

Odysseyware[®]

Teacher & Administrator
Quick Start Guide



TABLE OF CONTENTS

| | |
|-------------------------|----|
| SITE NAVIGATION | 1 |
| SCHOOL SETTINGS | 2 |
| TEACHER / ADMINISTRATOR | 4 |
| STUDENTS | 6 |
| COURSES | 8 |
| COURSE ENROLLMENT | 10 |
| GRADEBOOK | 14 |
| PARENTS | 16 |
| REPORTS | 18 |
| MESSAGES | 20 |

SITE NAVIGATION



OVERVIEW

ASSIGNMENT ALERTS

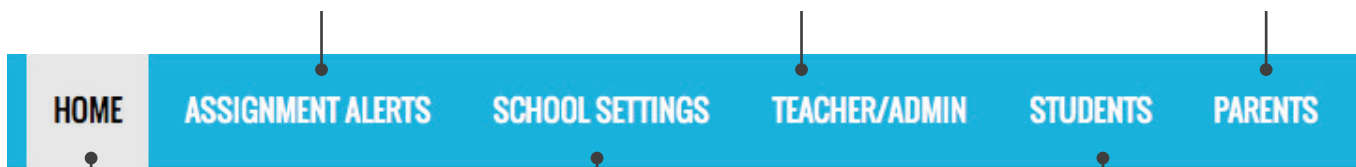
- View status of current student assignments
- Access assignment content
- Survey real-time student progress

TEACHER/ADMIN

- Create teacher profiles
- Manage teacher/admin profiles

PARENTS

- Provide parent access to view student course enrollments, grades, and progress.



HOME

- Activity Stream
- Dashboard
- Calendar

SCHOOL SETTINGS

- Determine enrollment thresholds, weights, and user permissions
- Create school terms
- Notate non-school days on school calendar
- Add welcome and daily messages

STUDENTS

- Create individual or multiple student profiles
- Determine customized student settings

GRADEBOOK

- View student progress and current score
- Access individual assignments within units
- Add course enrollments
- Send messages
- Run reports

REPORTS

- Track student activity, progress, and grades
- View group progress, scores, and averages
- Compare pre- and post-assessments
- Provide a student lesson plan
- Monitor faculty activity



COURSE ENROLLMENT

- Create course enrollments for individual or multiple students
- Edit course settings and status

COURSES

- View and manage all courses
- Create custom courses and assignments

MESSAGES

- View, receive, and send messages



SCHOOL SETTINGS

ADMINISTRATOR OVERVIEW

Odysseyware®

Logged into Life Learning Academy
LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS COURSE ENROLLMENT GRADEBOOK COURSES REPORTS MESSAGES 24

1 2 3 4 5 6

Messages & Display Grading, Pacing, & Assessments Permissions Archive Terms Calendar

Name Life Learning Academy The Name of the School

Time Zone Arizona Time Time Zone for your school

Welcome Message Welcome to Life Learning Online Academy! The Welcome Message appears on the user's home page. This message can be no more than 255 characters.

Message of the Day Education is not the filling of a pail, but the lighting of a fire. William Butler Yeats The Message of the Day appears on the user's home page below the Welcome Message. This message can be no more than 255 characters.

Save

© 2014 Glynlyon, Inc. All rights reserved. Server: c2demo2 About Help Terms of Use Feedback Version: 2.20

1 MESSAGES & DISPLAY

- Enter the school name to display for all users
- Select a time zone
- Use Message of the Day for reminders or inspirational words of encouragement

2 GRADING, PACING & ASSESSMENTS

- Determine global default assignment thresholds, attempts, and weighting
- Enable prescriptive mode and blocked assessments

Messages & Display Grading, Pacing, & Assessments Permissions Archive Terms Calendar

Grading & Pacing

CRx Pass Threshold 80 Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.

Lesson Pass Threshold 70

Max Lesson Attempts 1

Block Lesson Progress

Quiz Pass Threshold 70



3 PERMISSIONS

- Determine global default permissions for all user profiles

Messages & Display Grading, Pacing, & Assessments **Permissions** Archive Terms Calendar

Global Permissions

Allow Messaging Allow user to send and receive messages. This can be turned off on a user by user basis by editing individual users.

Allow Student Notes Allow students to take notes in assignments. This can be turned off on a user by user basis by editing individual users.

