http://compass.mvsc.k12.in.us
Table of Contents:

Compass Support: ................................................................................................................................................... 3
Agenda: ................................................................................................................................................................... 3
Odyssey Basics: ...................................................................................................................................................... 4
    Login as Teacher and create demo student: ........................................................................................................ 4
    Login as the student you created and explore: .................................................................................................... 5
    Language Extensions for Lower Grades (2nd Grade): ......................................................................................... 7
    Practice Activity: Explore as a student ............................................................................................................... 7
    The Student Backpack .......................................................................................................................... 8
    Explore the Compass Curriculum ....................................................................................................................... 9
    Resources .......................................................................................................................................................... 11
Create Your Class ................................................................................................................................................. 12
    Adding an existing student to your class ........................................................................................................ 12
Assessment/Test Builder....................................................................................................................................... 13
    Procedure For Using Pre-Built Grade Level (Grades 1-6) Quarterly Assessments: ........................................ 13
    Build an Assessment from Scratch ................................................................................................................ 14
    Login as Student and Complete Assessment ................................................................................................ 18
Building Assignments: .......................................................................................................................................... 20
    Assignment Archive.......................................................................................................................................... 21
    Decision Point (Advanced Topic)..................................................................................................................... 23
    Monitor Class Assignments .............................................................................................................................. 24
Progress Reports: .................................................................................................................................................. 25
    Adjusting the Settings for a Student Progress Report....................................................................................... 26
    View Your Class List: ............................................................................................................................ 27
Appendix: .............................................................................................................................................................. 28
    Miscellaneous notes: ......................................................................................................................................... 28
    Using Compass for Large Group Instruction: ................................................................................................... 28
    The Binder Concept: What are Binders? .......................................................................................................... 29
    End Of Course Assessment ............................................................................................................................... 29
    Odyssey Writer Basics: ..................................................................................................................................... 30
**Compass Support:**

<table>
<thead>
<tr>
<th>Compass Training – Kelly Murphy</th>
<th>Compass support</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:murphy@mvsc.k12.in.us">murphy@mvsc.k12.in.us</a></td>
<td><a href="mailto:support@compasslearning.com">support@compasslearning.com</a></td>
</tr>
<tr>
<td>219.650.5319</td>
<td>1.800.678.1412</td>
</tr>
<tr>
<td><a href="http://www.mvsc.k12.in.us/Training/Compass_tips.htm">www.mvsc.k12.in.us/Training/Compass_tips.htm</a></td>
<td></td>
</tr>
</tbody>
</table>

**Agenda:**

1. Show example lesson: **Synonyms**
2. Login with teacher account
3. Add demo student
4. Login as student to explore and take a quiz/test

**Break.**

1. Login as student
2. Look at portfolio
3. Login as teacher to explore Curriculum – 15 minutes
4. Explore content/resources and Knowledge Center

**Lunch**

1. Create your class
2. Create an assessment with test builder
3. Login as student and take assessment

**Break**

1. Reports
2. Making Assignment
3. Creating Decision point
4. Review/Questions/Answers
Odyssey Basics:

**Login as Teacher and create demo student:**

**Step One:** Login as teacher and create a test class and a sample student

Go to My Students

Hover over “New” and select add “class” and call it training.

Click on the new class created and **add new student** – skip first name/last name (this will sort demo students to the top of the list).

You may select demographic info if desired. Specify grade level and then choose a username (your dog’s name, spouse, etc.) and use the same as your password. Passwords are encrypted and you will not be able to view...only change it to something else.

You can create a parent login: Use same student username with a “P” at the beginning. They will only be able to see the backpack.

After Personal Information is complete, click on Subjects;

**Subject level access:**

(These categories are what are on the student start page) To turn off something, make it none. For now keep it all “2”s (grade 2). Default level will give access to all areas.

You could give one child a level 1 in **LA Extensions** if they are behind. Go ahead and do this so that we can see a special area of Compass. Or you could turn off everything except one item that you want them to concentrate on.

Thematic Projects are Science and Social Studies

Note: All the management for Odyssey is along the top border.
Login as the student you created and explore:

Examine the Student Launchpad so that you can explain it to your students. (May vary a little with grade level.)

