

Odysseyware®

Odysseyware®

v2.29

Parent User Guide

Released 10/2016

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Odysseyware®

300 N. McKemy Avenue

Chandler, AZ 85226

Helpful resources

Technical Support

Phone - Toll Free: 877.251.6662

Days/Time - Monday - Friday 7 am - 11 pm (CT) and Saturday - Sunday 1 pm - 7pm (CT)

Go to: <http://www.odysseyware.com/support>

Email: support@odysseyware.com

Odysseyware Knowledgebase

- Go directly to the Odysseyware Training Resources **Knowledgebase** page at: <https://www.odysseyware.com/training-resources>. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the top navigation bar tabs to access user guides, videos, and other helpful resources related to the selected tab.

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Get Started With Odysseyware®

Welcome to the Odysseyware® Parent Portal. This read-only version of Odysseyware (see example A below) lets you, as the parent (or guardian), see your students' progress in courses and assignments, view the school calendar so that you are aware of scheduled school and non-school days, and run student progress reports.

Odysseyware® Parent Portal

Logged into Damonte
LOGOUT

HOME VIEW STUDENT COURSES VIEW STUDENT ASSIGNMENTS

Welcome, Betty

Welcome to Damonte Desert Community Charter School. We are excited you are learning with us!
Focus, focus, focus.

Activity Stream Calendar

My Students

Diane Cooper
d_cooper, scottsdale, ig_0013

Course
Civil War
Algebra I

Brad Cooper

Course
Algebra I
Integrated Physics and Chemistry
Civil War

Civil War
Teacher: Rita Jones
Course Start Date: 07/17/2015
Course End Date: 08/31/2015
Current Progress: 3.6%
Current Score: 90

Unit	Title	Type	Progress	Due Date	Completion Date	Score	Status
1	Development of Two Cultures--Part 1	LESSON	100%	07/17/2015	07/17/2015	81	Graded
1	Development of Two Cultures--Part 2	LESSON	100%	07/17/2015	07/17/2015	88.9	Graded
1	Life of a Slave	LESSON	100%	07/17/2015	07/17/2015	100	Graded
1	Project: The Art of Compromise	PROJECT	0%	07/20/2015		0	Assigned
1	Quiz 1: Two Cultures in Conflict	QUIZ	0%	07/20/2015		0	Assigned
1	Political Compromises	LESSON	0%	07/20/2015		0	Not started
1	Kansas-Nebraska Act	LESSON	0%	07/21/2015		0	Not started

An Odysseyware Administrator, or a designated teacher, at your student's school set up access for you. You should have received an email (see example B) with a link to access the Parent login page.



Dear Betty Cooper,

B

Welcome to the Odysseyware Parent Portal. Your involvement in your students online education is vital to their success; we want to make it easy for you to stay up to date on their assignments, progress, and grades. To get started, follow these steps:

1. Follow [this link](#) to the Odysseyware site.
2. Create your password. It must be at least 6 characters long.
3. Log in with your username (your email address) and your new password.
4. The first time you log in, you will be asked to accept the License Agreement. If you would like to refer back to it, this agreement is always available from the login screen.
5. Verify the names of your students.
6. That's it! You are set up and ready to go.

Thank you for using the Odysseyware Parent Portal.

Sincerely,
Damonte Administrator

To get started, you first need to set up your password, and then log in to Odysseyware. If you have difficulties, please contact the Odysseyware admin or teacher you worked with to set up your access.

To set your password:

1. Open the email message and click the link.
2. Enter your chosen password twice.
3. Click **Set Password**.

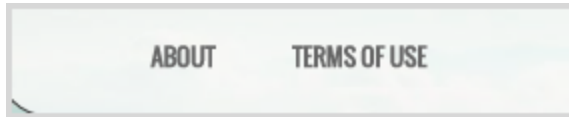
The Odysseyware Login page appears. Your login options differ based on whether or not the school has enabled Single Sign-On (SSO) functionality with Odysseyware.

- If the school uses SSO, click the **Sign In As Parent** link. Then, enter your username and password and click the **Ready, Set, Learn** button.
- If the school does not use SSO, the Login page may look like this example below. You enter your username and password, and then click the **Ready, Set, Learn** button.



About and Terms of Use links

On the Odysseyware Login page, in addition to the Login box, two links appear for all schools and these links are also present on every page in the Admin, Teacher, Student, and Parent modes of the application.



