Odyssey Basics for Teachers – NWEA v2012

URL:_____

Login to CompassLearning Odyssey

User Name _____

Password _____

School _____ ▾

Log In

MY STUDENTS:

Creating a Class (Where applicable)
1. Select **My Students** option on navigation bar.
2. Select **Students & Classes** in sub-navigation bar.
3. Select **New → Class.**
4. Class pop up box appears → Type in a class name *(use school naming convention)* *Required Field.*
5. If this class is specific to a grade level and subject area, you may label as such.
6. Include a Class ID, if available
7. Attach a secondary teacher to this class, if applicable.
8. Click **Save.** (Your new class will save under My Classes.)

Adding an existing student to your class
An existing student is one who is already in the student database, but not in your class.
1. Click **My School** on left panel → **Students**
2. Check the box(es) next to student(s) you want to add to your class *(Can choose multiple students on multiple pages).*
3. **Option 1**: Select **Actions → Add to Class OR**
4. **Option 2: DRAG selected students and DROP into the correct class in My Classes.** (Once you place the cursor over student names, you see a little hand and you will see the number of students. selected as confirmation. *(Example: 3 Students Selected)*

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

ASSIGNMENTS:

Class Progress
1. Select **Assignment** – Class **Progress**
2. Click the desired class in the tree to view all assignments that have been assigned to students who are in this class or click the **student name** in the class list to view assignments and status for an individual student
3. Assignments are displayed with assignment name, date assigned, date created, and status for each assignment.
4. Click the "**Details**" link located to the left of desired assignment to view progress. (Printed version is available.)

Editing an NWEA Assignment that you own:
1. Select **Courses & Assignments – Assignment Status**
2. Select *View Status* of **Assignment (default)**
3. Availability: **My Assignments** (or wherever you saved the assignment**) - Search**
4. Select radio button in front of Assignment name
5. Click **View Status -** Click **Edit Assignment**
6. *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**
7. Make necessary <u>edits</u> in Assignment Builder (change order, add/remove activities, add decision points)
8. Click **Complete Assignment**
9. If you chose **All Students** in **step 7,** 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*"
10. If you chose **Selected Students** in **step 7** continue to complete the assignment and select the students you want to give it to
11. If you chose **Selected Students** in **step 7**, continue to complete the assignment

Unassigning an NWEA assignment:
1. Select **Courses &Assignments – Assignment Status**
2. Make Selection by **Student or Assignment**
3. Click **View Status**
4. Check the box in front of selected assignment(s)
5. Click **Unassign** *(Are you sure you want to unassign this assignment(s)?)*

Assignment Builder
Building new NWEA Assignments by RIT Range
1. Select **Courses & Assignments - Assignment Builder**
2. Select the **NWEA** tab
3. Click on the **Survey Test** desired to view content and descriptions in the grid by RIT range
4. To assign LP folders, click in the box to the left of the LP folder title *(multiple folders may be selected)*
5. Click **Add selected tasks**
6. You may edit the LP folder as necessary
7. **Enter a unique name** for your NWEA assignment (suggest you use the activity name which includes RIT Band)
8. Click **Complete Assignment**
9. Enter a description in the box
10. Select **Availability, Subject, Level**
11. Change additional default options if necessary
12. Choose to **assign** now or later – **Next**
13. Confirm assignment - **Close**

Assignment Archive
Assigning a saved NWEA assignment:
1. Select **Courses & Assignments – Assignment Archive**
2. Use desired criteria to **Search**
3. Click the radio button in front of the assignment you wish to assign
4. Click **Assign to students**

Copying an NWEA assignment:
1. Select **Courses & Assignments – Assignment Archive**
2. Select **Availability**, **Subject**, **Level** - **Search**
3. Click the radio button in front of the assignment
4. Click **Open a Copy**
5. Make desired changes and **enter a unique assignment name**
6. Click **Complete Assignment – Save**

REPORTS:
Assignment Status Report
(Monitor RIT Assignments automatically assigned)
1. Select **Reports – Administration Reports**
2. Select **Assignment Status Report** - **Next**
3. Choose to report by **Student** – select dates - **Next**
4. Click on the **Class(es)** to report on -**Next**
5. Click **Generate Report**

Student Progress Report
1. Select **Reports** on **Navigation Bar**
2. On left under Odyssey Reports select **Progress Reports**
3. You will see the Default Templates listed in the center pane O**R**
   3a. Create a **New Report** by clicking on the **New Report** option from the data grid menu
4. To use the Default Student Progress Report Template click the **Settings** option on the right of the selected report
5. Within the reports options selector window, select the options needed for each tab: *(Depending on the report type, there will be similar tabs and criteria to select.)*
   a. **Details**
   b. **Curricula**
   c. **Assignments** (Tip: Select the assignment(s) and CLICK on **+Add Selected Items**.)
   d. **Students** (Tip: Select My Classes and select an entire class or more than one class or My Students and select the student(s) and CLICK on **+Add Selected Items**.)
   e. **Schedule & Send**
6. You may save this as your own **Template → Click Save As (Type in a template name.)** (Your report templates will save in the My Templates areas where appropriate. Example: A Progress Reports Template will save in **All My Reports** as well as **My Progress Reports** under the Reports Option**.)**
7. Click **Run.** The two options are: Run Now or Run Offline (Report will be added to Reporting Queue)
8. ***To Schedule reports enter report settings: Follow steps 1-6.** In the **Schedule and Run** Tab - Select the **ON** option **for Status** and enter the required **Start** and **Stop** dates.
9. Select the number of times you want the report to run during the time frame schedule
   Note: The User's email address with default as checked for **notifications**.
10. Enter additional email addresses separated by a comma for those to receive this notification and/or the report.

11. Include whether you want the actual report files emailed to those addresses and select a format of PDF or CSV.
    File Size suggestion: Check on email size availability of recipients and set accordingly.
12. Enter a **message** for recipients.
13. **Save Template** – Saves these options in your templates folder.
14. If you want to generate a report immediately select Run, if not close out the box.

NWEA Reports

Select Reports - **Select Test Translator Reports and go through wizard.**

Test Translator Reports
   Goal Score
   Goal-based Test Results
   Test Summary by Goal
   Test Translator Import Log
   Longitudinal Goal Score Analysis
   NWEA Learning Path

RESOURCES
1. Select the **Content** option from the **Navigation Bar.**
2. Select **Resources** from the sub **Navigation Bar**
     a. Release Notes
     b. Support Options
     c. Parent Letter
     d. Quick Start guide for parents and students
     e. Scope and Sequence documents
     f. Resources based on licensing
3. To Access **Scope and Sequence** documents, access the appropriate Odyssey Tabs. (Example: Odyssey **Math or** Odyssey **Language Arts Tabs** for levels K-8 and **Odyssey Middle School Science** Tabs for science courses (if purchased). Odyssey Language Arts Tab for Literature Lists
4. **Math Tab** – access Math Toolkit for demonstration and instruction.