



ODYSSEYWARE®

Student User Guide

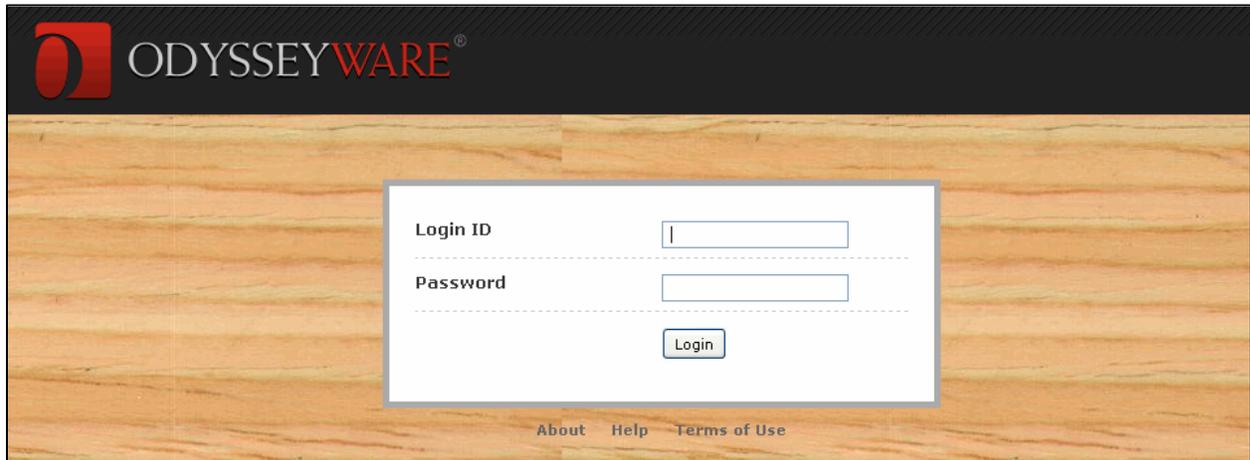
Table of Contents

Home Page and Tools	3
Student Home Page	4
Preferences	4
My Courses	6
Planner	7
Courses	8
Working an Assignment	9
Problem Section	11
Question Types	12
Teacher Graded Questions	16
Messages	17
Inbox	18
Archived	19
Sent.....	19

Note: For technical support, please contact Technical Support at 1-877-251-6662 or go to www.odysseyware.com/support.

Welcome to ODYSSEYWARE!

Enter the **Login ID** and **Password** your school provided you to go directly to your **Home** page.

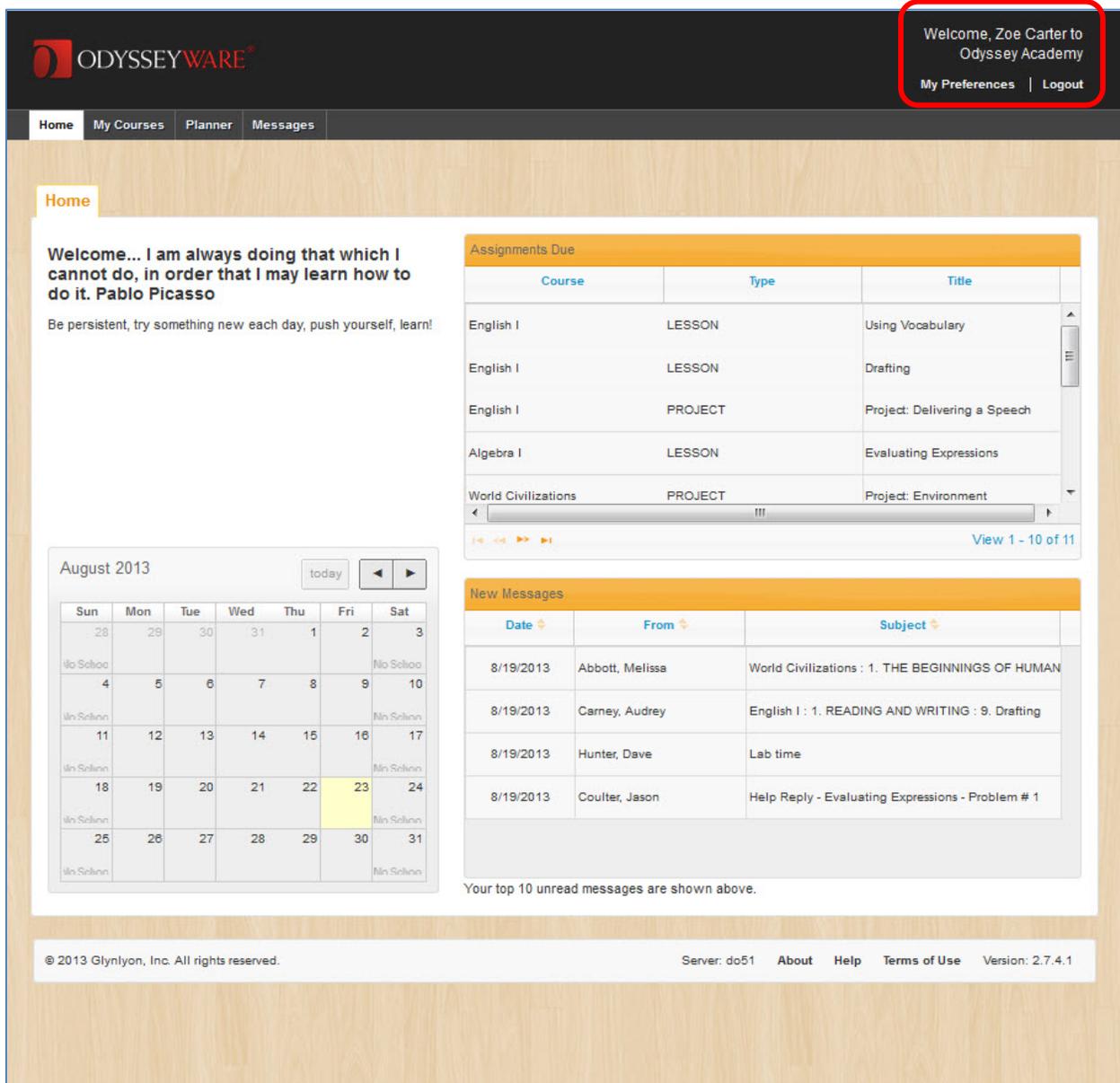


Below the **Login** box, you see three links, **About**, **Help**, **Terms of Use**. These links are on every page in the application. Let's quickly walk through each of those links, starting with the **About** link.

- **About** - The **About** page is where you find the active ODYSSEYWARE **Version** number.
- **Help** – is where you find a copy of this document.
- **Terms of Use** - Clicking this link allows you to access a copy of the "ODYSSEYWARE End User License".

Home

After you login, the first page you see is your **Home** page.



ODYSSEYWARE®

Welcome, Zoe Carter to Odyssey Academy
[My Preferences](#) | [Logout](#)

Home | [My Courses](#) | [Planner](#) | [Messages](#)

Home

Welcome... I am always doing that which I cannot do, in order that I may learn how to do it. Pablo Picasso

Be persistent, try something new each day, push yourself, learn!

Assignments Due

Course	Type	Title
English I	LESSON	Using Vocabulary
English I	LESSON	Drafting
English I	PROJECT	Project: Delivering a Speech
Algebra I	LESSON	Evaluating Expressions
World Civilizations	PROJECT	Project: Environment

View 1 - 10 of 11

August 2013 (today) ◀ ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
No School						No School
4	5	6	7	8	9	10
No School						No School
11	12	13	14	15	16	17
No School						No School
18	19	20	21	22	23	24
No School						No School
25	26	27	28	29	30	31
No School						No School

New Messages

Date	From	Subject
8/19/2013	Abbott, Melissa	World Civilizations : 1. THE BEGINNINGS OF HUMAN
8/19/2013	Carney, Audrey	English I : 1. READING AND WRITING : 9. Drafting
8/19/2013	Hunter, Dave	Lab time
8/19/2013	Coulter, Jason	Help Reply - Evaluating Expressions - Problem # 1

Your top 10 unread messages are shown above.