Link	Description
About	This link opens the About page where you find the active Odysseyware server and version number. The About page also contains information about Odysseyware and provides links to helpful resources.
Terms of Use	This link opens the Odysseyware End User License Agreement (EULA) which explains the terms and conditions for using Odysseyware. You must click Accept for the EULA the first time you open Odysseyware.

Log in and out

To log in:

1. Enter your school's URL in a supported browser.
2. On the **Login** page:
 - a. Enter your user name (this is your email address) and password into the boxes
 - b. Click **Ready, Set, Learn**.

Or

If the school uses Single Sign-On (SSO) with Odysseyware, you need to click the **Sign In as Parent** link first, and then enter your user name and password, and click **Ready, Set, Learn**.
3. If your login was successful, read and accept the **End User License Agreement (EULA)**. You only need to do this the first time you log in.
4. When the **Confirm Students** page appears, click **Yes** to verify the students listed. You only need to do this the first time you log in or if you add another student.

Confirm Students

Please confirm these are your students

First	Last	Username	Student Id	Campus Id
John	Wrigley	johnwrigley	87904	nwest12
Jacob	Wrigley	jacobwrigley		
Jonas	Wrigley	jonas.wrigley		
Jim	Wrigley	jimwrigley	87903	nwest12

You should now see the Home page. See ["What You See On Your Home Page"](#) on page 7.

To log out:

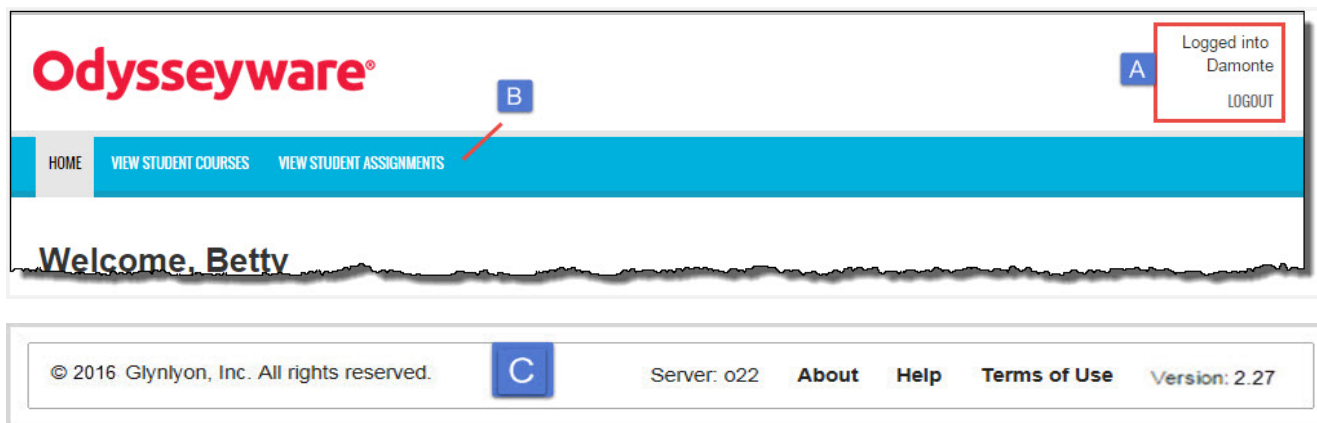
- Click the **Logout** link located in the upper right of every page in the application.



What You See On Your Home Page

After you log in, the first page that appears is the **Home** page. The Home page (and every page in the application) display:

- Your user name (optional), school name, and the Logout link (example A) located in the top right.
- Main navigation bar (example B) which contains navigation tabs or tools so that you can easily navigate to the named features and functionality.
- The Odysseyware copyright information, server name hosting your Odysseyware school, the Odysseyware version number, and the Help link located at the bottom of every page (example C). The Help link opens a page containing the *Parent Quick Start Guide*. The About and Terms of Use links were explained with the Login page.



