



# CompassLearning Odyssey Basics Review

## LOGGING IN

1. URL: <http://compass.tulsaschools.org>
2. Username: 5 + 2 (ex: burnsjo)
3. Password: learn07
4. School: school name
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 using the following: **grade\_school\_your last name** (ex: 7\_Gilcrease\_Burns) - **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. **IF STUDENT CAME FROM ANOTHER***

***COMPASSLEARNING SCHOOL IN TULSA, CONTACT JODY BURNS TO TRANSFER STUDENT TO YOUR SCHOOL. DO NOT ADD THE STUDENT.***

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**: choose nothing - **Next**
5. **Subject Level Access**: change defaults if necessary – **Save**

## ASSIGNMENT ARCHIVE

*View, edit, or assign saved assignments*

Select **Assignments – Assignment Archive**

### **Assigning a saved assignment that correlates to Tulsa's Pacing Calendar:**

1. Select **MY DISTRICT, 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**

## UNASSIGNING AN ASSIGNMENT

*You must be the person who originally assigned the activities to the student(s).*

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** (*Choosing ALL on subject & grade level will allow you to see everything students have done.*) - **Next**
4. Enter start and end dates
5. Change default options if necessary – **Next**
6. Select student(s) and/or class(es) - **Next**
7. Click **Generate Report**

## RESOURCES

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





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## Odyssey Assignment Builder – Step by Step

1. Pull down menu for Assignments and click **Assignment Builder**.
2. Select a subject and grade level. A list of chapters will come up on the left and in the center.
3. Find a chapter in the left column that you wish to open and click it.
4. Click on a lesson title and decide if you want to use all or part of it.
5. Check mark the box for all the Lessons or Activities that you wish to assign.
6. Click **Add Selected Tasks**.
7. Change the default order from Self-select to Sequential or **Auto-Launch**.
8. You have options to remove part of assignment, start new folder, move to folder, new assignment, or **add decision point**.

### Adding a Decision Point

- a. Assignment order must be Sequential or **Auto-launch**
- b. Click the box next to a Quiz  or a Scored Learning Activity 
- c. Click **Add Decision Point**
- d. Select the criteria:
  - Mastery Score
  - Continue to next activity
  - Cycle to which activity?
  - Repeat how many times?
- e. Click **Save Decision Point**

**\*The decision point icon(s) should appear within the assignment.**

9. You also have the option of changing the default order of activities by changing the numbers and clicking **Update**.

10. Option to “add curriculum” if you wish to go back and add another activity from a different folder.
11. Once you are finished building the assignment, click **Complete Assignment**.
12. Type in the name of the assignment and be very specific.
13. Drop down the **Availability** menu and click “My Assignments” (This is for your eyes only...if you wish to make it available for the whole building to see, click “My School”.)
14. Drop down the **Subject** menu and select the appropriate subject.
15. Drop down the **Level** menu and select the appropriate level.
16. Change Assignment order to **Auto-Launch** or Sequential.
17. Apply assignment order to all folders...**yes** or **no**
18. Suppress Duplicate Activities... **yes** or **no** (If left on *yes*, students will not receive *passed* activities within the same assignment more than once.)
19. Show resources...**yes** or **no**
20. Draft mode...you should probably always select **no**, except on rare occasions
21. Show Odyssey Writer...**yes** or **no**
22. Show Tool Kit...**yes** or **no**
23. Assign to students now? **Yes** or **No**, I’ll do it later.
24. Click **Next** to go on.
25. Select the students you wish to assign by clicking on the  box beside each class and assign to individual students, or you can check the name of the class to assign to all students.
26. Click **Finish**.
27. Click **CLOSE** in middle of screen, **NOT** the X in upper right corner.



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