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The banner at the top of your **Home** page remains in place unless you have an assignment open. The **Header** (or banner) shows you the school name, your name, the **My Preferences** and **Logout** links.

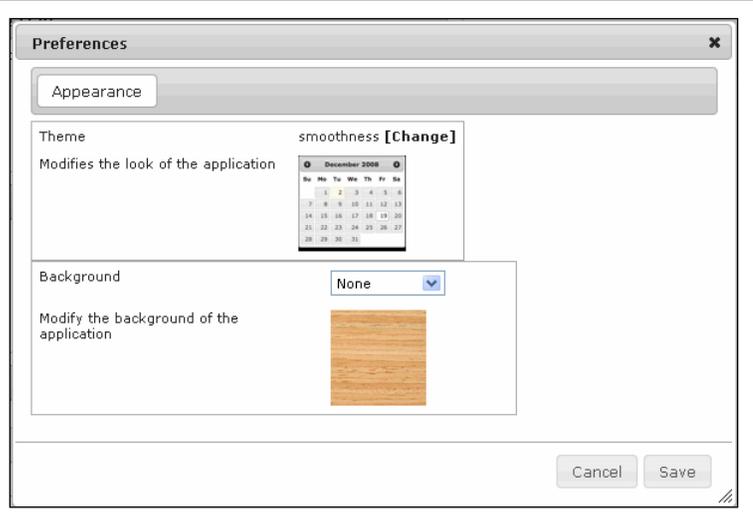
My Preferences – depending on how your administrator set up your application, you may be able to change the background and color scheme you see when you login.

In the **Theme** box, click **[Change]** to display the **Select a theme** drop-down menu. Select from the available list.

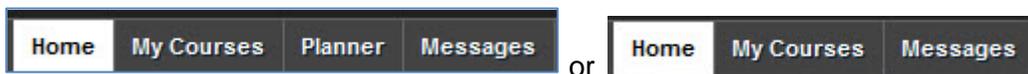
In the **Background** box, click the dropdown menu to change the **Background**. Again, select from the choices offered.

Click **Save** when you are done.

Click **Logout** when you are done working or leave your computer.

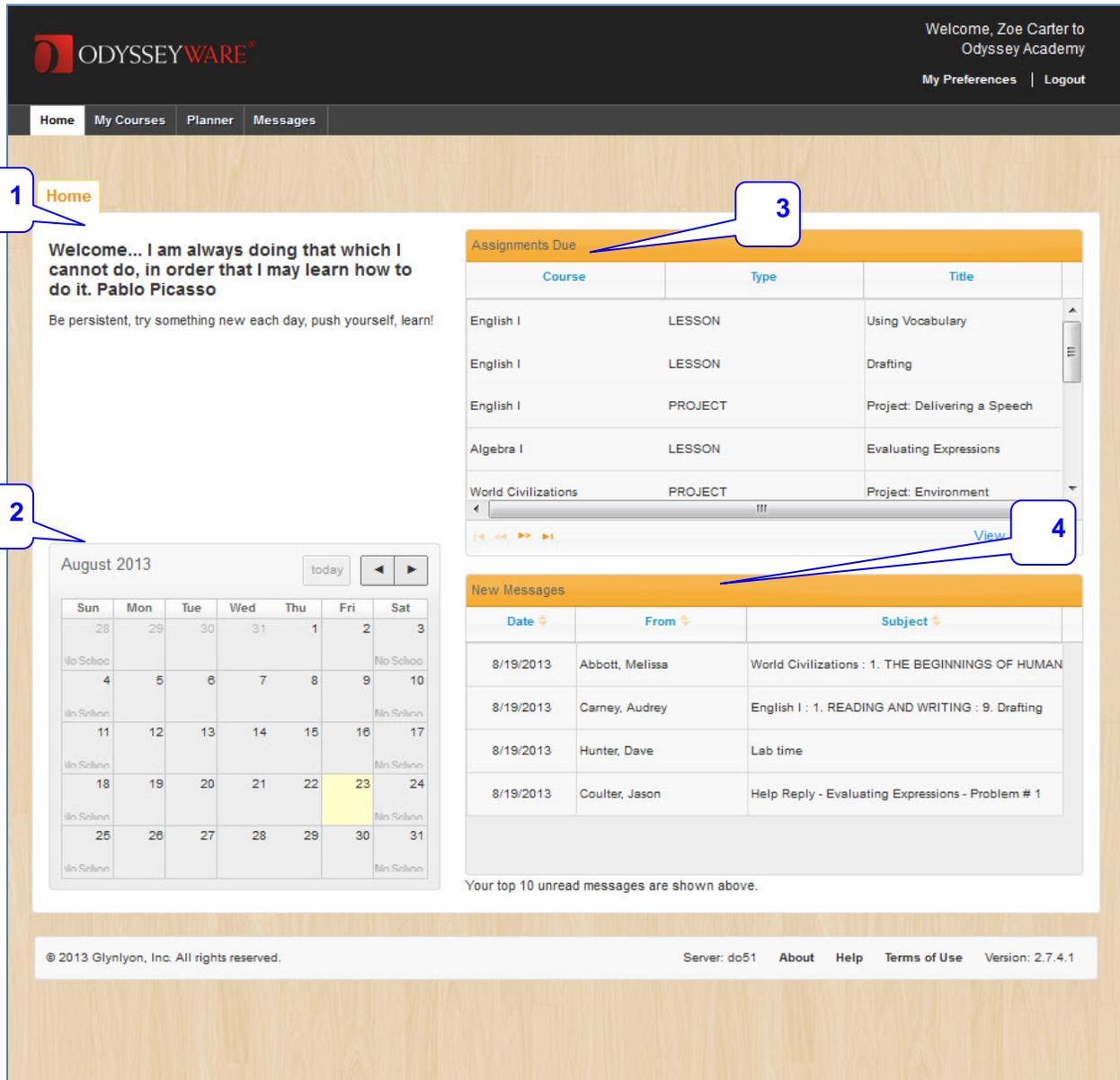


Another area that remains across all of the pages, except while you are in an assignment, is the row of tabs across the top of the page, enabling easy access to everything you need in the application. There are two possible sets of tabs, depending on how your school sets it up. Either way, this guide walks you through each tab and the corresponding functions and features available when you click each one, starting with the far left tab, the **Home** tab.



Your **Home** page is divided into four sections:

1. **Messages of the Day** – announcements from your school administrator
2. **Calendar** – displays the current month. Shows you which days are school and non-school days. Use the arrows at the top to scroll to previous or future months. The **today** button always brings you back to the current month.
3. **Assignments Due** – shows you any assignments you have due. Again, you can use the arrows below the list to scroll through the complete list if you have more unread messages than the ones displayed. Click any of the assignment titles to go directly to that assignment.
4. **New Messages** – displays any new messages you have received from the administrator or your teachers since you last displayed your **Home** page. Use the arrows below the list to scroll through the complete list if you have more than what appear in the box. Click a message to open that message in your **Message Center**. Once you open the message, it drops off this part of your **Home** tab.

My Courses Tab


The screenshot shows the 'My Courses' tab interface. Callout 1 points to the 'Home' button in the navigation bar. Callout 2 points to a calendar for August 2013. Callout 3 points to the 'Assignments Due' table. Callout 4 points to the 'New Messages' table.

Welcome... I am always doing that which I cannot do, in order that I may learn how to do it. Pablo Picasso
Be persistent, try something new each day, push yourself, learn!

