



Palm Beach County ~ Middle School Course Recovery

URL: <http://odyssey.palmbeach.k12.fl.us>, or simply type **odyssey** into your browser.

Log In:

Username: 7 Digit Employee ID # (same as on your paystub – *Username = 1234567*)

Password: pb + 4 digit school # + 3 digit teacher # (ex. *Password = pb0691008*)

**If your teacher number is not 3 digits in length, add any additional zeroes needed in front of the number.*

School: ODYSSEY

Dashboard: Information on page 7 of this document.

Creating a Class:

1. Select **My Students** option on navigation bar
2. Select **New → Class** **Caution: Do Not Use Binders*
3. Class pop up box appears → Type in a class name (*use school naming convention*)**Required Field.*
4. If this class is specific to a grade level and subject area, you may label as such.
5. Attach a secondary teacher to this class, if applicable.
6. Click **Save**. (Your new class will save under **My Classes** on the left – side panel.)

Add existing student to class:

An existing student is one who is in the database but not in the class.

1. Select **My Students** option on navigation bar
2. Click **My School** in the panel on left side → click **Students**
3. **Search** for students by typing first name, last name or student ID number in:
 - a. Option 1: **Search student** field (box) – top of left panel
 - b. Option 2: **Filter** field (box) – bottom right on screen
4. **Select** students by checking the box(es) next to student(s) you want to add to your class (*Can choose multiple students on multiple pages*).
5. **Add** students to the list
 - a. Option 1 [*Preferred*]: Select **Actions** → Add to **Class** → **select** the class → click **Add**
 - b. Option 2: **DRAG** selected students and **DROP** into the correct class in **My Classes**. (*Once you place the cursor over student name(s), you see a little hand and you will see the number of students selected as confirmation*)

Assigning Middle School Recovery Courses:

Remember that last year's course will be found in the subject area: Brain Buzzer

1. Assignment → Assignment Archive
2. Availability → **My District**
3. Subject → Select either Language Arts, Math, Science or Social Studies
4. Grade Level → Select either sixth, seventh, or eighth



5. Keyword → **Optional field** - in this field type the number of the nine week course needed (ex. 2nd)
6. Click **SEARCH**
7. Select the assignment(s) by clicking in the box next to the assignment name → **ASSIGN TO STUDENTS**

NOTE: District Approved curriculum for middle school course recovery are in the MY DISTRICT folder.

8. To assign to all students in a class select the box next to the class name. To assign to individual student select the + next to the class name and select student(s) accordingly.
9. Click **Finish**
10. Click **Close**

Unassign Courses and/or Assignment:

1. Assignment → Assignment Status
2. Availability → My District
3. Subject → Select either Language Arts, Math, Science or Social Studies
4. Grade Level → select grade level
5. Click **SEARCH**
6. Select the assignment you wish to unassign by clicking in the box next to the assignment → click **VIEW STATUS** (toward the top of the screen)
7. Select the student(s) that you wish to unassign by clicking in the box next to their name.
8. Click on **UNASSIGN** toward the top of the screen

Odyssey Writing Project ~ Grading:

1. Assignment → Submitted Projects
2. Choose the student writing you want to grade by clicking on the title
3. Click OPEN *[sometimes students submit the exact same work multiple times, so you may wish to DELETE duplicate copies]*
4. Student work will appear in the area to the right *[If you do not see work, look on the bottom to see if multiple pages have been submitted. Click on the number for the next page]*
5. On the bottom left of the screen you will see the following buttons for use in grading.
 - a. RUBRIC ~ FCAT Writes or CompassLearning Odyssey depending on writing prompt
 - b. COMMENTS ~ teacher added to assist students with writing
 - c. GRADE ~ a letter grade is assigned [teachers can use a scale in Grade Quick → for example: A=95%, B=85%, C=75%, D=65%, F=55%
 - d. ANNOTATIONS ~ writing conventions can be “tagged” for students



- e. SEND ~ sends graded work back to students for review, and subsequent editing → caution – once you click on send it is removed from the teacher list until the student sends (hand in) it back.
6. Repeat steps 1-5 for the next writing work
[Remember – the writing prompts that require the FCAT Writes rubric scoring are: Persuasive WP or Expository WP. All other grading of writing submissions is the teacher's discretion as to use the rubric, or simply assign a grade and/or comment.]