Grading Permissions

Blank Essay Notification When activated a notification will be sent to the teacher if a question is submitted with no answer.

4 ARCHIVE

- Establish grace periods for permanent archived status

Messages & Display Grading, Pacing, & Assessments Permissions **Archive** Terms Calendar

User Grace Period 300 day(s) The user's records will be archived after the grace period

Enrollment Grace Period 300 day(s) The enrollment will be archived after the grace period

Save

5 TERMS

- Create terms for pacing, grouping, and reporting

Messages & Display Grading, Pacing, & Assessments Permissions Archive **Terms** Calendar

Coursework schedule changes for active student enrollments will be visible day after any changes are made to existing terms

| Name | Begin | End | Working Days | Enrollable | Default | Actions |
|------------|------------|------------|--------------|--------------------------|---------|----------------------|
| CRK Term | 02/18/2013 | 06/12/2013 | 80 | | | Delete Edit |
| Term 1 | 09/03/2013 | 12/20/2013 | 74 | | | Cannot Delete Edit |
| Semester 2 | 01/19/2015 | 06/15/2015 | 105 | | | Delete Edit |
| | | | | <input type="checkbox"/> | | Add Term |

6 CALENDAR

- Designate non-school days to be removed from student pacing schedule

Messages & Display Grading, Pacing, & Assessments Permissions Archive Terms **Calendar**

Coursework schedule changes for active student enrollments will be visible day after any changes are made to the calendar

August 2015

today < >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |



TEACHER/ADMINISTRATOR

OVERVIEW

TEACHER/ADMINISTRATOR

- Create Teacher and Administrator profiles
- Edit profile settings
- View enrollments

Odysseyware® Logged into Life Learning Academy
LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS **TEACHER/ADMIN** STUDENTS PARENTS COURSE ENROLLMENT GRADEBOOK COURSES REPORTS MESSAGES 23

Teacher/Admin

Disable Login Enable Login 2 Create Teacher/Admin

| Online | Login Enabled | Status | Teacher ID | Campus ID | First Name | Last Name | Username | Type | Controls |
|--------|---------------|--------|------------|-----------|------------|-----------|-----------|---------------|----------------------|
| 1 | All | Active | | | | | | | |
| | Enabled | Active | | | Ginger | Sapphire | gsapphire | Admin | 3 Edit Enrollments |
| | Enabled | Active | | | Hope | Bowers | hbowers | Super Teacher | Edit Enrollments |
| | Enabled | Active | | | Mary | Moore | mmoore | Teacher | Edit Enrollments 4 |
| | Enabled | Active | | | Ruth | Logan | rlogan | Teacher | Edit Enrollments |
| | Enabled | Active | | | Tess | Rose | trose | Admin | Edit Enrollments |

Page 1 of 1 10 View 1 - 5 of 5

© 2014 Glynlyon, Inc. All rights reserved. Server: o2demo1 About Help Terms of Use Feedback Version: 2.20



1 FILTER OPTIONS

- Sort by profile status
- Sort by Teacher or Campus ID
- Filter by first, last, or username

| Login Enabled | Status | Teacher ID | Campus ID | First Name | Last Name | Username |
|---------------|--------|------------|-----------|------------|-----------|----------|
| All | Acti | | | | | |

2 CREATE ADMIN, SUPER TEACHER(S), TEACHER(S)

- Create profile and determine status

Create Teacher/Admin

Login Enabled

User Status Active

First Name

Last Name

3 EDIT

- Edit profiles to disable or enable login, change user status, add or remove permissions, change passwords, or update information
- Archive a profile and transfer student enrollments to another profile

Edit Teacher/Admin

Login Enabled

User Status Active

First Name Elementary

Last Name Teacher

4 ENROLLMENTS

- Navigate to Course Enrollment page for a specific user to view their enrollments and edit student enrollment settings

Course Enrollments

View by student | Student Status: Active | Student: -Select a student- | All Students

View by course | Enrollment Status: Active | Student ID: -Select a student ID- | All Enrolled Students

Subject: -Select a subject- | Campus ID: -Select a campus ID- | All Non-Enrolled Students

Course: -All- | All for Timeframe: Term 1 (09/03/2013)

Teacher: -Select a teacher-

Search

Results: 1 to 5 of 5

Anderson, Laurel (Username: landerson, User Status: Active) Go To

Reschedule | Activate | Place On Hold | Archive | Add Enrollment

| Subject | Course | Status | Reason | Teacher | Term | Actions |
|---------|--------|--------|--------|---------|------|---------|
|---------|--------|--------|--------|---------|------|---------|