Assignments Due

Course	Type	Title
English I	LESSON	Using Vocabulary
English I	LESSON	Drafting
English I	PROJECT	Project: Delivering a Speech
Algebra I	LESSON	Evaluating Expressions
World Civilizations	PROJECT	Project: Environment

New Messages

Date	From	Subject
8/19/2013	Abbott, Melissa	World Civilizations : 1. THE BEGINNINGS OF HUMAN
8/19/2013	Carney, Audrey	English I : 1. READING AND WRITING : 9. Drafting
8/19/2013	Hunter, Dave	Lab time
8/19/2013	Coulter, Jason	Help Reply - Evaluating Expressions - Problem # 1

Your top 10 unread messages are shown above.

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The **My Courses** tab is a list of each course you are enrolled in. This list shows you the Teacher assigned to the course, the date you started working on the course, your **Progress** in the course (percent complete), and your current **Score**. To see a list of the units in the course, click the arrow to the left of the course name. Next, click the arrow to the left of the unit name to display a list of all of the assignments in the unit. At this point, you can also see the **Type** of assignment (course, unit, lesson, quiz, project, etc.), and the **Status** of the assignment.

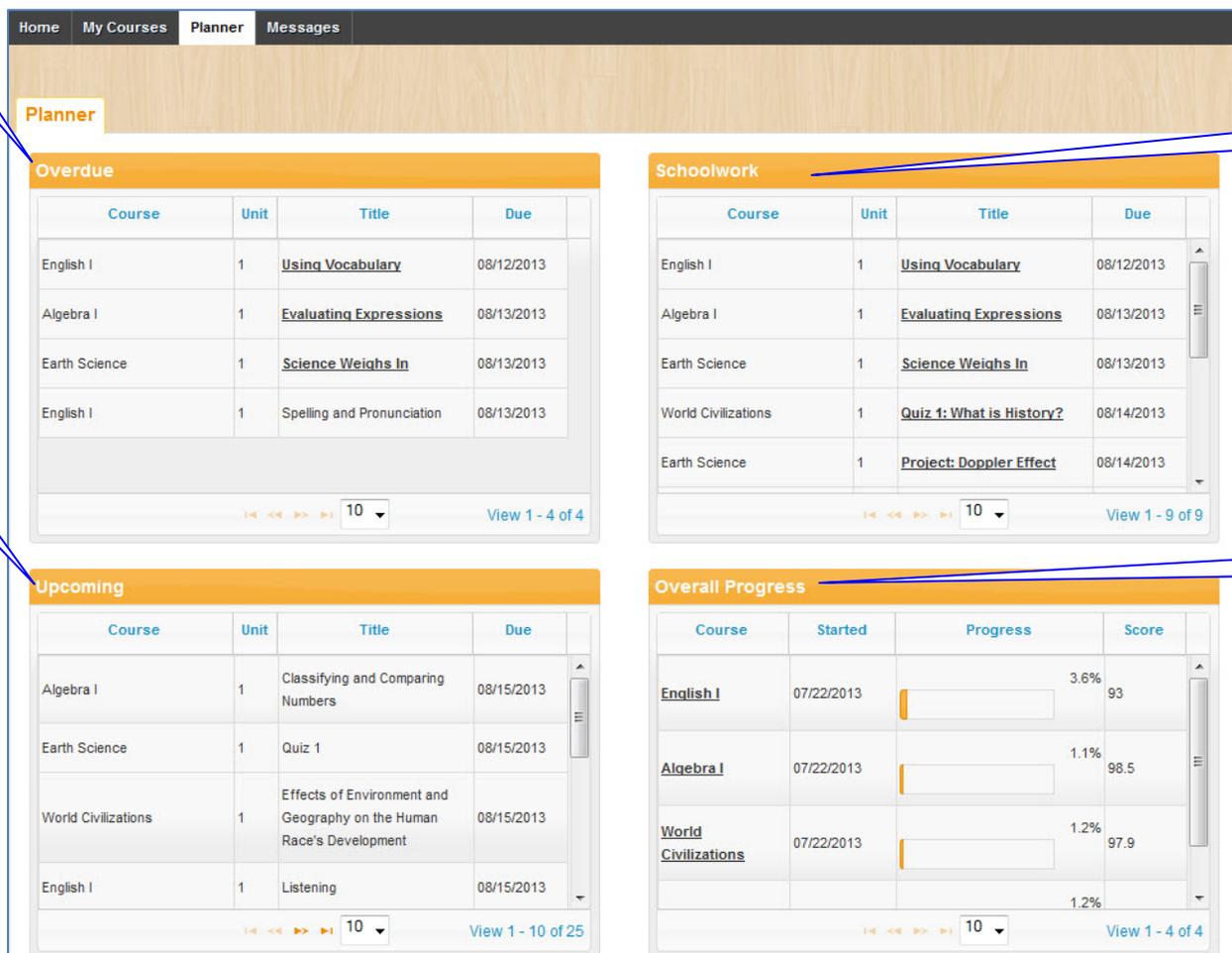
The assignments that are in **bolded blue** text are either assignments you have already completed or ones available for you to work on. Click the **blue title** to open a lesson to study before you take a quiz or test.

Home My Courses Planner Messages						
Courses						
Title	Teacher	Type	Start Date	Status	Progress	Score
▶ Algebra I (2013)	Jason Coulter	Course	Jul 22, 2013 10:52 AM		0%	96.9%
▶ Earth Science (2013)	Dave Hunter	Course	Jul 22, 2013 10:46 AM		1%	100.0%
▼ English I (2013)	Audrey Carney	Course	Jul 22, 2013 10:47 AM		3%	93.0%
▼ 1. READING AND WRITING		Unit	Jul 22, 2013 10:47 AM		38%	93
▶ 1. Course Overview		Reference		Assigned	0%	--
▶ 2. Word Meanings		Lesson	Jul 22, 2013 10:47 AM	Graded	100%	90
▶ 3. Word Parts		Lesson	Jul 22, 2013 11:01 AM	Graded	100%	100
▶ 4. Determining the Author's Message		Lesson	Jul 22, 2013 11:24 AM	Graded	100%	100
▶ 5. Reading Strategies		Lesson	Jul 22, 2013 11:32 AM	Graded	100%	92.9
▶ 6. Essay: Persuasion		Project	Jul 22, 2013 3:39 PM	Graded	100%	80
▶ 7. Quiz 1: Reading		Quiz	Jul 22, 2013 3:41 PM	Graded	100%	94.7
▶ 8. Preparing to Write a Paper		Lesson	Aug 12, 2013 8:23 AM	Graded	100%	96.7
▶ 9. Drafting		Lesson		Assigned	0%	--
▶ 10. Using Vocabulary		Lesson			0%	--
▶ 11. Spelling and Pronunciation		Lesson			0%	--
▶ 12. Quiz 2: Writing		Quiz			0%	--
▶ 13. Listening		Lesson			0%	--
▶ 14. Using Visual Aids		Lesson			0%	--
▶ 15. Speaking		Lesson			0%	--
▶ 16. Project: Delivering a Speech		Project		Assigned	0%	--
▶ 17. Quiz 3: Speaking		Quiz			0%	--
▶ 18. Review		Lesson			0%	--
▶ 19. Test		Test			0%	--
▶ 20. Glossary and Credits		Reference		Assigned	0%	--
▶ 2. THE STRUCTURE OF LANGUAGE		Unit			0%	--
▶ 3. LANGUAGE USE AND LANGUAGE HISTORY		Unit			0%	--
▶ 4. RESEARCHING A COMPLEX PROCESS		Unit			0%	--
▶ 5. PRACTICAL PERSUASION		Unit			0%	--
▶ 6. SEMESTER REVIEW AND EXAM		Unit			0%	--
▶ 7. MASS MEDIA		Unit			0%	--
▶ 8. POETRY AND SHORT STORIES		Unit			0%	--

Planner Tab

Click the **Planner** tab to see a snapshot of your schoolwork at the moment. This page is divided into four squares that give you access your assignments from the **Overdue** block or the **Schoolwork** block of this page. See 'Working an Assignment' on page 9 for instructions on how to complete your assignments. You can also see the titles of upcoming assignments and your overall progress.

