



**Odysseyware®**

**v2.51**

**Student User Guide**

Released 10/2019

## Odysseyware® v2.51 Student User Guide

Released 10/2019

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### Odysseyware®

300 N. McKemy Avenue

Chandler, AZ 85226

## Helpful resources

### Technical Support

Phone - Toll Free: 877.251.6662

Days/Time - Monday - Friday 7 am - 11 pm (CT) and Saturday - Sunday 1 pm - 7pm (CT)

Go to: <http://www.odysseyware.com/support>

Email: [support@odysseyware.com](mailto:support@odysseyware.com)

### Odysseyware Knowledgebase

- Go directly to the Odysseyware Training Resources **Knowledgebase** page at: <https://www.odysseyware.com/training-resources>. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the navigational links to access user guides, videos, and other helpful resources related to the selected link.



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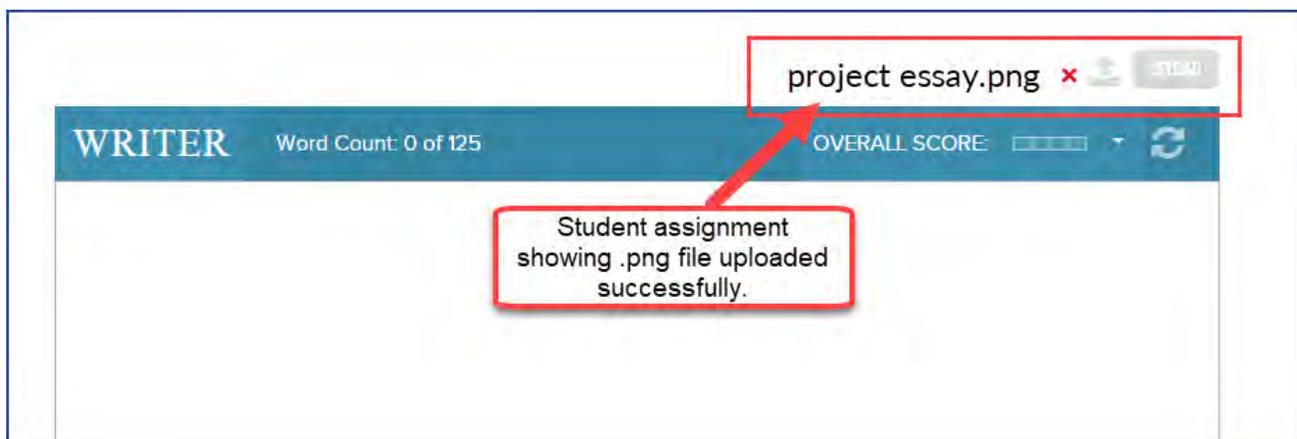
## What's new in this release of Odysseyware® v2.51

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Odysseyware v2.51 contains an improvement for Students when uploading files for a project and essay questions.

**Improvement: The .png file type is now allowed for uploading files when completing projects and essay questions.**

To better support students, the .png file type was added to the list of acceptable file formats to upload for projects and essay questions. We received many requests for this feature because .png files are the default file type for many screenshot programs on devices.



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# Welcome to Odysseyware®

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Welcome, Student!

Odysseyware is a web-based learning environment featuring media-rich, online curriculum for grades 3 through 12. This premiere online learning experience allows you to:

- Easily access your assignments in the order assigned.
- See how you are doing in all your assigned courses and where you might need help.
- Prepare for quizzes and tests and see your results.
- Get help when necessary.
- Actively send messages to and receive messages from your teachers.

## About this guide

This guide is for Odysseyware students and it explains:

- How to log in and out of Odysseyware.
- About the top toolbar and buttons you use to get to your assignments and courses.
- What you see when you open a Lesson and how to use the student tools.
- How to answer questions in Lesson and Projects and view your results.
- How to prepare for Quizzes and Tests and view your assessment results.
- How to view details about your current progress in your courses, such as the number of assignments remaining and how many assignments you need to complete a day to stay on track.
- How to use the internal messaging system to communicate with your teachers.
- Resources available to students.

## Let's get started

Your school should have provided you with a URL which allows you access to Odysseyware. When you enter the URL in a supported browser, a Login page appears, possibly looking like the example below.



**Note:** The Login page shown here is an example Odysseyware school. Your school may have a customized Login page.



## Logging in

How you log in depends on whether or not your school has enabled Single Sign-On (SSO) functionality with Odysseyware. Simply put, SSO is a process where a user enters one name and password (credentials) to access multiple applications, such as how you can use your Google credentials to log in to other web applications. SSO is also available through Partner Integration contracts, such as Clever™ and ClassLink®.

- For schools *without* enabled SSO functionality, **Example A Login box** appears. This means you should have received a username and password from your school.
- For schools *with* enabled SSO functionality, the **Example B Login box** appears. You will use your username and password for your school's Identity Provider (IDP), such as Google or Microsoft® AZURE™, to log in.



**Note:** For schools using SSO with Clever or ClassLink, you log into the Clever or ClassLink application first, then from your portal or dashboard, you click the icon to open Odysseyware. If you are associated to multiple Odysseyware schools, you can select which one to use.

To log in:

- If your school has not enabled Single Sign-On (SSO), enter the Username and Password your school provided you, and then click the **READY, SET, LEARN** button. You are immediately logged in to Odysseyware.
- If your school has enabled SSO, click the **Sign In With [AZURE][Google][Other IDP]** button, then enter your credentials for your school's site. You are immediately logged in to Odysseyware.



## Logging out



**Note:** If your login was not successful, and depending on whether or not your school has enabled SSO functionality, you may see a message letting you know that your account may be disabled, or that we couldn't find you in the system. If you see a message and cannot log in, contact your school's administrator. For some types of login issues, your school's Admin may receive a System Support message in their Odysseyware Inbox notifying of user login issues.

## Logging out

We recommend that all users log out of the application before closing the browser tab so that all connections are satisfactorily closed and logout times can accurately be recorded. This is important because several student activity reports use students' login and logout times for attendance reporting.

- Click the **Sign Out** button located in the upper right of the application.

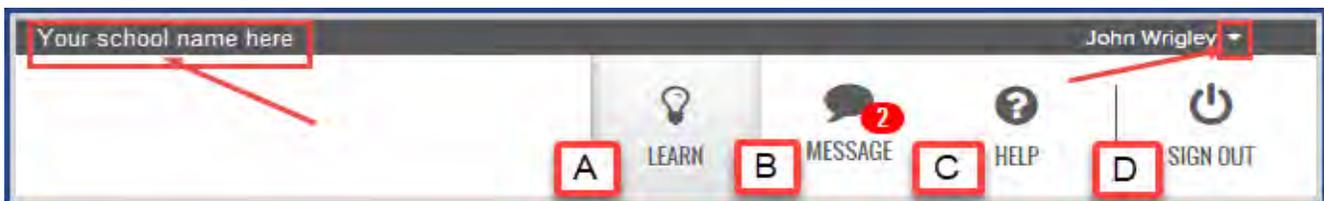


**Note:** For schools using SSO, when you click the **Sign Out** button, you are only logged off of Odysseyware. You are still logged into your organizational account or partner integration application.

## Learn about the top toolbar and buttons

After you log in, and you have watched or skipped the video introduction, you see the **Learn > Assignments** page. This page is also known as your "Home page".

Let's take a quick look at the toolbars and features on this page. The **Learn > Assignments** page contents are explained later in the guide. At the top of the application is an **identification bar (id bar)** and a **toolbar** as shown in the example below.



This id bar and toolbar are visible from every page while you are logged in so that you can easily move to other places in the application. You see:

- Your school name in the upper left and you might see your school logo. Some schools may have customized colors and logos.
- Your name in the upper right. If you see a drop-down arrow next to your name, this means you have the "Change Password\*" permission. You can click the drop-down arrow to enter, confirm, and save a new password.



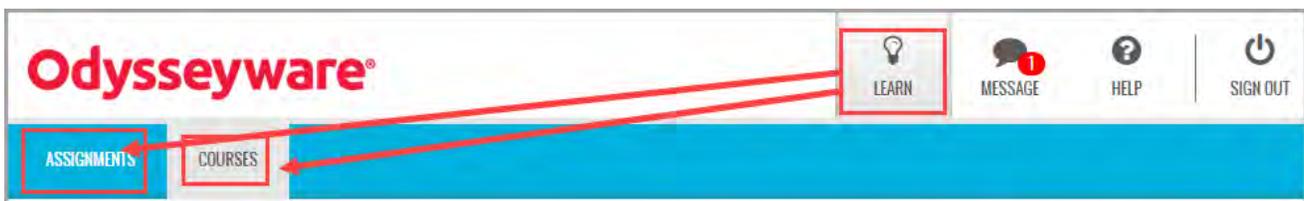
**Note:** If your school has Single Sign-On (SSO) functionality, the **Change Password** feature is hidden because with Single Sign-On, you use your school credentials to log in and do not have to set a password in Odysseyware.



Buttons on the toolbar (identified in the example above) let you access other features.

Item	Button	Description
A		<p>Click it to open your <b>Assignments</b> page. The <b>Assignments</b> page shows all the assignments you should be working on first for all your courses See <a href="#">"View and open your current assignments" on page 11.</a></p> <p>While on the <b>Assignments</b> page, you can click the <b>Courses</b> tab to see detailed information about your courses, units and assignments. See <a href="#">"View your courses and current progress on your Learner Dashboard" on page 15.</a></p>
B		<p>Click it to go to your messaging <b>Inbox</b> so that you can send messages to and read messages from your teachers. A red circle beside the <b>Message</b> button tells you the number of unread messages in your <b>Inbox</b>. See <a href="#">"Communicate with your teachers using internal messaging" on page 65.</a></p>
C		<p>Click it to access helpful information, including the Technical Support details and App Info details you may need to provide to Tech Support. You see an <b>FAQ</b> page that may answer some question for you about using Odysseyware. Two other helpful tools are the <b>What's New</b> page and the <b>Resources</b> page. Click those tabs to see what is available to provide support and guidance. See <a href="#">"Access helpful resources" on page 73.</a></p>
D		<p>Click it to log off and close the application. This is important so that your time in the application is accurately recorded.</p>

When you click the **Learn** button on the top toolbar, a **main navigation bar** (navbar) appears with two important tabs:



- **Assignments** tab – Click this tab to see and open the assignments you should be working on for each assigned course. See ["View and open your current assignments" on page 11.](#)
- **Courses** tab – Click this tab to see all your courses on a "Learner Dashboard" where your progress in each course is displayed and you can quickly "jump into" the units and assignments for each course. See ["View your courses and current progress on your Learner Dashboard" on page 15.](#)



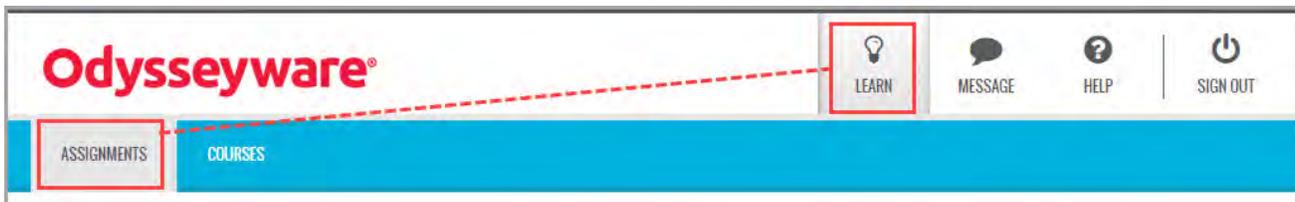


**Tip:** You also use the **Courses** tab to open completed assignments so that you can review your work before starting quizzes and tests. See ["Review your completed assignments before beginning quizzes or tests" on page 59.](#)

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## View and open your current assignments

Your **Learn > Assignments** page is the default page that you see after logging in and closing the video.



The **Assignments** page shows you all of your courses (subjects) and the assignments you have in "Assigned" status for the first unit in each course. As you successfully work on and submit an "Assigned" assignment, the next "Assigned" assignment for the unit appears in this list. You will only be able to work on assignments that have been made available to you by your teacher. To learn more about courses and units, see "[View your courses and current progress on your Learner Dashboard](#)" on page 15.



**Tip:** Project assignments in a unit are automatically set to "Assigned" so that you can work on the projects at any time. To learn more, see "[Open and work on projects and essays](#)" on page 49.



The **Assignments** page details and tools, identified above, let you open an assignment to work on it, quickly know if an assignment is overdue, and if an assignment has been blocked by your teacher. You also see your score if you attempted the assignment before, but did not pass it.

Item	Info/Feature	Description
A	Course name	The gray bar shows the course name.
B	Due	Due date for the assignment. If the assignment is past the due date, you see an <b>Overdue</b> notification in a different color.
C	Assignment symbol 	<p>Assignment type symbol. See "<a href="#">Assignment type symbols</a>" below.</p> <ul style="list-style-type: none"> <li>Hover over the symbol to see the <b>Start Date</b> and <b>Teacher's name</b>.</li> </ul> 
D	Assignment title	Title of the assignment.
E	Score	Assignment score if you have attempted the assignment at least once already. If you haven't attempted the assignment, no score appears.
F	Status	Status of the assignment. Typically, it will show a Status of <b>Assigned</b> .
G	Go To  arrow	Click the arrow (or anywhere in the assignment bar) to open an assignment and start working on it.
H	Assignment Blocked  symbol	Indicates the assignment cannot be started until you message your teacher to unblock it. See " <a href="#">Request to unblock assignments</a> " on the facing page.

### Assignment type symbols

Odysseyware uses symbols for each assignment type within an assignment unit so that you can easily identify the type of assignment.

Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
	Alternate test (Pre-test)		Quiz		Alternate quiz
	Lesson		Reference, such as a Course Overview, Glossary and Credits. Typically, Reference assignments are Assigned by default, but do not have a Due Date.		Alternate semester test



Request to unblock assignments

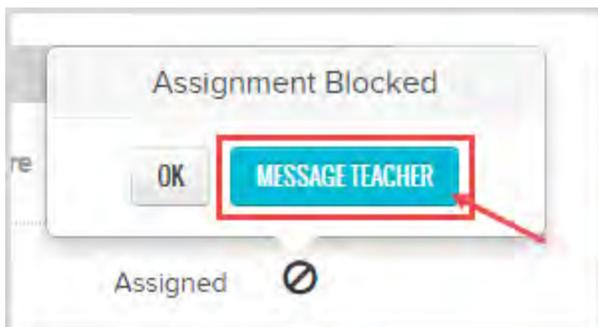
Symbol	Assignment type	Symbol	Assignment type	Symbol	Assignment type
P	Project	T	Test (or Unit Test)	AF	Alternate final test
F	Final exam (test)	S	Semester exam (test)	RV	Review

Request to unblock assignments

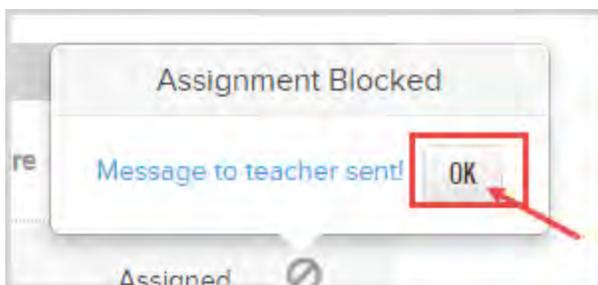
You may see an **Assignment Blocked**  symbol instead of the **Go To**  arrow when you want to open an assignment. The **Assignment Blocked** symbol appears if your school has set options to block students' progress in lessons, quizzes, or tests. Or, your teacher may have set an assignment into a Blocked state because she wants to be notified when you start the assignment. The **Assignment Blocked** symbol indicates you cannot proceed until the teacher has unblocked the assignment.

