

CompassLearning Odyssey Basics (Teachers)

Logging in:

1. url: _____
2. Username: _____
3. Password: _____
4. School: _____
5. Click **Log-in**

Setup

Creating Classes

1. Select **Setup**
2. Click **My Classes**
3. Click **New Class**
4. Type in a name for your class - **Save**

Adding an existing student

An existing student is one who is already in the database, but not in your class

1. Open your class
2. Click **Add Student**
3. Click **grade level - Search**
4. Check the students for your class (*Choose multiple students on multiple pages*)
5. Click **Add students**

Creating and Adding a new student

New student is not in the database and is new to the school

1. Open your class
2. Click **Add New Student**
3. Enter **Personal Information**: appropriate grade level using the pull-down menu - **Next**
4. **Attach Attributes**: if appropriate - **Next**
5. **Subject Level Access**: change defaults if necessary - **Save**

Building Assignments

1. Select **Assignments**
2. Click **Assignment Builder**
3. Select the desired **subject** and **level**
4. Click **chapter titles** to view their contents and descriptions in the grid
5. Click **lesson titles** to reveal the activities
6. Click individual **activity titles** to preview
7. To assign activities, click in the box to the left of the title (*multiple activities may be selected*)
8. Click on the **Add Selected Tasks** button
9. Name your assignment for easy reference
10. Choose **Sequential**, **Self Select**, or **Auto-Launch**
11. Click **Complete Assignment**
12. Select **Availability**, **Subject**, **Level**
13. Change additional default options if necessary
14. Choose to **assign now or later** - **Next**
15. Confirm assignment - **Close**

Assignment Archive

View, edit, or assign saved assignments

Select **Assignments** - **Assignment Archive**

Assigning a saved assignment:

1. Select **Availability**, **Subject**, **Level** - **Search**
2. Click the radio button in front of the assignment
3. Click **Assign to students**

Editing an assignment

1. Select **Availability**, **Subject**, **Level** - **Search**
2. Click the radio button in front of the assignment
3. **Assignment Properties** - make changes wanted
4. If you want to edit content, click **Edit Tasks**
5. Click **Complete Assignment** - **Save**

Copying an assignment:

1. Select **Availability**, **Subject**, **Level** - **Search**
2. Click the radio button in front of the assignment
3. Click **Open a Copy**
4. If you want to edit content, click **Edit Tasks**
5. Click **Complete Assignment** - **Save**

Unassign an assignment: (You must be the owner)

1. Select **Assignments** - **Assignment Status**
2. Select **Availability**, **Level** - **Search**
3. Make selection (*assignment or student*)
4. Click **View Status**
5. Click radio button in front of choice - **Unassign**

Class Progress

1. Select **Assignments** - **Class Progress**
2. Click **Details** for assignment results for Class or individual student.

Reports

Generating a Student Progress Report

1. Select **Reports**
2. Select **Progress Reports** - **Student Progress Report** - **Next**
3. Select **Subject** and **Grade Level** or **Assignment**
4. Select one subject or **ALL** - **Next**
5. Enter start and end dates
6. Change default options if necessary - **Next**
7. Select student(s) and/or class(es) - **Next**
8. Click **Generate Report**

Resources

1. Select **Content** - **Resources**
2. **Odyssey User's Guide(s)** (.PDF format)
3. **Live Chat** (Customer Support)
4. **State Correlation Report**