1. **Overdue** – This box lets you know which, if any, assignments are past due. You see the **Course Name**, **Unit**, **Title** of the assignment, and date it was **Due**. Click any underlined assignment title in this box to go directly to that assignment.
2. **Schoolwork** – This block displays your next assignment due in each course along with all of the projects in the current unit for each course. Click any underlined assignment title in this block to open the assignment.
3. **Upcoming** – shows you the title of the next assignments including any projects, essays, or experiments you have assigned for the next five school days in each course.
4. **Overall Progress** – lists each **Course** you are assigned, the date you **Started** working on it, your current **Score** and a **Progress** bar to show you a picture of how much of the course is complete as well as the actual percentage number. You can see the bar fill in as you complete your assignments.



The screenshot shows the Planner tab interface with four main sections: Overdue, Schoolwork, Upcoming, and Overall Progress. Callouts 1, 2, 3, and 4 point to these sections respectively.

Overdue

Course	Unit	Title	Due
English I	1	<u>Using Vocabulary</u>	08/12/2013
Algebra I	1	<u>Evaluating Expressions</u>	08/13/2013
Earth Science	1	<u>Science Weighs In</u>	08/13/2013
English I	1	Spelling and Pronunciation	08/13/2013

Schoolwork

Course	Unit	Title	Due
English I	1	<u>Using Vocabulary</u>	08/12/2013
Algebra I	1	<u>Evaluating Expressions</u>	08/13/2013
Earth Science	1	<u>Science Weighs In</u>	08/13/2013
World Civilizations	1	<u>Quiz 1: What is History?</u>	08/14/2013
Earth Science	1	<u>Project: Doppler Effect</u>	08/14/2013

Upcoming

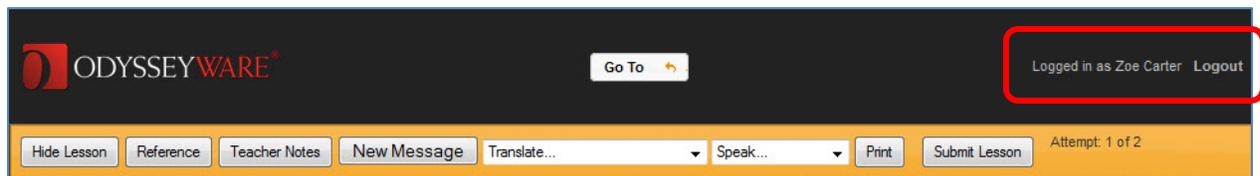
Course	Unit	Title	Due
Algebra I	1	Classifying and Comparing Numbers	08/15/2013
Earth Science	1	Quiz 1	08/15/2013
World Civilizations	1	Effects of Environment and Geography on the Human Race's Development	08/15/2013
English I	1	Listening	08/15/2013

Overall Progress

Course	Started	Progress	Score
<u>English I</u>	07/22/2013	<div style="width: 3.6%;"></div> 3.6%	93
<u>Algebra I</u>	07/22/2013	<div style="width: 1.1%;"></div> 1.1%	98.5
<u>World Civilizations</u>	07/22/2013	<div style="width: 1.2%;"></div> 1.2%	97.9
		<div style="width: 1.2%;"></div> 1.2%	

Working an Assignment

When you open an assignment, there are several things you will always see:



Your name should display on the right side of this banner (like in the **red box** above).

You also see a row of buttons and dropdown menus. You can use these while working in your assignments.

Go To button - 

Use this button to go back to your **Home**, **Courses**, or **Planner** page without submitting your assignment as finished.

Hide Lesson / Show Lesson button -  / 

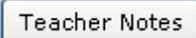
This button is a toggle. If you are in the presentation part of the lesson you see the **Hide Lesson** button. Once you click that button, it becomes the **Show Lesson** button. You never see both of them at the same time.

Once you finish reading the presentation part of the assignment and are ready to start working on the problems, you can click the **Hide Lesson** button and display only the questions. This way you do not have to scroll to the bottom of the lesson to see the questions. If you want to return to the presentation to reread a portion or check an answer, click the **Show Lesson** button and it again displays.

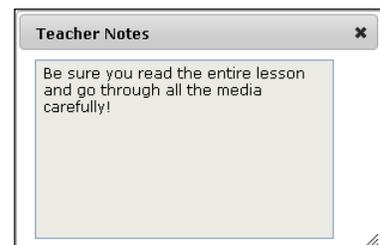
Reference button - 

This button lets you access an online encyclopedia to look up additional information about a subject or item. Highlight the word, name, phrase, etc. you want to look up and click the **Reference** button. A small window opens with additional information. Simply click the **X** in the upper right corner of the small window to close it when you are finished.

New Message button -  lets you open a new message without leaving the assignment.

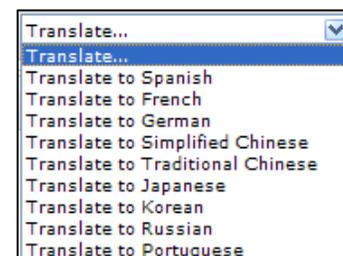
Teacher Notes button - 

Sometimes your teacher may leave you notes about the assignment. When you open a lesson with notes from your teacher, the note opens automatically. Use the **X** in the upper right corner of the **Teacher Notes** window to close it when you have read them. Click this **Teacher Notes** button to refer to it again if you need.



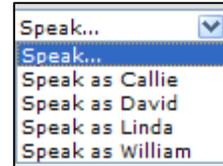
Translate menu -

Sometimes you want to see text in another language. Highlight the text you want translated and click the dropdown arrow on the **Translate** menu to select the language you want. A small **Translation** window appears with the text displayed in the language you selected.



Speak menu -

If you want (or need) to hear all or part of a lesson read out loud, Highlight the text you want read aloud and click the dropdown arrow on the **Speak** menu to select the voice you want to use. The Audio Player appears at the top of your screen. Use the controls to pause



(), rewind (), or fast forward (). You can also adjust the sound

() using the controls on the player. To replay, simply click the play button ().


Print button - 

Click this button to print the lesson and all of the problems. You cannot print answers even in completed lessons.

Submit Lesson button - 

When you have completed all of the problems associated with the lesson (ALL sections), click the **Submit Lesson** button to let your teacher know the assignment is done. If you do not click this button, OW does not know you are finished and you cannot open your next assignment in the course and you do not receive a grade for this assignment.

Below this row of buttons and menus you see **Section** tabs. There may be only one or there may be four or five, depending on how the lesson is presented. They look something like this:



The best way to approach your lesson is to read the material and do the activities (like slide shows, videos, exercises), practice the vocabulary words, then answer the questions at the end of the section. You are prompted to move onto the next section. Do the same things for each section, read the material, watch and listen to the media, do any activities and answer the questions. When you have completed the last question in the last section of the assignment, a pop-up box alerts you that you have finished the lesson and not to forget to click the **Submit Lesson** button.

In each lesson you have some vocabulary words. Click the green speaker  to the left of each word to hear the word. Read the definition to the right of the word. Below the **Vocabulary** word list are some activities you can use to practice spelling these words as well as learning the words and definitions. Just click the name of the activity (**Spelling Bee**, **Vocubolocity**, **Flash Cards**) you want to do.

 **VOCABULARY**

 jargon	the language of a particular group, profession, or activity
 slang	words, phrases, and meanings that are new, flashy, and popular, usually for only a short time

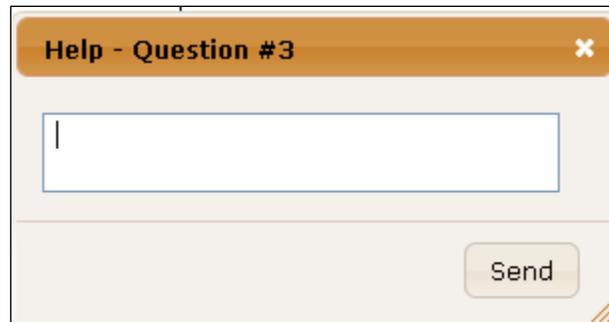
 Spelling Bee
 Vocubolocity
 Flash Cards

Problem Section

Each assignment has at least one problem (or question) you must answer to complete the assignment.