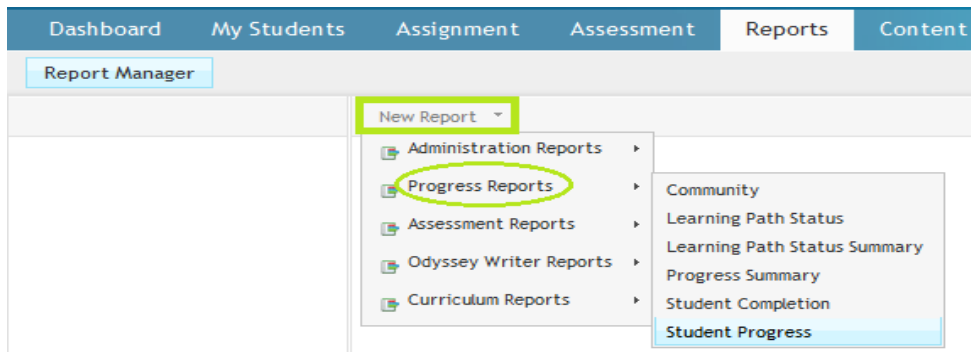
Reports:

Class Progress:

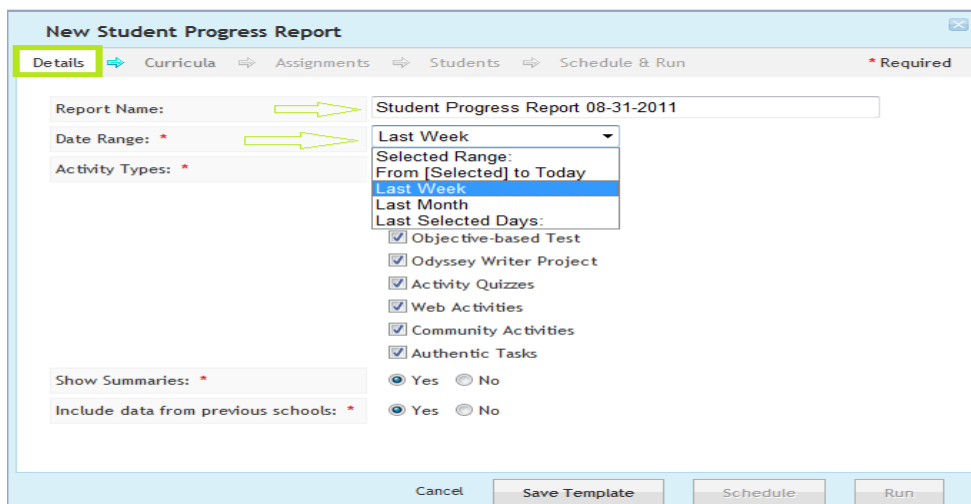
1. Select Assignments – Class Progress
2. Click Details for class or individual results
3. Click Printable Version for PDF

Student Progress Report: The most comprehensive report showing all data for specified date range.