STUDENTS

OVERVIEW

STUDENTS

- Create student profiles
- Edit profile settings and status
- Survey online sessions

The screenshot shows the Odysseyware interface for the 'STUDENTS' section. At the top right, it indicates the user is logged into 'Life Learning Academy' with a 'LOGOUT' link. A navigation bar includes links for HOME, ASSIGNMENT ALERTS, SCHOOL SETTINGS, TEACHER/ADMIN, STUDENTS (active), PARENTS, COURSE ENROLLMENT, GRADEBOOK, COURSES, REPORTS, and MESSAGES (23). Below this, there are tabs for 'Registration' and 'Groups' (2). The main area features a table of student profiles with columns for Online, Login Enabled, Status, Student ID, Campus ID, First Name, Last Name, Username, and Controls. The table is filtered to show 'All' students with 'Active' status. The first row shows a student named Laurel Anderson (landerson) with an 'Edit' button (5) and a 'Go To' button (6). The table is on Page 1 of 1, showing 25 items per page, with a total of 5 items visible. The footer contains copyright information for 2014 Glynlyon, Inc. and links for About, Help, Terms of Use, Feedback, and Version: 2.20.

1 FILTER OPTIONS

- Filter by student or campus ID, first or last name, or username
- View student profiles by status

| Login Enabled | Status | Student ID | Campus ID | First Name | Last Name | Username |
|---------------|--------|------------|-----------|------------|-----------|----------|
| All | Active | | | | | |



2 GROUPS

- Create and delete student groups
- Designate group owner

3 CREATE STUDENT

- Create individual student profiles
- Determine individual, customized settings and permissions

4 IMPORT STUDENTS

- Batch-import student profiles
- Determine customized settings and permissions for student batch

5 EDIT

- Adjust profile settings or permissions

6 GOTO

- Access student data within Assignment Alerts, Course Enrollment, Gradebook, or Action Required tabs



COURSES

OVERVIEW

COURSES

- Preview and manage all courses and custom assignments
- Filter to view standard, custom, or authored courses
- Access the teacher authoring tool to create or edit custom assignments

Odysseyware® Logged into Life Learning Academy
LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS COURSE ENROLLMENT GRADEBOOK **COURSES** REPORTS MESSAGES 24

Courses Custom Assignments 2

All All Standard Custom My Courses Archived Create Course 5

| 1 | Subject | Course | Edition | Author | Information | Enrollable | Actions |
|---|--------------------------------|----------------------------------|---------|---------------------|-------------|-------------------------------------|---------|
| | <input type="text"/> | <input type="text"/> | | Search by last name | 3 | | 4 |
| | Advanced Placement* | Calculus | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Advanced Placement* | English Language And Composition | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Advanced Placement* | U.S. History | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Blended Learning Library | Algebra II Resources | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Blended Learning Library | Algebra I Resources | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Blended Learning Library | Geometry Resources | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Blended Learning Library | Math 7 Resources | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Blended Learning Library | Math 8 Resources | 2015 | N/A | | <input checked="" type="checkbox"/> | |
| | Career and Technical Education | Agribusiness Systems | 2015 | N/A | FLEX | <input checked="" type="checkbox"/> | |
| | Career and Technical | | 2015 | N/A | FLEX | <input checked="" type="checkbox"/> | |

Page 1 of 11 25 View 1 - 25 of 254

© 2014 Glynlyon, Inc. All rights reserved. Server: o2demo2 About Help Terms of Use Feedback Version: 2.20



1 FILTER OPTIONS

- Search by subject, course, or author

| Subject | Course | Edition | Author |
|----------------------|----------------------|---------|--|
| <input type="text"/> | <input type="text"/> | | <input type="text" value="Search by last name"/> |

2 CUSTOM ASSIGNMENTS

- Create a custom assignment
- Search by title or author
- Filter by All, My, or Archived assignments

| Courses | | | | |
|---|----------------------|----------------------|-------------|---------|
| Custom Assignments | | | | |
| View: All My Assignments Archived Create Assignment | | | | |
| Title | Type | Author | Information | Actions |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Multiplying Integers | Lesson | Sapphire, Ginger | | |

