CompassLearning®

These notes belong to: _____

MUST KNOW:

THIS IS MY TEACHER LOGIN INFO:

URL: _____

Username: _____

Password: _____

School Code: _____

Need Help?

Online Product Help Library
1. Click **Help** link on upper right.
2. Select **Odyssey→Teachers**
3. Type search word(s) in the search field.
4. Click enter or search icon.

MUST KNOW: (where applicable)

MY STUDENTS:

Creating a Class List:
1. Select **My Students** option on navigation bar.
2. Select **Students & Classes** in sub-navigation bar.
3. Select **New → Class.**
4. Class pop up box appears → Type your class name (follow school/district naming conventions)
5. Click **Save.** (Your new class will save under *My Classes*.)

Adding a Student to my Class List:
1. Go to **My Student**s Tab.
2. On Left click on **My School** and **Students.**
3. Use search box or filter on left and find students.
4. Click on the box next to the student you want in your class.
5. Click **Actions**, **Add to Class**, Click on **class name** and **Add.**

MUST KNOW:

Assigning from the ASSIGNMENT ARCHIVE
View, edit, or assign saved assignments
1. Select **Courses and Assignments**
2. Click **Assignment Archive** on the **sub-Navigation Bar**
3. Select the My School or *My District* option **Availability** (Filter by **Subject**, **Level**) and click-**Search**
4. Click the button in front of the assignment
5. Click **Assign to students (on top)**
6. Select the box next to class name to assign to all students or click in the box next to selected students.

Un-assigning an assignment: ASSIGNMENT STATUS
1. Select **Courses and Assignments**
2. Click **Assignment Status**
3. Select **Availability**, **Level** - **Search**
4. Make selection by *assignment or student*
5. Select the button in front of the assignment or search for the student
6. Click **View Status**
7. Check the box in front of choice – Click **Unassign**
*You are also able to check the status of an assignment via Assignment Status.

MUST KNOW:

USING TEST BUILDER TO CREATE AN ASSIGNMENT WITH A PRE-TEST AND LEARNING PATH
1. Select **Assessment** → Choose **Test Builder**
2. At the Test Builder main page, select a **standard set, a subject, and a level**
3. Click **Next**
4. Scroll through the list of objectives and check the boxes to select the desired objectives for your test
5. Click **Next**
6. Review the questions for your test. Click on the blue link to preview the single question.
7. Click **Next**
8. Enter a **name** for your test
9. You may enter a **message** for your students (optional)

10. Review the default **Test Properties**
11. Make any changes you wish (Is the Mastery Score set to fit your needs? Do you want Navigation allowed?
12. Click **Next**
13. **Confirm** test properties
14. **Save**
15. You are taken to the **Assignment Builder**
16. Give the **assignment a name** (It could be the same as the test name and add (PRE/LP) at the end of the Assignment name:
    a. For Example:Q1 MATH 3 GEO(PRE/LP)
17. Choose the order (**Sequential** , Self-Select, or Auto Launch)
18. After reviewing the Objective-based test and Learning Path (LP) folder, select the Complete Assignment button on the bottom of the page.

Complete Assignment ▶

19. Select **Availability (My School),** *Subject* and *Level*.
20. Select a **Solution (Odyssey)**
21. Decide whether you want to assign it now, or later.
    a. Select **Yes** to assign to students now
    b. Select **No** to archive the assignment for later use.
18. Click on the **Next** button.
19. If you want to assign now, select the Class (all students or individual students) and click the **Finish** button at the bottom.

GOOD TO KNOW:

BUILDING Activity-Based ASSIGNMENTS using State Standards or the Common Core Alignment in your state:

1. Select **Courses and Assignments** Click **Assignment Builder** on the **sub-Navigation Bar.**
2. Select **Odyssey Curriculum** tab(default) to search by Standards or the **Common Core** tab
3. Select the desired **subject** and **level.**
4. Click **standard** to view content and descriptions.
5. Click **standard code** to reveal the activities.
6. Click individual **activity titles** to preview the online activity (activity #s appear on this level).
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. Enter a unique assignment name for easy reference.