If you have difficulty answering a problem, there is a **Help** button at the top of each question. Click the button and leave your teacher a note about the problem. A message is sent to your teacher's inbox letting them know you need some help.

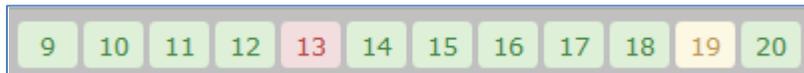
Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!



Once you have submitted a lesson as complete and it has been graded, you can click the Courses tab then click the plus sign beside a course name, and then the plus sign beside the unit title. You should now see the titles of all of the assignments in that unit. The ones in blue are either completed or available to you to open. If you click a completed assignment title, you can open the lesson and see how you did on each question in the problem section.

Your completed questions are color-coded, so you can easily see which questions you answered correctly, which were incorrect, and any questions you got partially correct.

For example:



- Green means the answer to this question is correct.
- Red tells you the answer is incorrect or your teacher has not graded it yet.
- Yellow tells you the answer was partially correct.
- Gray means the question was skipped. You do not need to answer it.

Question Types

ODYSSEYWARE uses a variety of question types in your lessons, quizzes, and tests. Many of them are graded automatically, but some require your teacher to grade them. Let's take a look at some examples, starting with the ones graded automatically by the application.

Matching

In matching questions, you are given two columns of related information; for example, words in one column and definitions in the other. One column has empty boxes in front of each item, the other column has numbers. You place the number of an item in the box next to the corresponding item in the other column.

Question #8 Matching

Help

Match the vocabulary word with its meaning.

1. aristocracy	<input type="checkbox"/>	a tax on imported goods
2. demographics	<input type="checkbox"/>	a society based around agriculture rather than industry
3. agrarian	<input type="checkbox"/>	a crop grown to be sold at market, rather than used for livestock feed or personal use
4. cash crop	<input type="checkbox"/>	characteristics of a population; size, density, and distribution, etc.
5. tariff	<input type="checkbox"/>	people of the highest social class or nobility

Submit Answer

Multiple Choice

Multiple choice questions offer three to five choices per question. You just need to click in the bubble next to your answer choice. Make sure you have read the question or instructions carefully.

Question #1 MultipleChoice

Help

The Communist International, or Comintern, was established by _____.

- Ho Chi Minh
- the Soviet Union
- France
- Woodrow Wilson

Submit Answer

Multiple Select

Multiple select questions offer a number of choices per question. You click in the box next to each answer you believe to be correct. The question will often tell you how many correct choices there are.

Question #2 MultipleSelect

Help

Which of the following are *not* parts of a message?

- noise
- meanings
- symbols
- encoding
- feedback
- decoding

Submit Answer

Fill in the Blank / Unordered

You are given a sentence with one or more words missing. You must select the correct word or words and type them into the field provided. All of the answers can be found in the text. Make sure you pay attention to capitalization, punctuation and spacing in your answers.

Question #11 FillInBlank

Help

Solve this problem in your notebook using all four steps.

A board 60 in. long is cut into two parts so that the longer piece is 5 times the shorter. What are the lengths of the two pieces?

The shorter piece is ^{a0} in.

The longer piece is ^{a1} in.

Submit Answer

Text Multiple Choice

In all text multiple choice questions, the answer box is highlighted in blue. Click the arrow beside the blue box and select the answer you believe is correct. Make sure it displays in the answer field.

Question #3 TextMultipleChoice

Help

The circulatory system is divided into two main parts, the circulation and the pulmonary circulation.

Submit Answer

systemic
 atrium
 muscular

True and False

True and False questions are one way of verifying that you have grasped the factual concepts present in the material. You just need to click the bubble next to your choice.

Question #5 TrueFalse

Help

All science-related careers involve working in a laboratory.

True

False

Submit Answer

Graphic Multiple Choice

Graphic Multiple Choice questions work like Text Multiple Choice questions except you see a series of images instead of words. Click through each one until you find the correct image. You may cycle through them multiple times. The one you display when you submit the assignment is the one that is graded.

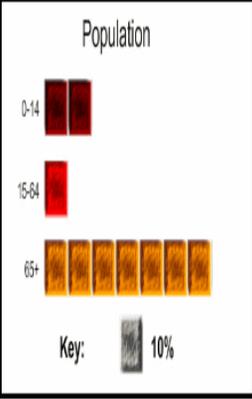
Question #2 GraphicMultipleChoice

Help

According to the CIA World Factbook, the age structure of people living in the United States breaks down this way: Approximately 20 percent of the population is between the ages of zero and 14 years, 70 percent is 15–64 years old, and 10 percent is 65 years and above.

Click through and select the graph that best shows the age structure of the U.S.

Population



Key:  10%

Submit Answer

Layered Text Boxes

Layered Text questions are much like Fill-in-the-Blank questions. Simply enter your answer in the green text box and tab to the next green text box. You most often see them in math problems, where tabbing to the next text box you should fill in, is helpful.

Question #9 LayeredTextbox

Show Answer

Find the product.

$$a^4(3a^2 - 2a + 1)$$

$3a^{\square}$
 $-2a^{\square}$
 $+1a^{\square}$

Drag And Drop

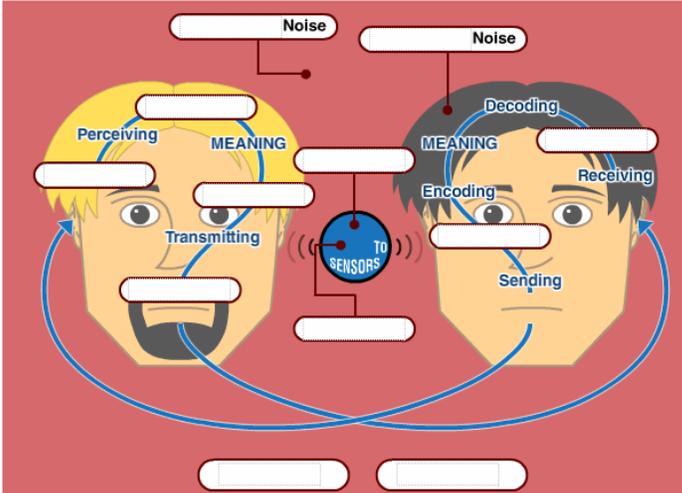
This type of question is used to label graphics or set up math equations. You click the item in the menu/list below the graphic to select it; then holding your mouse button down, drag the item to the location where it is to be placed, and release your mouse button. If you put one item on top of another, the second item replaces the first. You can also click **Start Over** to clear all items already placed. To clear only one item, drag the new item over the one you want to replace. You can also drag an item you already placed in one location to another location.

Question #7 DragAndDrop

Help

Click an item in the list or group of pictures at the bottom of the problem and holding your mouse button down, drag it into the correct position in the area. Release your mouse button when the item is place. If you change your mind, double-click one item to remove it, or click the Start Over button to clear all of your answers.

Label the parts of the Transactional Model.



