



Teacher & Administrator
Quick Start Guide



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SITE NAVIGATION



OVERVIEW

ASSIGNMENT ALERTS

- View status of current student assignments
- Access assignment content
- Survey real-time student progress

TEACHER/ADMIN

- Create teacher profiles
- Manage teacher/admin profiles

PARENTS

- Provide parent access to view student course enrollments, grades, and progress.



HOME

- Activity Stream
- Dashboard
- Calendar

SCHOOL SETTINGS

- Determine enrollment thresholds, weights, and user permissions
- Create school terms
- Notate non-school days on school calendar
- Add welcome and daily messages

STUDENTS

- Create individual or multiple student profiles
- Determine customized student settings

GRADEBOOK

- View student progress and current score
- Access individual assignments within units
- Add course enrollments
- Send messages
- Run reports

REPORTS

- Track student activity, progress, and grades
- View group progress, scores, and averages
- Compare pre- and post-assessments
- Provide a student lesson plan
- Monitor faculty activity



COURSE ENROLLMENT

- Create course enrollments for individual or multiple students
- Edit course settings and status

COURSES

- View and manage all courses
- Create custom courses and assignments

MESSAGES

- View, receive, and send messages



SCHOOL SETTINGS

ADMINISTRATOR OVERVIEW

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LOGOUT

HOME

ASSIGNMENT ALERTS

SCHOOL SETTINGS

TEACHER/ADMIN

STUDENTS

PARENTS

COURSE ENROLLMENT

GRADEBOOK

COURSES

REPORTS

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1

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4

5

6

Messages & Display

Grading, Pacing, & Assessments

Permissions

Archive

Terms

Calendar

Name

Life Learning Academy

The Name of the School

Time Zone

Arizona Time

Time Zone for your school

Welcome Message

Welcome to Life Learning Online Academy!

The Welcome Message appears on the user's home page. This message can be no more than 255 characters.

Message of the Day

Education is not the filling of a pail, but the lighting of a fire.
William Butler Yeats

The Message of the Day appears on the user's home page below the Welcome Message. This message can be no more than 255 characters.

Save

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1 MESSAGES & DISPLAY

- Enter the school name to display for all users
- Select a time zone
- Use Message of the Day for reminders or inspirational words of encouragement

2 GRADING, PACING & ASSESSMENTS

- Determine global default assignment thresholds, attempts, and weighting
- Enable prescriptive mode and blocked assessments

Messages & Display

Grading, Pacing, & Assessments

Permissions

Archive

Terms

Calendar

Grading & Pacing

CRx Pass Threshold

80

Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.

Lesson Pass Threshold

70

Max Lesson Attempts

1

Block Lesson Progress

☒

Quiz Pass Threshold

70



3 PERMISSIONS

- Determine global default permissions for all user profiles

Messages & Display Grading, Pacing, & Assessments **Permissions** Archive Terms Calendar

Global Permissions

Allow Messaging ☒ Allow user to send and receive messages. This can be turned off on a user by user basis by editing individual users.

Allow Student Notes ☒ Allow students to take notes in assignments. This can be turned off on a user by user basis by editing individual users.

Grading Permissions

Blank Essay Notification ☒ When activated a notification will be sent to the teacher if a question is submitted with no answer.

4 ARCHIVE

- Establish grace periods for permanent archived status

Messages & Display Grading, Pacing, & Assessments **Permissions** **Archive** Terms Calendar

User Grace Period 300 day(s) The user's records will be archived after the grace period

Enrollment Grace Period 300 day(s) The enrollment will be archived after the grace period

Save

5 TERMS

- Create terms for pacing, grouping, and reporting

Messages & Display Grading, Pacing, & Assessments **Permissions** **Archive** **Terms** Calendar

Coursework schedule changes for active student enrollments will be visible day after any changes are made to existing terms

Name	Begin	End	Working Days	Enrollable	Default	Actions
Cfx Term	02/18/2013	06/12/2013	80			Delete Edit
Term 1	09/03/2013	12/20/2013	74			Cannot Delete Edit
Semester 2	01/19/2015	06/15/2015	105			Delete Edit
					Add Term	