Note: This area is available for students who do not have any assignments created. Once a teacher gives an assignment all this open access stuff goes away.

A teacher may decide to only assign a student ELA. In that case the student will only see ELA.

Brain Buzzers: Health, music, and art curriculum

Navigation Hint: Note the X in the right corner will log you out!

Circle on the left hand side will take you home. Back key will take you back.

Language arts icon is laid out in Units.

Notice the “Level” area at the top to switch grade levels.

Click on unit and you will see chapters.
Click on Chapters and you will see lessons.

If you ever see “Resource”, you can print it out as pdf (with keys).
Click on the lessons and the screen will be orange, meaning you are in Lessons. There is also a quiz for lessons.
Each lesson has a resource for follow-up activities.
If you see something that says “Writing”: Example the “Scarlet Pimpernel”. The student will use the Odyssey Writer.
Language Extensions for Lower Grades (2nd Grade):

Note the thematic units. They end with ILA (Integrated Language Arts)

• Starts with a background/story.
• Note that read along is better than read to me. Read by myself is probably more difficult.
• I Can Read will give the students the ability to click on a word to pronounce. Comprehension unit will give score, the others will not.

There are no printed materials for Language Arts, but all the other topics do have worksheets available.

If they are using a writing prompt and accidentally close the window. They can get it back by clicking on the question mark. Once they see it again, they should click on the “Attachment” to past the prompt into the Odyssey Writer.

Once they are done with the prompt they need to click on the hand to hand it in. Teachers can grade it and send it back to the student.

The main screen will have a moving icon to show a returned Odyssey Writer project.

Go through a Language Extensions unit to show the difference between read to me, read along and I can read.

Look at Math Toolkit:

Math teachers should notice the Wrench and Screw driver icon to see math tool kit. You can attach the toolkit to any assignment you want. You will need to show them how to use it.

Demo the GeoBoard: To learn how to use the GeoBoard tool (without flying rubber bands), click on question mark to guide you through on how to use the tool.

Take a look at all the math tools.

Counters are great for primary.

Take a couple of minutes to check out the Math Toolkit.

Practice Activity: Explore as a student

Go ahead and play as a student for about 20 minutes. Try to take a test or quiz so that we can look at data.

Note: Science and social studies are more appropriate to be used for large group instruction instead of interactive PC work. These two areas involve a lot of reading and it does not read it to the student! Some students may blow off the reading and just click on the answers.

Take a 15 minute break:
Login as your “training” student:

**The Student Backpack**

Go to my portfolio (Backpack Icon):

Walk around the room and periodically tell the student to go to their backpack to see what they have done today. Note the status column to see if status shows kids are logging, logging out. Teachers should look over the students shoulder to see what they have been doing. **Note: You can only see this on the student’s login.**

When students look at the backpack, they take ownership of their learning.

Look at Recent Work
Look at Assignments
Look at Reports – teacher can run reports and so can students

- Select a subject (select all)
- Select Activity types (select all)
- Set date range

Nice thing about the report is that is shows duration –Parents can log in as the student and see the progress their child has been making.

Look at the icon key to see what each icon means:

Completed work **only** will appear in reports. (The paper icon is totally blue) Partial completions are blue and white. Non-completed work will not show in reports.

NA means a “not scored activity” or... the icon shows an arrow on a blue icon also means a learning activity that is not scored.

Note the score for each activity: You can set the mastery at any level you want. Compass sets a default of 70%.

Teachers should check to see if they completed, mastered it, or did activities that were not scored.

If students want to re-do an assignment because they only scored a 40%, Students can copy the item number and then go back to the launch page and paste it in.

The second attempt is averaged to the first score.