10. Choose assignment order **Sequential, Self-Select (default),** or **Auto-Launch.**
11. Click **Complete Assignment.**
12. Select **Availability**, **Subject**, **Level**
13. Select a **Solution (Odyssey)**
14. Choose to **assign** now or later – **Next**
15. Confirm assignment – **Close**

SHOULD KNOW:

Use CLASS PROGRESS for at-a-glance data review:

View individual student progress and class progress on given assignments.

1. Click **Courses & Assignments**
2. Click **Class Progress**
3. Click the class name for the students you would like to view (on left).
4. Click the name of the student.
5. The assignment given to the student will be listed in the center pane.
6. Click the **Details** link to view the student's scores on completed work.

SHOULD KNOW:

PROGRESS REPORT
Generating a Student Progress Report:

1. Select **Reports** on **Navigation Bar**
2. On left under Compass Learning Reports select **Progress Reports**
3. You will see the Default Templates listed in the center pane O**R**

   3a. Create a **New Report** by clicking on the **New Report** option from the data grid menu
4. To use the Default Student Progress Report Template click the **Settings** option on the right of the selected report
5. 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. **Details**
   b. **Curricula** (It is important to select the different subjects that you want results for. Important to **uncheck External Tests** on the right.)

c. **Assignments** (Tip: Select the assignment(s) and CLICK on **+Add Selected Items**.)

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. **Schedule & Send**

6. You may save this as your own **Template → Click Save As (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**.)**

7. Click **Run.** The two options are: Run Now or Run Offline (Report will be added to Reporting Queue)

8. ***To Schedule reports enter report settings: Follow steps 1-6.** In the **Schedule and Run** Tab - Select the **ON** option **for Status** and enter the required **Start** and **Stop** dates.

9. Select the number of times you want the report to run during the time frame scheduled.
   Note: The User's email address with default as checked for **notifications**.

10. Enter additional email addresses separated by a comma for those to receive this notification and/or the report.

11. Include whether you want the actual report files emailed to those addresses and select a format of PDF or CSV.

12. Enter a **message** for recipients.

13. **Save Template** – Saves these options in your templates folder.

14. If you want to generate a report immediately select **Run → Run Now**. (Teachers have two options **Run Now** or **Run Offline.)**

 GOOD TO KNOW:

DASHBOARD: Student Status information will be updated daily (24 hours).

Left Panel: Student Status: (Average score for)

1. **Click on *All Activities Assigned by Me*** (or a co-teacher) Completed *Yesterday, last 7 days, last 30 dates, and year to date.*

2. The icons on the left represent 3 status levels:
   Red Icon: 0-59%,
   Yellow Icon: 60-69%,
   Green Icon: 70-100%

3. Locate the student on the list, click on the student name.

4. The pop up window will display the student's last 10 activities, **ASSIGNED,** with lowest score grouped by assignment.

5. A more detailed report can be generated by clicking on the Student Details link.

Right Panel: At A Glance: (Select applicable Tab as per Implementation Model in your School/District.)

1. Select **Assignments** tab and see the pie chart results. **Use the left and right arrows or the down selection arrow for assignments.**

2. Select **Assessments** tab and see the pie chart results. (If you have not assigned assessment, there will be no data available.) **Select the Standard set, state, and assessment assignment.**

3. Click on a section of the pie chart to drill down further to a student fly out list and results.

 MUST KNOW:

How will my students log in?

Student User:
URL: _____

Username: _____

Password: _____

School Code: _____

This is the Student Home Page; where all student assignments will show up. The Student Portfolio is a way for students to monitor progress.

Refer to the Student Quick Start Guide for details by clicking Help

Notes on Decision Points:

- When you create an assignment using Test Builder, there are embedded decision points in the Learning path.

Compass Learning Basics Checklist:

☐ I will save the URL to My Favorites.

☐ I can log in using my teacher account.

☐ I understand how my students will log in.

☐ I know how to give my students an assignment from the Assignment Archive.

☐ I know where to get help within the Odyssey management system.

☐ I understand how to use Assignment Builder to create an assignment.

☐ I understand how to use Test Builder.

☐ I know how to generate a progress report.

☐ I can use Class Progress to see what my students are assigned and progress on assignments.

☐ I have a plan for providing my students a "Student Orientation".

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