6 CALENDAR

- Designate non-school days to be removed from student pacing schedule

Messages & Display Grading, Pacing, & Assessments **Permissions** **Archive** **Terms** **Calendar**

Coursework schedule changes for active student enrollments will be visible day after any changes are made to the calendar

August 2015

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1



TEACHER/ADMINISTRATOR

OVERVIEW

TEACHER/ADMINISTRATOR

- Create Teacher and Administrator profiles
- Edit profile settings
- View enrollments

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Teacher/Admin

Disable Login

Enable Login

2 Create Teacher/Admin

	Online	Login Enabled	Status	Teacher ID	Campus ID	First Name	Last Name	Username	Type	Controls
1		All	Active							
		Enabled	Active			Ginger	Sapphire	gsapphire	Admin	3 Edit Enrollments
		Enabled	Active			Hope	Bowers	hbowers	Super Teacher	Edit Enrollments
		Enabled	Active			Mary	Moore	mmoore	Teacher	Edit Enrollments 4
		Enabled	Active			Ruth	Logan	rlogan	Teacher	Edit Enrollments
		Enabled	Active			Tess	Rose	trose	Admin	Edit Enrollments

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1 FILTER OPTIONS

- Sort by profile status
- Sort by Teacher or Campus ID
- Filter by first, last, or username

Login Enabled	Status	Teacher ID	Campus ID	First Name	Last Name	Username
All	Acti					

2 CREATE ADMIN, SUPER TEACHER(S), TEACHER(S)

- Create profile and determine status

Create Teacher/Admin

Login Enabled

☒

User Status

Active

First Name

Last Name

3 EDIT

- Edit profiles to disable or enable login, change user status, add or remove permissions, change passwords, or update information
- Archive a profile and transfer student enrollments to another profile

Edit Teacher/Admin

Login Enabled

☒

User Status

Active

First Name

Elementary

Last Name

Teacher

4 ENROLLMENTS

- Navigate to Course Enrollment page for a specific user to view their enrollments and edit student enrollment settings

Course Enrollments

View by student

View by course

Student Status

Active

Enrollment Status

Active

Subject

-Select a subject-

Course

-All-

Teacher

-Select a teacher-

Student

-Select a student-

Student ID

-Select a student ID-

Campus ID

-Select a campus ID-

Search

All Students

All Enrolled Students

All Non-Enrolled Students

All for Timeframe: Term 1 (09/03/2013)

Results: 1 to 5 of 5

Go To Page 1 of 1 Go

Anderson, Laurel (Username: landerson, User Status: Active)

Go To

Reschedule

Activate

Place On Hold

Archive

Add Enrollment

Subject

Course

Status

Reason

Teacher

Term

Actions



STUDENTS

OVERVIEW

STUDENTS

- Create student profiles
- Edit profile settings and status
- Survey online sessions

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HOMEASSIGNMENT ALERTSSCHOOL SETTINGSTEACHER/ADMINSTUDENTSPARENTSCOURSE ENROLLMENTGRADEBOOKCOURSESREPORTSMESSAGES 23

RegistrationGroups 2

View: all students Actions: Select an action Apply Disable login Enable login 3 Create student 4 Import students

1	Online	Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username	Controls
		All	Active						
		Enabled	Active	2017	447	Laurel	Anderson	landerson	5 Edit Go To
		Enabled	Active	2017	447	Curt	Havens	chavens	Edit Go To
		Enabled	Active	2017	447	Emelia	Parks	eparks	Edit Go To 6
		Enabled	Active	2016	448	Carrie	Teague	cteague	Edit Go To
		Enabled	Active	2016	448	Bethany	Underwood	bunderwood	Edit Go To

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1 FILTER OPTIONS

- Filter by student or campus ID, first or last name, or username
- View student profiles by status

Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username
All	Active					



2 GROUPS

- Create and delete student groups
- Designate group owner

3 CREATE STUDENT

- Create individual student profiles
- Determine individual, customized settings and permissions

4 IMPORT STUDENTS

- Batch-import student profiles
- Determine customized settings and permissions for student batch

5 EDIT

- Adjust profile settings or permissions

6 GO TO

- Access student data within Assignment Alerts, Course Enrollment, Gradebook, or Action Required tabs



