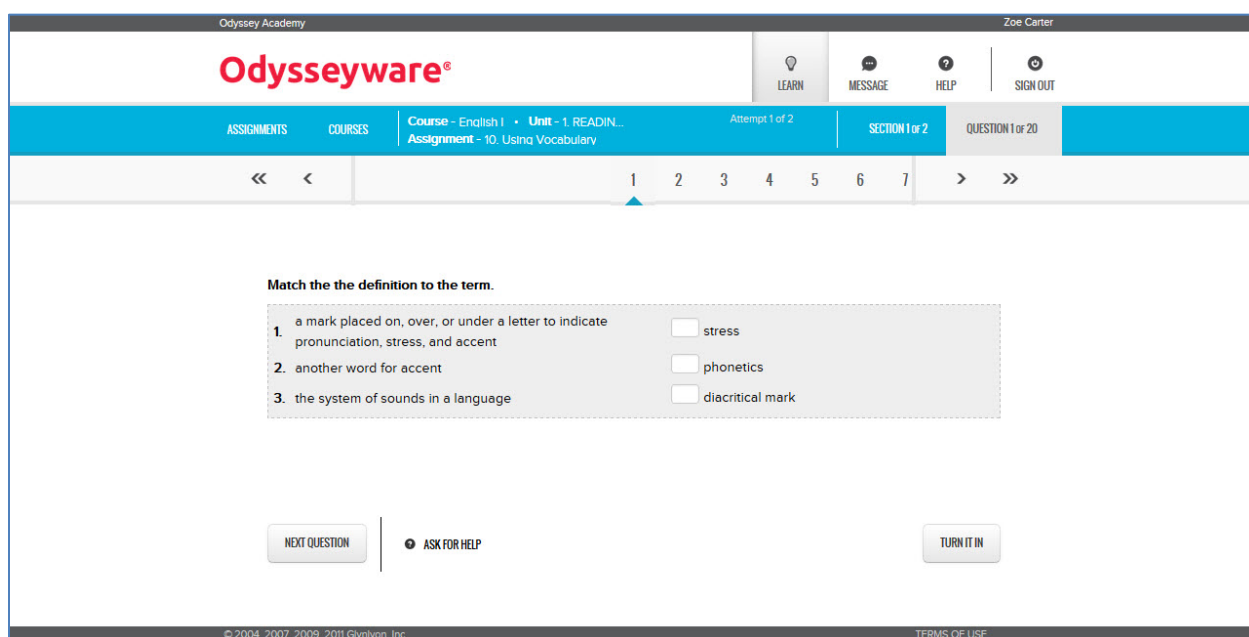
Question numbers are below the navigation bar. An arrow indicates which question is currently displayed. You can return to the lesson content at any time by clicking the **Section** button

SECTION 1 of 2

NEXT QUESTION

( ) above the question numbers. Click to submit your answer and advance to the next question. When that next question is associated with a new section, you see a confirmation box. Click **Yes, Please** to continue working. To stay in the current section, click **No. Thank You**. When you click **Yes, Please**, the next section of the lesson content is displayed. When you are ready to answer the problems associated with this

would you like to continue to section 2?

NO, THANK YOU   YES, PLEASE

QUESTION 6 of 18

section, click the button. (Remember, the numbers vary depending on how many questions are associated with each section.)

If you have difficulty answering a problem, click

❓ ASK FOR HELP

below each question. Click the button and leave your teacher a note about the problem. A message is sent to your teacher's inbox letting them know you need some help.

Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!

What do you need help with?

Write message   SEND

When you answer the last question you asked if you are ready 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 click the **Turn It In** button (

TURN IT IN

) anytime you are ready to submit the lesson for grading. Your score is displayed when you submit the lesson, unless there is a teacher-graded question in the assignment. Click **OK** to return to your **Assignments** page.

Depending on how your school is set up, your completed questions may be color-coded, so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.

For example:

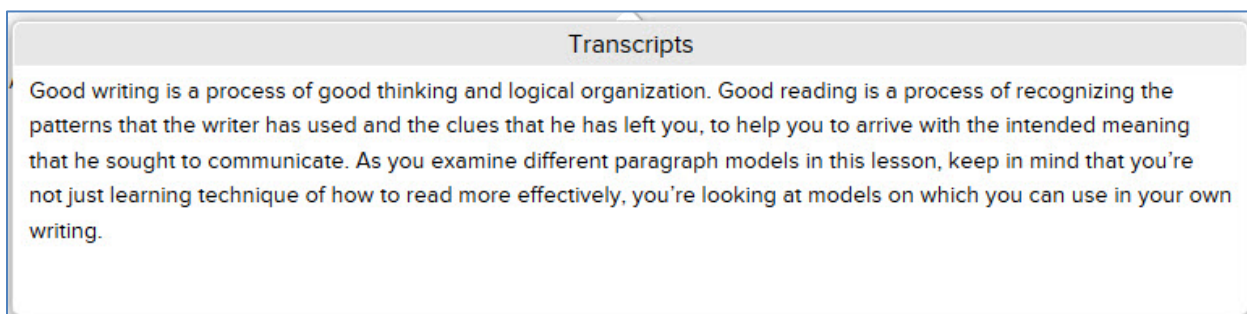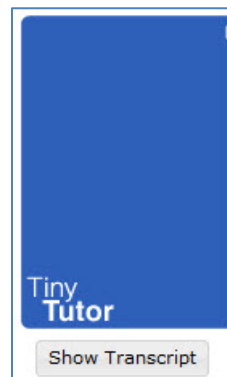| ✏	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✏	➜
2	3	4	5	6	7	8	9	10	11	12	13

- **Green checkmark** means 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. You do not need to answer it.

A couple of other things you might want to know:

You can read the text being spoken in much of the multimedia in your lessons. Just click Show Transcript . The button is usually just below the audio or video file. See the example to the right.

When you click that button, you see a box open, with the text of the multimedia file. It looks something like below.

Tiny
Tutor

Show Transcript

Transcripts

Good writing is a process of good thinking and logical organization. Good reading is a process of recognizing the patterns that the writer has used and the clues that he has left you, to help you to arrive with the intended meaning that he sought to communicate. As you examine different paragraph models in this lesson, keep in mind that you're not just learning technique of how to read more effectively, you're looking at models on which you can use in your own writing.

Question Types

Odysseyware uses a variety of question types in your lessons, quizzes, and tests. Many of them are graded automatically, but some require your teacher to grade them. Let's take a look at some examples, starting with the ones graded automatically by the application.

Matching

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

Multiple choice questions offer three to five choices per question. You just need to click in the bubble next to your answer choice. Make sure you have read the question or instructions carefully.

Multiple Select

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

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.

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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. You just need to click the bubble next to your choice.

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 menu/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 **trash can**. You can also click the **trash can** to clear all of the items you already placed.

Teacher Graded Questions

The following question types are not scored by the computer application, they must be scored manually, by your teacher.

> **Note**: Keep in mind, the computer scores these questions as a zero until the teacher enters a grade.

Paragraph Box

You are provided an answer box, and the expectation is that you answer the question in sentence format. We recommend that your teacher grade these questions with a close eye on syntax and grammar, so be careful!
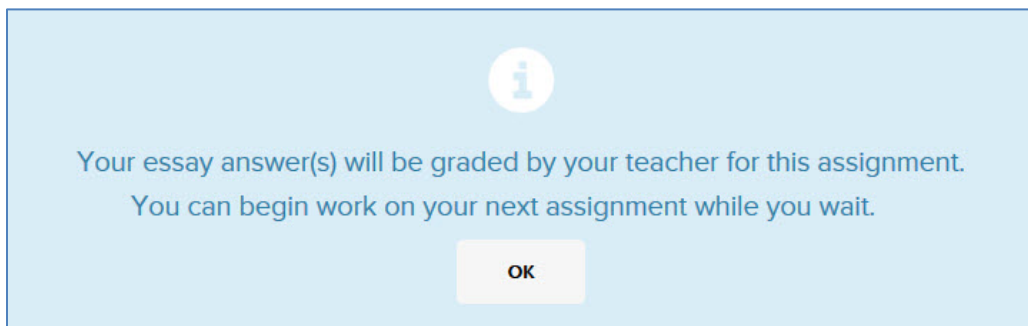
Essays / Projects

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.

Warning: Be sure you click **Save** after you finish entering your answer.

Anytime 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, click the **Choose a file** ( ) button to add your file to

Odysseyware. Whatever you use, don't forget to **Upload** ( ) your project when you are finished! When you submit a lesson with teacher-graded questions, instead of seeing a grade for your assignment, you see a message similar to this:

Your essay answer(s) will be graded by your teacher for this assignment.
You can begin work on your next assignment while you wait.

OK

If the essay or paragraph requires 125 words or more, the **Writer** coaching bar on top of the answer entry box has a bit more information.

Writer

Type your answer to the question in the area, just below the blue **Writer** bar. Click the

Refresh icon ( ) to retain your work and display the word count and the **Overall Score** indicator. This does NOT submit your assignment for grading by your teacher, but it does show you spelling errors (**red text**) and grammar suggestions (**blue text**). Right-click over this red or blue text to see suggested spelling or select the **Explain…** option to see why **Writer** thinks you should rewrite that portion of your work.