1. Select **Reports** option on navigation bar
2. Click **New Report** toward the top of the screen → Progress Report → Student Progress

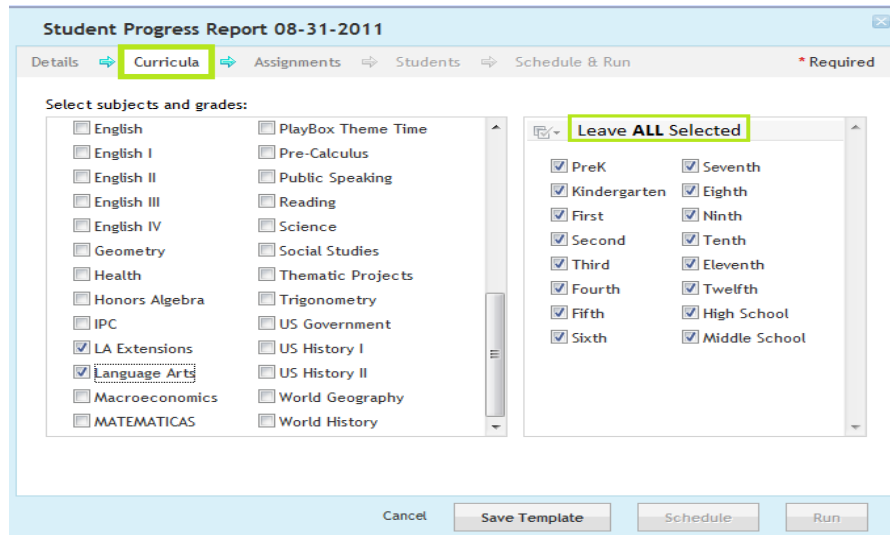


3. **Details** tab (follow the aqua arrow)
 - a. Enter Report Name or use default
 - b. Select Date Range