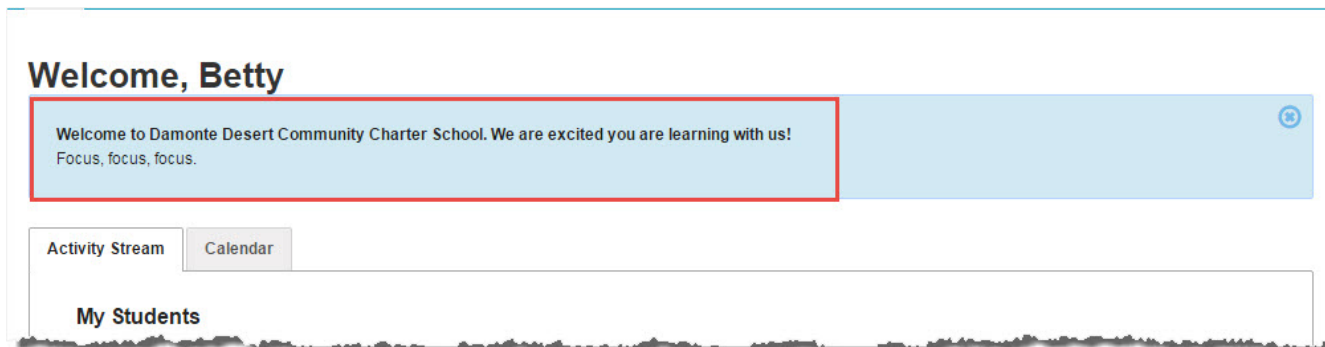
On the Home page, you may see a welcome message and message of the day in the blue message area. You will see an **Activity Stream** tab and **Calendar** tab.

Message area

Think of this blue message area as your school's announcements bulletin board. The Welcome message and message of the day display in all Odysseyware modes for Admins, Teachers, Students, and Parents.

Your school's Odysseyware Administrator controls what displays in this area. If your students' school has a special announcement, teacher conference coming up soon, or perhaps just want to provide an encouraging message to all students, it will appear in the message area.

- To close the message area, click the **Close X** in the upper right corner.



Activity Stream tab

The Activity Stream tab contains the names of the students associated to your parent or guardian profile, the current courses for each student, their current overall progress in each course, including the percent complete, and their current cumulative score in each course.

- To view details about student courses, click the student's name (example A). See ["View students' progress in courses" on page 11.](#)
- To view details about student assignments, click the course title (example B). See ["View students' progress in course assignments" on page 12.](#)

The screenshot shows the 'Activity Stream' tab selected. Under 'My Students', there are two student profiles. The first profile, Diane Cooper, has a red box around her name and a blue box 'A' next to it. Below her name is a table of courses with progress bars and scores. The second profile, Brad Cooper, has a blue box 'B' next to his name. Below his name is a table of courses with progress bars and scores.