**Integration Hint: every couple of weeks have students work out of their backpack to complete assignments or redo assignments.**
Explore the Compass Curriculum

Login with your teacher account to explore the curriculum. Click on Content:

Select Curriculum Index:

The Content module is the gateway to CompassLearning's curriculum and assessment resources. Using the Curriculum Index, you can browse all Odyssey curriculum and assessment material by grade level, subject, chapter, lesson or state correlation. You can also view the contents of all prescriptive folders and learning paths, as well as preview specific learning activities, lesson quizzes and chapter tests. The Resources page provides access to scope and sequence documentation, support documentation, release notes, a link to the Odyssey Knowledge Center, and more. Odyssey Community connects teachers, students and administrators via an online discussion forum designed to broaden students feeling of connection to their learning environment.

Select subject and then grade level to see this:

You can drill down and show examples to the class on the TV as an additional resource.
Notice the “S and the L” icons in the screen shot below. “S” is the student worksheet, and “L” is the Answer key.

Also, notice that the curriculum to the left is sorted by Sequences. You can also sort by Skills and Standards.

You can also use the search key to find specific topics: Example: “Fractions”

Take 10-15 minutes to explore the curriculum as a teacher.
**Resources**

1. Select the **Content** Option from the **Navigation Bar**.
2. Select **Resources** from the sub **Navigation Bar**.

   Take a look at Odyssey Math Scope and Sequence
   
   This will give you a grade by grade summary of topics and concepts in a pdf form that you can print out.

   This will give you the code for each topic.

---

**Go to Reports/New Report/Curriculum Reports/**

**State Correlation:**

Select state/subject and grade level to see standards and accompanying lesson. Write the lesson number after you review it.

---

**State Correlations Report 03-12-2012**

- **Report Name:** State Correlations Report 03-12-2012
- Select a State: Indiana
- Subject: Math
- Grade: Third

Select State, Subject, grade level and “Schedule and Send” or “Run”
Create Your Class

How to Create your Class:
Go to My Students: Select New – Class.

- Class pop up box appears  Type in a class name (use: last name/2011-2012)*Required Field.
- If this class is specific to a grade level and subject area, you may label as such.
- Include a Class ID, if available
- Attach a secondary teacher to this class, if applicable.
- Click Save. (Your new class will save under My Classes.)

You can create as many classes as you want with unique students in each. For example, Math Class, Reading Class, RTI Students, etc.

Click on the class name that you just created:

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. Select 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, you may “Add New Student”.

12
Assessment/Test Builder

Procedure For Using Pre-Built Grade Level (Grades 1-6) Quarterly Assessments:
Students will take the test and remediation work will be automatically assigned.

Go to: Assignments/Assignments Archive.
Change the drop-down in “Availability” to “My District” and click Search.
You will see the screen below:

Select the assignment you want to assign by clicking in the select column and then click “Assign to Students”
If you want to edit the assignment, select it and click on “Open a Copy”. You could create assignments for the
full year and wait to assign to students at the appropriate time. Hint: After opening a copy, insert information
into description stating that it needs to be assigned later. Example: Assign November 1, or Assign January 5,
etc.

After you click on “Open a Copy”, you will then see the
screen to the right. You can edit the assignment by
clicking on “Edit. When you are finished with any editing,
click on “Complete Assignment” You will be prompted
that you must rename the assignment because you do not
have permission to directly edit the original.
**Build an Assessment from Scratch**

Go to Assessment/Test builder to build a prescribed learning path for each student.

**Note:** You can assign an assessment to an entire class or target individual needs of the student. **This is the best feature of Compass.** You can create differentiated instruction for each individual student.

**Note:**

It is not recommended to assign a first grade assessment as a pre-test. Most first graders will not respond well if they are tested on material not yet covered. Wait for a mid-year test to cover the material they have covered.

You can use test builder to dip down to lower grade content or prescribe advanced activities for your better students. Even though we do not have Kindergarten Math, the assessment will give access to them if they need it.

Procedure for Assessment/Test builder:

- Select the Indiana Standard Set:
- Subject: Only applicable for Language Arts and Math
- Level: select grade level
- Replace objectives (replace is what you choose for first set).
- If you want to add different grade levels, back up and select the different level and choose Add to existing objectives (add to existing is to build on the first set).