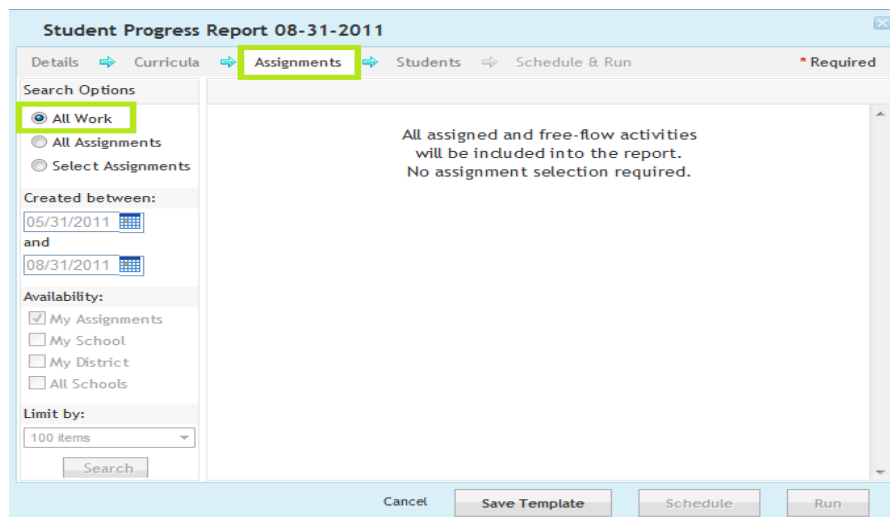




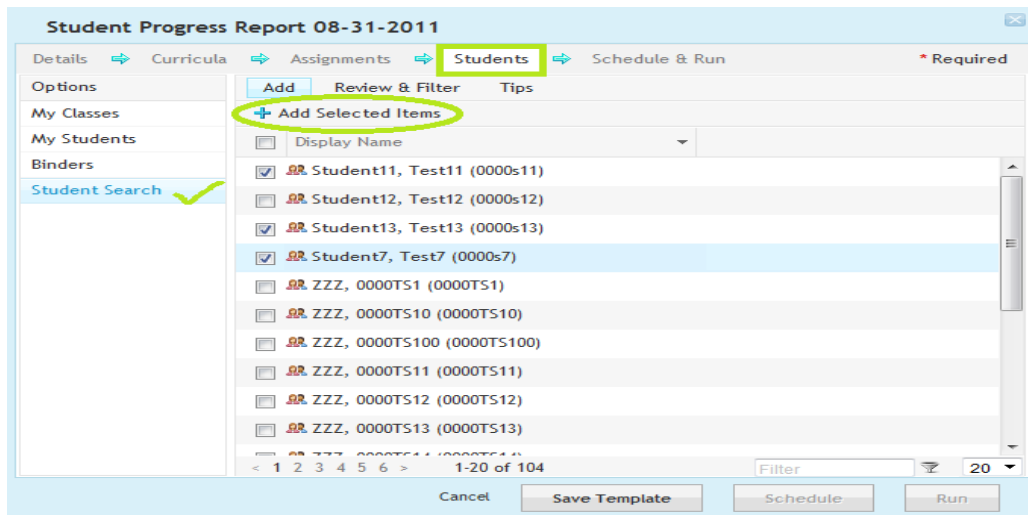
4. Select **Curricula** tab (follow the aqua arrow)
 - a. Select the **Subject**
 - i. Language arts = LA Extension and Language Arts
 - ii. Math = Honors Algebra and Math
 - b. Leave **ALL Grades** selected



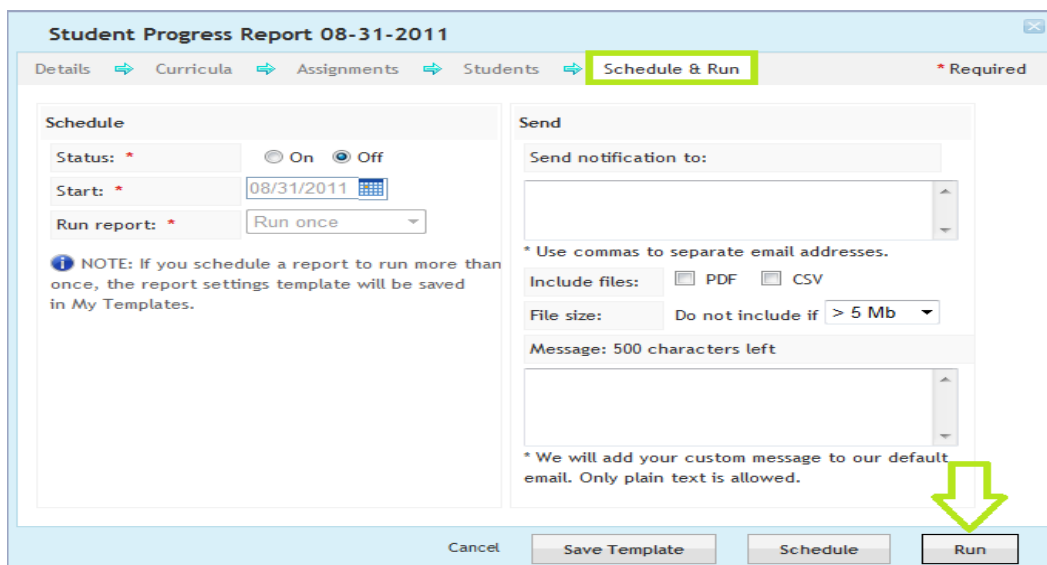
5. Select **Assignment** tab (follow the aqua arrow) – leave the default of **ALL Work**



6. Select **Students** tab (follow the aqua arrow)
 - a. Click **My Students** → Select students by clicking in box next to name
 - b. Click **+Add Selected Items** (adds students) – located above the student list



7. Select **Schedule & Run** tab → choose **RUN**



NOTE: The following directions are to be used at the discretion of the instructor.