The blue **Writer** bar at the top of your essay shows the current word count of what you have written and an indicator of your **Overall Score**. Click the small arrow to the right of this

indicator bar and see if you are writing to your grade level and if the essay is readable. You can also see if what you have written is in agreement with the topic assigned and if your overall writing structure is appropriate to your grade level. You can edit your work and click the **Save** icon again as often as you need. Each time you click the **Save** icon you can see if there is improvement in your scores. You can do this as many times as necessary. You can also use the **Ask For Help** button on the question to ask your teacher to review what you have written before you submit it for a final score. Click the **Turn It In** button when you are ready to have your teacher grade your work.

Here's an example of what it looks like once you have clicked the **Save** icon at least once.

Messages

Your administrator may have established a messaging system for use within Odysseyware. If you see a **Messages** icon (to the right) on the **Button** bar at the top of the screen. your administrator has chosen to use messaging within the application.
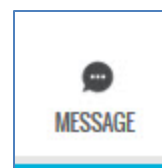
When you click the **Messages** icon, your **Inbox** automatically displays. Let's take a look at it.
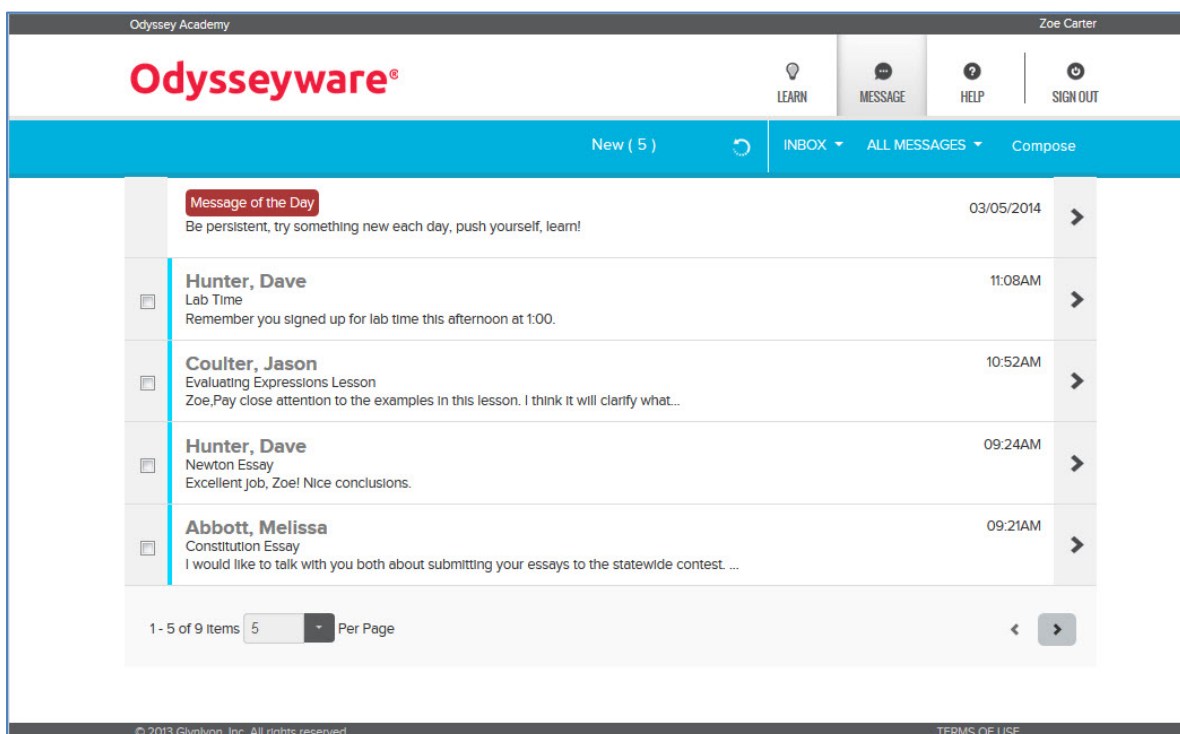
On the blue navigation bar you see:

- The number of unread messages (**New**) in your Inbox.