COURSES

OVERVIEW

COURSES

- Preview and manage all courses and custom assignments
- Filter to view standard, custom, or authored courses
- Access the teacher authoring tool to create or edit custom assignments

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CoursesCustom Assignments 2

AllAll StandardCustomMy CoursesArchivedCreate Course 5

1	Subject	Course	Edition	Author	Information	Enrollable	4	Actions
				Search by last name	3			
	Advanced Placement*	Calculus	2015	N/A		<input checked="" type="checkbox"/>		
	Advanced Placement*	English Language And Composition	2015	N/A		<input checked="" type="checkbox"/>		
	Advanced Placement*	U.S. History	2015	N/A		<input checked="" type="checkbox"/>		
	Blended Learning Library	Algebra II Resources	2015	N/A		<input checked="" type="checkbox"/>		
	Blended Learning Library	Algebra I Resources	2015	N/A		<input checked="" type="checkbox"/>		
	Blended Learning Library	Geometry Resources	2015	N/A		<input checked="" type="checkbox"/>		
	Blended Learning Library	Math 7 Resources	2015	N/A		<input checked="" type="checkbox"/>		
	Blended Learning Library	Math 8 Resources	2015	N/A		<input checked="" type="checkbox"/>		
	Career and Technical Education	Agribusiness Systems	2015	N/A	FLEX	<input checked="" type="checkbox"/>		
	Career and Technical	...	2015	N/A	FLEX	<input checked="" type="checkbox"/>		

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1 FILTER OPTIONS

- Search by subject, course, or author

Subject	Course	Edition	Author
<input type="text"/>	<input type="text"/>		<input type="text" value="Search by last name"/>

2 CUSTOM ASSIGNMENTS

- Create a custom assignment
- Search by title or author
- Filter by All, My, or Archived assignments

Courses

Custom Assignments

View: All My Assignments Archived Create Assignment

Title	Type	Author	Information	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Multiplying Integers	Lesson	Sapphire, Ginger		

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3 INFORMATION & ENROLLABLE

- View course details: published and draft versions, editing permissions, and Flex functionality

Information	Enrollable
FLEX	<input checked="" type="checkbox"/>
FLEX	<input checked="" type="checkbox"/>

4 ACTIONS

- Preview, copy, edit, and archive courses

Actions

Edit

5 CREATE COURSE

- Create a custom course
- Determine editing permissions
- Enable Flex functionality

Create your course

Course Name

Subject

Allow other teachers to edit? No Yes

Enable Flex No Yes *Flex must be selected here to be enabled for this course



COURSE ENROLLMENT

OVERVIEW

COURSE ENROLLMENT

- Enroll, reschedule, and edit course status
- Search, add, and manage course enrollments

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Course Enrollments

1

2

3

4

5

☒ View by student

☐ View by course

Student Status

Active

Enrollment Status

Active

Subject

-Select a subject-

Course

-All-

Teacher

-Select a teacher-

Student

-Select a student-

Student ID

-Select a student ID-

Campus ID

-Select a campus ID-

☒ All Students

☐ All Enrolled Students

☐ All Non-Enrolled Students

☐ All for Timeframe:

Term 1 (09/03/2013)

FIELD VISIBLE TO ADMINS & SUPER TEACHERS ONLY

Search

12>>

Goto Page 1 of 2 Go

Results: 1 to 20 of 23

Anderson, Laurel (Username: landerson, User Status: Active)

Go To

Reschedule

Activate

Place On Hold

Archive

Add Enrollment



1 FILTER OPTIONS

- View by student or course roster

☒ View by student
☐ View by course

2 DROP-DOWN LISTS

- Filter by student or enrollment status, subject, course, or teacher

Student Status:

Enrollment Status:

Subject:

Course:

Teacher:

3 TEXT BOXES

- Type text to search by student name, student ID, or campus ID

Student:

Student ID:

Campus ID:

4 ENROLLMENT OPTIONS

- Filter by student enrollment status or terms

☒ All Students
☐ All Enrolled Students
☐ All Non-Enrolled Students
☐ All for Timeframe:

5 SEARCH VIEW

- View student enrollments, status, archive reason, teacher name, and course term
- Edit enrollment settings

Lars, Beru (Username: BLars, User Status: Active)

Go To

Reschedule	Activate	Place On Hold	Archive				Add Enrollment
<input type="checkbox"/> Subject	Course	Status	Reason	Teacher	Term	Actions	
<input type="checkbox"/> Career and Technical Education	Career Explorations 1 (2014)	Active		Champagne, Brittani	2014-2015 (08/25/2014 - 05/29/2015)	Edit	
<input type="checkbox"/> Career and Technical Education	The Introduction to STEM (2014)	Active		Evans, Brandon	Student - 04/09/2015 - 12/22/2015	Edit	
<input type="checkbox"/> Career and Technical Education	The Principles of Business and Finance (2014)	Active		Evans, Brandon	Student - 04/09/2015 - 12/22/2015	Edit	



COURSE ENROLLMENT

OVERVIEW

COURSE ENROLLMENT

- Enroll individual or multiple students into individual or multiple courses

Enroll Students

Enroll Your Students

1

Add Student / Group

Anderson, Laurel (landerson)

Bartholomew, Shelby (sbartholomew)

2

Add Courses

3

Advanced Algebra

Chemistry

4

Settings

Teacher

Sapphire, Ginger (gsapphire)

Terms

Custom Term

08/19/2015

02/09/2016

Create Enrollment

Create Another Enrollment



1 ADD STUDENT/GROUP

- Search and add students or groups

Add Student / Group

2 ADD COURSES

- Search and add course(s)

Add Courses

3 COURSE OPTIONS

- Determine if the course is semester or full term
- Select active or inactive course status upon enrollment
- Choose to enable CRx functionality to course

Advanced Algebra



4 SETTINGS

- Determine thresholds, weights, pacing, and monitored settings
- Enable/disable Flex and Writer tools

Enroll Students

Settings

School level settings will apply to any students that do not have personalized settings. Changes made on this page will create individualized settings for the courses selected.

Grading	Pacing	Student Tools
Pass Threshold <input type="text"/>	Attempts Allowed <input type="text"/>	Writer <input type="text"/>
Personalize Grading and Pacing <input type="button" value="No"/> <input type="button" value="Yes"/>		<input checked="" type="checkbox"/> Spelling & Grammar
CRx 80	<input type="checkbox"/> Block Progress	<input checked="" type="checkbox"/> Scoring
<input type="button" value="L"/> 70	<input type="button" value="L"/> 1	Block Term End Progress <input type="button" value="No"/> <input type="button" value="Yes"/>
<input type="button" value="Q"/> 70	<input type="button" value="Q"/> 1	
<input type="button" value="T"/> 70	<input type="button" value="T"/> 1	
	<input type="checkbox"/> Block Progress	
Weights	Flex <input type="text"/>	
Personalize Weights <input type="button" value="No"/> <input type="button" value="Yes"/>	<input checked="" type="checkbox"/> CRx	
<input type="button" value="L"/> 25	<input checked="" type="checkbox"/> Skipped	
<input type="button" value="P"/> 25	Monitored Assessments	
<input type="button" value="Q"/> 25	Personalize Monitored Assessments <input type="button" value="No"/> <input type="button" value="Yes"/>	
<input type="button" value="T"/> 25	<input type="button" value="Q"/>	
	<input type="button" value="T"/>	



GRADEBOOK

OVERVIEW

GRADEBOOK

- Track student progress, view and grade assignments, send messages, add enrollments, print reports
- Navigate to view student data within other tabs
- View, sort, and complete required actions such as manual grading and unblocking assignments

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HOME ASSIGNMENT ALERTS SCHOOL SETTINGS TEACHER/ADMIN STUDENTS PARENTS COURSE ENROLLMENT **GRADEBOOK** COURSES REPORTS MESSAGES **24**

Grading **Action Required** **3** **6** + Add Enrollment

1 ☒ View by student **2** Student Status: Active Enrollment Status: Active Subject: -Select a subject- Course: -All- Teacher: -Select a teacher- **4** Student: -Select a student- Student ID: -Select a student ID- Campus ID: -Select a campus ID- Group: -Select a group- **5** ☒ All Time-frames ☐ Term 1 (09/03/2013) Begin: End: **FIELD VISIBLE TO ADMINS & SUPER TEACHERS ONLY** Search

