

Adding a Existing Student

1. My Students

The screenshot displays the Odyssey Learning Management System interface. The top navigation bar includes 'Dashboard', 'My Students', 'Courses & Assignments', 'Assessment', 'Reports', 'Content', 'Message Center', and 'Community'. The 'My Students' tab is active. Below the navigation bar, there is a 'Students & Classes' section with a search bar and a 'Refresh' button. The left sidebar contains a tree view with 'My Students' at the top, followed by 'My Classes' (with sub-items: Homelink Elementary, Homelink High School, Homelink Middle School, Other students), 'My School' (with sub-items: Classes, Students, My Binders), and 'My Binders'. The 'Students' item under 'My School' is circled in red. A blue callout box points to this item with the text '2. Click My School then Students'. The main content area shows a 'Welcome to the My Students' message and a list of help topics: 'How do I view student progress?', 'How do I create a new student?', 'How do I create a new class?', 'How do I add students to a class?', and 'What are Binders?'. On the right side, there is a 'What is the Activity Navigator?' section with a lightbulb icon and a 'Refresh' button. The bottom of the page has a 'Narrow by Attributes' dropdown menu.

2. Click My School then Students

4. Click Actions,
Add to class

1. Find your student
by scrolling

The screenshot shows the ODYSSEY 2012 interface. The top navigation bar includes 'Dashboard', 'My Students', 'Course', 'Assignments', 'Assessment', 'Reports', 'Content', 'Message Center', and 'Community'. The 'My Students' section is active, displaying a table of 425 students for the school. The table has columns for First Name, Last Name, User Name, Grade, TLW, Time, LLW, Logins, and an Actions column. A callout points to the 'Actions' dropdown menu. Another callout points to the 'Filter' input field at the bottom of the table, which is circled in red. A third callout points to the checkbox in the first column of the table. On the right side, there is a help panel titled 'What is the Activity Navigator?' and 'How do I build an assignment?'.

	First Name	Last Name	User Name	Grade	TLW	Time	LLW	Logins	
<input type="checkbox"/>	James	Achen	achenj	7	06:51:34	03:40:41	9	5	
<input type="checkbox"/>	Matthew	Adams	AdamsM2	12	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Nora	Al-Wazani	aln	5	00:00:00	01:38:47	0	1	
<input type="checkbox"/>	Austin	Albrecht	scsalbrechta	3	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Makaylah	Albrecht	scsalbrecht	4	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Eli	Aldinger	AldingerE	12	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Tamara	Allard	AllardT	12	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Megan	Allbery	scsallberym	3	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Samantha	Allbery	scsallberys	4	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Kylie	Allen	scsallenk	8	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Julie	Alvarez	alvarezj	9	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Maria	Aranda	scsarandam	8	00:00:00	00:00:00	0	0	
<input type="checkbox"/>	Gabrielle	Armah	ArmahG	12	00:00:00	00:00:00	0	0	
<input type="checkbox"/>		Artemenko	ArtemenkoD	12	00:00:00	00:08:02	0	1	
<input type="checkbox"/>		Baakov	BaakovA	12	00:00:00	00:00:00	0	0	

3. Mark the
student(s) you
need

1. Find your student
by typing in their
first name

1. Highlight Class
you want
student(s) in

document Reports Content Message Center Community

Add Students to Class (1 Student)

Select a Class or [Create New](#)

Filter by Class Name

- Homelink Elementary (Jennifer Hendrickson)
- Homelink High School (Jennifer Hendrickson)
- Homelink Middle School (Jennifer Hendrickson)
- Other students (Jennifer Hendrickson)

Cancel Add

Baabakov BabakovA 12 00:00:00

2. Add

Students & Classes

Search students

My Students

My Classes

- Homelink Elementary
- Homelink High School**
- Homelink Middle School
- Other students

My School

- Classes
- Students

My Binders

Narrow by Attributes

New... Actions

Refresh

Existing Student will show in your class

Welcome to My Students Manager

The My Students Manager provides access to your students & classes. Click a topic to visit the Odyssey Support Community for help, tips, and in-depth information.

Popular Support Community Topics

[How do I view student progress?](#)

[How do I create a new student?](#)

[How do I create a new class?](#)

[How do I add students to a class?](#)

[What are Binders?](#)

What is the Activity Navigator?

Activity Navigator is a graphical tool that allows you to move quickly from section-to-section in an activity, without having to wait until the activity audio and/or animation is finished. You can use the Activity Navigator slider control bar or arrow buttons to move forward or backward through the activity. Activity Navigator is *not available to student users*.

How do I build an assignment?

Building an assignment involves three general tasks: 1) Select Curriculum and Activities 2) refine the Assignment 3) finalize the assignment.