- The icon to check for new messages ( )
- The message box you are currently viewing and the drop-down arrow to change to a different box (Inbox, Archived, Sent).
- Messages filter with the drop-down arrow to select a different group of messages (All Messages, Unread Messages, Read Messages)
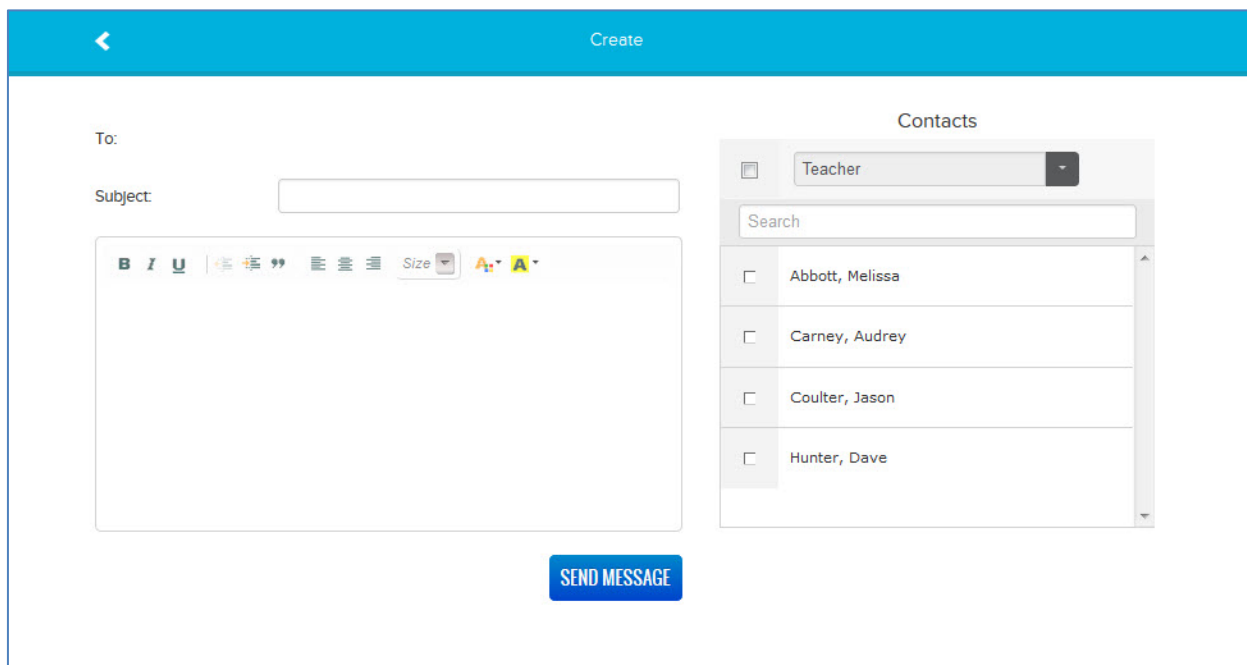- **Compose** button opens a new message for you to send.
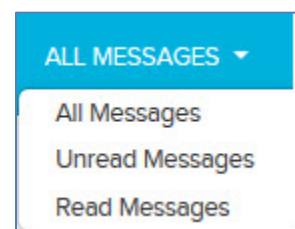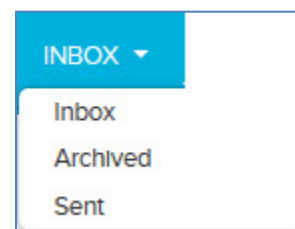
Just below the navigation bar you see the **Welcome Message** and the **Message of the Day**. This is a message posted by the administrator of Odysseyware at your school.

Below that are your messages, most recent at the top. Click anywhere on the line to open a message.

If you select a message by clicking the box to the left of it, several options appear in the navigation bar, **Mark As Read**, **Mark As Unread**, **Archive**. You can click any of these to perform the action on the selected message.
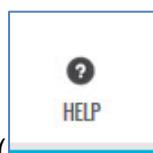
Sending a Message

The navigation bar lets you know you are creating a new message (**Create**).

1. You need to select the people who should receive this message. You can only send to one of your teachers. Click the box beside the name of the teacher.
2. Enter the topic of the message in the **Subject** box.
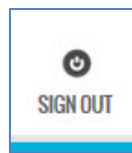3. Tab to the body of the message and enter your text.

You can use any of the formatting tools in the body of your message. Hover your mouse over an icon in the formatting bar to see a description of what that feature does.

Help
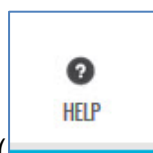
Click the **Help** icon (   ) whenever you need assistance. You find everything from the telephone number and hours for Tech Support to the answers to frequently asked questions, to a video on our latest updates. Click any of the tabs or links on the **Help** page.
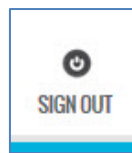
Don't forget to **Sign Out** when you are done! (Icon   ) is in the top right corner of each page.)