1 2 >> Goto Page 1 of 2 Go **7**

Results: 1 to 20 of 23

Anderson, Laurel (Username: landerson, User Status: Active) [Email] [Add] [Chart] [Go To]

	Course Name	Enrollment	Start	End	Progress	Score	Actions
+	ACT* Test Prep (2014)	Active	07/28/2015	01/29/2016	<div><div></div></div> 15%	85	Select
+	Algebra I CCSS (2015) (CRx)	Active	07/28/2015	02/26/2016	<div><div></div></div> 0%	0	Select
+	Biology (2015)	Active	07/17/2015	12/18/2015	<div><div></div></div> 0%	0	Select
+	Language Arts 700 CCSS (2015)	Active	07/28/2015	02/26/2016	<div><div></div></div> 0%	0	Select
+	Music Appreciation (2014)	Active	08/10/2015	12/31/2015	<div><div></div></div> 0%	0	Select
+	Music Theory (2014)	Active	08/10/2015	12/31/2015	<div><div></div></div> 0%	0	Select
+	World History (2015)	Active	07/17/2015	12/18/2015	<div><div></div></div> 0%	0	Select

1 FILTER OPTIONS

- View by student or course rosters

- ☒ View by student
- ☐ View by course



2 DROP-DOWN LISTS

- Search by student or enrollment status, subject, course, or teacher

Student Status	Active
Enrollment Status	Active
Subject	-Select a subject-
Course	-All-
Teacher	-Select a teacher-

3 ACTION REQUIRED

- Items requiring a response or action

Grading		Action Required						
Unread		Mark Unread Mark Read						
	Student	Subject	Course	Unit	Assignment	Type	Event Date	Status
	Anderson, Laurel	Mathematics	Algebra I CCSS	FOUNDATIONS OF ALGEBRA	Pre-Test	Unlock Test	08/10/2015 09:33 am	Completed
	Anderson, Laurel	Science	Biology	BIOLOGY: THE STUDY OF LIFE	Project: Characteristics of Life	Manual Grading	08/10/2015 09:38 am	Completed
	Anderson, Laurel	Science	Biology	BIOLOGY: THE STUDY OF LIFE	Project: Characteristics of Life	Manual Grading	08/10/2015 09:38 am	Completed
				BIOLOGY: THE	Project:			

4 STUDENT SEARCH

- Search by name, student or campus ID, or group name

Student	-Select a student-
Student ID	-Select a student ID-
Campus ID	-Select a campus ID-
Group	-Select a group-

5 ENROLLMENT OPTIONS

- Search by term or begin and end dates

<input checked="" type="radio"/> All Time-frames
<input type="radio"/> Summer 14 (06/23/2)
<input type="radio"/> Begin
<input type="radio"/> End

6 ADD ENROLLMENT

- Create enrollment for student

+ Add Enrollment

7 SEARCH VIEW

- View student and course rosters
- Access all student assignments
- Change status, block, and grade assignments
- View due date, date started, and attempt details

Anderson, Laurel (Username: landerson, User Status: Active)							
	Course Name	Enrollment	Start	End	Progress	Score	Actions
+ ACT Test Prep (2014)		Active	07/28/2015	01/29/2016	15%	85	Select
+ Algebra I CCSS (2015) (CRK)		Active	07/28/2015	02/26/2016	0%	0	Select
+ Biology (2015)		Active	07/17/2015	12/18/2015	0%	0	Select
+ Language Arts 700 CCSS (2015)		Active	07/28/2015	02/26/2016	0%	0	Select
+ Music Appreciation (2014)		Active	08/10/2015	12/31/2015	0%	0	Select



PARENTS

OVERVIEW

PARENTS

- Allow parents read-only view of their child's courses, assignments, progress reports, and school calendar

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HOMEASSIGNMENT ALERTSSCHOOL SETTINGSTEACHER/ADMINSTUDENTS**PARENTS**COURSE ENROLLMENTGRADEBOOKCOURSESREPORTSMESSAGES **23**