Page 1 of 1 10 View 1 - 1 of 1

3 INFORMATION & ENROLLABLE

- View course details: published and draft versions, editing permissions, and Flex functionality

| Information | Enrollable |
|-------------|-------------------------------------|
| FLEX | <input checked="" type="checkbox"/> |
| FLEX | <input checked="" type="checkbox"/> |

4 ACTIONS

- Preview, copy, edit, and archive courses

| Actions |
|-------------------------------------|
| |
| <input type="button" value="Edit"/> |
| |

5 CREATE COURSE

- Create a custom course
- Determine editing permissions
- Enable Flex functionality

| Create your course | |
|-------------------------------|--|
| Course Name | <input type="text"/> |
| Subject | <input type="text"/> |
| Allow other teachers to edit? | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Enable Flex | <input checked="" type="radio"/> No <input type="radio"/> Yes <small>*Flex must be selected here to be enabled for this course</small> |

COURSE ENROLLMENT



OVERVIEW

COURSE ENROLLMENT

- Enroll, reschedule, and edit course status
- Search, add, and manage course enrollments

Odysseyware® Logged into Life Learning Academy
LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS **COURSE ENROLLMENT** GRADEBOOK COURSES REPORTS MESSAGES 24

Course Enrollments

1 View by student 2 View by course

3 Student Status: Active
Enrollment Status: Active
Subject: -Select a subject-
Course: -All-
Teacher: -Select a teacher- **FIELD VISIBLE TO ADMINS & SUPER TEACHERS ONLY**

4 Student: -Select a student-
Student ID: -Select a student ID-
Campus ID: -Select a campus ID-

All Students
 All Enrolled Students
 All Non-Enrolled Students
All for Timeframe: Term 1 (09/03/2013)

Search

1 2 >> Goto Page 1 of 2 Go

Results: 1 to 20 of 23 5

Anderson, Laurel (Username: landerson, User Status: Active) Go To ↻

Reschedule Activate Place On Hold Archive Add Enrollment

| <input type="checkbox"/> | Subject | Course | Status | Reason | Teacher | Term | Actions |
|--------------------------|-----------------------|-------------------------------|--------|--------|------------------|-----------------------------------|----------------------|
| <input type="checkbox"/> | Test Prep | ACT* Test Prep (2014) | Active | | Sapphire, Ginger | Student - 07/28/2015 - 01/29/2016 | Edit |
| <input type="checkbox"/> | Mathematics | Algebra I CCSS (2015) (CRx) | Active | | Sapphire, Ginger | Student - 07/28/2015 - 02/26/2016 | Edit |
| <input type="checkbox"/> | Science | Biology (2015) | Active | | Sapphire, Ginger | Student - 07/17/2015 - 12/18/2015 | Edit |
| <input type="checkbox"/> | English Language Arts | Language Arts 700 CCSS (2015) | Active | | Sapphire, Ginger | Student - 07/28/2015 - 02/26/2016 | Edit |
| <input type="checkbox"/> | Elective | Music Appreciation (2014) | Active | | Sapphire, Ginger | Student - 08/10/2015 - 12/31/2015 | Edit |
| <input type="checkbox"/> | Elective | Music Theory (2014) | Active | | Sapphire, Ginger | Student - 08/10/2015 - 12/31/2015 | Edit |
| <input type="checkbox"/> | History | World History (2015) | Active | | Sapphire, Ginger | Student - 07/17/2015 - 12/18/2015 | Edit |



1 FILTER OPTIONS

- View by student or course roster

View by student
 View by course

2 DROP-DOWN LISTS

- Filter by student or enrollment status, subject, course, or teacher

Student Status:
 Enrollment Status:
 Subject:
 Course:
 Teacher:

3 TEXT BOXES

- Type text to search by student name, student ID, or campus ID

Student:
 Student ID:
 Campus ID:

4 ENROLLMENT OPTIONS

- Filter by student enrollment status or terms

All Students
 All Enrolled Students
 All Non-Enrolled Students
 All for Timeframe:

5 SEARCH VIEW

- View student enrollments, status, archive reason, teacher name, and course term
- Edit enrollment settings