Create Retake Quiz Assignment: Use to *reassign quizzes without learning activity numbers.*

1. Click on ASSIGNMENT
2. Click on ASSIGNMENT BUILDER
3. Choose the SUBJECT
4. Use the Keyword box to help narrow your search for the exact quiz needed (ex. cell division)
5. Click SEARCH
6. Click in the box next to the needed quiz



7. Click ADD SELECTED TASK toward the bottom right on your screen
8. In the ASSIGNMENT box, type the name of the quiz (ex. RETAKE Quiz – Cell Division)
9. Click COMPLETE ASSIGNMENT
10. On the next screen, you will fill in the information to let Odyssey know where to store your assignment: Fill in the appropriate information

Availability: Could be MY SCHOOL (for all teacher use)

Subject:

Level:

11. Decide whether or not you want to assign to students now or later
12. Click CONTINUE
13. Select the student(s) that should get this assignment

Create an Assignment Copy: Use to **reassign final** – 9 week exam for 2nd attempt only, or **reassign 9 week course** by subject.

1. In the navigation bar, select **Assignments** and click **Assignment Archive**.
2. Choose the assignment search criteria:
 - a. AVAILABILITY: **My District**
 - b. SUBJECT: choose subject
 - c. GRADE LEVEL: choose grade level
 - d. Click on **SEARCH**
3. Click in the box next to the assignment for which you want to make a copy.
4. Click on **OPEN A COPY** toward the top left of the screen
5. Click on COMPLETE ASSIGNMENT toward the bottom right of the screen
6. **RENAME** the assignment - click in the ASSIGNMENT NAME field (box), and **type the name of your assignment**. This name must be unique, so use something like “2nd Chance”, etc.
7. On the right side of the screen, fill in the needed information. If you wish this assignment to be made available for all of the teachers, select **My ASSIGNMENT** in the AVAILABILITY field. Then, select the subject and grade.
8. Decide whether you will assign this to the students now or later (YES or NO toward the bottom of the screen).
9. Click NEXT
10. *If you decided to assign to students now (YES) →click NEXT, then select the student(s) →Click FINISH*
11. *If you decided to assign to the students later (NO), then click on the close button toward the bottom of the screen to close the COMPLETE ASSIGNMENT Confirmation page.*



DASHBOARD: Student Status information will be updated daily (**24 hours**).

Left Panel: Student Status: (Average score for)

1. **Click on *All Activities Assigned by Me*** and window of needed data: *Yesterday, last 7 days, last 30 dates, year to date.*
2. The icons on the left represent 3 status levels:
3. Locate the student on the list, click on the student name.
4. The pop up window will display the student's last **10 activities with lowest score grouped by assignment.**
5. Scroll down on the pop up window and select ***Student details*** if you would like to further report on this student's progress. This takes you to *My Students, Students & Classes* where you can use the *Run Report* shortcut.

Right Panel: At A Glance: (Select applicable Tab as per Implementation Model in your School/District.)

6. Select **Assignments** tab and see the pie chart results. **Use the left and right arrows or the down selection arrow for assignments.**
7. Select **Assessments** tab and see the pie chart results. (If you have not assigned assessment, there will be no data available.) **Select the Standard set, state, and assessment assignment.**
8. Click on a section of the pie chart to drill down further to a student fly out list and results.

Need Help:

1. Click **Help** link on upper right.
2. Type search word(s) in the search field.

Launching an Activity:

1. Click on the empty field labeled Activity# and type in the Activity # you want to preview.
2. Click on the go arrow or press enter to launch the activity from the Dashboard (as a teacher in preview mode).

CompassLearning Professional Development Resources: Use the links below to access the *CompassLearning Professional Development Resources*. The information provided during training is accessible at this site along with the necessary documents for management and accountability (ex. course content, etc.)

Learning Tools

http://www.palmbeachschools.org/Learning_Tools/Middle_School/index.asp#individual

Please note that the **learning tools** portion of the address has an underscore in the text.