1 Parents

Create Parent Profile **3**

2

Login Enabled	Status	Confirmed	First Name	Last Name	Login ID (email)	Students	Controls
All	Active	All					
Enabled	Active	Unconfirmed	Linette	Anderson	trose@aop.com	1	4 Edit Reset Password Send Confirmation

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1 PARENTS

- View parent profile details
- Edit profile, reset password, resend confirmation

Parents							
Create Parent Profile							
Login Enabled	Status	Confirmed	First Name	Last Name	Login ID (email)	Students	Controls
All	Activ	All					
Enabled	Active	Unconfirmed	Ricardo	Chavez	rchavez@glynslyon.com	1	Edit / Reset Password / Send Confirmation
Enabled	Active	Confirmed	Brittani	Edward	bchedampagne@bodusseyw.	3	Edit / Reset Password
Enabled	Active	Unconfirmed	Bill	Everett	BEverett@gmail.com	1	Edit / Reset Password / Send Confirmation

2 FILTER OPTIONS

- Filter and sort by status type

Login Enabled	Status	Confirmed	First Name	Last Name	Login ID (email)
All	Activ	All			

3 CREATE PARENT PROFILE

- Create profile for a parent or guardian

Parents

Create Parent Profile

All fields are required. Please fill out the form completely.

Login Enabled

☒

User Status

Active

First Name

Last Name

Login ID (email)

Add Student

Add

4 EDIT, RESET, CONFIRM

- Edit details of profiles to change name, user status, disable/enable login, or add/remove associated students
- Send password-reset email to parent/guardian

Parents

Edit Parent Profile

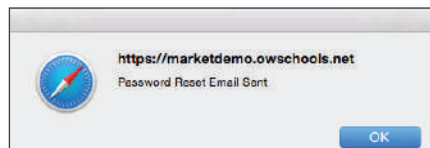
All fields are required. Please fill out the form completely.

Login Enabled

☒

User Status

Active



First Name	Last Name	Username	Student ID
Ricardo	Smith	Ricardostud1	
Send Confirmation			
Cancel Edit			



REPORTS

OVERVIEW

REPORTS

- Manage and track student and faculty activity and progress

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Reports

1

Home

Course Completion Breakdown

Course Percentage Complete

Course Progress Monitor

Detailed Student Grading

Faculty Progress

Group Overview

Group Progress

Login/Logout Times

Pre/Post Test Scores

Student Activity Daily Breakdown

Student Activity Summary

Student Lesson Plan

Student Progress

Student Unit Grades

Track Grade Overrides

Create a Report

Follow these simple instructions:

1. Choose desired report from the menu on the left.

2. Select what you would like your report to cover.

3. Select a format for your report

4. That's it.

Time zone

2

The time zone selected for the report is:

Arizona Time

You can choose a different time zone: -Select one-

3

Name	Description
Course Completion Breakdown	This report will show administrators course progress for all students in each course by decile percentage
Course Percentage Complete	View the percentage of course completion along with the current scores for completed assignments
Course Progress Monitor	This report will show administrators the number of students who are behind, on target, or who have not yet started a course
Detailed Student Grading	Monitor student grades at the assignment, unit, and course levels along with time on tasks
Faculty Progress	Displays teachers' daily to-dos for their students
Group Overview	This report will show the course grade and percentage complete by course for all the members of a selected group
Group Progress	This report will show the average course grade and percentage for your group by enrollment
Login/Logout Times	See how much time students spend logged into their student accounts
Pre/Post Test Scores	Monitor growth through a pre-test/post-test score comparison for courses using CRx Mode

4



1 REPORTS

- Choose report type

Home
Course Completion Breakdown
Course Percentage Complete
Course Progress Monitor
Detailed Student Grading
Faculty Progress
Group Overview
Group Progress
Login/Logout Times
Pre/Post Test Scores
Student Activity Daily Breakdown
Student Activity Summary
Student Lesson Plan
Student Progress
Student Unit Grades
Track Grade Overrides

2 TIME ZONE

- Change time zone for report data

Time zone

The time zone selected for the report is:
Arizona Time
You can choose a different time zone