Lars, Beru (Username: BLars, User Status: Active) Go To ☰

| Reschedule | Activate | Place On Hold | Archive | Add Enrollment | | | |
|--------------------------|--------------------------------|---|---------|----------------|--------------------|-------------------------------------|----------------------|
| Subject | Course | Status | Reason | Teacher | Term | Actions | |
| <input type="checkbox"/> | Career and Technical Education | Career Explorations 1 (2014) | Active | | Champagne, Brittni | 2014-2015 (08/25/2014 - 05/29/2015) | Edit |
| <input type="checkbox"/> | Career and Technical Education | The Introduction to STEM (2014) | Active | | Evans, Brandon | Student - 04/09/2015 - 12/22/2015 | Edit |
| <input type="checkbox"/> | Career and Technical Education | The Principles of Business and Finance (2014) | Active | | Evans, Brandon | Student - 04/09/2015 - 12/22/2015 | Edit |



COURSE ENROLLMENT

OVERVIEW

COURSE ENROLLMENT

- Enroll individual or multiple students into individual or multiple courses

The screenshot displays the 'Enroll Your Students' interface within a window titled 'Enroll Students'. The interface is divided into two main columns for selection. The left column, labeled '1 Add Student / Group', contains a list of students: 'Anderson, Laurel (landerson)' and 'Bartholomew, Shelby (sbartholomew)', each with a red 'x' icon to its right. The right column, labeled '2 Add Courses', contains a list of courses: 'Advanced Algebra' and 'Chemistry', each with a radio button, a toggle switch, the text 'CRx', and a red 'x' icon. A red circle with the number '3' is placed over the 'Advanced Algebra' row. At the top right of the interface is a gear icon and a red circle with the number '4'. Below the selection columns, there is a 'Teacher' field with the value 'Sapphire, Ginger (gsapphire)', a 'Terms' dropdown menu set to 'Custom Term', and two date pickers showing '08/19/2015' and '02/09/2016'. At the bottom center is a 'Create Enrollment' button, and at the bottom right is a 'Create Another Enrollment' checkbox which is checked, followed by an information icon.



1 ADD STUDENT/GROUP

- Search and add students or groups

Add Student / Group

2 ADD COURSES

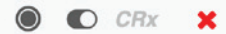
- Search and add course(s)

Add Courses

3 COURSE OPTIONS

- Determine if the course is semester or full term
- Select active or inactive course status upon enrollment
- Choose to enable CRx functionality to course

Advanced Algebra



4 SETTINGS

- Determine thresholds, weights, pacing, and monitored settings
- Enable/disable Flex and Writer tools



GRADEBOOK

OVERVIEW

GRADEBOOK

- Track student progress, view and grade assignments, send messages, add enrollments, print reports
- Navigate to view student data within other tabs
- View, sort, and complete required actions such as manual grading and unblocking assignments

Odysseyware[®] Logged into Life Learning Academy
LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS COURSE ENROLLMENT **GRADEBOOK** COURSES REPORTS MESSAGES 24

Grading **Action Required** 6 + Add Enrollment

1 View by student 2 Student Status: Active 4 Student: -Select a student- 5 All Time-frames: Term 1 (09/03/2013)
 View by course Enrollment Status: Active Student ID: -Select a student ID- Begin: [calendar]
Subject: -Select a subject- Campus ID: -Select a campus ID- End: [calendar]
Course: -All- Group: -Select a group-

Teacher: -Select a teacher-
FIELD VISIBLE TO ADMINS & SUPER TEACHERS ONLY

Search

1 2 >> Goto Page 1 of 2 Go

Results: 1 to 20 of 23 7

Anderson, Laurel (Username: landerson, User Status: Active) [message] [add] [chart] Go To [refresh]

| | Course Name | Enrollment | Start | End | Progress | Score | Actions |
|---|-------------------------------|------------|------------|------------|-------------------------------------|-------|----------|
| + | ACT* Test Prep (2014) | Active | 07/28/2015 | 01/29/2016 | <div style="width: 15%;"></div> 15% | 85 | Select ▾ |
| + | Algebra I CCSS (2015) (CRx) | Active | 07/28/2015 | 02/26/2016 | <div style="width: 0%;"></div> 0% | 0 | Select ▾ |
| + | Biology (2015) | Active | 07/17/2015 | 12/18/2015 | <div style="width: 0%;"></div> 0% | 0 | Select ▾ |
| + | Language Arts 700 CCSS (2015) | Active | 07/28/2015 | 02/26/2016 | <div style="width: 0%;"></div> 0% | 0 | Select ▾ |
| + | Music Appreciation (2014) | Active | 08/10/2015 | 12/31/2015 | <div style="width: 0%;"></div> 0% | 0 | Select ▾ |
| + | Music Theory (2014) | Active | 08/10/2015 | 12/31/2015 | <div style="width: 0%;"></div> 0% | 0 | Select ▾ |
| + | World History (2015) | Active | 07/17/2015 | 12/18/2015 | <div style="width: 0%;"></div> 0% | 0 | Select ▾ |