Click on objectives you want and choose Next. You will then get a chance to review the objectives chosen. After review, click Next.
Name your test with your Name and a description of the test. Example: Murphy-Math 3.1, 3.2 and 3.3 or, Math Grade 4 Computation

- Do not use Draft Mode.
- Select Multiple sessions that will allow them to resume a later day.
- Do not allow early turn-in.
- Mastery Score: Each standard has 4 questions. This sets the mastery for each individual standard...not the entire test.
- Build Learning path: Compass will prescribe activities. Hint: Tell the students that the better they do on the test, the less work they will have to do.
- Navigation allowed: Choose No so that they will not skip around and miss some questions.
- Randomize Items: select Yes
- Minutes allowed will make it a timed test:

Choose next and you will see this summary screen. Select “Save”: 
You will then get this screen. You can preview the test on this screen:

You can click on the standard list on the left to see the work that will be assigned if the kid does not master.

Click on complete Assignment.

- Click on “Untitled” to name your assignment.
- Add a description as a note to yourself.
- Notice Sequential/Self-Select/Auto-Launch. Choose Sequential or Auto-Launch.
- Choose Yes to “Apply assignment order to all folders”
- Choose Yes to “Suppress Duplicate Activities”
- Choose Yes to “Show Resources”
- Choose No to “Draft Mode”
- Choose Yes to “Odyssey Writer”
- Choose Yes to “Show Tool Kit” (Math only)
- Choose availability to share or to keep it to yourself.
- Choose Subject to place the test in that folder.
- Choose Grade Level

Decide whether to assign to students now or wait. Click on “Next”
If you chose to assign to students now, you will see this screen. Choose your training class and click Finish:

You will then see this confirmation screen:
Login as Student and Complete Assessment

Logout as teacher and then login as student and you will see that Math has a circle around it: Click on the Math Circle.

You will then see this screen. Take the test and do not pass it! (So we can see scores later)

Be sure the kids know to click on the arrow at the top right, not the arrow in the instructions: ↓
When finished go to your backpack to see your score:

Click on score to see how you did:

Go back to home page and go to mathematics and select the assignments that were prescribed by the test as the learning path:
Building Assignments:

1. Select Assignments on the Navigation Bar.
2. Click Assignment Builder on the sub-Navigation Bar.
3. Select the desired subject and grade level.
4. Select to search by Sequences, Skills, or Standards.
5. Enter a key word in the search box and search - or

6. Click topic titles to view content and descriptions.
7. Click lesson titles to reveal the activities.
8. Click individual activity titles to preview the online activity (activity #s appear on this level).
9. To assign activities, click in the box to the left of the title (multiple activities may be selected.)
10. Click on the Add Selected Tasks button.

11. Click Complete Assignment. Assignment name should be your name-Unit title-Skills addressed. USE YOUR NAME TO START THE ASSIGNMENT NAME – THIS WILL MAKE IT UNIQUE.

- Fill out Availability to be able to share among your building.
- Assignments can be shared within your school.
- Subject should be selected to have this assignment in the Math Category.
- Level should be filled out to be available to all fifth graders.
- Choose assignment order Sequential, Self-Select (default), or Auto-Launch. The default is self-select. You probably do not want this in primary grades. You should select “Auto-launch” to keep the units coming automatically. If you choose auto-launch or sequential kids cannot go back or forward, they must follow the order.
- Select assignment order to all folders YES
- Suppress Duplicate activities YES
- Show Resources NO – Printable student worksheets
- Draft Mode NO – we will finish it right now
- Show Odyssey Writer No
- Show tool kit: YES
- Click save assignment and select kids who will get it. You will get confirmation on who you selected.
Assignment Archive

If you forgot to add a student or need to edit the lesson, go to Assignment archive and search for all of your assignments.

View, edit, or assign saved assignments

1. Select Assignments on the Navigation Bar
2. Click Assignment Archive on the sub-Navigation Bar

Assignments is divided into five components: Class Progress allows you to view class and student progress. Assignment Status allows you to view status by assignment or by student with options to unassign assignments and students. In Assignment Builder you can build, edit, save, and delete assignments and assign them to your classes and students. Assignment Archive contains all your assignments in addition to assignments for your school and for all schools. Submitted Projects launches the Grader module for Odyssey Writer. The icon in the tool bar notifies you when student projects are ready for evaluation.