-Select one-

Hawaiian Time

Alaska Time

Pacific Time

Mountain Time

Central Time

Eastern Time

Arizona Time

Korean Time

Name	
Course Completion Breakdown	This report will show administrators course progress for all students in each course by decile percentage
Course Percentage Complete	View the percentage of course completion along with the current scores for completed assignments
Course Progress Monitor	This report will show administrators the number of students who are behind, on target, or who have not yet started a

3 REPORTS INFO

- View report descriptions

Name	Description
Course Completion Breakdown	This report will show administrators course progress for all students in each course by decile percentage
Course Percentage Complete	View the percentage of course completion along with the current scores for completed assignments
Course Progress Monitor	This report will show administrators the number of students who are behind, on target, or who have not yet started a

4 EXPORTING OPTIONS

- Export reports as a web page, CSV file, or PDF

Export as:









MESSAGES

OVERVIEW

MESSAGES

- Receive and send messages to and from all students and other teachers

Odysseyware®

Logged into
Life Learning Academy
LOGOUT

HOMEASSIGNMENT ALERTSSCHOOL SETTINGSTEACHER/ADMINSTUDENTS PARENTSCOURSE ENROLLMENTGRADEBOOKCOURSESREPORTSMESSAGES

Messages

Please double click a row to view message

1

Inbox

All Messages

New Message

3

Mark as Read

Mark as Unread

Archive

Type	Date	From	Subject	Preview	Actions
2	08/10/2015 11:47 am	Teacher, Elementary	Staff Meeting	4	5
	08/10/2015 09:31 am	Laurel Anderson (landerson)	Pretest	I didn't have time to finish my test.	
	08/10/2015 09:14 am	Emelia Parks (eparks)	New Enrollment	Emily Parks has been enrolled to the course - World History	
	08/10/2015 09:14 am	Emelia Parks (eparks)	New Enrollment	Emily Parks has been enrolled to the course - English I CCSS	
	08/10/2015 09:13 am	Curt Havens (chavens)	New Enrollment	Curtis Havens has been enrolled to the course - World History	
	08/10/2015 09:12 am	Curt Havens (chavens)	New Enrollment	Curtis Havens has been enrolled to the course - English I CCSS	
	08/10/2015 09:11 am	Laurel Anderson (landerson)	New Enrollment	Lauren Anderson has been enrolled to the course - World History	
	08/10/2015 09:11 am	Laurel Anderson (landerson)	New Enrollment	Lauren Anderson has been enrolled to the course - Music Theory	
	08/10/2015 09:11 am	Laurel Anderson (landerson)	New Enrollment	Lauren Anderson has been enrolled to the course - Language Arts 700 CCSS	
	08/10/2015	Laurel Anderson	New Enrollment	Lauren Anderson has been enrolled to the	

50

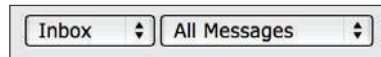
View 1 - 25 of 25

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1 FILTER OPTIONS

- View Inbox, Archived, and Sent mailboxes



2 TYPE

- Sort by type of message



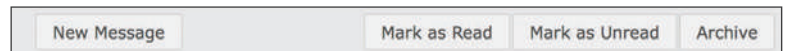
System-generated message, such as the result of a batch enrollment, new enrollment, enrollment change, etc.

Help-needed request from a student while working on assignment

Person-to-person message from another teacher, admin, or student

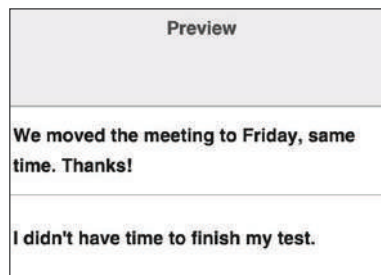
3 TOOLS

- Write and send messages
- Mark as read or unread
- Archive individual or multiple messages



4 PREVIEW

- Preview sender and topic of messages received



5 ACTIONS

- Reply, forward, archive, or view lesson linked to message, or export messages



Customer Service

(877) 795-8904

Available Monday-Friday
6 a.m. - 5 p.m. MST



Technical Support

(877) 251-6662

Available Monday-Friday
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