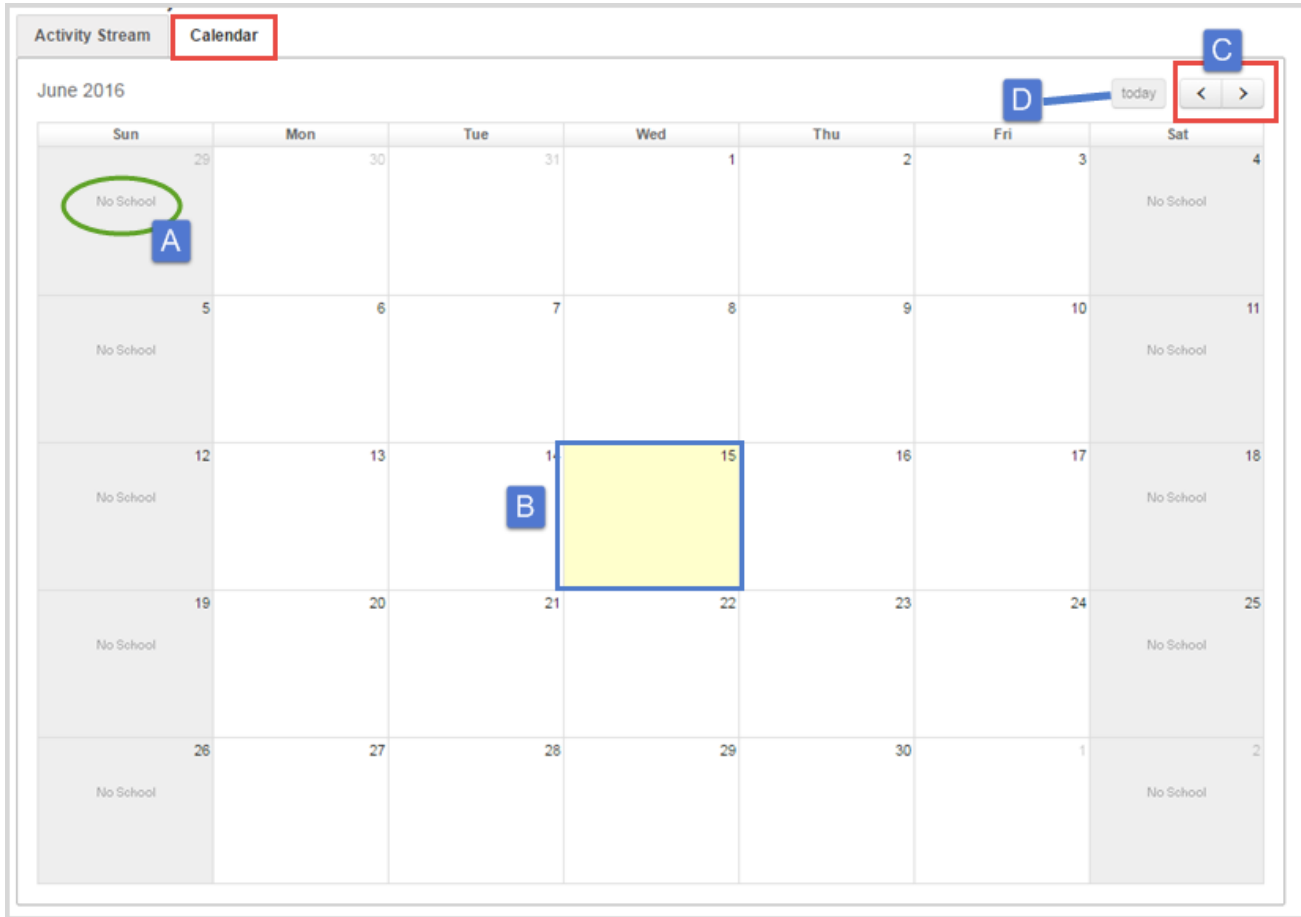
Course	Progress	Score
Civil War	<input type="text"/>	0% 0.00
Algebra I	<input type="text"/>	0% 0.00

Course	Progress	Score
Algebra I	<input type="text"/>	0% 0.00
Integrated Physics and Chemistry	<input type="text"/>	0% 83.30
Civil War	<input type="text"/>	3% 90.00

Calendar tab

The **Calendar** tab displays the current month (by default) and it is where days are designated as school days and no school days for the entire school. Changing a school day to a "no school" day or a "no school" day to a school day affects the working days for school terms and assignments' pacing.

Calendar tab



Features and tools on the school calendar include:

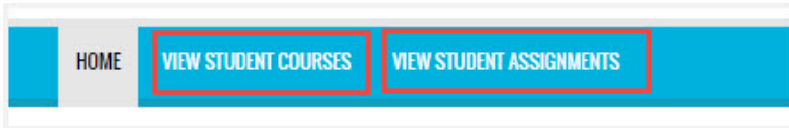
Item	Feature/tool	Description
A	No School indicator	Shows days marked as "No School" days. By default, weekdays (Monday through Friday) are considered school days and weekend days (Saturday and Sunday) are automatically designated as "No School" days.
B	Yellow-colored day	Indicates the current day.
C	Forward and Back arrows	Click Forward to go to the next month; click Back to go back to the previous month.
D	today button	Click to return to the current month and day.

Your school's Odysseyware Administrator can set days as "No School" days.

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View Students' Progress In Courses and Assignments

You can view your assigned students' progress in courses and in individual assignments within those courses. Two tools on the main nav bar provide the access:



- Click **View Student Courses** to see your students' progress in courses. See ["View students' progress in courses" below](#).
- Click **View Student Assignments** to see your students' progress in individual assignments within courses. See ["View students' progress in course assignments" on the next page](#).

View students' progress in courses

You use the **View Student Courses** tab to see a detailed view of all courses and progress in a course for the selected student.

- On the main nav bar, click **View Student Courses** to open the **View Student Courses** tab.

Course information shown includes the course title, teacher's name, progress percent, and course score.