Essentials of Business					
Due	Type	Title	Score	Status	
06/18/2018	L	Your Role in Business	--	Assigned	

1. To request that your teacher unblock the assignment, click the **Assignment Blocked** symbol.
2. Click the **Message Teacher** button.



3. On the confirmation message, click **OK**.



The **Blocked Assignment** symbol appears disabled to indicate you have already sent the Unblock request. Your teacher receives an **Unblock Assignment** request notification and when the assignment is unblocked, you see the **Go To** arrow which indicates you are able to start the assignment.

Essentials of Business					
Due	Type	Title	Score	Status	
06/18/2018	L	Your Role in Business	--	Assigned	

## View your courses and current progress on your Learner Dashboard

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When you click the **Learn** button on the top nav bar, and then click the **Courses** tab, the first page that appears is your **Courses** page, also known as your "Learner Dashboard".

You see important information about how you are doing in each course assigned to you. You see your current progress and whether or not you are on track, behind, or ahead in the course pacing. This type of "Learner Dashboard" keeps you informed of how you are doing in a course and lets you know how many more assignments you need to do to get back on track. Details about your Learner Dashboard are explained in ["See details about your courses' progress on your Learner Dashboard" below](#)

Next, from a selected course, you can go to a **Units** page ["What you can see and do for units in your assigned courses" on page 19](#) which shows all the units in the selected course and important information about each unit, such as your start date, your progress in the unit and your unit score. For more information, see ["What you can see and do for units in your assigned courses" on page 19](#).

Then, from a selected unit, you can go an **Assignments** page. It is from this **Assignments** page that you see important information about each assignment, such as the due date, score, and status. You can open assignments you need to work on. For more information, see ["What you can see and do for assignments in your assigned courses" on page 21](#).

And, from the **Assignments** page, you can open *completed* assignments so that you can study for upcoming quizzes and tests. See ["Review your completed assignments before beginning quizzes or tests" on page 59](#).



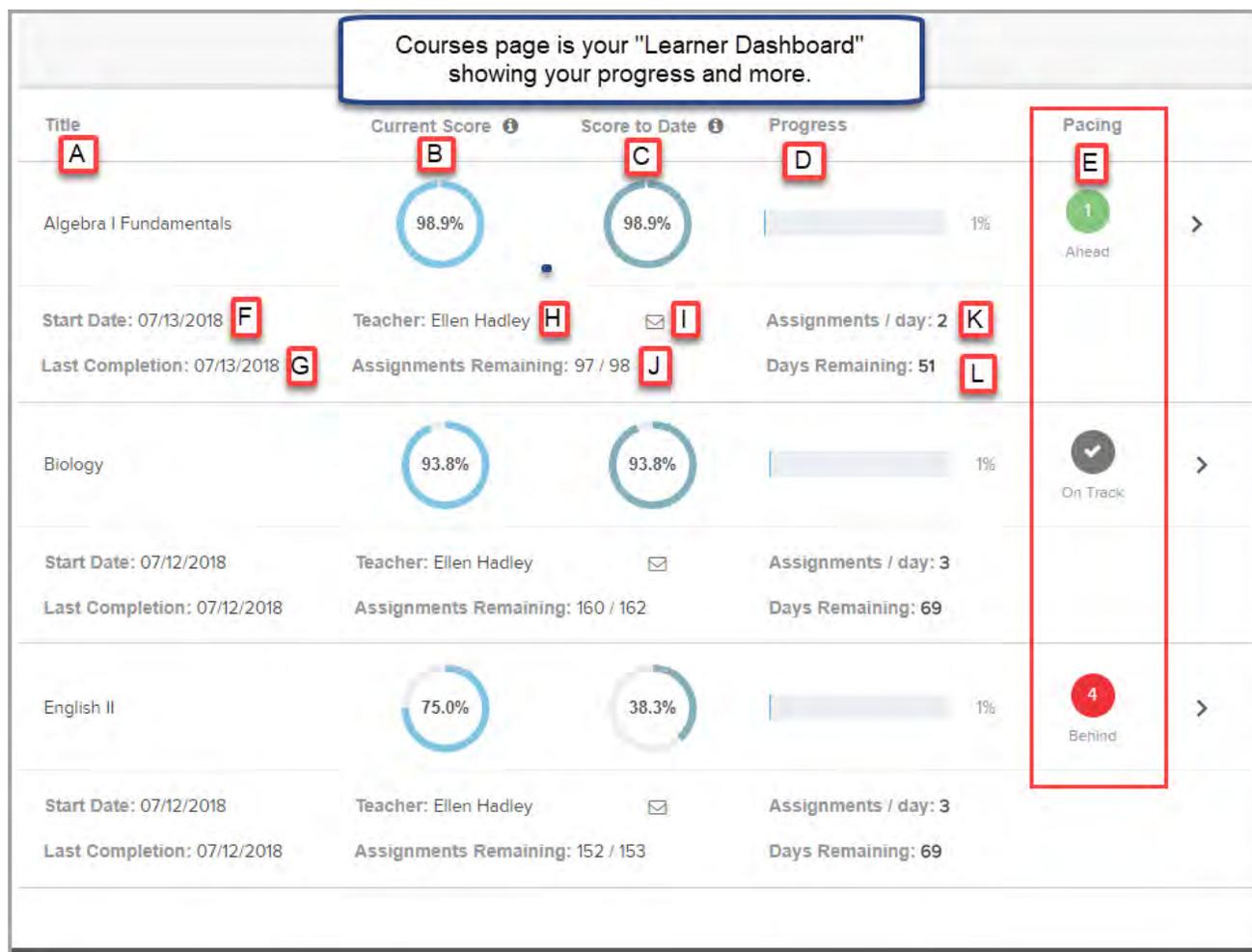
**Tip:** Depending on how your school permissions to review graded quizzes and tests and see correct and incorrect answers is set up, completed questions may have color-coded symbols so you can easily see which questions you answered correctly, which were incorrect, and any questions you got partially correct. See ["Review results of quizzes and tests" on page 63](#).

## See details about your courses' progress on your Learner Dashboard

Your **Courses** page is your "Learner Dashboard" where you see a list showing each course (subject) you are enrolled in and details of your current progress in each course, such as your current score, number of assignments remaining for the course, and how your pacing (completing of assignments by the Due date) is going.



**Tip:** Seeing your course progress in a Learner Dashboard can help you to keep on track to complete the course. Or, if you feel you might not complete the course on time, you can ask for help from your teacher.



This table explains the important details identified in the above sample "Learner Dashboard".

Item	Feature	Description
A	Title	Course title. May include the course year, state identifier, and course code.
B	Current Score	<p>Your current score in the course based on assignments you have turned in and have been graded.</p> <div style="border: 1px solid #0070C0; padding: 5px;"> <p><b>Note:</b> For example, on the current date, you have completed two lessons in the first unit. Your grades on the two completed lessons are 80% and 90%. So, your current score would calculate to: <math>80 + 90 = 170</math>. Now, divide 170 by 2 (lessons) so <math>170/2 = 85\%</math>.</p> </div>
C	Score to Date	Your score to date in the course based on completed assignments (those that have been graded and turned in and are awaiting teacher action) and overdue assignments which are counted as zero percent (0%).



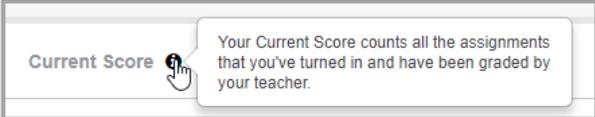
See details about your courses' progress on your Learner Dashboard

Item	Feature	Description
		 <p><b>Note:</b> For example, on the current date, you should have completed four lessons in the first unit. You have completed two lessons and two lessons are overdue. Your grades on the two completed lessons are 80% and 90%. So, your score to date would calculate to: <math>80 + 90 = 170</math>. Now, divide 170 by 4 (lessons) so <math>170/4 = 42.5\%</math>.</p>
D	Progress	<p>Your progress in the course indicated by a progress bar and percent complete.</p>  <p><b>Note:</b> For a standard enrollment, course progress is calculated based on the number of graded assignments divided by the total number of assignments in the course. Skipped assignments and units do not count in the total. For example, you have two graded assignments and the total number of assignments in the course is 50. Your course progress is: <math>2/50 = .04\%</math>. For a CRx enrollment, overall progress is an average of the individual unit progress.</p>
E	Pacing	<p>Indicates whether you are ahead, on track, or behind in the course. If ahead and behind, the number of assignments appears in a colored indicator.</p> <p>Green with number  Ahead - Indicates the number of assignments you are ahead of the pacing.</p> <p>Red with number  Behind - Indicates the number of assignments you are behind in pacing.</p> <p>Gray with checkmark  On Track - Indicates you are on track.</p>
F	Start Date	Date you started working on the course.
G	Last Completion	Date you last completed an assignment in the course.
H	Teacher	Shows the name of the primary teacher for the course.
I	Message tool	Let's you easily write a message to your teacher. Maybe you need help. See " <a href="#">Message a teacher for help with a course</a> " on the next page.
J	Assignments Remaining	The first number is the assignments remaining in the course and the second number is the total number of assignments in the course.

Item	Feature	Description
K	Assignments / day	Number of assignments you must work daily to complete the course by the term end date assigned by your teacher or Admin.
L	Days Remaining	Number of working schooldays left in the course until the term end date. This number counts down to 0 which indicates that the course term end date has passed. To learn what happens next, see <a href="#">"What happens when a course term ends?" on page 24.</a>

### Helpful course tools

Several helpful tools are available on your **Courses** page, Learner Dashboard.

Tool	Description
Info ⓘ tool	<p>Hover over the tool to see the explanation of how the Current Score and Score to Date are calculated.</p> 
Forward > arrow	Click the arrow to go to the units in the course. To learn more, see <a href="#">"What you can see and do for units in your assigned courses" on the facing page.</a>

### Message a teacher for help with a course

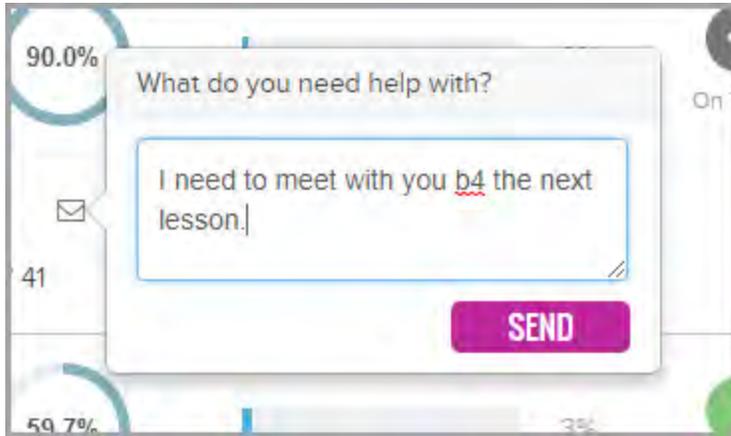
If you need help with a course, maybe you are behind with your assignments, or you noticed that an assignment in the course needs final teacher grading, you can easily send your teacher a message.

- On the toolbar, click **Courses**.  
All of your assigned courses appear on the page.
- For a course, click the **Message**  tool located next to the Teacher's name.



- In the **What do you need help with** text box, type your message. As you start typing, the **Send** button becomes active.

## What you can see and do for units in your assigned courses



4. When finished with your message, click **Send**.  
A **Message Sent** indicator appears at the bottom of the message, and then the message box disappears.
5. If your school allows student messaging, other than asking for help with assignments or messaging with courses, click the **Message** button on the top toolbar to see the sent message in the **Sent** box. See "[Communicate with your teachers using internal messaging](#)" on page 65.
6. When your teacher responds to the message, you see a red indicator on the **Message** button. Click the **Message** button to see your teacher's response.



## What you can see and do for units in your assigned courses

Your **Courses >Units** page lists each unit in the course you selected on the **Courses** page. You see important details about each unit, including your unit score, progress, start date, and more.



**Tip:** To go back to your **Courses** page, select the left-facing arrow at top of the page.

Title	Score	Progress	Start Date
1. BIOLOGY: THE STUDY OF LIFE	93.8%	13%	07/12/2018
2. BIOCHEMISTRY	--	0%	
3. CELLS	--	Unit Skipped	
4. CELL ENERGY	--	0%	
5. CELL DIVISION AND REPRODUCTION	--	0%	
6. SEMESTER REVIEW AND EXAM	--	0%	
7. GENETICS AND HEREDITY	--	0%	
8. MICROBIOLOGY AND BIODIVERSITY	--	0%	
9. PLANTS	--	0%	
10. ANIMALS AND HUMANS	--	0%	
11. ECOLOGY AND THE ENVIRONMENT	--	0%	
12. SEMESTER REVIEW AND EXAM	--	0%	
13. FINAL EXAM	--	0%	

Units features, identified above, include:

Item	Feature	Description
A	Title	Unit number and title.
B	Score	Your current score in the unit.



What you can see and do for assignments in your assigned courses

Item	Feature	Description
		 <p><b>Note:</b> For example, on the current date, you have completed two lessons. Your grades on the two completed lessons are 80% and 90%. So, your current score would calculate to: <math>80 + 90 = 170</math>. Now, divide 170 by 2 (lessons) so <math>170/2 = 85\%</math>.</p>
C	Progress	<p>Your progress in the unit indicated by a progress bar and percent complete.</p>  <p><b>Note:</b> For a standard enrollment, unit progress is based on the number of graded assignments in the unit divided by the total number of assignments in the unit. For example, the unit has 10 assignments. You have completed two (2). Your progress is <math>2/10 = 20\%</math>. For a CRx enrollment, unit progress is based on if you exceed the Pass Threshold for the unit Pre-test. If you do, then unit progress would be 100%. If you do not exceed the Pass Threshold, then unit progress works like a standard enrollment based on the number of graded assignments.</p>
D	Start Date	The date you started working on assignments in the unit.
E	Unit Skipped indicator	<p>Indicates the unit has been skipped, typically by your teacher. You do not have to do any work on the assignments in the unit. Hover over the <b>Info</b>  tool to see details about the unit being skipped.</p> <div data-bbox="626 1157 1084 1392" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>This Unit has been Skipped.</p> <p>No action is required. If you have any questions, please contact your teacher.</p> </div>
F	Forward > arrow	Click the arrow to see the assignments in the unit (or click anywhere in the unit row).

