

OdysseyWare User Guide for Students and Parents

Welcome to the Odysseyware Student's User Guide. This Odysseyware (see example A below) lets you, the parent (or guardian), see your students' progress in courses and assignments, and run student progress reports.

Let's Begin!

First, you need to log in! Go to <https://nogalesusd.owschools.com/>.

Your user name is **F**irst name. **L**ast name (ex: **J**ohn.**S**mith). First letters on your first and last name are capitalized. The password is your student ID (please look on the Log "IN Form" if you forgot).

Example:



The screenshot shows the Odysseyware login page. At the top, the Odysseyware logo is displayed with the tagline "PREPARING STUDENTS FOR COLLEGE, CAREER, & life." Below the logo, there are three input fields: the first contains "John.Smith|", the second is labeled "PASSWORD", and the third is a button labeled "READY, SET, LEARN!". At the bottom of the page, there are two links: "ABOUT" and "TERMS OF USE".

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After you log in, you will need to agree to the License Agreement.

Please read OW User agreement. Afterwards, click, " I agree to these terms and agreement," then, "Let's Get Started."

End User License Agreement

Odysseyware User Agreement

Please read this agreement and accept it by pressing the button at the bottom of the page.

By using or allowing others to use the software, materials, interactive features, and website associated with the Odysseyware website ("Website"), you (the "User") are agreeing to be bound by these legal terms and conditions ("Agreement"). Any person interacting with the Website in any way, including but not limited to students, teachers, administrators, and parents, are Users for the purposes of this Agreement. If you do not agree to the terms and conditions of this Agreement, do not use this Website. If you are dissatisfied with this Website, any Website content, or the terms and conditions of this Agreement, you agree that your sole and exclusive remedy is to

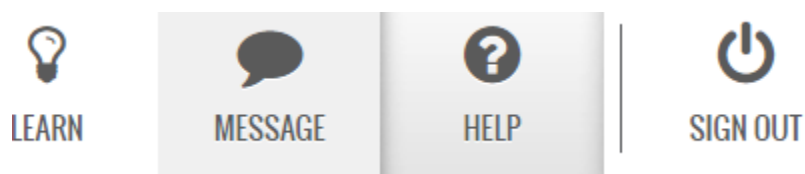
I agree to these terms and conditions



Then, watch the video introduction with your parent or guardian. It will help you understand some of OW's basic functions.

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Now, let's take a look at the toolbars and features on this page.

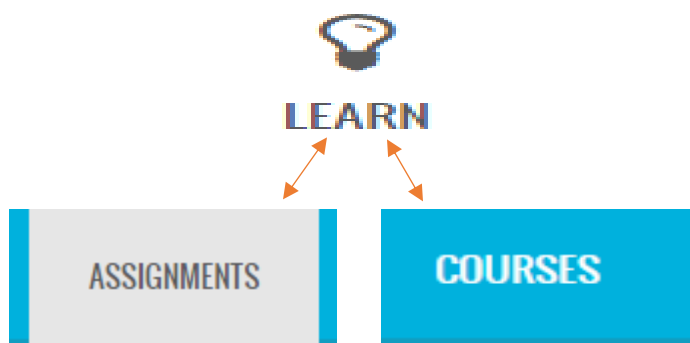


Button	Description
Learn  LEARN	Click it to open your Assignments page. The Assignments page shows all the assignments you should be working on first for all your courses
Message  MESSAGE	Click it to go to your messaging Inbox so that you can send messages to and read messages from your teachers. A red circle beside the Message button tells you the number of unread messages in your Inbox.
Help	Click it to access helpful information like a FAQ page that may answer some questions for you about using Odysseyware.

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 HELP	
Sign Out  SIGN OUT	Click it to log off and close the application. This is important so that your time in OW is accurately recorded.

Now, let's take a brief tour of all the tabs, shall we?