On the **View Student Courses** tab, you can:

- If you have more than one student assigned to you, click the **Students** drop-down list (example A) to select a different student. The tab refreshes to show the course information for the selected student.
- Use the **Courses** and **Teacher** filters (example B) to filter the list and change the information displayed in it.
 - Type a course or subject in the **Course** field to filter the list by course or subject.
 - Type a teacher's first or last name in the **Teacher** to filter the list to only show courses for a specific teacher.
- Click the **Print Student Courses** tool (example C) to run a detailed student course report for the selected student. See ["Run Student Progress Reports" on page 15](#).
- Click the **Reset** tool (example D) to remove any filters and reset the information.
- Click the paging controls (example E) to see all courses for the selected student.

View Student Courses

Students: Brad Cooper (b_cooper) A
C Print Student Courses

Course	Teacher	Progress	Score
Algebra I	Rita Jones	<div style="width: 100%; height: 15px; background-color: #ccc;"></div>	0%
Integrated Physics and Chemistry	Rita Jones	<div style="width: 100%; height: 15px; background-color: #ccc;"></div>	0.6%
Civil War	Rita Jones	<div style="width: 100%; height: 15px; background-color: #ccc;"></div>	3.6%
			90

D
E
View 1 - 3 of 3

View students' progress in course assignments

You use the **View Student Course Assignments** tab to see detailed information about assignments and progress in those assignments for a selected course and student.

- On the main nav bar, click **View Student Course Assignments** to open the **View Student Course Assignments** tab.

At the top of the page, you see the teacher's name, the date the student started the course, and the scheduled end date for the course. Assignment information shown includes the title and type (test, lesson, quiz) of assignment, progress percent, assignment due and completion dates, assignment score, and status.

On the **View Student Course Assignments** tab, you can:

- Click the **Students** and **Courses** drop-down lists (example A) to select a student and, then select a course. The view refreshes to show the selected student and course.
- Click the **Print Student Course Assignments** tool (example B) to run a detailed student assignment report for the selected student and course. See ["Run Student Progress Reports" on page 15](#).
- Click the **Reset** tool (example C) to remove any filters and reset the information.
- Click the paging controls (example D) to page through the all the assignments for the selected course.

View students' progress in course assignments

View Student Course Assignments

Students: Brad Cooper (b_cooper) A

B Print Student Course Assignments

Courses: Civil War

Civil War

Teacher: Rita Jones

Course Start Date: 07/17/2015

Current Progress: 3.6%

Course End Date: 08/31/2016

Current Score: 90

Unit#	Title	Type	Progress	Due Date	Completion Date	Score	Status
1	Development of Two Cultures--Part 1	LESSON	<div style="width: 100%; height: 10px; background-color: #ccc;"></div> 100%	07/17/2015	07/17/2015	81	Graded
1	Development of Two Cultures--Part 2	LESSON	<div style="width: 100%; height: 10px; background-color: #ccc;"></div> 100%	07/17/2015	07/17/2015	88.9	Graded
1	Life of a Slave	LESSON	<div style="width: 100%; height: 10px; background-color: #ccc;"></div> 100%	07/17/2015	07/17/2015	100	Graded
1	Project: The Art of Compromise	PROJECT	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0%	07/20/2015		0	Assigned
1	Quiz 1: Two Cultures in Conflict	QUIZ	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0%	07/20/2015		0	Assigned
1	Political Compromises	LESSON	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0%	07/20/2015		0	Not started
1	Kansas-Nebraska Act	LESSON	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0%	07/21/2015		0	Not started
1	The Kansas Issue	LESSON	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0%	07/21/2015		0	Not started