What you can see and do for assignments in your assigned courses

Your **Courses > Assignments** page contains a list of the assignments in the unit you selected on the **Units** page. There is a lot of important information on this page about each assignment.

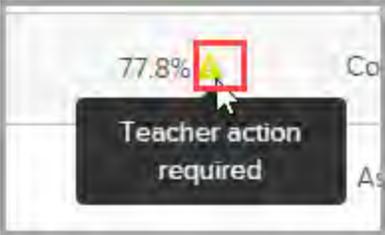
Due	Type	Title	Submitted Date	Graded Date	Score	Status
	R	1. Course Overview	--	--	N/A	Assigned
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded
07/13/2018 Overdue	P	4. Project: Characteristics of Life	--	--	--	Assigned
07/17/2018	Q	5. Quiz 1: Life Science	--	--	--	Assigned
07/17/2018	L		--	--	--	Not Started
07/18/2018	L		--	--	--	Not Started
07/19/2018	L	9. Laboratory Safety	--	--	--	Not Started
07/19/2018	Q	10. Quiz 2: Scientific Investigation	--	--	--	Not Started
07/19/2018	L	11. Introduction to Taxonomy	--	--	--	Not Started
07/20/2018	L	12. Taxonomy: Classification and ...	--	--	--	Not Started
07/20/2018	L	13. Keys to Classification	--	--	--	Not Started
07/24/2018	P	14. Project: Classifying Fruit	--	--	--	Assigned
07/24/2018	Q	17. Quiz 3: Taxonomy	--	--	--	Not Started
07/24/2018	T	19. Test	--	--	--	Not Started
	R	21. Glossary and Credits	--	--	N/A	Assigned

Assignments features, identified above, include:

Item	Feature	Description
A	Due	Due date for the assignment. This column may also show an "Overdue" indicator if the assignment is past due.
B	Type	



What you can see and do for assignments in your assigned courses

Item	Feature	Description
		<p>Assignment type symbol to indicate the type of assignment. See <a href="#">"Assignment type symbols" on page 12</a>.</p> <ul style="list-style-type: none"> <li>• Hover over the symbol to see the type of assignment as well as the <b>Start Date</b> and <b>Teacher</b>. If you haven't started the assignment, you do not see a date.</li> </ul> 
C	Title	Assignment number and title.
D	Submitted Date	Date you submitted the assignment for grading. If you haven't worked the assignment, this column shows two -- symbols.
E	Graded Date	Date the assignment was graded either by the system or by your teacher if Teacher action was required. If you haven't worked the assignment, this column shows two -- symbols.
F	Score	<p>Your current score for the assignment. This score may be the score before your teacher completed grading. If you see the warning symbol indicator next to the score as shown below, that means your score may change once the teacher has completed grading the assignment.</p>  <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;">  <p><b>Tip:</b> Go back to the <b>Courses</b> page, and for the course, click the <b>Message</b>  tool next to the teacher's name to send a message that you are waiting for a grade! See <a href="#">"Message a teacher for help with a course" on page 18</a>.</p> </div>
G	Status	<p>Status of the assignment. Assignment status can be:</p> <ul style="list-style-type: none"> <li>• <b>Assigned</b> - You must do this assignment.</li> <li>• <b>Not Started</b> - Assignment is not Assigned to you just yet.</li> <li>• <b>Completed</b> - Assignment is done by you but needs Teacher action.</li> </ul>

Item	Feature	Description
		<ul style="list-style-type: none"> <li>• <b>Graded</b> - Assignment is done and graded.</li> </ul>
H	Go To  arrow	<p>Click the arrow to open an assignment and start work. Or, for a completed assignment:</p> <ul style="list-style-type: none"> <li>• For a completed lesson or project, you can review it before taking a quiz or test. See "<a href="#">Review your completed assignments before beginning quizzes or tests</a>" on page 59.</li> <li>• For a completed quiz or test, you may be able to view your results. See "<a href="#">Review results of quizzes and tests</a>" on page 63.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  <b>Tip:</b> You can only open your current assignments and already completed assignments. You see all assignment titles. You just cannot open all of them.         </div>
I	Assignment Blocked  symbol	<p>If the assignment is blocked by your teacher, you must request that your teacher unblock the assignment so that you can continue work. See "<a href="#">Request to unblock assignments</a>" on page 13.</p>

### What happens when a course term ends?

Each of your assigned courses has a *term end date*. The term end date was set by your teacher when he enrolled you in the course. You do not see this term end date, but you do see the **Days Remaining** number for the course on your Learner Dashboard (**Courses** page). This **Days Remaining** number indicates the number of  *schooldays*  remaining to work all assignments based on the course term end date.

The screenshot shows the 'Courses' page on the Learner Dashboard. A callout box points to the 'Courses' link at the top. Another callout points to the 'Current Score' and 'Score to Date' gauges, both showing 88.9%. A third callout points to the 'Progress' bar, which is at 35%. A fourth callout points to the 'Days Remaining: 60' indicator at the bottom right of the course card. Other details visible include 'Start Date: 11/05/2018', 'Last Completion: 11/05/2018', 'Teacher: Adminj adminj', and 'Assignments Remaining: 156 / 161'.



**Tip:** The **Days Remaining** number does not include days that your school has decided are non-working schooldays, such as most Saturdays and Sundays.

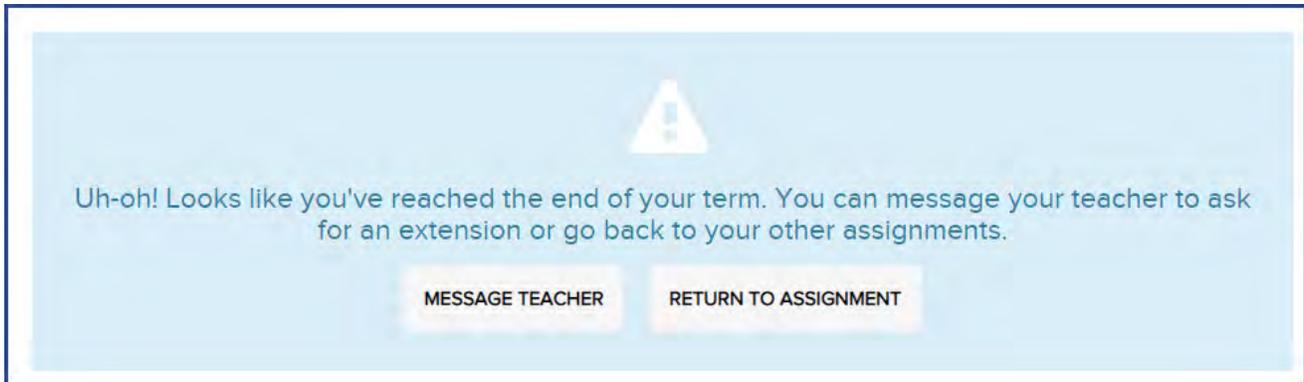
When the **Days Remaining** number shows 0, this means that the course term end date has passed. When you were enrolled in the courses, your teacher had the option to allow you to continue working on assignments past the term end date or to block you from working on assignments past the term end date.



## What happens when a course term ends?

---

- If your progress was not blocked, you can continue working on assignments. When you open the next assignment, you are able to start working on it and submit it for grading.
- If your progress was blocked, when you tried to open the next assignment in the course, you see this alert.



- To continue working, you can click the **Message Teacher** button which alerts your teacher about the term end and that your progress is blocked. When the next alert appears, click **OK** to continue.

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## Open and work on your lessons

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As mentioned earlier in this guide, you have two ways to open an assignment once you click the **Learn** button:

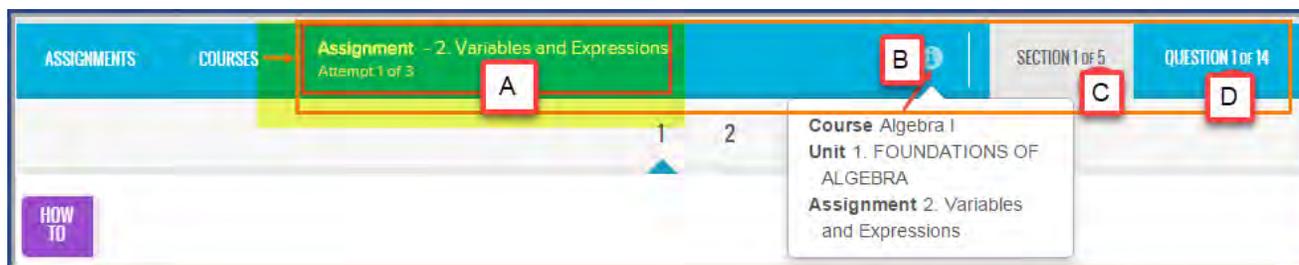
- On the **Assignments** page, click the **Go To**  arrow or click anywhere in the assignment bar.
- Click **Courses**, and then click the right-arrows to move down into a course, then a unit, and then the assignment.

In this section, we'll be looking at the information you need and tools for working on a lesson.

### Lesson nav bar information and tools

To the right of the **Courses** tab, on the nav bar, you see:

- The **Assignment title** (item A below) as well as your **Attempt count**. The Attempt count lets you know which attempt you are currently on for the number of attempts allowed for the lesson.
- An **Info**  symbol (item B) that displays details about the lesson when you hover the pointer over it.
- A **Section** number indicator/button (item C). Most lessons will have more than one sections of instructional content.
- A **Question** number indicator/button (item D). This shows you the number of questions in the lesson.



### Lesson contents and tools

The lesson's instructional content appears in the center section of the page (highlighted in the example below). Surrounding the lesson's content are visual indicators and tools to help you do the work.

The screenshot shows a lesson page titled "VARIABLES AND EXPRESSIONS". At the top, there is a progress indicator with numbers 1 through 5, where 1 is highlighted with a blue triangle and labeled 'A'. Below this, a "HOW TO" button is labeled 'H' with a callout: "Click to see how to add notes." To the right, a vertical toolbar contains icons for printing (labeled 'D'), a globe (labeled 'E'), a document with a magnifying glass (labeled 'F'), and a microphone (labeled 'G'). A callout labeled "Lesson tools" points to this toolbar. The main content area includes an "OBJECTIVES" section with three bullet points, a "VOCABULARY" section with a list of terms and definitions, and a "Vocab Arcade" button with a game controller icon labeled 'C' and a callout: "Click to play Vocab Arcade activities (games)". A callout labeled 'B' points to a play button icon next to the word "expression" in the vocabulary list: "Click to hear pronunciation of word". Below the vocabulary is a "Notebook" section with text. At the bottom, a "What would you like to do next?" prompt has two buttons: "WORK ON QUESTIONS" labeled 'I' and "READ NEXT SECTION" labeled 'A'. A callout for 'I' says: "Click this button to work on questions", and a callout for 'A' says: "Click this button to read the next section".

Because you may have several attempts allowed for a lesson, use these helpful steps to assist you in completing your work.

## Work on lessons

Lesson content and tools identified on the example above are explained in the following steps.

To work on a lesson:



## Message your teacher for help with assignment questions

1. Read all sections of the lesson, view the videos, slide shows, and listen to the audio clips.
2. To move to the next section, click the **Read Next Section** button (item A) or click the section numbers at the top of the page.
3. Read and listen to the pronunciation of any vocabulary words (item B). See ["Hear pronunciation of vocabulary words" on the next page](#).
4. Use the **Vocab Arcade** (item C) activities to practice spelling the vocabulary and test your memory on the definitions. See ["Use the vocabulary and spelling activities" on page 31](#).
5. Use the lesson tools:
  - To print this assignment, with or without your notes and the teacher's notes, click the **Print** tool (item D). See ["Print assignment contents and notes" on page 39](#).
  - To see more information about assignment text, highlight the text, and then click the **Reference** tool (item E). See ["View reference information about assignments" on page 33](#).
  - To translate assignment text to another language and hear an audio version of the translated text, highlight the text you want to translate, then click the **Translate** tool (item F) and select a language. See ["Translate assignment text into a different language" on page 34](#).
  - To hear an audio version of assignment text, highlight the text you want to hear, then click the **Speak as** tool (item G). See ["Select a voice to speak the assignment text" on page 33](#).
6. Use the **Notes** feature (item H) to write a note to yourself or to your teacher about the lesson. Or, there might be a note from your teacher to read. See ["Write and read notes for assignments" on page 37](#).
7. When ready to answer the lesson's questions, click the **Work on Questions** button (item I) and answer each question. See ["Answer assignment questions and view your results" on page 41](#).



**Tip:** Questions are set up so that you know the section to help you find the answer.

- a. Click **Next Question** or the question number at the top to move to the next question.
- b. If you need assistance with a question, click the **Ask For Help** button to send a message to your teacher. See ["Message your teacher for help with assignment questions" below](#).
- c. Click the section button at top of screen to return to the lesson.
- d. Click the **Turn It In** button when finished with all questions in all sections, or to leave the lesson without completing it, on the main nav bar, click **Assignments** or **Courses**.

## Message your teacher for help with assignment questions

While you are working on an assignment's questions, you can click the **Ask For Help**  **ASK FOR HELP** tool to send a message to your teacher. Your teacher receives the message and can respond to it. When your teacher responds, you are notified of the new message.

To send an assignment question help message and read your teacher's response:

1. Open an assignment, and then click the **Work on Questions** button.
2. Click the **Ask For Help**  **ASK FOR HELP** tool.
3. In the **What do you need help with** page, in the **Write message** text box, type your message. As you start typing, the **Send** button becomes active.

- When finished with your message, click **Send**.

A **Sent** indicator next to the **Ask for Help** tool lets you know that the message has been sent to your teacher.



- To close the help requested page, click the **Ask For Help** tool again.

The sent message appears in the **Sent** box of your messages. See ["Communicate with your teachers using internal messaging" on page 65](#).

When the teacher responds, you are notified of a new message. The **Message**  button on the top nav bar has a red indicator. Or, if you open the assignment, the **Ask For Help**  tool has a red **New** indicator.

- To view the message, click the **Message** button, and then click the message to read your teacher's response.