Learning Village

Look for the CompassLearning Resource link on the right of the page for needed content

Note: Login information for Brainpop, and Discovery Streaming:

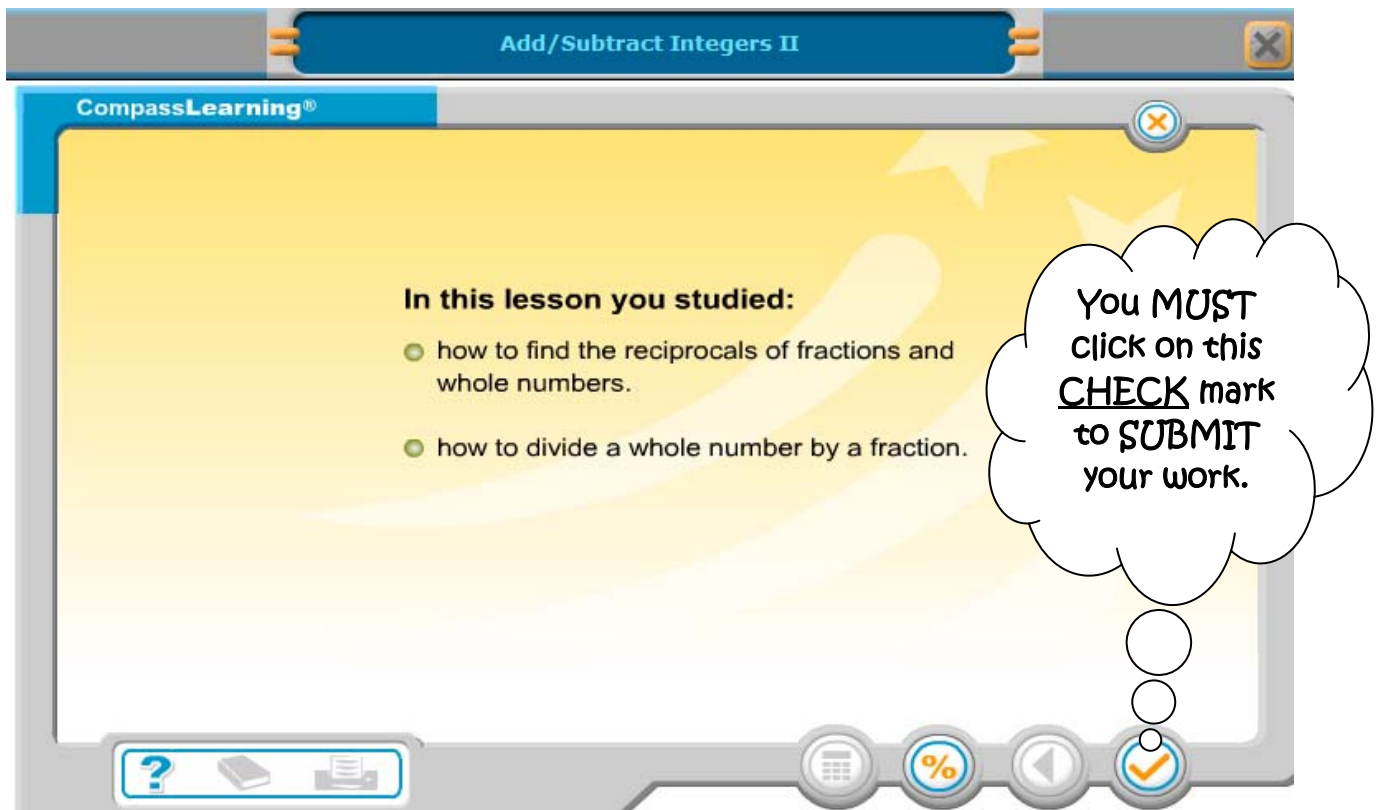
BRAIN-POP: Username and Password: **palmbeach**

DISCOVERY STREAMING: Username: **pbstudent** Password: **student**

Be on the look-out for:

- CompassLearning Odyssey activities in Language Arts, Language Arts Extensions, and Math that have some animation, but not much “talking”. An example of one of these activities is #8101. These activities require students to click on the check mark on the bottom right corner of the screen. This check appears on the last screen of the activity. In this way, students “submit” their work as completed. They will receive a green check across the activity icons, and will then proceed to the next activity in series.