C

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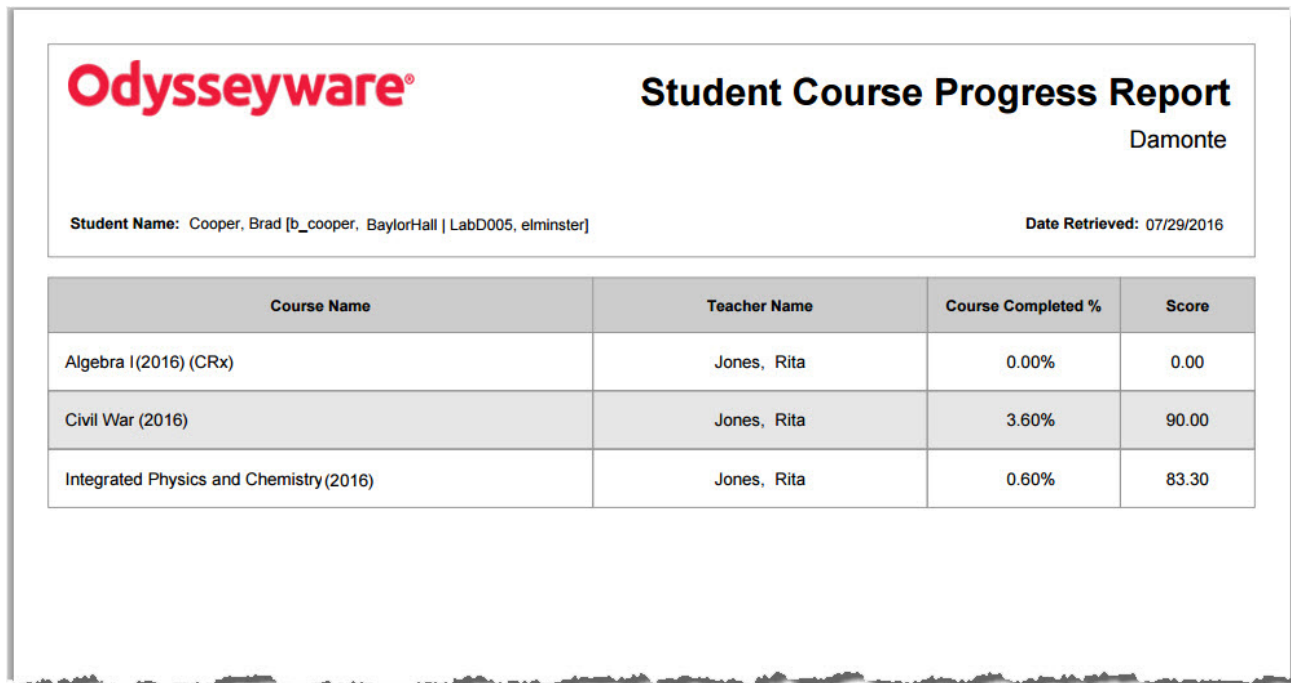
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Run Student Progress Reports

You can run a progress report containing information about a selected student's courses and assignments. The report generates as a PDF file that you can save and print. To generate the PDF, you must have Adobe Reader installed.

1. On the main nav bar, click **View Student Courses** or **View Student Assignments**.
2. If you have more than one student, from the **Students** list, select the student for the report.
3. If running a student assignment report, from the **Courses** list, select the course.
4. Click **Print Student Courses** or **Print Student Course Assignments**.
5. When the message appears, you can save the PDF file or open it.
 - If you selected to save the PDF, by default, the report downloads with the name StudentCourseProgress_[currentdate].pdf. You can open the report.
 - If you selected to open the PDF, the report appears in a new browser window. Click the Print tool to print the report.

The following shows an example of the student course progress report.



Odysseyware® **Student Course Progress Report**
Damonte

Student Name: Cooper, Brad [b_cooper, BaylorHall | LabD005, elminster] **Date Retrieved:** 07/29/2016

Course Name	Teacher Name	Course Completed %	Score
Algebra I(2016) (CRx)	Jones, Rita	0.00%	0.00
Civil War (2016)	Jones, Rita	3.60%	90.00
Integrated Physics and Chemistry (2016)	Jones, Rita	0.60%	83.30

The following shows an example of the student assignment progress report.

Odysseyware® Student Course Detailed Progress Report

Damonte

Student Name: Cooper, Brad [b_cooper, BaylorHall | LabD005, elminster]

Date Retrieved: 07/29/2016

Course: Integrated Physics and Chemistry (2016)

Teacher: Jones, Rita

Term: 07/26/2016 - 08/31/2016

Current Progress 0.60%

Unit	Type	Assignment	Due Date	Completed Date	Score
1	LESSON	2. What is Science?	07/26/2016	07/26/2016	83.30
1	LESSON	3. The Scientific Method	07/26/2016		0.0*
1	PROJECT	4. Experiment: Making Observations	07/27/2016		0.0*
1	PROJECT	9. Experiment: Determining Volume	07/27/2016		0.0*
1	PROJECT	11. Experiment: Determining Density	07/28/2016		0.0*
Unit Score Summary for Unit - 1					83.30
Course Score					83.30



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