Or

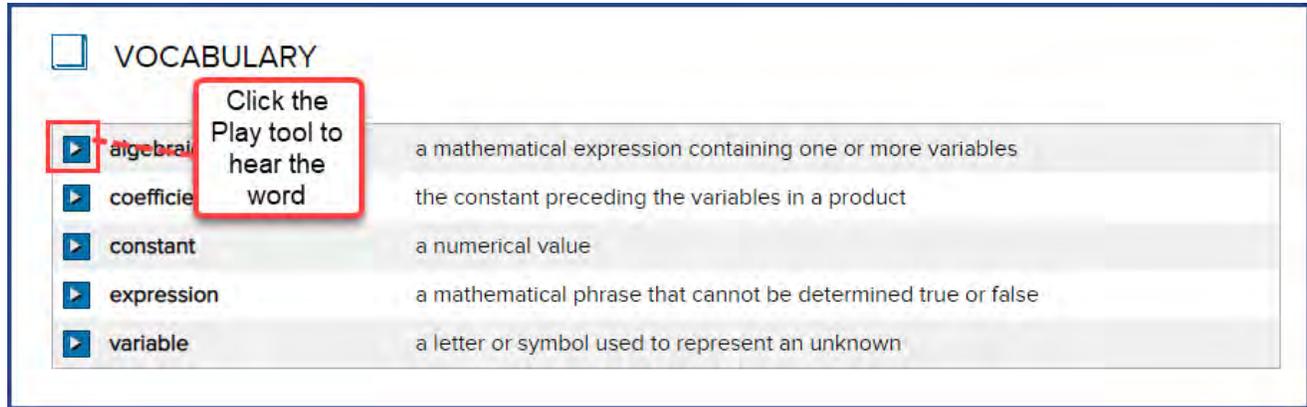
If you are working on the questions for the assignment, click the **New** indicator. The message opens so that you can read your teacher's response. Click the **Ask For Help** button again to close the message.

## Hear pronunciation of vocabulary words

For assignments with vocabulary words, you can hear a voice do the pronunciation of the words. The computer or device you are using needs to have audio capability, such as speakers, for you to hear the voice.

- Click the **Play** tool located to the left of the vocabulary word. You should hear a voice pronounce the word.

## View transcripts of multimedia in lessons



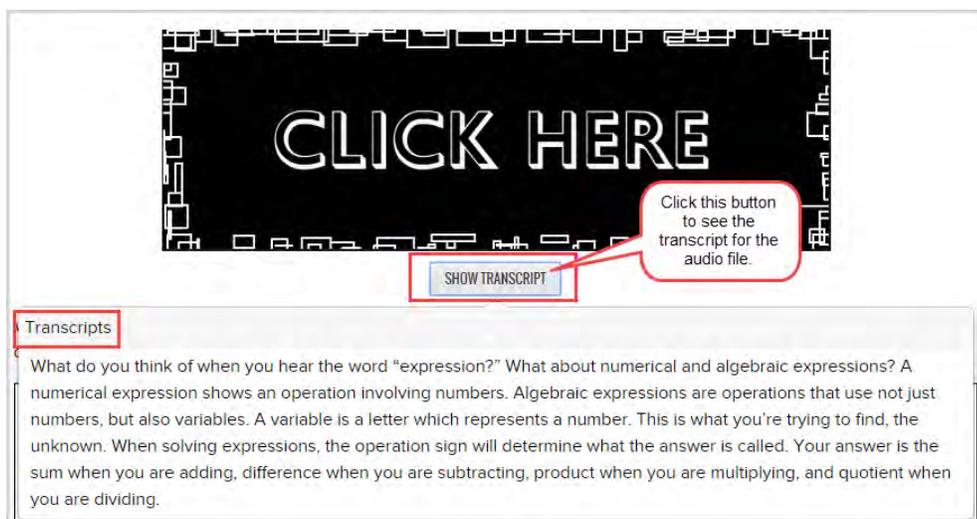
2. Continue clicking the **Play** tool for each word you want to hear pronounced by the voice.

## View transcripts of multimedia in lessons

For some lessons, you have the option to read the text being spoken in much of the multimedia in the lesson.

1. Click the **Show Transcript** button located below the audio or video file.

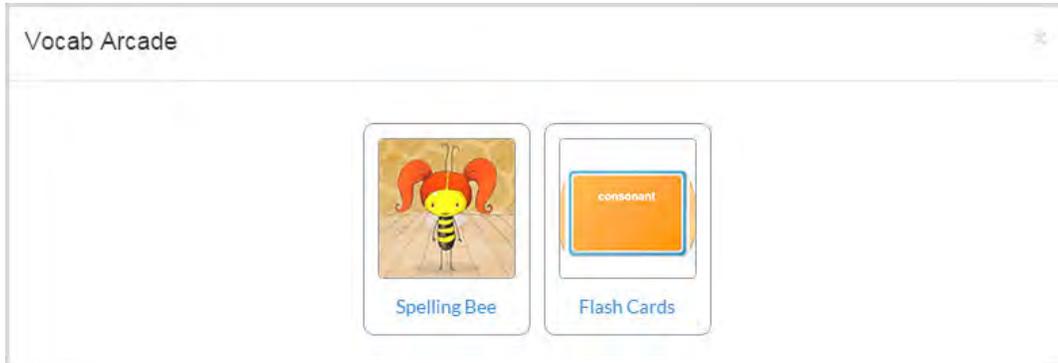
The Transcript window opens showing the text of the multimedia file.



2. To close the Transcript window, click the **Show Transcript** button again.

## Use the vocabulary and spelling activities

1. Click the **Vocab Arcade**  button located below the Vocabulary list to use the vocabulary and spelling activities, such as the **Spelling Bee** and **Flash Cards** games. For more information, see ["How to use the Vocab Arcade activities" on the next page.](#)
2. In the window that appears, select the activity.



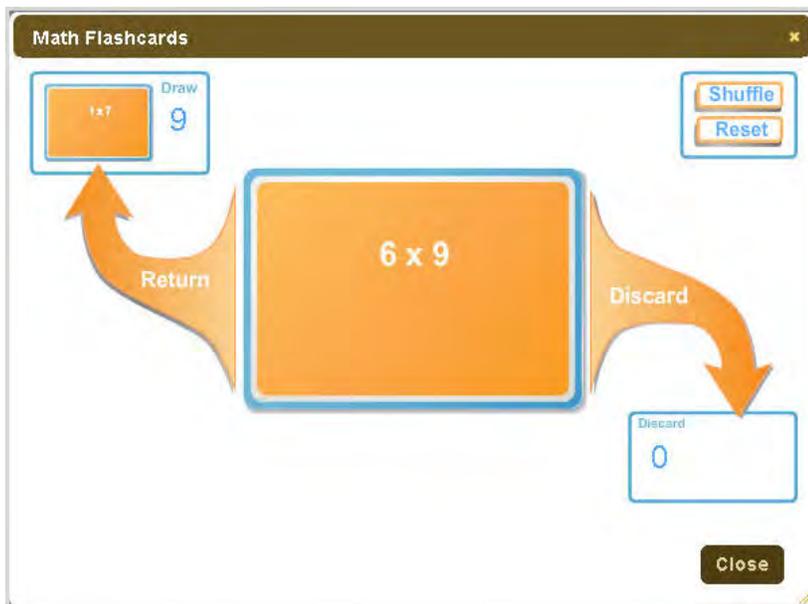
3. Click the **Close [X]** button when you are done and ready to return to your lesson.

### How to use the Vocab Arcade activities

Use the Vocab Arcade activities to help you practice and learn.

### Test your memory using the Flash Cards game

Use the Flash Cards game to test your memory. All flash card games work the same way no matter the type of lesson, such as a math lesson or spelling lesson.



1. Click the **Draw** pile in the top left corner, then click the card when you are ready to check your answer.
2. Click **Discard**, if you are done with the card or **Return** to put it back in the Draw pile.
3. If the Flash Card game has a **Print** link, click the **Print Flash Cards** link to open a printable version of the Flash Cards in your browser. Then, click the Click Here to Print Flash Cards link to open the printer window for your browser. Print as you normally would from your printer.
4. Click the Close **X** when you are finished practicing.

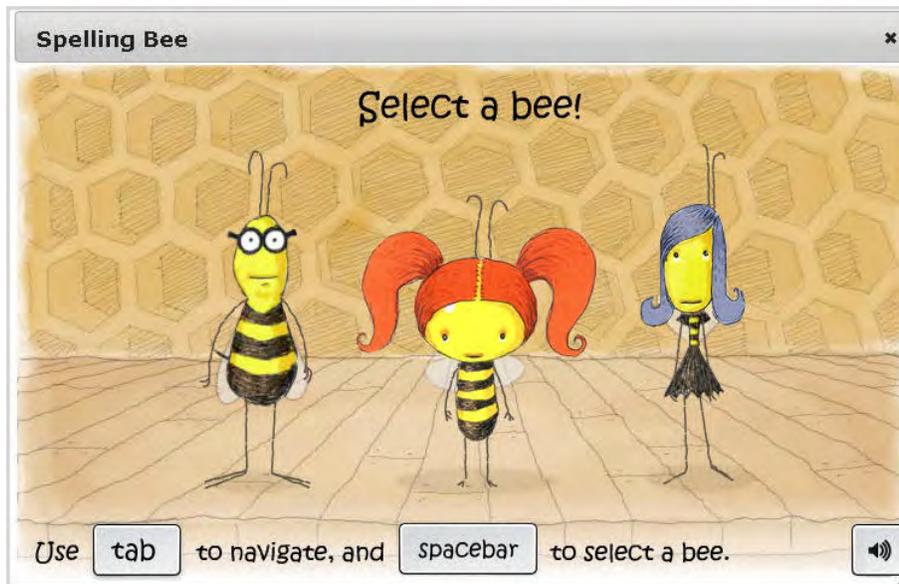
Both of the Geography games and the Times Tables, along with the Vocab Arcade - Flash Cards inside your lessons work this way. For the World Capitals flash cards, you are asked to pick the area of the world.



View reference information about assignments

## Practice your vocabulary words using the Spelling Bee game

The Spelling Bee game is available in many lessons. You open it from the Vocab Arcade button.



To play the Spelling Bee:

1. Click **Vocab Arcade**, and then click the **Spelling Bee** icon.  
Your lesson becomes inactive so that you cannot see the vocabulary words.
2. Click anywhere on the screen to begin, and then choose a bee.
3. Listen to the pronunciation, and then type the word.
4. Click **Enter** when you are done typing.
5. Once you have correctly spelled all of the words (or are done playing), click the Close **X** at the top of the window. Your lesson becomes active again and you can see the vocabulary words.

## View reference information about assignments

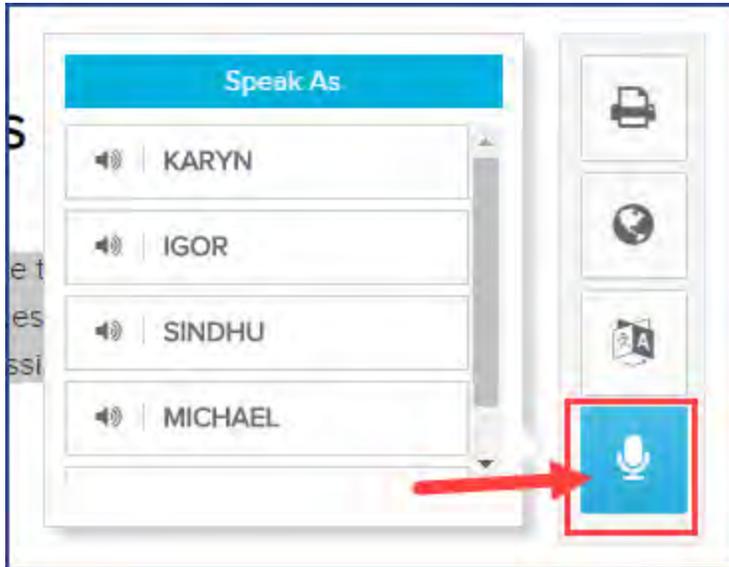
For some assignments, you may be able to see additional reference information.

1. Highlight the text, and then click the **Reference**  tool.
2. If reference information is available it appears in a separate, small window.
3. To close the Reference window, click the **Reference** tool again.

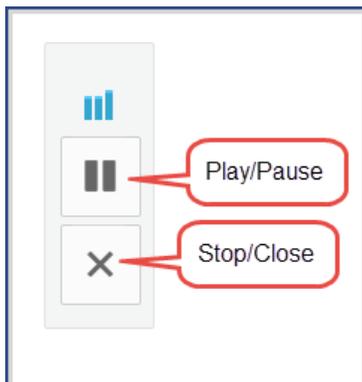
## Select a voice to speak the assignment text

If desired, and your computer has audio features, such as speakers, you can highlight assignment text and select a voice to speak the selected assignment text.

1. Highlight the text you want to hear, and then click the **Speak as** tool.



2. From the list of voices, select one.
3. Use the **Play/Pause** tool to play or pause the audio.
4. When finished, click the **Stop/Close** tool.



## Translate assignment text into a different language

You can translate assignment text into a different language. Over 20 languages are supported for the text translation. For several languages, if a speaker with sound waves  symbol appears next to a language, this symbol indicates that you can also hear the translated text being spoken in the selected language.



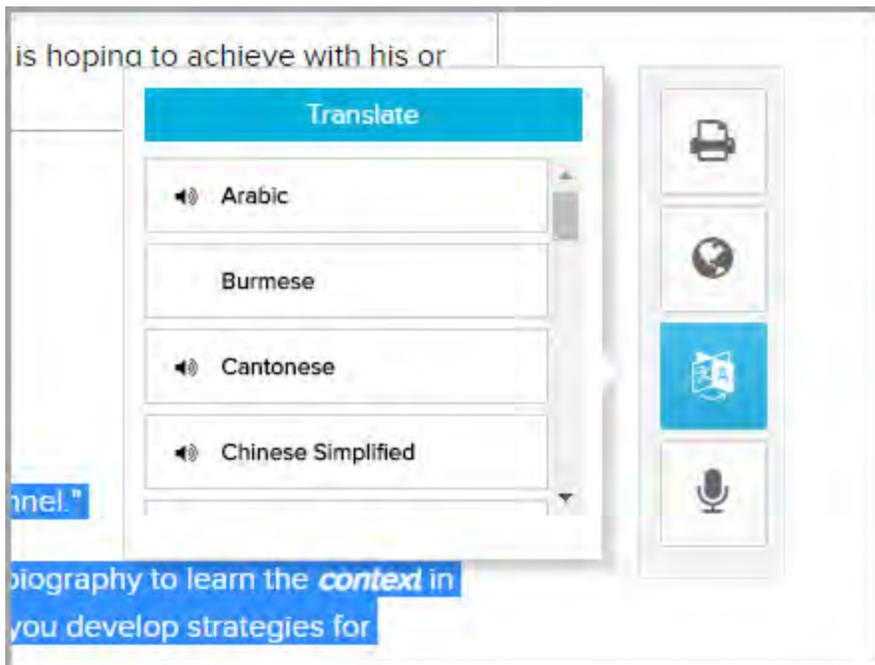
**Tip:** Your computer must be audio-capable with speakers or headphones so that you can hear the translated text being spoken. For example, you can select the text of the lesson and view and hear the translation in Spanish.