For a brief overview of the assignment components, move your mouse over each of the component buttons below. Click the button to go to one of the components, or choose the component from the Assignments menu in the navigation bar at the top of the screen.

3. Select Availability, Subject, Level - Search
4. Click the button in front of the assignment. If you click on the name of the assignment, you can preview it.

You can then delete, open a copy, assign to students or edit the assignment. Shared assignments can not be edited by other teachers. They can save a copy and then save it to their folder.

Note: “Rocket” icon indicates autolaunch
Sequential shows as 1,2,3

Assigning a saved assignment

1. Click Assign to students
2. Select the box next to class name to assign to all students or click on the plus (+) sign to check selected students.
Editing an assignment
1. Click **Edit** – make necessary changes
2. If you want to edit content, click **Edit Tasks**
3. **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****
   4. Make necessary edits in Assignment Builder (change order, add/remove activities, add decision points)
5. Click **Complete Assignment**
6. If you chose **All Students** in **step 5**, 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*
7. If you chose **Selected Students** in **step 5** continue to complete the assignment and assign to selected students

**Tip:** consider the outcome of editing an assignment that has already been started by the student. Also, refer to the Assessment help if considering editing an assessment.

Copying an assignment
1. Click **Open a Copy**
2. Make any changes in **Assignment Builder**
3. Enter a unique assignment name
4. Click **Complete Assignment** - Assign to students

Un-assigning an assignment:
1. Select **Assignments** – **Assignment Status**
2. Select **Availability, Level - Search**
3. Make selection by **assignment or student**
4. Select the button in from of the assignment or search for the student
5. Click **View Status**
6. Check the box in front of choice - **Unassign**

Class Progress
1. Select **Assignments** – **Class Progress**
2. Click **Details** for class or individual results
**Decision Point (Advanced Topic)**

When an objective-based assessment is created, the system rules will generate learning paths which **may** include **decision points** on the scored activities within the learning path (LP). Make sure you preview the assignment lesson plan so that you are aware of the decision points in your assignment, and decide whether to keep them as is or edit accordingly.

The decision point default is:

- **Mastery:** *(can be edited)*
  - If Met: *Continue to next activity*
  - If Not Met: *Cycle to previous activity, Cycle once and Continue.*

**Deleting an existing Decision Point**

1. Open the assignment in assignment builder
2. Click on the decision point icon
3. Select Delete **Decision Point**

*The icon(s) should disappear from the assignment.*

**Adding a Decision Point**

1. Open the assignment in assignment builder
2. Select assignment order as **Sequential** or **Auto** Launch
   - **Note:** You must select auto-launch or sequential to be able to make a decision point. Also, only scored items can be decision points. (Scored activities have a little orange circle).
3. Click the box next to the branching activity
4. Click **Add Decision Point**

5. **Select the criteria:**
   - Mastery Score is set at 70 at default. If they meet that score, continue to next activity.
   - If not met, select Cycle. Decide how far back you want them to go.
   - Select repeat cycle to how many times to repeat. Do not set for more than 2.
   - If not met, they can continue, or send a progress alert. Use this carefully to avoid kids getting locked out. If this is used, the key to unlock their progress is: *unlock99*
   - **Continue** is probably the best way to avoid having to unlock them all.
   - You can see the decision points after saving by the arrows.

6. Click **Save Decision Point**

**Notes on Decision points:** Math creates its own decision points. ELA needs you to make your own decision points. There is no way to globally set recycle points for scored activities. **Strategy:** Find every QUIZ (or the orange circle) and recycle them. Do cycle and save as a default. It is a little work upfront, but it is worth it in the end.
Monitor Class Assignments

Go to Assignments:
You can monitor class progress to spot check progress; who has been where and what have they done.