1 FILTER OPTIONS

- View by student or course rosters

View by student
 View by course



2 DROP-DOWN LISTS

- Search by student or enrollment status, subject, course, or teacher

Student Status

Enrollment Status

Subject

Course

Teacher

3 ACTION REQUIRED

- Items requiring a response or action

Grading Action Required

Unread Mark Unread Mark Read

| <input type="checkbox"/> | Student | Subject | Course | Unit | Assignment | Type | Event Date | Status |
|--------------------------|------------------|-------------|----------------|----------------------------|----------------------------------|----------------|---------------------|-----------|
| <input type="checkbox"/> | Anderson, Laurel | Mathematics | Algebra I CCSS | FOUNDATIONS OF ALGEBRA | Pre-Test | Unlock Test | 08/10/2015 09:33 am | Completed |
| <input type="checkbox"/> | Anderson, Laurel | Science | Biology | BIOLOGY: THE STUDY OF LIFE | Project: Characteristics of Life | Manual Grading | 08/10/2015 09:38 am | Completed |
| <input type="checkbox"/> | Anderson, Laurel | Science | Biology | BIOLOGY: THE STUDY OF LIFE | Project: Characteristics of Life | Manual Grading | 08/10/2015 09:38 am | Completed |
| <input type="checkbox"/> | | | | BIOLOGY: THE | Project: | | | |

4 STUDENT SEARCH

- Search by name, student or campus ID, or group name

Student

Student ID

Campus ID

Group

5 ENROLLMENT OPTIONS

- Search by term or begin and end dates

All Time-frames

Summer 14 (06/23/2)

Begin

End

6 ADD ENROLLMENT

- Create enrollment for student

7 SEARCH VIEW

- View student and course rosters
- Access all student assignments
- Change status, block, and grade assignments
- View due date, date started, and attempt details

Anderson, Laurel (Username: landerson, User Status: Active) Go To

| Course Name | Enrollment | Start | End | Progress | Score | Actions |
|-------------------------------|------------|------------|------------|----------------------------------|-------|---------|
| ACT Test Prep (2014) | Active | 07/28/2015 | 01/29/2016 | <input type="text" value="15%"/> | 85 | Select |
| Algebra I CCSS (2015) (CRx) | Active | 07/28/2015 | 02/26/2016 | <input type="text" value="0%"/> | 0 | Select |
| Biology (2015) | Active | 07/17/2015 | 12/18/2015 | <input type="text" value="0%"/> | 0 | Select |
| Language Arts 700 CCSS (2015) | Active | 07/28/2015 | 02/26/2016 | <input type="text" value="0%"/> | 0 | Select |
| Music Appreciation (2014) | Active | 08/10/2015 | 12/31/2015 | <input type="text" value="0%"/> | 0 | Select |



PARENTS

OVERVIEW

PARENTS

- Allow parents read-only view of their child's courses, assignments, progress reports, and school calendar

Odysseyware®

Logged into Life Learning Academy
LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS **PARENTS** COURSE ENROLLMENT GRADEBOOK COURSES REPORTS MESSAGES 23

1 Parents Create Parent Profile 3

| Login Enabled | Status | Confirmed | First Name | Last Name | Login ID (email) | Students | Controls |
|---------------|--------|-------------|------------|-----------|------------------|----------|---|
| All | Active | All | | | | | |
| Enabled | Active | Unconfirmed | Linette | Anderson | trose@aop.com | 1 | 4 Edit Reset Password Send Confirmation |

Page 1 of 1 10 View 1 - 1 of 1

© 2014 Glynlyon, Inc. All rights reserved. Server: o2demo1 About Help Terms of Use Feedback Version: 2.20