## Translate assignment text into a different language

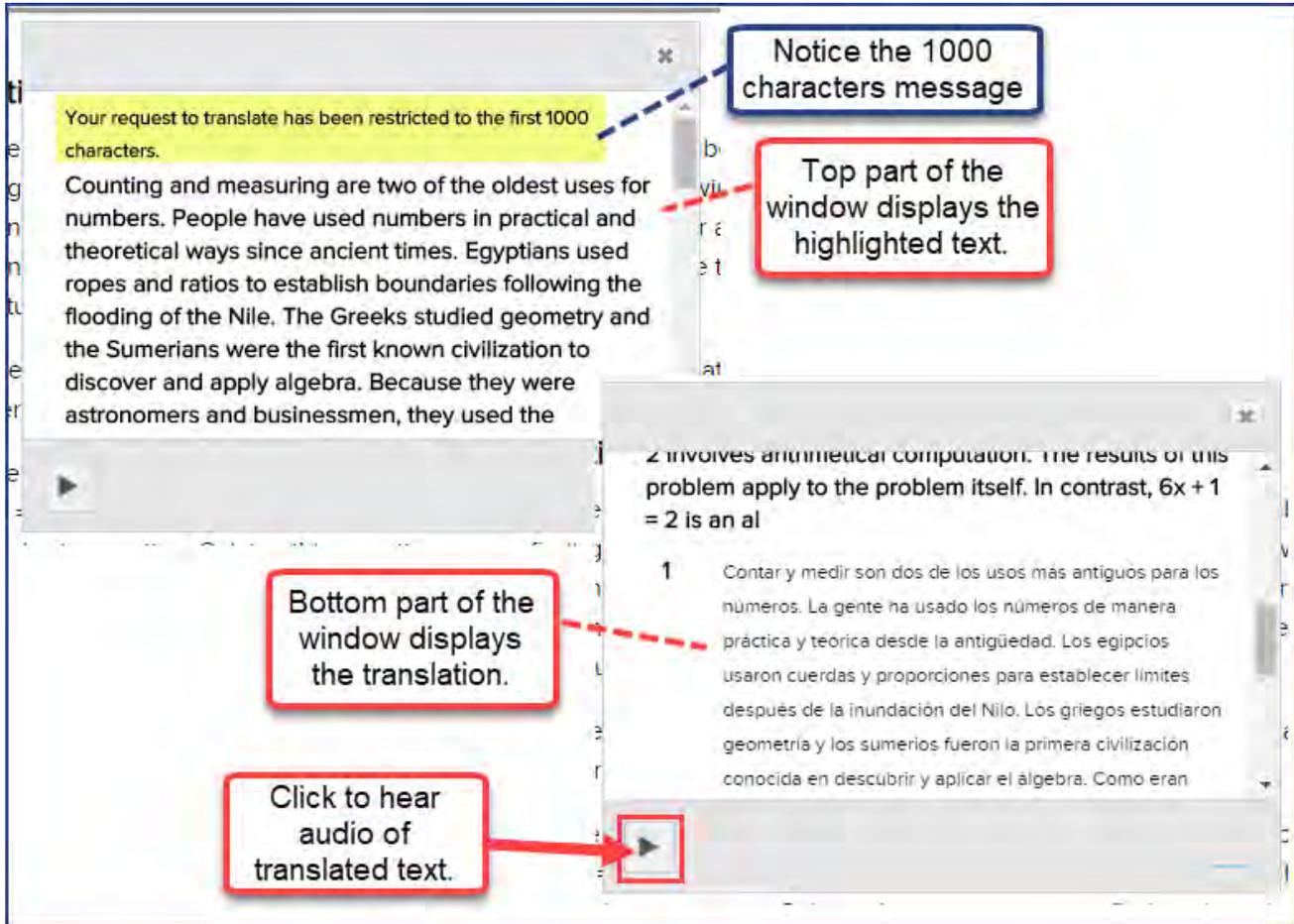


**Note:** Translated text is limited to 1000 characters at a time. If you highlight more than 1000 characters, a message appears stating that your request has been restricted to the first 1000 characters. For some languages to translate correctly, your computer's browser must have the fonts installed to support the translated text. For example, for Burmese, depending on your browser, you may need to download and install the Zawgyi-One Burmese Unicode font. The speaker with sound waves  symbol may appear a bit different depending on the installed fonts and browser.

1. Open an assignment and highlight the text, up to 1,000 characters, that you want to translate.
2. Click the **Translate**  tool to open the language list. Scroll the list to select a language.



The highlighted text and translated text appears in a separate window. The top part of the window displays the highlighted text and the bottom part displays the translation.



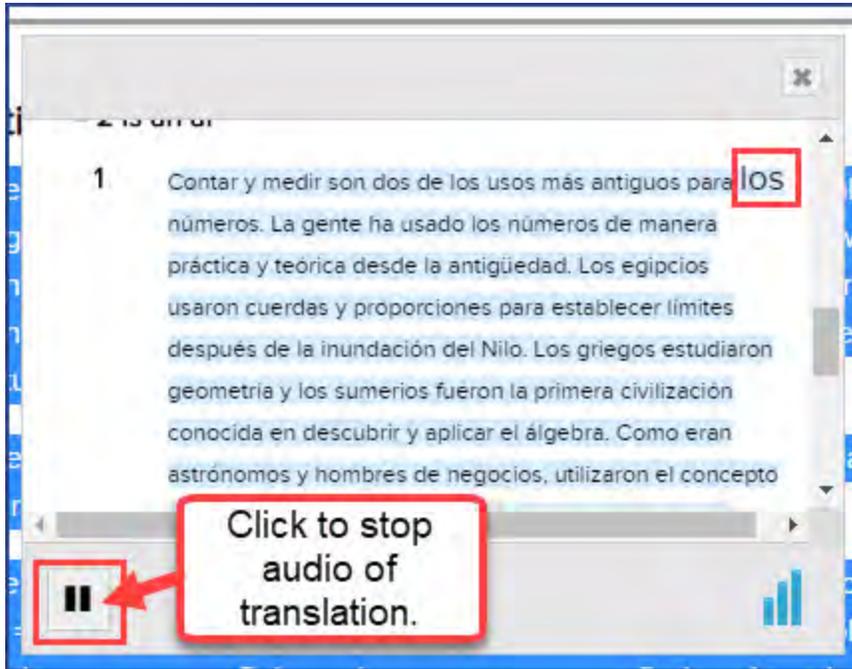
3. If necessary, use the window scroll bars to see the translated text.
4. To listen to an audio version of the translated text being spoken, click the **Play** tool located at the bottom left of the translated text window.



**Note:** For several languages, the audio translation feature does not apply. Those languages that have audio translation are identified with a speaker with sound waves  symbol.

The example below shows the Spanish translation of the selected text as the audio plays. The words are highlighted and the current word being spoken is in bold text.

## Write and read notes for assignments

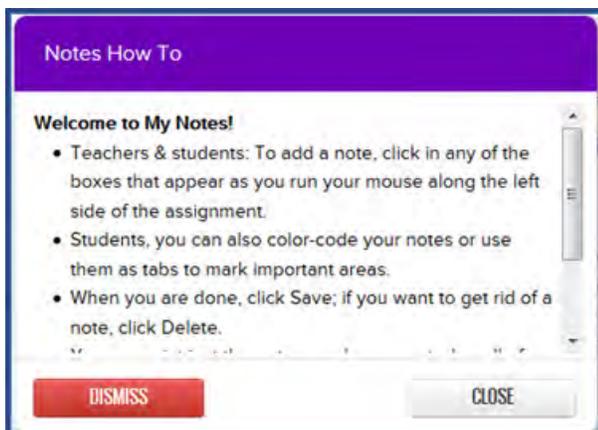


5. To stop the audio player, click the **Stop** tool.
6. You can continue selecting languages from the list and listening to the audio versions of the translated text.
7. To close the translation window, click the Close [X].
8. To exit the translation tool, click the **Translate**  tool again.

## Write and read notes for assignments

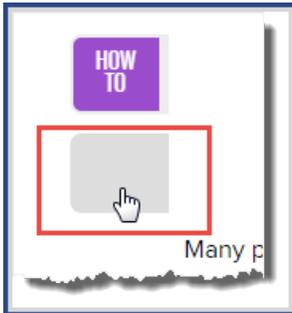
You may be able to enter notes while you are working on lessons and projects. The Notes area is to the left of the lesson content. You can create multiple notes for each assignment. You are able to enter up to 1000 characters for each note. A good idea is to save a blank note as a tab to remind you of an important part of the lesson you need to study. Your teacher may leave notes for you to read for the assignment as well.

- Click the **How To** button to see an explanation of how to enter and save notes in your lesson.

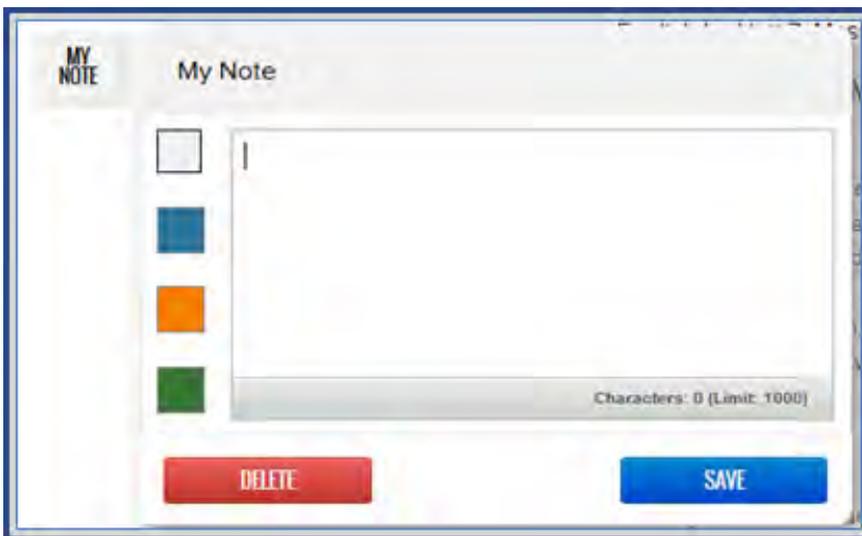


To add a note to an assignment:

1. Under the **How To** button, move the cursor down until you see a blank gray box as shown here.

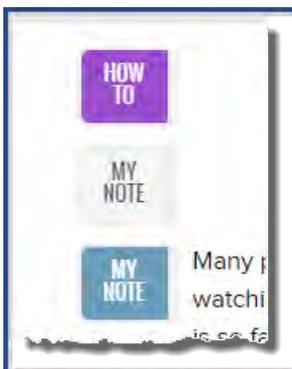


2. Click the gray box to enter your note.



You can choose to color-code your notes.

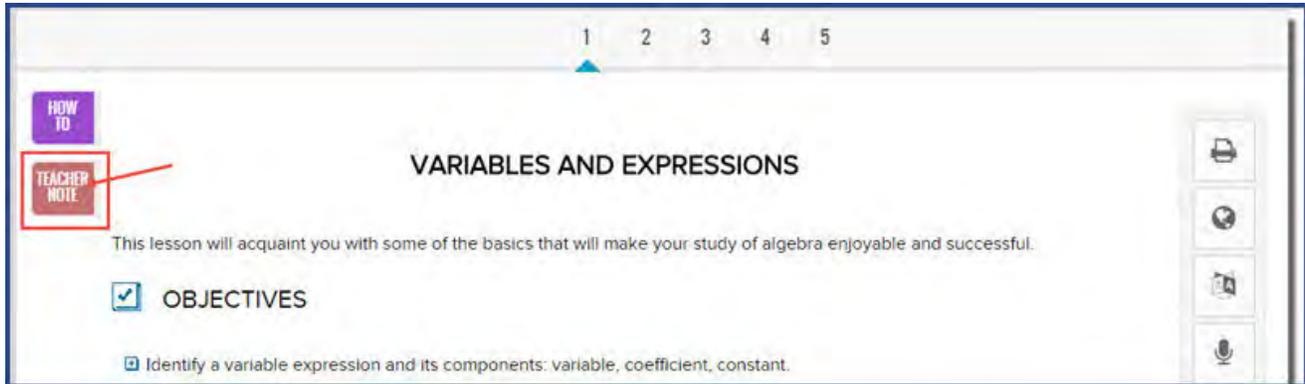
3. Click **Save** to save your note. Each note you enter appears as a note button below the **How To** button as shown in this example.



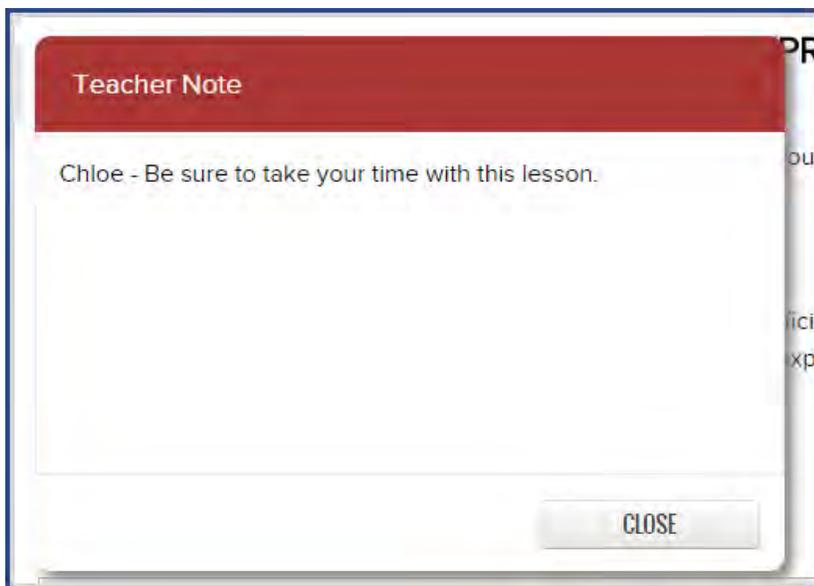
To read an assignment note from your teacher:

1. If you see a **Teacher Note** button below the **How To** button, click it to read the note from the teacher.





The note from your teacher appears in separate window.