When you click the Learn button on the top toolbar, you'll see two important tabs:

- ✓ **Assignments Tab** - Click this tab to see and open the assignments you should be working on for each assigned course.
- ✓ **Courses tab** - Click this tab to see all your courses on your "Dashboard" where your progress in each course is displayed and

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you can quickly "jump into" the units and assignments for each course.






Assignment Tab

The Assignments page shows you all of your courses (subjects) and the assignments you have in "Assigned" status for the first unit in each course. As you successfully work on and submit an "Assigned" assignment, the next "Assigned" assignment for the unit appears in this list. You will only be able to work on assignments that have been made available to you by your teacher.

Mathematics 300 A					
Due	Type	Title	Score	Status	
B	C	D	E	F	
08/05/2020	L	Patterns: Digits and Number Words	--	Assigned	G



Item	Feature	Description
A	Course Name	The gray bar shows the course name.
B	Due Date	Due date for the assignment. If the assignment is past the due date, you see an Overdue

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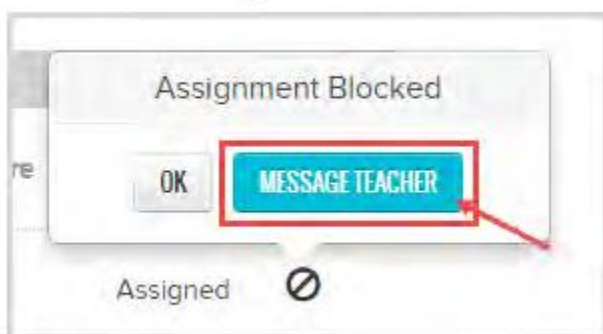
		notification in a different color.
C	<p>Assignment Symbols:</p>  (Lesson)  (Test)  Project  Quiz	Hover over the symbol with your mouse to see the Start Date and Teacher's name
D	Assignment Title	Title of the assignment.
E	Score	Assignment score if you have attempted the assignment at least once already. If you haven't attempted the assignment, no score appears.
F	Status	Status of the assignment. Typically, it will show a Status of Assigned
G	Go To  Arrow	Click the arrow (or anywhere in the assignment bar) to open an assignment and start working on it.
H	Assignment Blocked	Indicates the assignment cannot be started until you message your teacher to unblock it.

Assignment Blocked:

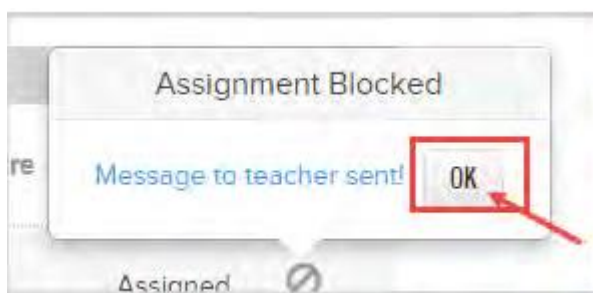
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You may see an Assignment Blocked symbol  instead of the Go To  arrow when you want to open an assignment. The Assignment Blocked symbol indicates your teacher wants to be notified when you start the assignment and you cannot proceed until the teacher has unblocked the assignment. If the Assignment Blocked symbol appears, simply:

- ✓ Send your teacher a message to unblock by clicking the "Message Teacher" button



- ✓ Then click, "OK"



Simple!