1 PARENTS

- View parent profile details
- Edit profile, reset password, resend confirmation

| Parents Create Parent Profile | | | | | | | |
|-------------------------------|---------|-------------|------------|-------------|----------------------|----------|---|
| Login Enabled | Status | Confirmed | First Name | Last Name * | Login ID (email) | Students | Controls |
| All ▾ | Activ ▾ | All ▾ | | | | | |
| Enabled | Active | Unconfirmed | Ricardo | Chavez | rchavez@glymlyon.com | 1 | Edit Reset Password Send Confirmation |
| Enabled | Active | Confirmed | Brittani | Edward | bchempagne@podyseyw. | 3 | Edit Reset Password |
| Enabled | Active | Unconfirmed | Bill | Everett | BEverett@gmail.com | 1 | Edit Reset Password Send Confirmation |

2 FILTER OPTIONS

- Filter and sort by status type

| Login Enabled | Status | Confirmed | First Name | Last Name * | Login ID (email) |
|---------------|---------|-----------|------------|-------------|------------------|
| All ▾ | Activ ▾ | All ▾ | | | |

3 CREATE PARENT PROFILE

- Create profile for a parent or guardian

Parents Create Parent Profile

All fields are required. Please fill out the form completely.

Login Enabled

User Status Active ▾

First Name

Last Name

Login ID (email)

Add Student Add

4 EDIT, RESET, CONFIRM

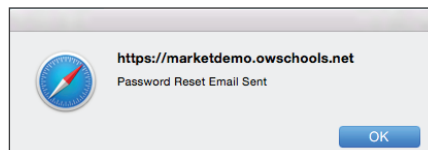
- Edit details of profiles to change name, user status, disable/enable login, or add/remove associated students
- Send password-reset email to parent/guardian

Parents Edit Parent Profile

All fields are required. Please fill out the form completely.

Login Enabled

User Status Active ▾



| First Name | Last Name | Username | Student ID |
|------------|-----------|--------------|------------|
| Ricardo | Smith | Ricardostud1 | |

Send Confirmation Cancel Edit




REPORTS

OVERVIEW

REPORTS

- Manage and track student and faculty activity and progress



Logged into
Life Learning Academy

LOGOUT

HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS COURSE ENROLLMENT GRADEBOOK COURSES REPORTS MESSAGES 24

1 Home

- Course Completion Breakdown
- Course Percentage Complete
- Course Progress Monitor
- Detailed Student Grading
- Faculty Progress
- Group Overview
- Group Progress
- Login/Logout Times
- Pre/Post Test Scores
- Student Activity Daily Breakdown
- Student Activity Summary
- Student Lesson Plan
- Student Progress
- Student Unit Grades
- Track Grade Overrides

Create a Report

Follow these simple instructions:

1. Choose desired report from the menu on the left.
2. Select what you would like your report to cover.
3. Select a format for your report
4. That's it.

Time zone

2 The time zone selected for the report is:
Arizona Time

You can choose a different time zone: -Select one-

| 3 Name | Description |
|-----------------------------|---|
| Course Completion Breakdown | This report will show administrators course progress for all students in each course by decile percentage |
| Course Percentage Complete | View the percentage of course completion along with the current scores for completed assignments |
| Course Progress Monitor | This report will show administrators the number of students who are behind, on target, or who have not yet started a course |
| Detailed Student Grading | Monitor student grades at the assignment, unit, and course levels along with time on tasks |
| Faculty Progress | Displays teachers' daily to-dos for their students |
| Group Overview | This report will show the course grade and percentage complete by course for all the members of a selected group |
| Group Progress | This report will show the average course grade and percentage for your group by enrollment |
| Login/Logout Times | See how much time students spend logged into their student accounts |
| Pre/Post Test Scores | Monitor growth through a pre-test/post-test score comparison for courses using CRx Mode |



1 REPORTS

- Choose report type

| |
|----------------------------------|
| Home |
| Course Completion Breakdown |
| Course Percentage Complete |
| Course Progress Monitor |
| Detailed Student Grading |
| Faculty Progress |
| Group Overview |
| Group Progress |
| Login/Logout Times |
| Pre/Post Test Scores |
| Student Activity Daily Breakdown |
| Student Activity Summary |
| Student Lesson Plan |
| Student Progress |
| Student Unit Grades |
| Track Grade Overrides |