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External	Internal	Decoding	Perceiving	Message	Receiving	Encoding	Transmitting	Sending	Channel
Interactional	Context								

Start Over

Submit Answer

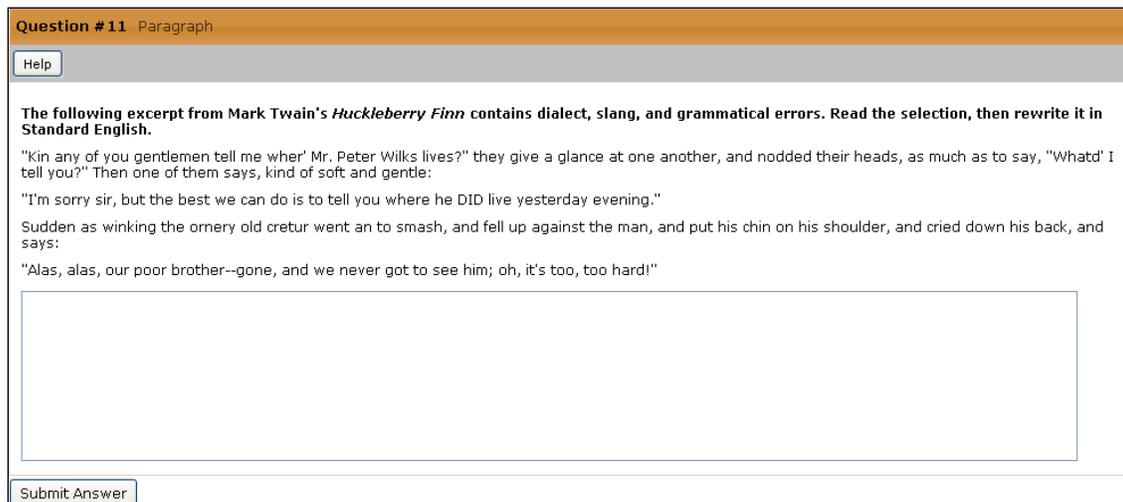
Teacher Graded Questions

The following question types are not scored by the computer application, they must be scored manually, by your teacher.

Note: Keep in mind, the computer scores these questions as a zero until the teacher enters a grade.

Paragraph Box

You are provided an answer box, and the expectation is that you answer the question in sentence format. We recommend that your teacher grade these questions with a close eye on syntax and grammar, so be careful!



Question # 11 Paragraph

Help

The following excerpt from Mark Twain's *Huckleberry Finn* contains dialect, slang, and grammatical errors. Read the selection, then rewrite it in Standard English.

"Kin any of you gentlemen tell me wher' Mr. Peter Wilks lives?" they give a glance at one another, and nodded their heads, as much as to say, "Whatd' I tell you?" Then one of them says, kind of soft and gentle:

"I'm sorry sir, but the best we can do is to tell you where he DID live yesterday evening."

Sudden as winking the ornery old cretur went an to smash, and fell up against the man, and put his chin on his shoulder, and cried down his back, and says:

"Alas, alas, our poor brother--gone, and we never got to see him; oh, it's too, too hard!"

Submit Answer

Essays / Projects

You are expected to develop a theme in paragraph or essay format. You should demonstrate mastery of the concept by stating a theme and appropriate supporting reasons.

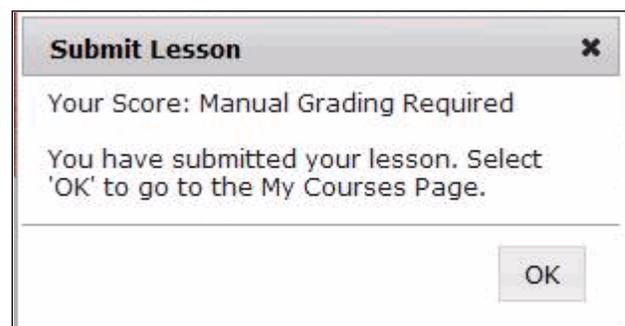
Warning: Be sure you click **Save** after you finish entering your answer.

Anytime you do a project, unless your teacher has instructed you to use a specific application, it can be created using many different applications. Some examples include; all of the Microsoft Office applications, Notepad, Wordpad, other spreadsheets, videos, and audio files.

Whatever you use, don't forget to **Upload** your project when you are finished!

When you submit a lesson with teacher-graded questions, instead of seeing a grade for your assignment, you see a message similar to this:

If the essay or paragraph requires 125 words or more, you may see the Writer coaching bar on the left-hand side of the answer box area. (See example on the following page.)

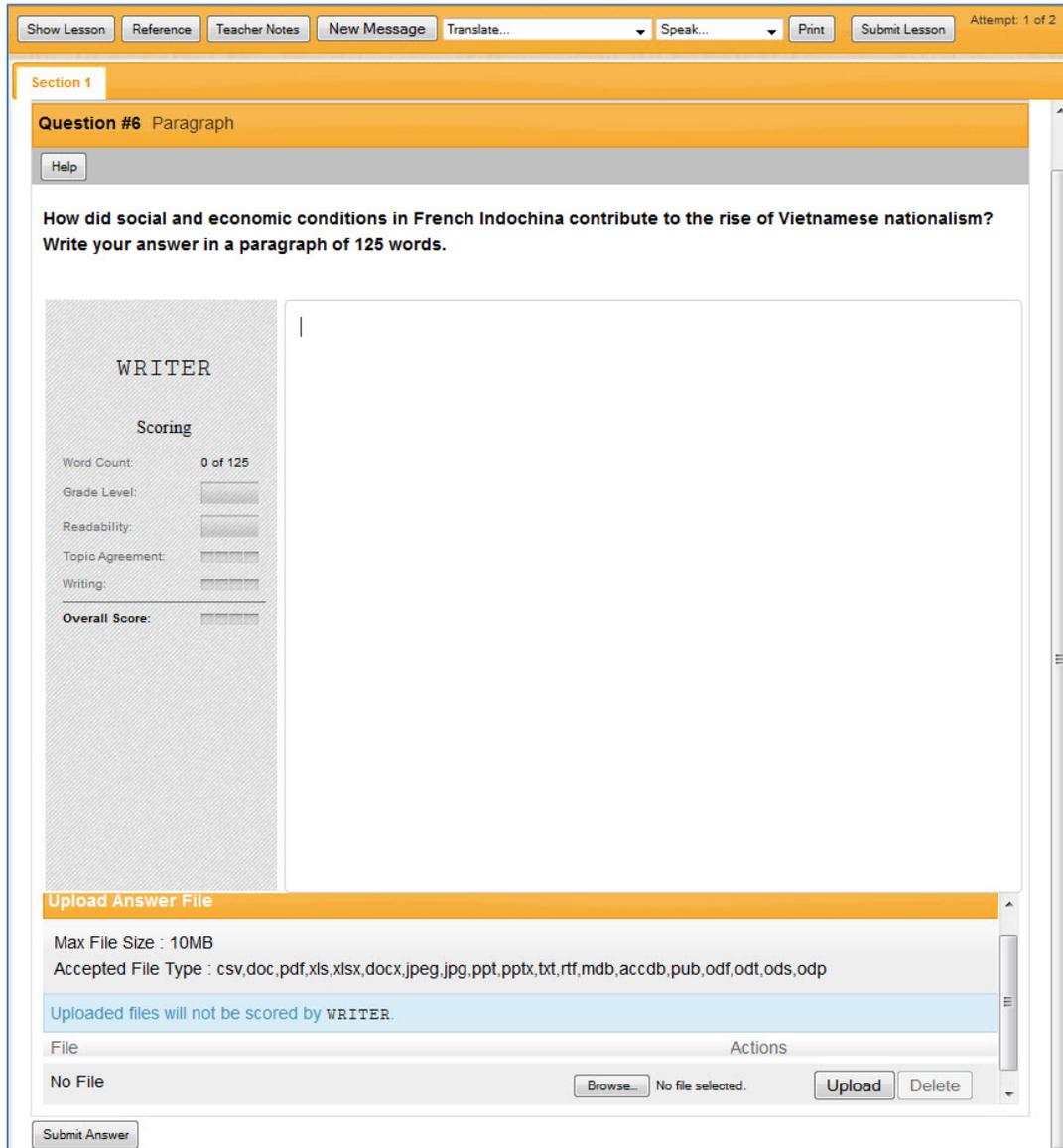


Submit Lesson ✕

Your Score: Manual Grading Required

You have submitted your lesson. Select 'OK' to go to the My Courses Page.