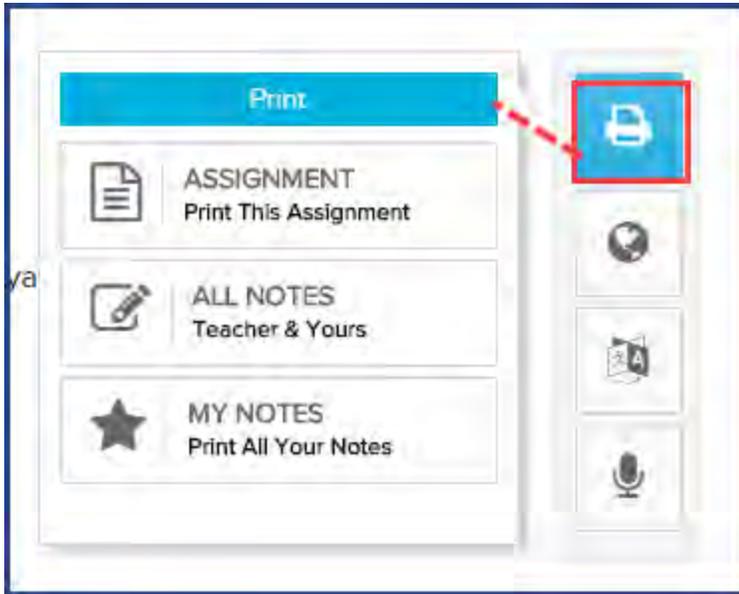


2. When finished, click the **Close** button to return to your assignment.

## Print assignment contents and notes

You can print assignment contents and any notes written by you and your teacher for the assignment. To print, you need to make sure the computer or device you are using has been set up for a printer and where the printer is located. In some situations, the computer or device may be able to save a print job as a PDF. These steps explain how to print using a printer.

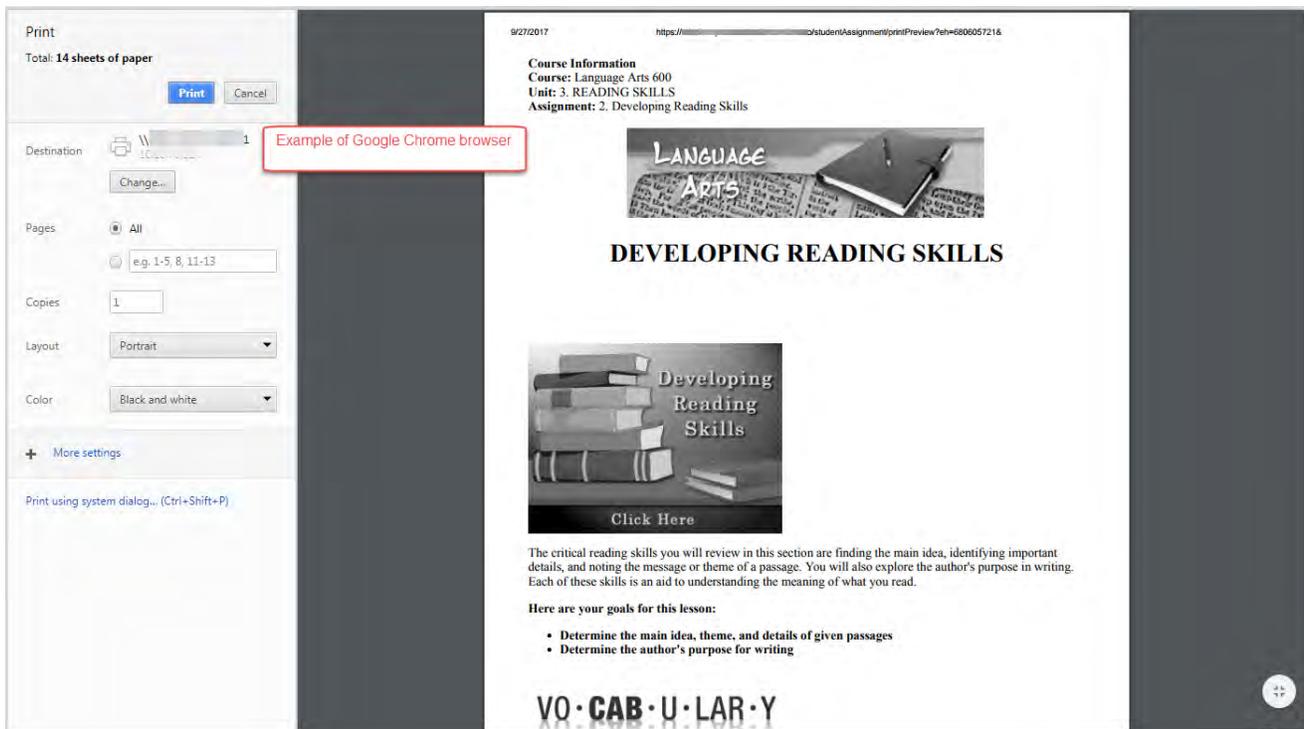
1. Click the **Print**  tool on the toolbar located to the right of the lesson content. This action opens a **Print** menu of selections.



2. From the menu, select an option.

Depending on your choice, the content opens in a separate browser window.

3. Right-click and select **Print**, or press **Ctrl + p** to open the browser's **Print** function and preview what the content will look like when printed. See the example below for printing using the Google Chrome browser.

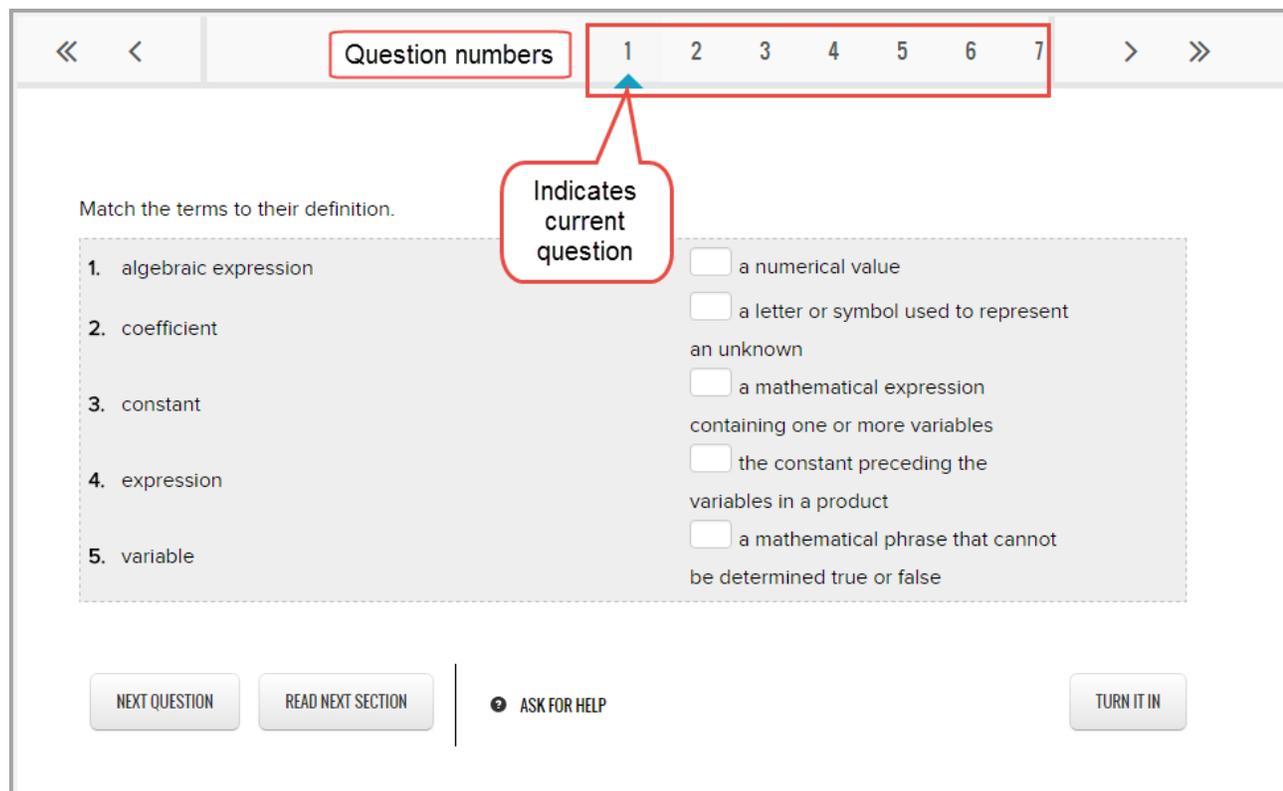


4. Click **Print**.



## Answer assignment questions and view your results

When you click the **Work On Questions** button in an assignment, you see a page similar to the one below. Question numbers are displayed below the main nav bar. An arrow indicates which question is currently displayed.



The screenshot shows a navigation bar at the top with question numbers 1 through 7. A red box highlights the numbers, and an arrow points to the number 1 with a callout box that says "Indicates current question". Below the navigation bar, the question text reads "Match the terms to their definition." and lists five terms on the left and five definitions on the right, each with an unchecked checkbox. At the bottom, there are buttons for "NEXT QUESTION", "READ NEXT SECTION", "ASK FOR HELP", and "TURN IT IN".

A variety of question types are used in your assignments. Many question types are set up to be automatically graded by the system, but some require your teacher to grade them. For more information about the question types and how to complete them, see ["Question types" on page 46](#).



**Note:** Some lessons may have questions that require an essay as the answer. For more information about completing work on essays, see ["Open and work on projects and essays" on page 49](#).

You can return to the lesson content at any time by clicking the **Section** tab on the main nav bar.

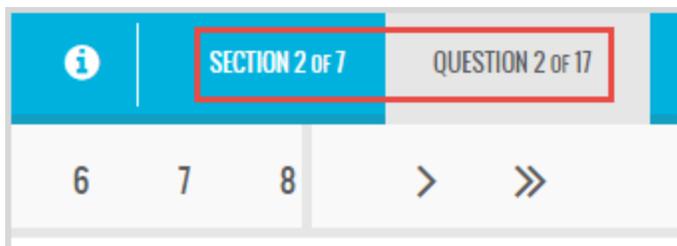


### Answer questions and turn in assignment for grading

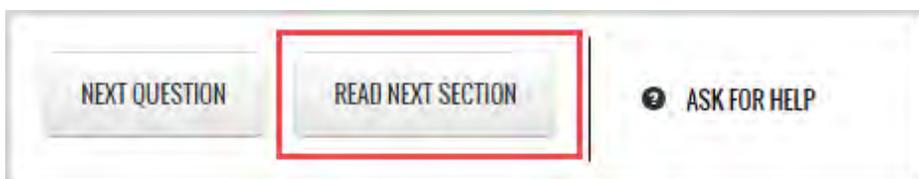
The process to answer questions and turn in the assignment for grading is fairly easy. You can answer the questions in numerical order or you can choose to answer any question. For foreign language courses, such as French, see ["Work on foreign language courses" on page 45](#), to learn how to enter foreign characters in your answer.

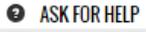


1. Enter your answer, and then click the **Next Question** button. This action saves your answer and advances to the next question. When that next question is associated with a new section, the Section indicator on the main nav bar changes so that you know the section that contains the answer.



Additionally, a **Read Next Section** button appears beside the **Next Question** button.



2. Click **Read Next Section** to read the next section so that you can answer questions associated with that section. Or, click **Next Question** to proceed to the next question.
3. If you have difficulty answering a question, click the **Ask For Help**  button below each question. Send your teacher a message about the issue you are having. Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!

When you get to the final question, the **Next Question** button is replaced by the **Submit Answer** button. The **Submit Answer** button means you are ready to submit your answers to be graded. If you want to take another look at your answers, you can. Just don't click the **Submit Answer** button until you are ready.

4. When you are ready to submit your answers for grading, click the **Submit Answer** button. You are asked if you want to turn in the assignment for grading.
  - Click **Yes, Please** to submit it.
  - Click **No, Thank You** to review your answers before submitting the lesson.



You can also click the **Turn It In** button at any time you are ready to submit the lesson for grading. Just be aware that any questions you did not answer will be counted as zero.

## Review results of answered questions

Unless the assignment contains a question requiring teacher grading, your score is displayed when you submit the lesson.

A screenshot of a score notification. At the top, there are five stars, with the fifth star being a smaller outline. Below the stars, the text reads "You've received a score of 86.7% on this assignment." In the center, a white box contains the text "Let's go to your next assignment" followed by "Unit 1: FOUNDATIONS OF ALGEBRA" and "Decimal-Fraction Conversions". At the bottom, there are three buttons: "TRY AGAIN" (disabled), "ASSIGNMENTS" (disabled), and "KEEP GOING!" (active).

5. If your grade was a passing grade based on the threshold set, click **Keep Going** to go to the next assignment in the unit, or click **Assignments** to return to your **Assignments** page to work on another assignment.



**Tip:** If you did not achieve a passing grade on the assignment, you might have the option to attempt the questions again. If additional attempts are indicated, and the **Try Again** button is active (available), click it to return to the assignment.

A screenshot of a score notification. At the top, there are five stars, with the last three being smaller outlines. Below the stars, the text reads "You've received a score of 66.7% on this assignment." In the center, a white box contains the text "You have 8 attempts left on this assignment." At the bottom, there are three buttons: "TRY AGAIN" (active), "ASSIGNMENTS" (disabled), and "KEEP GOING!" (disabled).

## Review results of answered questions

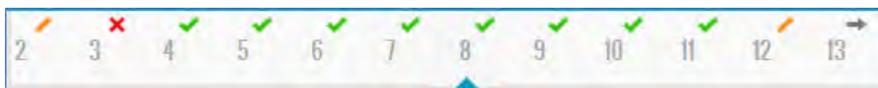
Depending on how your school permission to see correct and incorrect answers is set up, you may be able to review the results of answered questions.

1. Click the **Learn** button on the main nav bar, and then click the **Courses** button in the function toolbar.
2. For the course, click the **Next** arrow to proceed to the **Units** page.
3. For the unit, click the **Next** arrow to proceed to the **Assignments** page.
4. For the graded assignment, click the **Go To** arrow.

UNITS		Biology : 1. BIOLOGY: THE STUDY OF LIFE				
Due	Type	Title	Submitted Date	Graded Date	Score	Status
	R	1. Course Overview	--	--	N/A	Assigned
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded
07/17/2018	P	4. Project: Characteristics of Life	--	--	--	Assigned
07/17/2018	Q	5. Quiz 1: Life Science	--	--	--	Assigned

5. On the main nav bar, click the **Question** button.

Below the main nav bar, completed questions have color-coded symbols so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.



- **Green** check mark indicates the answer to this question is correct.
- **Red** X tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

Questions that required teacher grading will not show any results until the teacher has manually graded it.

If your school has set up the permission, you may also see the answer key for completed assignments.

6. To see the answer key, click the **Show Answers** button.



The correct answer for each question is highlighted as shown in the example and the button/tool changes to Hide Answers.



Which of the following expressions represents "the difference of 8 and n"?

n - 8  
 8 - n  
 -8n




7. Continue selecting questions to view the answers.
8. To hide the answer key, click the **Hide Answers** button.

## Work on foreign language courses

Foreign language courses use characters you don't see on your keyboard. The table below shows you how to get the characters you need to complete your foreign language assignments.



