

Building a New Course

1. Courses & Assignments

The screenshot displays the Odyssey 2012 user interface. At the top, the user's name 'Jennifer Hendrickson' and options for 'Help' and 'Log Out' are visible. The main navigation bar includes 'Dashboard', 'My Students', 'Courses & Assignments', 'Assessment', 'Reports', 'Content', 'Message Center', and 'Community'. Below this, a sub-menu for 'Courses & Assignments' is open, showing 'Class Progress', 'Courses', 'Assignment Status', 'Assignment Builder', 'Assignment Archive', and 'Submitted Projects'. The 'Courses' option is circled in red. A blue callout box labeled '1. Courses & Assignments' points to this menu. Below the sub-menu, there is explanatory text and a list of buttons for 'Class Progress', 'Courses', 'Assignment Status', 'Assignment Builder', 'Assignment Archive', and 'Submitted Projects'. The 'Courses' button is also circled in red, with a blue callout box labeled '2. Courses' pointing to it.

ODYSSEY[®] 2012

Jennifer Hendrickson Help Log Out

Dashboard My Students **Courses & Assignments** Assessment Reports Content Message Center Community

Class Progress **Courses** Assignment Status Assignment Builder Assignment Archive Submitted Projects

Assignments is divided into five components. Class Progress allows you to view class and student progress. Assignment Status allows you to view status by assignment or by student with options to unassign assignments and students. In Assignment Builder you can build, edit, save, and delete assignments and assign them to your classes and students. Assignment Archive contains all your assignments in addition to assignments for your school and for all schools. Submitted Projects launches the Grader module for Odyssey Writer. The in-tray icon on the button notifies you when student projects are ready for evaluation.

For a brief overview of the assignment components, move your mouse over each of the component buttons below. Click the button to go to one of the components or choose the component from the Assignments menu in the navigation bar at the top of the screen.

Class Progress

Courses

Assignment Status

Assignment Builder

Assignment Archive

Submitted Projects

2. Courses

1. Select My Courses

2. Then Select New Course

The screenshot shows a web application interface for course management. At the top, the user is identified as Jennifer Hendrickson. The main navigation bar includes 'My Students', 'Courses & Assignments', 'Assessment', 'Reports', 'Content', 'Message Center', and 'Community'. Below this, a sub-navigation bar shows 'Courses', 'Assignment Status', 'Assignment Builder', 'Assignment Archive', and 'Submitted Projects'. A 'New Course' button is highlighted with a blue callout. The main content area displays a table of 62 courses for 'My Courses, All Subjects'. The table has columns for Course Name, Subject, Grade, Completion, ToT Act, and Students. A 'My Courses' sidebar on the left is also highlighted with a blue callout. On the right, a help sidebar titled 'How do I start using Gradebook?' provides instructions on course assignment and student visibility.

Course Name	Subject	Grade	Completion	ToT Act	Students
* History	SS	HS	4%	00:12:58	4
* Language Arts	LA	HS	7%	00:10:18	5
* Math	MA	HS	3%	00:20:50	8
* Science	SC	HS	5%	00:16:17	11
0 Kindergarten	LA	K	0%	00:00:00	0
1 Language Arts	LA	MS	0%	00:00:00	0
1 Mathematics	MA	MS	0%	00:00:00	1
1 Science	MH	MS	0%	00:00:00	0
2 Language Arts	LA	MS	0%	00:00:00	0
2 Mathematics	MA	MS	0%	00:00:00	0
2 Science	MH	MS	0%	00:00:00	0
2 Social Studies	SS	MS	0%	00:00:00	0
3 Language Arts	LA	MS	0%	00:00:00	0
3 Mathematics	MA	MS	0%	00:00:00	0
3 Science	MH	MS	0%	00:00:00	0

1. Name your new Course

4. Go to Grading

2. Set subject & grade

3. If you want to share course, set to My School

The image shows a screenshot of a course creation interface. The form is titled "Language Arts" and has tabs for "Details", "Grading", and "Assignments". The "Details" tab is active. The form contains the following fields:

- Name: * 1 Language Arts
- Subject: * Language Arts
- Grade Level: * Middle School
- Availability: * My Course
- Course Code: [Empty]
- Number of Credits: 0
- Complexity Level: Not Set
- Subscribe Only: ⓘ
- Certified Course: ⓘ
- Description: 1000 left ⓘ

At the bottom of the form are "Cancel" and "Save" buttons. Four blue callout boxes with white text point to specific fields: "1. Name your new Course" points to the Name field; "2. Set subject & grade" points to the Subject and Grade Level fields; "3. If you want to share course, set to My School" points to the Availability field; and "4. Go to Grading" points to the Grading tab.