Courses Tab

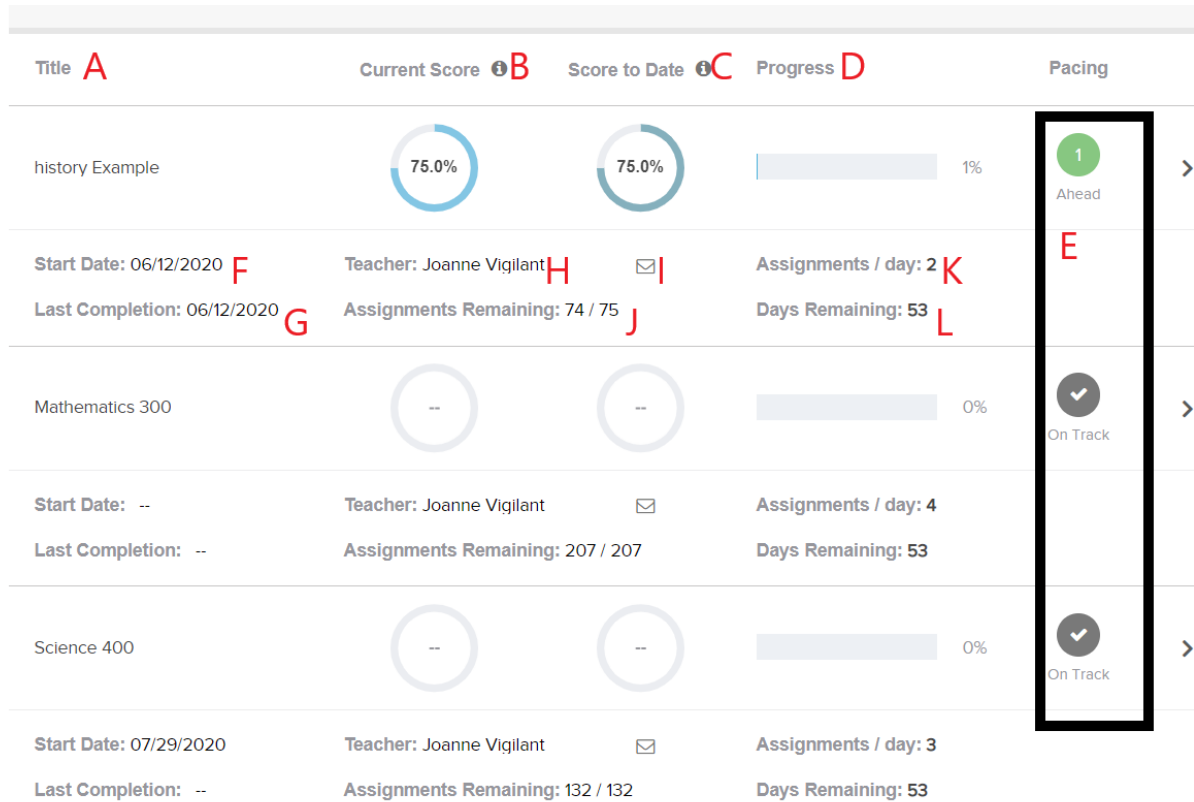
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This page is also known as your "Learner Dashboard." You will also see important information about how you are doing in each course assigned to you. You'll see your current progress and whether or not you are on track, behind, or ahead in the course pacing. This type of "Learner Dashboard" keeps you informed of how you are doing in a course and lets you know how many more assignments you need to do to get back on track.

Next, from a selected course, you can go to a Units page which shows all the units in the selected course and important information about each unit, such as your start date, your progress in the unit and your unit score.



Then, from a selected unit, you can go an Assignments page. It is from this Assignments page that you see important information about each assignment, such as the due date, score, and status. You can open assignments you need to work on. From the Assignments page, you can open completed assignments so that you can study for upcoming quizzes and tests. You can also review graded quizzes and tests and see correct and incorrect answers! Completed questions may have color-coded symbols so you can easily see which questions you answered correctly, which were incorrect, and any questions you got partially correct! Let's take a closer look:

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Item	Feature	Description
A	Title	Course title. May include the course year, state identifier, and course code
B	Current Score	Your current score in the course based on assignments you have turned in and have been graded. **Note: For example, on the current date, you have completed two lessons in the first unit. Your grades on the two completed lessons are 80% and 90%. So, your current score would calculate to: $80 + 90 = 170$. Now, divide 170 by 2 (lessons) so $170/2 = 85\%$.
C	Score to Date	Your score to date in the course based on completed assignments (those that have been graded and turned in and are awaiting teacher