**Tip:** Print this page and keep it by your keyboard until you learn the codes.

- To use the characters, press the left **ALT** key and hold it down while you type the keys on the **Number Pad** of your keyboard to get the character in the left-hand column. You see the character when you release the **ALT** key.
- Using a laptop - Hold down the **Fn** and **ALT** keys and type the numbers.



**Tip:** Some characters have more than one number code. You can use either number.

Character	ALT Key + Number	Character	ALT Key + Number
á	160 or 0225	Ñ	165 or 0209
é	130 or 0233	ñ	164 or 0241
í	161 or 0237	Ü	154 or 0220
ó	162 or 0243	ü	129 or 0525
ú	163 or 0250	Ú	0218
Á	0193	Ó	0211
É	0201	ï	173 or 0161
Í	0205	¼	172

Character	ALT Key + Number	Character	ALT Key + Number
¿	168 or 0191	½	171
		°	167

## Question types

A variety of question types are used in your lessons, quizzes, and tests. Many question types are set up to be automatically graded by the system, but some, such as essay types, require your teacher to grade them. This section explains the question types that can be automatically graded by the system.

### Matching questions

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.

Match the terms to their definition.

1. algebraic expression	<input type="checkbox"/> a numerical value
2. coefficient	<input type="checkbox"/> a letter or symbol used to represent an unknown
3. constant	<input type="checkbox"/> a mathematical expression containing one or more variables
4. expression	<input type="checkbox"/> the constant preceding the variables in a product
5. variable	<input type="checkbox"/> a mathematical phrase that cannot be determined true or false

### Multiple Choice

Multiple choice questions can have one or more choices per question. Click the radio button next to your answer choice. Make sure you have read the question or instructions carefully.

Which of the following expressions represents "twelve diminished by six times a number"?

12 - 6n

6n - 12

12n - 6

### Multiple Select

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



## Fill in the Blank / Unordered

Which are reasons why slavery was not as important in the North as in the South?

- the availability of immigrant labor
- lower profits
- less interest in money
- less interest in chivalry

## 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.

The North was a(n)  society and the South was a(n)  society

## 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.

## True and False

True and False questions are one way of verifying that you have grasped the factual concepts present in the material. Select the radio button next to your choice.

Quotation marks are used to set apart the exact words of someone speaking.

- True
- False

## 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.

## 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.

## Drag And Drop

This type of question is used to label graphics or set up math equations. You click the item in the 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. To move an item already in place to another spot, just click and drag it from one location to the other. If you want to clear an item you have already placed, drag it to the **Start Over** trash can. You can also click the trash can to clear all of the items you already placed. To clear only one item, drag the new item over the one you want to replace.



## Open and work on projects and essays

---

For projects and essays, 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. Projects typically have longer due dates than lessons, so you can save any work and go back later to finish your effort, and then turn it in for grading.

Any time you do a project or essay, unless your teacher has instructed you to use a specific application, the assignment can be created using other external applications, such as Microsoft® Office applications, Notepad, Wordpad, and other spreadsheets, videos, and audio files. Once you create your file, you can upload the file to Odysseyware. See ["Upload files for essay questions and projects" on the next page.](#)

If the essay or paragraph requires 125 words or more, and the Writer tools are available to you, you can use these Writer tools to check your work. See ["Use the Writer tools to check your written text for essays and projects" on page 52.](#)



**Note:** Writer tools will not work for files you have uploaded. If you want to use Writer to check your work on an essay or paragraph, copy the text from the external application, and then paste the text into the text box.

### Open and work on projects or essays

You open a project assignment the same way that you open a lesson assignment. For an essay, typically, an essay may be found in a lesson assignment as a requirement to answer a question.

1. To open a project assignment, on the **Learn > Assignments** page, click the Project assignment bar or click the **Go To**  arrow. A project is easy to identify because it has the  symbol and may include the word "Project" in the assignment title.



Or, if the essay is in a Lesson, open the Lesson.

2. For a project (or essay), read the assignment directions, guidelines, and requirements. You can use the student tools to:
  - Hear assignment text read out loud. See ["Select a voice to speak the assignment text" on page 33.](#)
  - View and hear translation of assignment text in a different language. See ["Translate assignment text into a different language" on page 34.](#)
  - If available, view reference information for the assignment. See ["View reference information about assignments" on page 33.](#)
  - Write a note to your teacher or read a note your teacher may have written to you (if there is one) for the assignment. See ["Write and read notes for assignments" on page 37.](#)
  - Print the assignment text and any notes. See ["Print assignment contents and notes" on page 39.](#)

3. When you are ready to work on the project or essay, click the **Work On Questions** button.
4. You can enter the project or essay answer text into the provided text box, or you can upload a file that contains your project work or essay answer. See ["Upload files for essay questions and projects"](#) below.
5. If available, use the **Writer** tools to check your spelling, grammar, and scoring elements in your work. See ["Use the Writer tools to check your written text for essays and projects"](#) on page 52.
6. For a project, to have your teacher review a draft of your work, click the **Submit Answer** button. If a message appears asking if you want to turn the assignment in, click **No**. The draft work is saved. You can message your teacher to review your work. Just click the **Ask For Help**  button and write a quick message. See ["Message your teacher for help with assignment questions"](#) on page 29.
7. When you feel the project or essay is complete and ready for grading by your teacher, click the **Turn It In** button.

### Upload files for essay questions and projects

You can upload files for your completed work on an essay question or project assignment. Several external applications have supported file types which can be easily uploaded. The accepted file size to upload is limited to 10 MB and allowed file types are:

File type	External application
.csv	Text-based application, such as Wordpad or Notepad or Microsoft Excel lets you save files as .csv types
.doc or .docx	Microsoft Word
.pdf	Adobe Reader
.xls or .xlsx	Microsoft Excel
.txt	Text-based application, such as Wordpad or Notepad
.rtf	Microsoft Word
.ppt or .pptx	Microsoft PowerPoint
.odf, odt,, .ods, or .odp	Open Office
.mdb	Microsoft Access
.accdb	Microsoft Access
.pub	Microsoft Publisher
.jpg, .jpeg, .png	Image applications



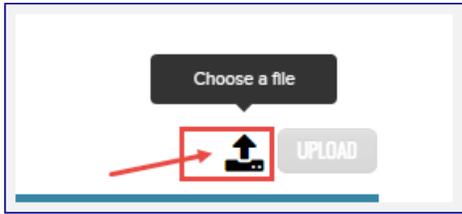
**Note:** Uploaded assignment files cannot be examined by Writer. However, if you have an external file that contains the paragraph or essay, you can copy the text and paste it into the Writer text box. Writer will then examine the assignment for spelling and grammar.

You can upload the file so that your teacher can upload and open it to grade your work. If you have uploaded the file in error, you can delete it before submitting the assignment for grading.

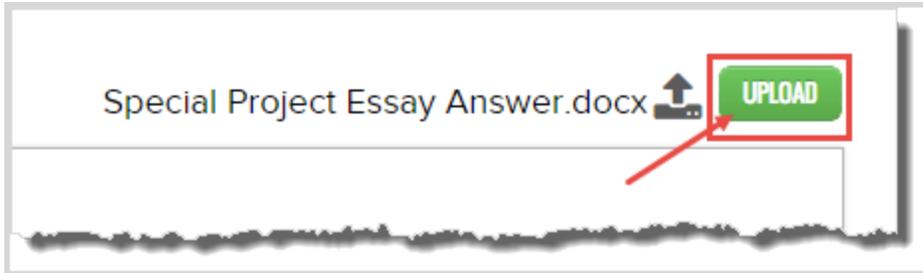
1. To upload a file while working on the project or essay, click the **Choose a file** button.



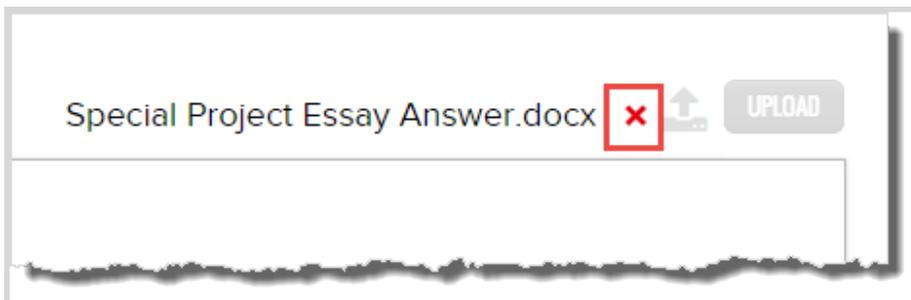
## Upload files for essay questions and projects



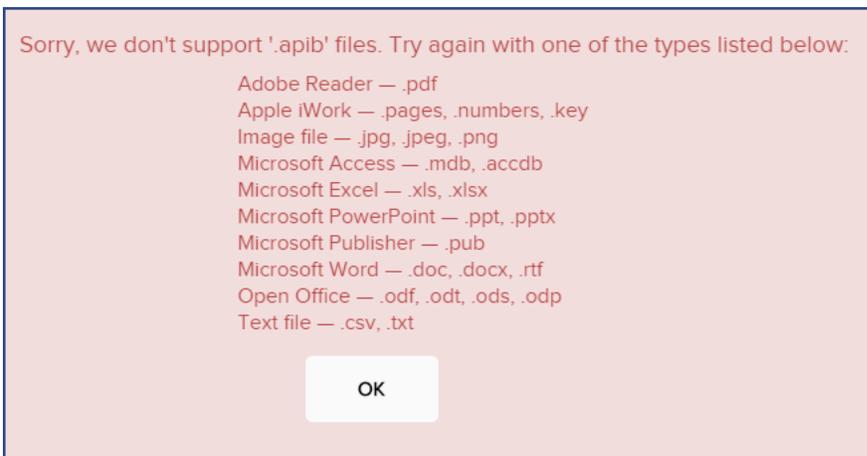
2. Click the **Upload** button to upload the file.



- If the file format type was an acceptable format and uploaded successfully, a confirmation message briefly appears. A Delete red **X** now appears next to the file name.



- If you uploaded a file type in error, a message appears. Click **OK**. Change the file format type to an acceptable format type and upload again.



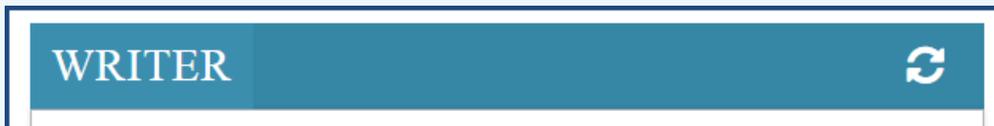
- To remove the uploaded file, click the red X.

## Use the Writer tools to check your written text for essays and projects

You can use the Writer tools to check your spelling and grammar in your written text for essay questions and projects. Writer has two types of tools: **Spelling and Grammar** and **Scoring** which are set by your school. The **Scoring** tools are available when an assignment has a defined target word count and/or target grade level added by the curriculum author who created the assignment.



**Note:** If the Writer toolbar looks like the example below, this means only the spelling and grammar tools will work.



If the Writer toolbar looks like this, you get to see the **Word Count** and **Scoring** tools as well. This means the assignment has a defined target word count and target grade level.



1. Enter the written text for your essay question or project in the text area, just below the **Writer** toolbar. Or, if you have an external file that contains the essay or project text, open the file, copy the text to the clipboard, and paste it (using CTRL + v) into the text area.



**Note:** Writer tools will not work for files you have uploaded and attached to the essay question or project. If you want to use Writer to check your work on an essay or paragraph, copy the text from the external application's file, and then paste the text into the text box.

2. Click the **Refresh**  tool to save your work and display the **Word Count** and the **Overall Score** indicator.



**Tip:** Refreshing your work does NOT submit the assignment for grading, but it does display spelling errors (in red text) and grammar suggestions (in blue text). Refreshing also saves your work.

3. If spelling and grammar suggestions appear, to see the available options, right-click the red or blue text. See "[Writer Spelling errors options and Grammar suggestions](#)" on the facing page.
4. To see the additional Overall Score indicators for Grade Level, Readability, Topic Agreement, and Writing (if available for the assignment), click the small arrow to the right of **Overall Score** indicator bar as shown in this example. Only the available indicators appear. See "[What the Overall Score elements mean](#)" on page 56.

The screenshot shows a writing interface with a scorecard. The scorecard has four sections: 'OVERALL SCORE' with a green progress bar and a refresh icon; 'Grade Level' with a red arrow pointing down; 'Readability' with a yellow progress bar; and 'Writing' with a green progress bar. Two callout boxes provide explanations: one for the Grade Level arrow stating 'Indicates BELOW target grade level', and one for the Readability bar stating 'Indicates a readability score between 30 to 64 which means the content is a little hard to read because of sentence word count and syllable count.'

You can see if you are writing to the expected grade level and if the essay is readable. You can also see if what has been written is in agreement with the topic assigned and if the overall writing structure is appropriate to your grade level.

5. If desired, edit your work and click the **Refresh**  tool again as often as needed.

Each time you click the **Refresh**  tool, you can see if there has been any improvement in your scores based on your edits. You can do this as many times as necessary.



**Tip:** To get feedback from the teacher while the assignment is in progress, you can click the **Submit Answer** button (but not turn the assignment in just yet), and then click the **Ask For Help** button to ask the teacher to review what you have written before submitting it for a final score.

6. When the assignment is finished and ready to be graded by your teacher, click the **Turn It In** button.

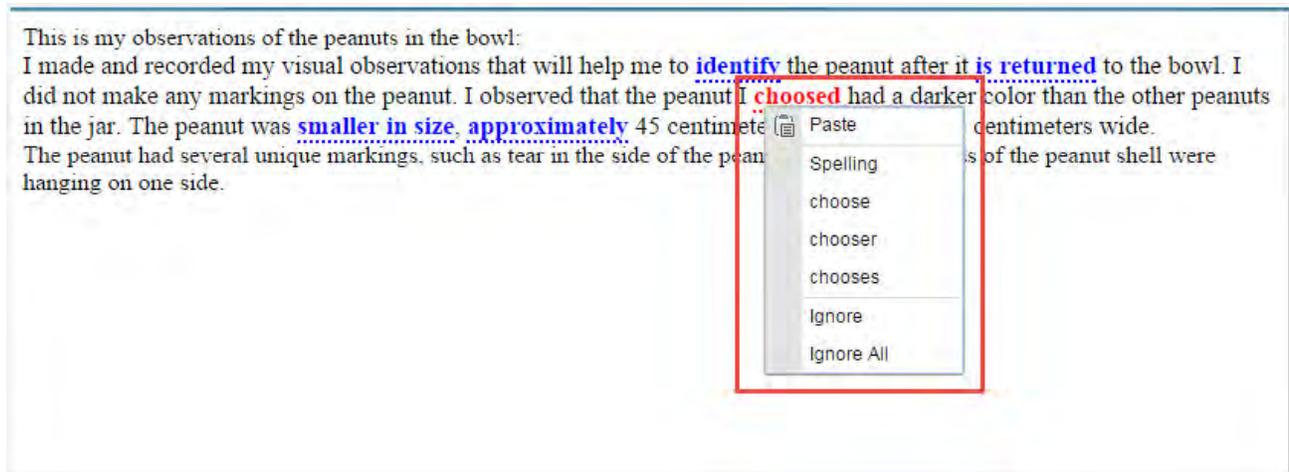
## Writer Spelling errors options and Grammar suggestions

You are presented with several options for both spelling errors and grammar suggestions. It is suggested that you should address all of the spelling errors and grammar suggestions before turning the assignment in.