2 TIME ZONE

- Change time zone for report data

Time zone

The time zone selected for the report is:
Arizona Time

You can choose a different time zone

-Select one-

- Hawaiian Time
- Alaska Time
- Pacific Time
- Mountain Time
- Central Time
- Eastern Time
- Arizona Time
- Korean Time

| Name | Description |
|-----------------------------|--|
| Course Completion Breakdown | This report will show administrators course progress for all students in each course by decile percentage |
| Course Percentage Complete | View the percentage of course completion along with the current scores for completed assignments |
| Course Progress Monitor | This report will show administrators the number of students who are behind, on target, or who have not yet started a |

3 REPORTS INFO

- View report descriptions

| Name | Description |
|-----------------------------|--|
| Course Completion Breakdown | This report will show administrators course progress for all students in each course by decile percentage |
| Course Percentage Complete | View the percentage of course completion along with the current scores for completed assignments |
| Course Progress Monitor | This report will show administrators the number of students who are behind, on target, or who have not yet started a |

4 EXPORTING OPTIONS

- Export reports as a web page, CSV file, or PDF

Export as:




MESSAGES

OVERVIEW

MESSAGES

- Receive and send messages to and from all students and other teachers



Logged into
Life Learning Academy

LOGOUT

HOME
ASSIGNMENT ALERTS
SCHOOL SETTINGS
TEACHER/ADMIN
STUDENTS
PARENTS
COURSE ENROLLMENT
GRADEBOOK
COURSES
REPORTS
MESSAGES

Messages

Please double click a row to view message

Inbox
All Messages
New Message
Mark as Read
Mark as Unread
Archive

| Type | Date | From | Subject | Preview | Actions |
|------|------------------------|-----------------------------|----------------|--|---------|
| | 08/10/2015 11:47 am | Teacher, Elementary | Staff Meeting | We moved the meeting to Friday, same time. Thanks! | |
| | 08/10/2015 09:31 am | Laurel Anderson (landerson) | Pretest | I didn't have time to finish my test. | |
| | 08/10/2015 09:14 am | Emelia Parks (eparks) | New Enrollment | Emily Parks has been enrolled to the course - World History | |
| | 08/10/2015 09:14 am | Emelia Parks (eparks) | New Enrollment | Emily Parks has been enrolled to the course - English I CCSS | |
| | 08/10/2015 09:13 am | Curt Havens (chavens) | New Enrollment | Curtis Havens has been enrolled to the course - World History | |
| | 08/10/2015 09:12 am | Curt Havens (chavens) | New Enrollment | Curtis Havens has been enrolled to the course - English I CCSS | |
| | 08/10/2015 09:11 am | Laurel Anderson (landerson) | New Enrollment | Lauren Anderson has been enrolled to the course - World History | |
| | 08/10/2015 09:11 am | Laurel Anderson (landerson) | New Enrollment | Lauren Anderson has been enrolled to the course - Music Theory | |
| | 08/10/2015 09:11 am | Laurel Anderson (landerson) | New Enrollment | Lauren Anderson has been enrolled to the course - Language Arts 700 CCSS | |
| | 08/10/2015 | Laurel Anderson | New Enrollment | Lauren Anderson has been enrolled to the | |

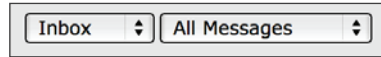
50
View 1 - 25 of 25

© 2014 Glynlyon, Inc. All rights reserved. Server: o2demo2 [About](#) [Help](#) [Terms of Use](#) [Feedback](#) Version: 2.20



1 FILTER OPTIONS

- View Inbox, Archived, and Sent mailboxes



2 TYPE

- Sort by type of message



System-generated message, such as the result of a batch enrollment, new enrollment, enrollment change, etc.

Help-needed request from a student while working on assignment

Person-to-person message from another teacher, admin, or student

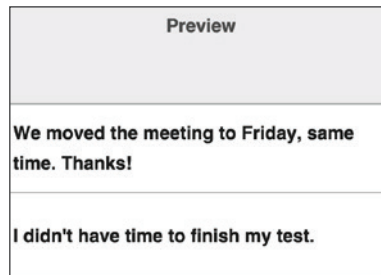
3 TOOLS

- Write and send messages
- Mark as read or unread
- Archive individual or multiple messages



4 PREVIEW

- Preview sender and topic of messages received



5 ACTIONS

- Reply, forward, archive, or view lesson linked to message, or export messages



Customer Service

(877) 795-8904

Available Monday-Friday
6 a.m. - 5 p.m. MST



Technical Support

(877) 251-6662

Available Monday-Friday
7 a.m. - 5 p.m. CST

www.odysseyware.com