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		<p>action) and overdue assignments which are counted as zero percent (0%).</p> <p>**Note: For example, on the current date, you should have completed four lessons in the first unit. You have completed two lessons and two lessons are overdue. Your grades on the two completed lessons are 80% and 90%. So, your score to date would calculate to: $80 + 90 = 170$. Now, divide 170 by 4 (lessons) so $170/4 = 42.5\%$.</p>
D	Progress	<p>Your progress in the course indicated by a progress bar and percent complete.</p> <p>**Note: For a standard enrollment, course progress is calculated based on the number of graded assignments divided by the total number of assignments in the course. Skipped assignments and units do not count in the total. For example, you have two graded assignments and the total number of assignments in the course is 50. Your course progress is: $2/50 = .04\%$. For a CRx enrollment, overall progress is an average of the individual unit progress.</p>
E	Pacing	<p>Indicates whether you are ahead, on track, or behind in the course. If ahead and behind, the number of assignments appears in a colored indicator.</p> <p> Ahead Green with number - Indicates the number of assignments you are ahead of the pacing.</p> <p> Behind Red with number - Indicates the number of assignments you are behind in pacing.</p>

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		 <p>On Track Gray with checkmark - Indicates you are on track.</p>
F	Start Date	Date you started working on the course
G	Last Completion	Date you last completed an assignment in the course.
H	Teacher	Shows the name of the primary teacher for the course.
I	Message Tool	Let's you easily write a message to your teacher. Maybe you need help.
J	Assignments Remaining	The first number is the assignments remaining in the course and the second number is the total number of assignments in the course
K	Assignments/Day	Number of assignments you must work daily to complete the course by the term end date assigned by your teacher or Admin.
L	Days Remaining	Number of working school days left in the course until the term end date. This number counts down to 0 which indicates that the course term end date has passed. To learn what happens next,

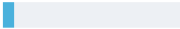



Helpful Tools:



Message a teacher for help with a course if you need help. Maybe you are behind with your assignments, or you noticed that an assignment in the course needs final teacher grading, you can easily send your teacher a message.

- ✓ On the toolbar, click Courses. All of your assigned courses appear on the page.
- ✓ For a course, click the Message tool located next to the Teacher's name.

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COURSES		history Example			
Title A	Score B	Progress C	Start Date D		
1. Unit Two Second Quarter	75%	 6%	06/12/2020	>	F
2. Unit One First Quarter	--	 0%		>	
3. Unit Three-Third Quarter	--	 0%		>	
4. Unit Four- Fourth Quarter	--	 0%		>	

Units features, identified above, include:

Item	Feature	Description
A	Title	Unit number and title
B	Score	Your current score in the unit **Note: For example, on the current date, you have completed two lessons. Your grades on the two completed lessons are 80% and 90%. So, your current score would calculate to: $80 + 90 = 170$. Now, divide 170 by 2 (lessons) so $170/2 = 85\%$.
C	Progress	Your progress in the unit indicated by a progress bar and percent complete. **Note: For a standard enrollment, unit progress is based on the number of graded assignments in the unit divided by the total number of assignments in the unit. For example, the unit has 10 assignments. You have completed two (2). Your progress is $2/10 = 20\%$. For a CRx enrollment, unit progress is based on if you exceed the Pass Threshold for the unit Pre-test. If you do, then unit

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		progress would be 100%. If you do not exceed the Pass Threshold, then unit progress works like a standard enrollment based on the number of graded assignments.
D	Start Date	The date you started working on assignments in the unit
E	Unit Skipped indicator	Indicates the unit has been skipped, typically by your teacher. You do not have to do any work on the assignments in the unit. Hover over the Info tool to see details about the unit being skipped. F Forward arrow Click the arrow to see the assignments i
F	Forward arrow	Click the arrow to see the assignments s in the unit (or click anywhere in the unit row).

(Your Courses > Assignments page contains a list of the assignments in the unit you selected on the Units page. There is a lot of important information on this page about each assignment).

Now, start learning!

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