OK

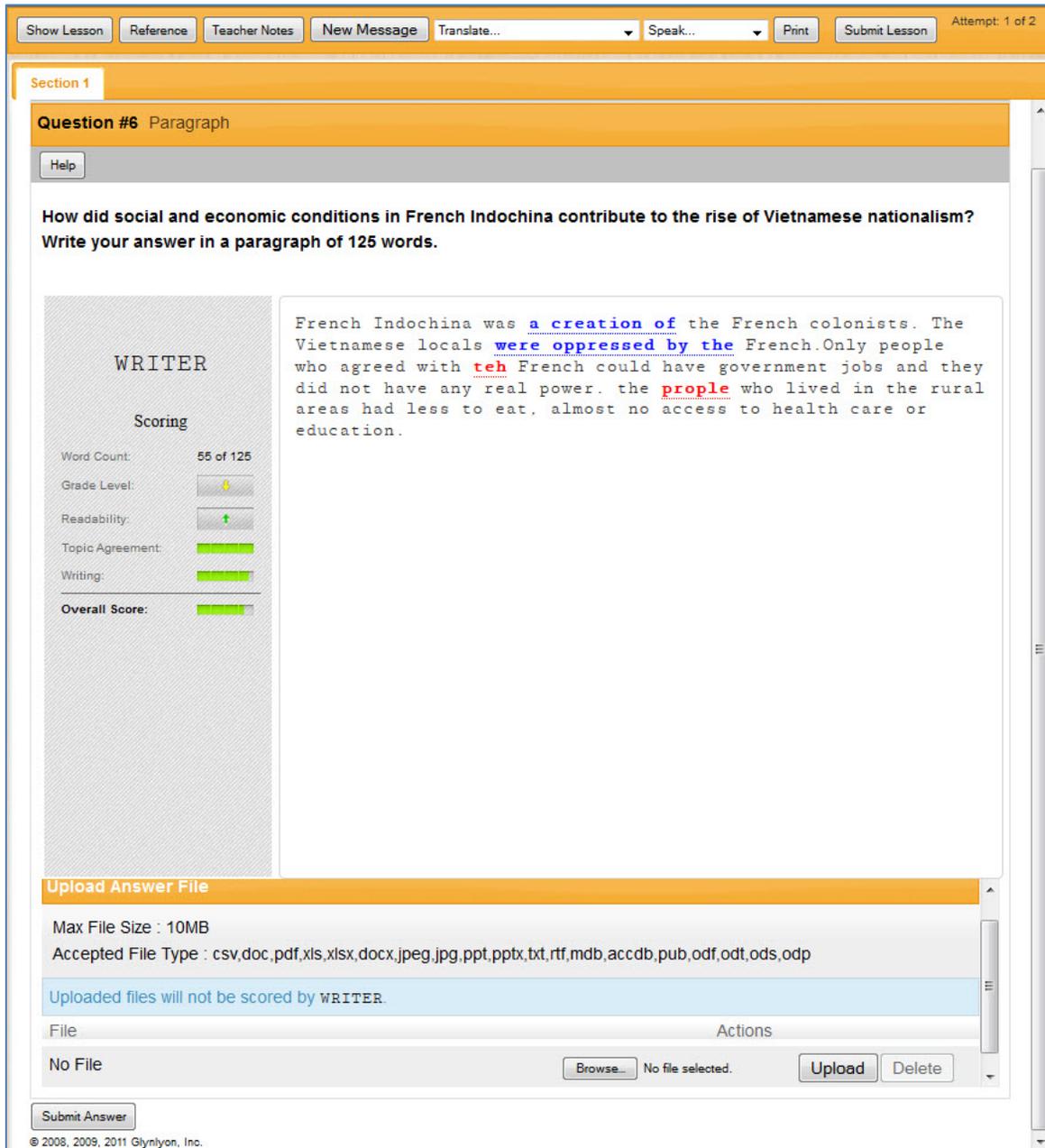
Writer


The screenshot shows the OdysseyWare interface for a writing assignment. At the top, there are navigation buttons: Show Lesson, Reference, Teacher Notes, New Message, Translate..., Speak..., Print, and Submit Lesson. The current attempt is 1 of 2. Below this is a section header 'Section 1' and a question header 'Question #6 Paragraph'. A 'Help' button is visible. The question text reads: 'How did social and economic conditions in French Indochina contribute to the rise of Vietnamese nationalism? Write your answer in a paragraph of 125 words.' Below the question is a large text input area. To the left of the input area is a 'WRITER' sidebar with a 'Scoring' section. The scoring section includes: Word Count: 0 of 125; Grade Level: [Progress bar]; Readability: [Progress bar]; Topic Agreement: [Progress bar]; Writing: [Progress bar]; Overall Score: [Progress bar]. Below the input area is an 'Upload Answer File' section with a maximum file size of 10MB and a list of accepted file types: csv, doc, pdf, xls, xlsx, docx, jpeg, jpg, ppt, pptx, txt, rtf, mdb, accdb, pub, odf, odt, ods, odp. A message states: 'Uploaded files will not be scored by WRITER.' Below this is a table with columns for 'File' and 'Actions'. The table shows 'No File' selected. At the bottom of the interface is a 'Submit Answer' button.

Type your answer to the question in the open block, click the **Submit Answer** button at the bottom of the page. This does NOT submit the assignment as complete, but it does allow **Writer** to review your response and show you spelling errors (**red text**) and grammar suggestions (**blue text**). Right-click over the red or blue text. If it is a spelling error, **Writer** gives you the suggested correct spelling of the word. If it is a grammar error, you can select **Explain...** option to see why **Writer** thinks you should rewrite that portion of your work.

In the box on the left-hand side of your essay you see your current word count, if you are writing to your grade level, if the essay is readable, if what you have written is in agreement with the topic assigned and an indication if your overall writing structure is appropriate to your grade level. You also get some idea of an overall score. Once you click **Submit Answer** you can edit and click the button again, see if there is improvement in your scores. You can do this as many times as necessary. You can also use the Help button on the question to ask your teacher to review what you have written before you submit it for a final score.

Here's an example of what it looks like once you have clicked the **Submit Answer** button at least once.



The screenshot shows the OdysseyWare interface for a student. At the top, there are navigation buttons: Show Lesson, Reference, Teacher Notes, New Message, Translate..., Speak..., Print, and Submit Lesson. The current attempt is 1 of 2. Below this is a section header for "Section 1" and a question titled "Question #6 Paragraph". A "Help" button is visible. The question text asks: "How did social and economic conditions in French Indochina contribute to the rise of Vietnamese nationalism? Write your answer in a paragraph of 125 words." The student's answer is displayed in a text area, with a WRITER scoring tool overlaid on the left. The WRITER tool shows a word count of 55 of 125, a grade level indicator, a readability indicator, and a topic agreement bar. The overall score is also shown. Below the answer area is an "Upload Answer File" section with a maximum file size of 10MB and a list of accepted file types. A message states "Uploaded files will not be scored by WRITER." At the bottom, there is a "Submit Answer" button and a copyright notice for Glynlyon, Inc.

Click the **Submit Lesson** button at the top of the page when you are finished with the assignment and ready for your teacher to give it a grade.

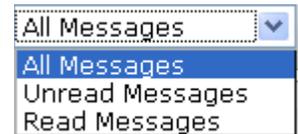
Messages

Your administrator may have established a messaging system for use within ODYSSEYWARE. If so, you see a **Messages** tab to the right of the **My Courses** tab. If you do not see this tab, your administrator has chosen not to use messaging within the application.

When you click the **Messages** tab, your **Inbox** automatically displays. Notice across the top row there are several drop-down menus and buttons. Let's briefly walk through each.



- **Inbox** – click this drop-down menu to display your **Sent** items or **Archived** items.
- **All Messages** – clicking this drop-down menu allows you to filter your **Inbox** to display only messages you have already read or ones you have not read yet.
- **New Message** – click this button to open a new message screen
- **Mark as Read** – click the box in the far right column of a row with an unread message and click this button to mark it as read.
- **Mark as Unread** – click the box in the far right column of a row with a message you have read and click this button to mark it as unread.
- **Archive** – click the box in the far right column of a row with a message and click this button to move the message out of your inbox and into the archive folder.