1. Decide if you want to use Grade Weighting

2. Chose Use Highest

3. Chose Letter Grade

4. Assignments

Language Arts

Details → Assignments

Use Grade Weighting: * No Yes

Include Out Activities: * No Yes

Repeated Activities: * Use Highest

Letter Grades: * No Yes

F	C
60-69%	70-79%
B	A
80-89%	90-100%

[Change Letter Grade Range](#)

Include these Activities: ⓘ

- Chapter Tests Include
- Lesson Quizzes Include
- Scored Learning Activities Include
- Activity Quizzes Include
- Objective-based Tests Include
- Odyssey Writer Projects Include
- Odyssey Community Include
- Authentic Tasks Include
- Homework Include
- Notetaking Include
- Projects Include
- Class Participation Include
- Other Include

Cancel Save

1. Add Assignment

2. If you made assignment last year, extend date range to find it.

3. Search

4. Click on + to change to check.

5. Save

The screenshot shows a web application interface for managing assignments. At the top, there are navigation tabs: Assignments, Assessment, Reports, Content, Message Center, and Community. The main window is titled "1 Language Arts" and has a sub-tab "Assignments" selected. Below the tabs, there are buttons for "View All (2)", "Add", and "Remove/Reorder". A search section on the left includes a date range filter set to "Created between: 06/11/2012 and 09/11/2012", availability options for "My Assignments", "My School", and "My District", and a "Limit by: 100 items" dropdown. A "Search" button is at the bottom left of the search section. The main content area displays "70 Assignments found." and a list of assignments with checkboxes and plus signs. The first two items are checked. A "Sort By: Assignment Title A-Z" dropdown is on the right. At the bottom right, there are "Cancel" and "Save" buttons. Five blue callout boxes with white text provide instructions: 1. "Add Assignment" points to the "Add" button. 2. "If you made assignment last year, extend date range to find it." points to the date range filter. 3. "Search" points to the "Search" button. 4. "Click on + to change to check." points to the plus sign next to the second checked item. 5. "Save" points to the "Save" button.

Assignment Name	Count
✓ 1 - LA Ex Books	0
✓ 1 - Language Arts	0
+ 1 - Math	0
+ 1 - Science	0
+ 2 - LA Ex Books	0
+ 2 - Language Arts	0
+ 2 - Math	0
+ 2 - Science	0
+ 2 - Social Studies	0
+ 3 - Language Arts & Ex	0
+ 3 - Math	0
+ 3 - Science	0

Assignments Assessment Reports Content Message Center Community

1 Language Arts

Details Grading Assignments *** Required**

View All (2) Add Remove/Reorder

Course Content

- 1 - LA Ex Books
- 1 - Language Arts

Details

Cancel Save

1. Save Course

The image shows a screenshot of a course management system. At the top, there are navigation tabs: 'Assignments', 'Assessment', 'Reports', 'Content', 'Message Center', and 'Community'. Below these is a window titled '1 Language Arts'. Inside the window, there are tabs for 'Details', 'Grading', and 'Assignments', with 'Assignments' being the active tab. To the right of the tabs is a status indicator '* Required'. Below the tabs are three buttons: 'View All (2)', 'Add', and 'Remove/Reorder'. The main area is split into two panes: 'Course Content' on the left and 'Details' on the right. The 'Course Content' pane contains two folder icons with the labels '1 - LA Ex Books' and '1 - Language Arts'. At the bottom of the window are 'Cancel' and 'Save' buttons. A blue callout box with the text '1. Save Course' points to the 'Save' button.

1. New Course will show here.

The screenshot displays the Odyssey 2012 interface. At the top, the user is identified as Jennifer Hendrickson. The main navigation bar includes Dashboard, My Students, Courses & Assignments (selected), Assessment, Report Card, Message Center, and Community. Below this, there are tabs for Class Progress, Courses (selected), Assignment Status, Assignment Builder, Assignment Archiver, and Submitted Projects. The main content area shows a 'New Course' button and a table of 62 courses. A blue callout bubble points to the 'New Course' button.

Course Name	Subject	Grade	Completion	ToT Act	Students
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On the right side of the interface, there are two informational sections:

How do I start using Gradebook?
First, make sure you have a Course and that you have students assigned to it. Once your students start completing work in their Odyssey activities, the Gradebook will automatically start putting in their scores.

How do my students see the Gradebook?
Students who are assigned to a Course will have a Gradebook icon in the left-hand navigation. This icon launches the student Gradebook and allows students to view scores throughout all Courses.