Odyssey Basics

LOGGING IN
1. url: _____
2. Username: _____
3. Password: _____
4. School: _____
5. Click **Log-in**

SETUP
Creating a Class
1. Select **Setup**
2. Click **My Classes**
3. Click **New Class**
4. Type in a class name *(use school naming convention)*-**Save**

*If classes have been imported, find your class list.

Adding an existing student to your class
An existing student is one who is already in the student index database, but not in your class
1. Click on your class name link to open your class
2. Click **Add Student**
3. Select grade level or other criteria - **Search**
4. Check the box(es) next to student(s) you want to add to your class *(Can choose multiple students on multiple pages)*
5. Click **Add Selected Students**

*If you do not find the student you are looking for in the Student Index, follow the procedures set up for your school for creating a new student or contact your System Administrator.

BUILDING ASSIGNMENTS
1. Select **Assignments**
2. Click **Assignment Builder**
3. Select the desired **subject** and **level**
4. Select to search by **Sequences, Skills, Standards**
5. Enter a key word in the search box or
6. Click **chapter titles** to view their contents and descriptions in the grid
7. Click **lesson titles** to reveal the activities
8. Click individual **activity titles** to preview the online activity (activity #s appear on this level)
9. To assign activities, click in the box to the left of the title *(multiple activities may be selected)*
10. Click on the **Add Selected Tasks** button
11. Enter a unique assignment name for easy reference
12. Choose assignment order **Sequential, Self Select(default),** or **Auto-Launch**
13. Click **Complete Assignment**
14. Select **Availability**, **Subject**, **Level**
15. Change additional assignment options if necessary
    a. Suppress Duplicate Activities – default is yes (Students will not receive passed activities within the same assignment more than once.)
16. Choose to **assign** now or later - **Next**
17. Confirm assignment – **Close**

ASSIGNMENT ARCHIVE
View, edit, or assign saved assignments
1. Select **Assignments – Assignment Archive**
2. Select **Availability**, **Subject**, **Level** - **Search**
3. Click the button in front of the assignment (Multiple assignments may be selected.)

Assigning a saved assignment
1. Click **Assign to students**
2. Select the box next to class name to assign to all students or click on the plus(+) sign to check selected students

Editing an assignment
1. Click **Edit –** make necessary changes
2. If you want to edit content, click **Edit Tasks**
3. *Do you want to edit this assignment for all students, or do you want to select the students who will receive the edited assignment? Select* **All Students** *or* **Selected Students**
4. Make necessary edits in Assignment Builder (change order, add/remove activities, add decision points)
5. Click **Complete Assignment**
6. If you chose **All Students** in **step 5,** you will get a message that says -*You are about to apply the changes to all students who have been assigned to this assignment. Do you want to proceed?* **OK** or **Cancel**
7. If you chose **Selected Students** in **step 5** continue to complete the assignment and assign to selected students

Copying an assignment
1. Click **Open a Copy**
2. Make any changes in **Assignment Builder**
3. Enter a unique assignment name
4. Click **Complete Assignment** - Assign to students

Unassign an assignment:
1. Select **Assignments – Assignment Status**
2. Select **Availability**, **Level** - **Search**
3. Make selection by *assignment or student*
4. Select the button in from of the assignment or search for the student
5. Click **View Status**
6. Check the box in front of choice - **Unassign**

Class Progress
1. Select **Assignments – Class Progress**
2. Click **Details** for class or individual results

REPORTS
Generating a Student Progress Report
1. Select **Reports - Progress Reports** - **Student Progress Report - Next**
2. Select **Subject** and **Grade Level** or **Assignment**
3. Select one subject or ALL - **Next**
4. Enter start and end dates
5. Change default options if necessary – **Next**
6. Select student(s) and/or class(es) – **Next**
7. Click **Generate Report**