Inbox

Each message appears in a row of your **Inbox**. To simply read the message, double-click the row containing the above information. Each row offers information about the message:

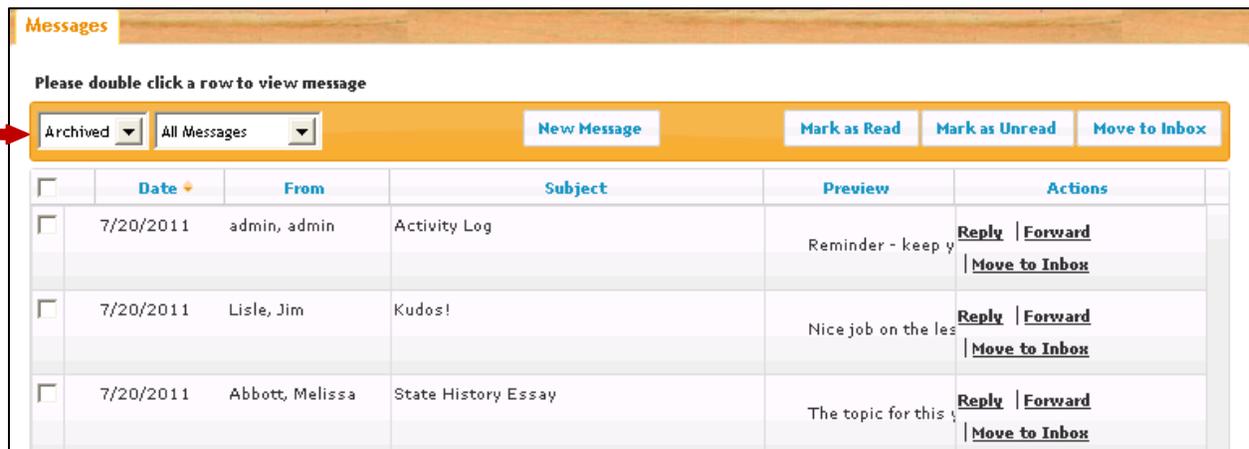
- **Selection column** – click the checkbox () in the first column to select the message. Use this column to quickly perform the same action to multiple messages, for example, move several messages to the archive folder.
- **New Message Indicator** – displays a dot as a new message indicator (●). If the column is blank, this message has already been viewed.
- **Date:** the date the message was received (Notice the arrowheads to the right of Date? This indicates you can sort your inbox in ascending or descending order based on the date the message was received.)
- **From:** Tells you who sent the message.
- **Subject:** Title of the message sent
- **Preview:** Gives you the first few words of the message.
- **Actions:** Click one of the three links, **Reply**, **Forward**, or **Archive** to handle the message.

Messages					
Please double click a row to view message					
Inbox ▾ All Messages ▾		New Message		Mark as Read Mark as Unread Archive	
<input type="checkbox"/>	Date ↕	From	Subject	Preview	Actions
<input type="checkbox"/>	09:14AM	Abbott, Melissa	World Civilizations : 1. THE BEGINNINGS OF HUMAN SOCIETY : 4. Study Methods	Zoe,What's going on? This is not like you.Let's meet later today or fi...	Reply Forward Archive
<input type="checkbox"/>	09:10AM	Carney, Audrey	English I : 1. READING AND WRITING : 9. Drafting	Zoe,I know you have been busy, but you are capable of so much more! Let's try th...	Reply Forward Archive
<input type="checkbox"/>	09:05AM	Hunter, Dave	Lab time	Don't forget you have time scheduled in the lab this afternoon!	Reply Forward Archive
<input type="checkbox"/>	09:04AM	Coulter, Jason	Help Reply - Evaluating Expressions - Problem # 1	Jason Coulter: Sure, stop by my office around 10.	Forward Archive View Lesson
<input type="checkbox"/>	08/12/2013	Abbott, Melissa	World Civilizations : 1. THE BEGINNINGS OF HUMAN SOCIETY : 3. Who Studies History?	Pay particular attention to the definition of archaeology in this lesson.	Reply Forward Archive
<input type="checkbox"/>	07/09/2012	admin, admin	New Schedules	Don't forget to send in your class requests by Friday.	Reply Forward Archive

Archived

Since you cannot delete messages from your **Inbox**, one way to manage the number of messages in your **Inbox** is to move them to your **Archive Messages** page. It looks much like your **Inbox** and just as with the **Inbox**, each message is on a separate row. The columns are all the same, the two differences are:

1. The last link in the **Actions** column allows you to move the message back to the **Inbox**
2. The **Move to Archive** button is now **Move to Inbox**.



Messages

Please double click a row to view message

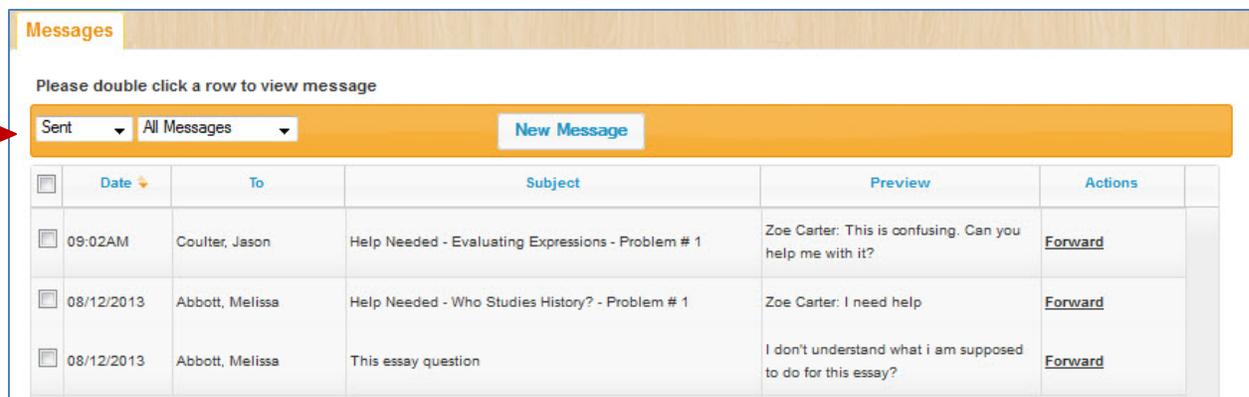
Archived | All Messages | New Message | Mark as Read | Mark as Unread | Move to Inbox

<input type="checkbox"/>	Date	From	Subject	Preview	Actions
<input type="checkbox"/>	7/20/2011	admin, admin	Activity Log	Reminder - keep y	Reply Forward Move to Inbox
<input type="checkbox"/>	7/20/2011	Lisle, Jim	Kudos!	Nice job on the les	Reply Forward Move to Inbox
<input type="checkbox"/>	7/20/2011	Abbott, Melissa	State History Essay	The topic for this t	Reply Forward Move to Inbox

Sent

The **Sent Messages** page contains a list of each message you have sent. Again, as with the **Inbox**, each message appears on a separate row. The columns are the same. There are a few differences:

1. The only link in the **Actions** column allows you to forward the message to someone else within the system.
2. **New Message** is the only button available.



Messages

Please double click a row to view message

Sent | All Messages | New Message

<input type="checkbox"/>	Date	To	Subject	Preview	Actions
<input type="checkbox"/>	09:02AM	Coulter, Jason	Help Needed - Evaluating Expressions - Problem # 1	Zoe Carter: This is confusing. Can you help me with it?	Forward
<input type="checkbox"/>	08/12/2013	Abbott, Melissa	Help Needed - Who Studies History? - Problem # 1	Zoe Carter: I need help	Forward
<input type="checkbox"/>	08/12/2013	Abbott, Melissa	This essay question	I don't understand what i am supposed to do for this essay?	Forward

To access the **Archive** or **Sent** mail boxes, use the drop-down menu on the far left-hand side of the top row of the **Inbox**.

Don't forget to **Logout** when you are done! (Link is in the top right corner of each page.)