Example:



Add/Subtract Integers II

CompassLearning®

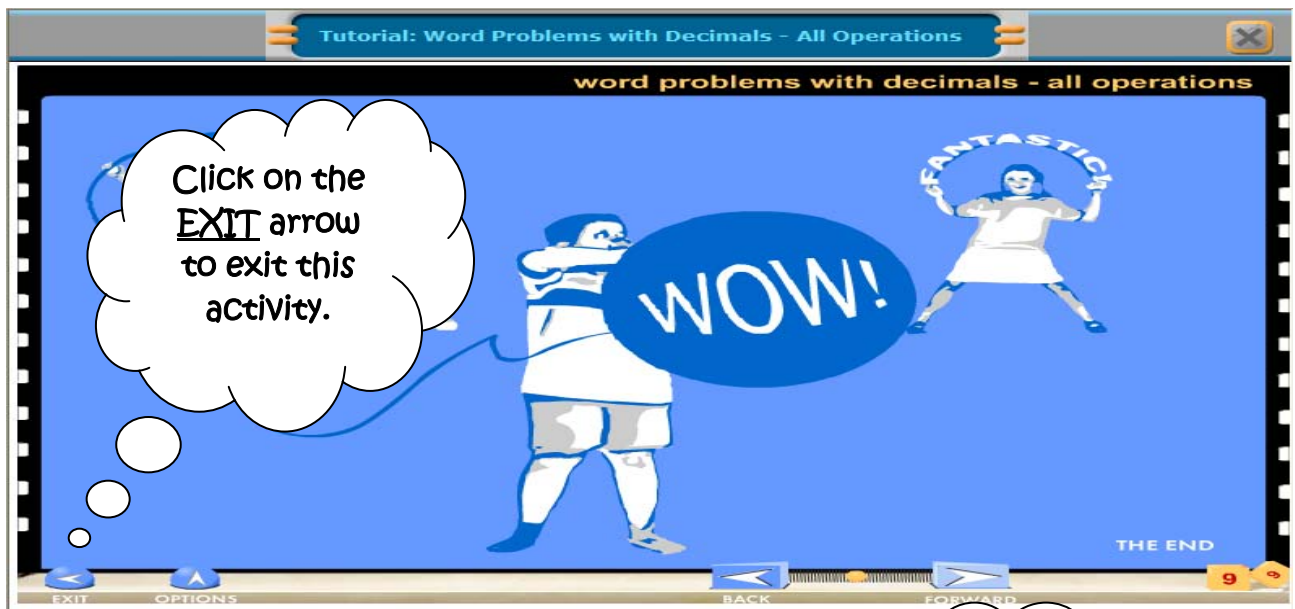
In this lesson you studied:

- how to find the reciprocals of fractions and whole numbers.
- how to divide a whole number by a fraction.

You **MUST** click on this **CHECK** mark to **SUBMIT** your work.

- CompassLearning Odyssey activities in Math – *Boxer Math*. These tutorial activities have the letter “B” in the activity number [ex. 5B041], and require the student to click on the EXIT arrow on the LEFT side of the screen. The student is asked if they are sure – click on EXIT again. They will receive a green check across the activity icons, and will then proceed to the next activity in series.

Example:





➤ **Be on the Look Out For – “Looping Issue”:**

- a. In some math and language arts activities, there are REMEDIAL lessons that accompany the original lesson seen on the syllabus. These activities launch automatically if the student does NOT get a passing score (some set to 80%). In order for the student to get the green check and progress onto the next activity, they **MUST** complete both lessons (all the way!). If a student stops mid way through, they will be taken back to the **very first problem** on the **very first activity**.
- b. The teacher can tell if an original activity has a REMEDIAL lesson associated with it by looking at the assignment view within Odyssey. There is a red letter “R” after the subject.