Assignment status: You can unassign assignments
Assignment builder: create an assignment
Assignment Archive: saves every assignment you ever created.
Note: Everything you create is always saved. Only you can delete or edit.
Note: Assignments you create over the summer will be there in the fall. First grade will not get the pre-test, but other grades will.
Assignment Archive will be used to share assignments

Go to Assignment/Assignment Status to see how many students have the assignment and the status of each assignment you have created.
By filling in circle next to “Assignments” or “Students” you can view status of either.
To view status of assignments, click on circle in front of assignment and select “View Status”.
To view status of students, select it and search for students in one of your classes.
Progress Reports:
Generating a Student Progress Report: (There are several options for generating reports.)
1. Select Reports on Navigation Bar
2. On left under Odyssey Reports select Progress Reports

3. You will see the Default Templates listed below OR you can create a New Report by clicking on the New Report option from the data grid menu

The “go-to” report is Default Student Progress Report under Progress Reports.
Another report of interest is the Default Duration Report under Administration Reports.
You can select “Run” to immediately view or, you can select “Settings” to fine tune what you are looking for and to save it so that it will appear in your template list for future viewing.
Adjusting the Settings for a Student Progress Report.

1. To use the Default Student Progress Report Template click the Settings option on the right of the selected report.
2. 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. a. Details
   b. b. Curricula
   c. c. Assignments (Tip: Select the assignment(s) and CLICK on +Add Selected Items.)
   d. 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. e. Schedule & Run *See below
3. You may save this as your own Template  Click Save Template (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.)
4. Click Run
5. *To Schedule reports enter report settings: Follow steps 1-3. In the Schedule and Run Tab - Select the ON option for Status and enter the required Start and Stop dates.

6. Select the number of times you want the report to run during the time frame schedule
7. **Note:** The User’s email address with default as checked for notifications.
8. Enter all the email addresses separated by a comma for those to receive this notification and/or the report.
9. 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.
10. Enter a message for recipients.
11. Save Template – Saves these options in your templates folder.
12. Schedule – Sets up a reminder that this report will run beginning on Start Date for the time frame you selected.
13. Run – Triggers the system to generate a just-in-time report.
View Your Class List:

Go to Reports/Administration Reports/Default Enrollment Report:
Look at Student enrollment report to get list of your students. You can check student ID and subject Level Access. **Note: this report will give you your class list.**
You could save this report if you want. You can view as a PDF and print from there.
You can create as many classes as you want with unique students in each. For example, Math Class, Reading Class, RTI Students, etc.

![Enrollment Report](image)

**School: JONAS E SALK ELEMENTARY SCHOOL**

<table>
<thead>
<tr>
<th>Class: Iddings-training-March 2012</th>
<th>Teacher: Murphy, Kelly (murphyteacher)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Name</strong></td>
<td><strong>Grade</strong></td>
</tr>
</tbody>
</table>
| Anonymous (buddy)                 | 3         | Student School ID: 
Parent User Name: 
Attributes: Continuous Enrollment 
Subject Levels: LA-3,LE-3,MA-3,SC-3,SS-3 |
| Anonymous (daisy)                 | 4         | Student School ID: 
Parent User Name: 
Attributes: Continuous Enrollment 
Subject Levels: BB-4,LA-4,LE-4,MA-4,SC-4,SS-4,TP-4 |
| Anonymous (kellytest)             | 3         | Student School ID: 
Parent User Name: 
Attributes: 
Subject Levels: LA-3,LE-3,MA-3,SC-3,SS-3 |

**Total Students: 3**
Appendix:

**Miscellaneous notes:**

- When at home, create a favorite or a link on your desktop.
- Students can be in multiple classes so that several teachers can assign to individual students.
- Come up with a strategy to cycle your students through the pods. Preference is 2 times a week, 30 minutes a session.
- Using the already created quarterly assessment, take your students to a lab and have them complete the assessment so that prescriptive assignments are created.
- Identify students with specific needs via Acuity or ISTEP+ and create assignments based on Academic Standards.

**Using Compass for Large Group Instruction:**

Go to Assignments/Assignment Builder and search for keywords to share it with the class on the TV or projector.
The Binder Concept: What are Binders?

Binders are sub-groups of your student list. Teachers can create a group of students they want to report on by creating a binder from the My Students Page.

Individual students, groups of students, and/or classes can be placed in a binder. Instead of having to drill down through the users on the Students tab of the reports, the binder can be chosen to report on. **To create a binder:**

- Go to the *My Students* option on the *Navigation Bar*.
- From the data grid menu, choose the *New* button.
- Choose *Binder*.
- Provide a Binder Name. (*Required)
- Click on the list where you will get students from (My Students, My Classes)
- Select the students and drag into Binder (or *Actions* - *Add to Binder*)

End Of Course Assessment

1. Select *Assessment* and Click *Test Builder*
2. Select the desired *standard set* - *End of Course*
3. Select *Subject* (Course you need)
4. Select *Grade Level (HS)* - *Next*
5. Choose the course objectives you wish to include on this test by clicking on selected or all check boxes. (each chapter will create 4-12 questions for the test) - *Next*
6. Confirm your selections. You may remove or add more objectives – *Next*
7. Select the *Test Properties* – *Next*
8. Enter a name for the test (required) *use school naming convention for assessment*
9. Enter a message for your student. This message appears on the test title page (optional) - *Next*
10. Confirm the test properties on the Test Summary page - *Save*
11. You are now in Assignment Builder
12. Enter a unique assignment name for easy reference (Suggest that your school come up with a consistent naming convention for assessment.)
13. Choose assignment order *Sequential, Self-Select (default), or Auto-Launch*
14. **Suggestion:** Click Assignment View or the LP link to see if there are any embedded decision points in the LP. *See Decision Points Notes*
15. Click *Complete Assignment*
16. Include a description of this assignment in the box
17. Select *Availability, Subject, Level*
18. Change additional assignment options if necessary
   a. Suppress Duplicate Activities – default is Yes

(Students will not receive passed activities within the same assignment more than once.)
19. Choose to *assign* now or later – *Next*
20. Confirm assignment – *Close*
Odyssey Writer Basics:

Using Pre-determined prompts
Selected courses will require students to use the online writing tool, Odyssey Writer, to answer writing prompts related to the lesson. These Odyssey Writer activities are embedded within course chapter assignments as well as in the learning paths associated with objective-based tests.

Student should:
1. Click on the activity icon.
2. Read the instructions/prompt and select the copy to draft icon.
3. Begin responding to the prompt on the drafting tool.
4. Select File and Save if you need to continue working on the paper at a later time.
5. When finished, click on the icon with the hand (on right) to submit your work to teacher

Using the Teacher Assessment Tool (Grading a Project)
1. Open Project
2. Using the Rubric Tool
   a. Click Rubric
   b. Numbers displayed across the top are categories (Focus, Organization, Content, etc.) There are 8 scoring sections (maximum)
   c. The Criteria is listed below the section name (1-6 maximum)
3. Assigning a Grade (optional)
   a. Click Grade
   b. Select None or Select a grade (A+ through F)
4. Comments
   a. Click Comments
   b. Write general comments about student’s work on the project.
5. Entering Annotations
   a. Click the space on the paper where the annotation should appear, then click on the desired annotation (note) to place the common-error or custom annotation to that specific part of the project.
6. Finishing an Evaluation
   a. Click Send to return the evaluated paper to the student for correction or revision or they can view their finished and graded project.
**Tips:**
- Project a prompt and tell students to write in Odyssey.
- Create note cards – you can premake note cards. Have the student click on the “Plus” sign to create their own sections:
  - Example: title
  - Second notecard: List of characters
  - Third notecard: thesis statement
  - Fourth notecard: Conclusion

- Graphic organizer: create linked ideas
  - Add the first button: Central Idea (Music)
  - Keep on clicking on the Link button to connect the bubbles.
    - When they are ready to type their story, click on pencil and then the outline. They can then write their story below.
- They can also click on “past to draft to write in an outline form
- Click on graphic organizer to make bubbles that are connected. Click on the main bubble and then click to add a related item.
- You can also insert new pages, urls, or images...or insert math equations.
- Fonts are limited. Spellcheck can be disabled if you wish.
- Assignments can be printed or handed in electronically and graded electronically. Click on “Hand in Project”