### Spelling errors options

Spelling errors appear in-line as red text.

1. Right-click the red text to see a list of suggested alternatives, such as suggested spellings of the word, and the option to ignore the suggestion as shown in this example.



Spelling options are:

- **Paste** - Pastes text you enter or have copied to your clipboard in the text box to replace the word.



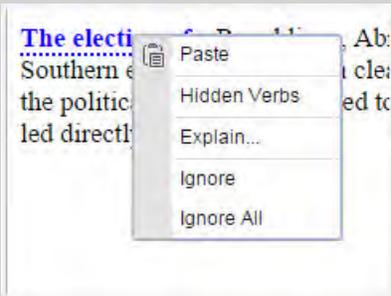
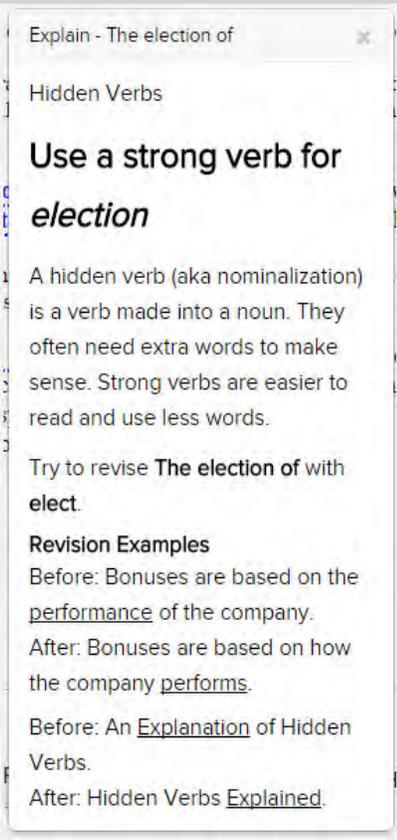
- **Spelling** - provides suggested words to replace the misspelled word. Select the word from the suggested list.
- **Ignore** and **Ignore All** - Keeps the word as spelled, removes the red in-line from the text, and does not check the word again when the Refresh  tool, is clicked *unless* another misspelled word is found.

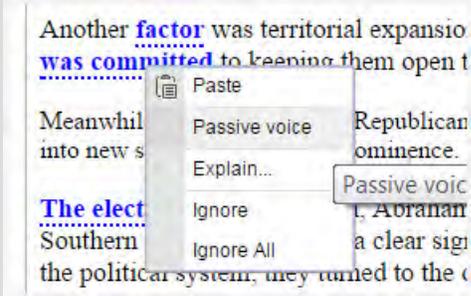
2. To close the list, select an option from the list.

## Grammar suggestions

Several grammar suggestions are available based on rules of complexity, hidden verbs, and passive voice. Grammar suggestions appears in-line as blue text.

1. Right-click a blue grammar suggestion to display the grammar rule.
2. Select the **Explain** option for the rule to see an explanation of the rule and an example of a correction appears as shown in the following table.

Rule	What the student sees...	Explanation and example
<p>Complex expression</p>	 <p>A screenshot of a document with a context menu open over the word "factor". The menu options are: Paste, Complex Expression, reason, Explain..., Ignore, and Ignore All. The background text includes "Another factor was territorial expansion", "was comm", "Meanwhile.", "into new sta", "The electio", "Southern el", and "the politica".</p>	 <p>Explain - factor</p> <p>Complex Expression</p> <p><b>Try a simpler word for <i>factor</i></b></p> <p>Where possible you should use a simple word over a complex word. Simple words are easier to read and let your readers focus on your ideas.</p> <p>Replace <i>factor</i> with</p> <ul style="list-style-type: none"> <li>• reason</li> <li>• cause</li> </ul>
<p>Hidden verbs</p>	 <p>A screenshot of a document with a context menu open over the phrase "The election of". The menu options are: Paste, Hidden Verbs, Explain..., Ignore, and Ignore All. The background text includes "The electio", "Southern e", "the politic", and "led directl".</p>	 <p>Explain - The election of</p> <p>Hidden Verbs</p> <p><b>Use a strong verb for <i>election</i></b></p> <p>A hidden verb (aka nominalization) is a verb made into a noun. They often need extra words to make sense. Strong verbs are easier to read and use less words.</p> <p>Try to revise <b>The election of</b> with <b>elect</b>.</p> <p><b>Revision Examples</b></p> <p>Before: Bonuses are based on the <u>performance</u> of the company.</p> <p>After: Bonuses are based on how the company <u>performs</u>.</p> <p>Before: An <u>Explanation</u> of Hidden Verbs.</p> <p>After: Hidden Verbs <u>Explained</u>.</p>

Rule	What the student sees...	Explanation and example
Passive voice		<p>Explain - was committed</p> <p>Passive voice</p> <p><b>Revise <i>was committed</i> with active voice</b></p> <p>Active voice makes it clear who is doing what. In an active sentence, the person that is acting is the subject. Passive sentences obscure or omit the sentence subject.</p> <p>Use passive voice when the sentence object is more important than the subject. The active voice is generally easier to read.</p> <p><b>Examples (<i>subject, object</i>)</b></p> <p>Before: <u>Our results</u> will be discussed.</p> <p>After: <b>We</b> will discuss <u>our results</u>.</p> <p>Before: <b>Wolverine</b> was made to be a <u>weapon</u>.</p> <p>After: <b>The government</b> made <u>Wolverine</u>. <b>Wolverine</b> is a <u>weapon</u>.</p>

The **Paste**, **Ignore**, and **Ignore All** options work the same way as the Spelling options as described in "Spelling errors options" on page 53.

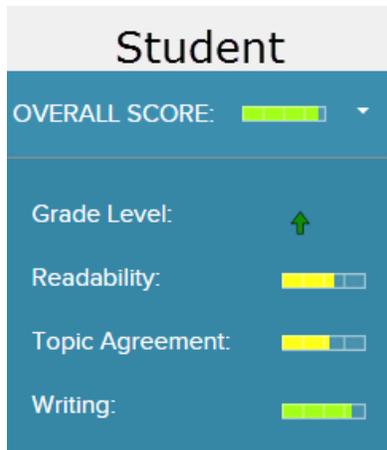
- To close the list, select an option from the list.

### What the Overall Score elements mean

Several scoring elements are used in calculating the Overall Score: **Grade Level**, **Readability**, **Topic Agreement**, and **Writing**. These scoring elements are represented as graphical, colored indicators to the student (and teacher).



What the Overall Score elements mean



Element	Description
<b>Grade Level</b>	<p>The Actual grade level is calculated by measuring average sentence length (number of words in the sentence) and average number of syllables per word to produce a score that roughly equates to a US grade level. The Target Grade Level is defined in the assignment, but is not visible to you.</p> <p>The color and position of the Grade Level arrow indicates the difference of the Actual Grade Level to the Target Grade Level:</p> <ul style="list-style-type: none"> <li>• <b>Super green</b> arrow [↑] pointing upwards means the Actual Grade Level is at least Two grade levels above the Target Grade Level.</li> <li>• <b>Green</b> arrow [↑] pointing upwards means the Actual Grade Level is above the Target Grade Level.</li> <li>• <b>Yellow</b> arrow [↑] pointing upwards means the Actual Grade Level is at the Target Grade Level.</li> <li>• <b>Red</b> arrow [↓] pointing downwards means the Actual Grade Level is below the Target Grade Level.</li> </ul>
<b>Readability</b>	<p>Calculated by measuring how easy a text is to read using factors such as sentence length and number of syllables per word and assigning numbers to the factors. The weighted ratios of these numbers are combined and then reduced to a single number in a 0.0 - 100.0 scale, with 100.0 being the highest possible readability score.</p> <p>Colors in a progress bar meter are used to indicate the readability of the assignment based on the Readability score:</p> <ul style="list-style-type: none"> <li>• <b>Green</b> indicates the score is between 65 to 100. This means the content is very easy to read and understand, average sentence &lt; 15 words long, and the average word is two syllables or less.</li> <li>• <b>Yellow</b> indicates the score is between 30 to 64. This means the content is a little hard to read and understand, average sentence = 25 words long, and the average word is two syllables or more.</li> <li>• <b>Red</b> indicates the score is below 30. This means the content is very hard to read and understand, average sentence is &gt; 30 words long, and the average word has more than two syllables.</li> </ul>
<b>Topic Agreement</b>	<p>Checks your writing assignment against the Topic Word List to compare words, word stems, and word synonyms used in the essay. As each word, stem, and synonym is found, it is "checked off" the Topic Word list as found. If 3 of 4 words are found in the Topic Word List, the Topic Agreement score would be 75%. You may not see a topic word list. Not all assignments have them.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> <li>• <b>Green</b> indicates the score is between 75 and 100.</li> <li>• <b>Yellow</b> indicates the score is between 50 to 74.</li> </ul>

Element	Description
	<ul style="list-style-type: none"> <li>• <b>Orange</b> indicates the score is between 25 to 49.</li> <li>• <b>Red</b> indicates the score is between 0 to 24.</li> </ul>
<b>Writing</b>	<p>Calculated using the Readability metric and the Actual Grade Level metric.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> <li>• <b>Green</b> indicates the score is between 75 and 100.</li> <li>• <b>Yellow</b> indicates the score is between 50 to 74.</li> <li>• <b>Orange</b> indicates the score is between 25 to 49.</li> <li>• <b>Red</b> indicates the score is between 0 to 24.</li> </ul>
<b>Overall Score</b>	<p>Computed as the average of the Writing Score plus a Spelling score that is not visible to you. If you correct all perceived spelling errors (those indicated by the red text), typically the Spelling score would be 100. If you do not correct perceived spelling errors, the Spelling score drops in value from 100.</p> <p>The color and progress bar meter indicate the score level.</p> <ul style="list-style-type: none"> <li>• <b>Green</b> indicates the Overall score is 75 to 100.</li> <li>• <b>Yellow</b> indicates the Overall score is 50 to 74.</li> <li>• <b>Orange</b> indicates the Overall score is 25 to 49.</li> <li>• <b>Red</b> indicates the Overall score is 0 to 24.</li> </ul>



## Prepare for and take quizzes and tests

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You can review your work in completed lessons and projects so that you can prepare for and then take upcoming quizzes and tests. Quizzes and tests are not like lessons and projects where you can save your work and come back later to complete the work. Quizzes and tests must be completed once you open the assignment and start working it. You are notified of this requirement when you select the quiz or test in your current Assignments list.



**Note:** If you stop interacting with the quiz or test, for example, you walk away from the computer, an inactivity timer appears after 25 minutes and if you do not respond, the quiz or test gets locked by the system. However, if you stop interacting with a quiz or test **and open another assignment before turning in the quiz or test**, the quiz or test gets locked by the system after two minutes. When you attempt the quiz or test again, after either situation occurred, you can request an unlock by your teacher. Typically, quizzes and tests have one attempt to complete the questions. (Your teacher may allow you additional attempts.) If a quiz or test with one attempt is not completed and turned in, a system lock occurs. Once your teacher unlocks the quiz or test, you continue with the same attempt.

Quizzes and tests must be completed once started.

Attempt: 1 of 1

NOT AT THE MOMENT

I'M READY

- If you are ready and have the time to take the quiz or test, click **I'm Ready**.
- Otherwise, if you do not have the time or are not ready, click **Not At The Moment**.

### Review your completed assignments before beginning quizzes or tests

When a quiz or test is your next assignment, you probably want to study before you take the quiz or test. You can go back to your completed lessons to review and study.

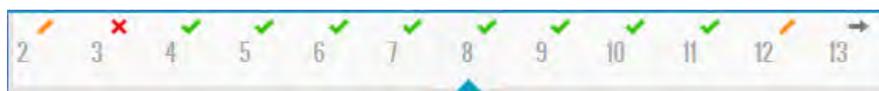
1. Click the **Learn** button on the main nav bar, and then click the **Courses** button in the function toolbar.
2. On the **Courses** page, click the subject to go to the units.
3. Click the unit to go to the assignments.
4. Click a completed assignment. You know a completed assignment because it shows a **Graded Date**, a **Score** and **Graded** status.



UNITS		Biology : 1. BIOLOGY: THE STUDY OF LIFE				
Due	Type	Title	Submitted Date	Graded Date	Score	Status
	R	1. Course Overview	--	--	N/A	Assigned
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded
07/17/2018	P	4. Project: Characteristics of Life	--	--	--	Assigned
07/17/2018	Q	5. Quiz 1: Life Science	--	--	--	Assigned

5. You see the lesson material. To review the questions, on the functional toolbar, click the **Question** button.

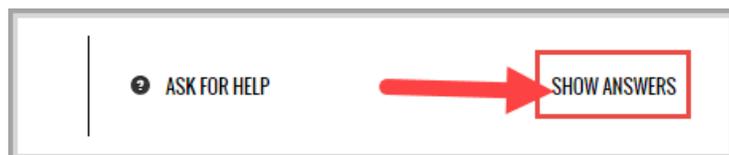
Below the main nav bar, completed questions have color-coded symbols so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.



- **Green** check mark indicates the answer to this question is correct.
- **Red** X tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

If your school has allowed it, you may also see the answer key for completed assignments.

6. To see the answer key, click the **Show Answers** button.



The correct answer for each question is highlighted as shown in the example and the button/tool changes to **Hide Answers**.

## Open quizzes or tests and answer the questions

Which of the following expressions represents "the difference of 8 and n"?

n - 8  
 8 - n  
 -8n

- Continue selecting questions to view the answers.
  - To hide the answer key, click the **Hide Answers** button.
  - To also help you study, you can print the lesson material and make a study guide. See ["Print assignment contents and notes" on page 39.](#)
  - To review another completed lesson in the course, on the toolbar, click the **Courses** button, and then click the **Back** arrow (located at the top) to see all the assignments. Click the completed assignment, and then click the **Question** button.
- Or, if you are ready, take the quiz or test. See ["Open quizzes or tests and answer the questions" below.](#)

## Open quizzes or tests and answer the questions

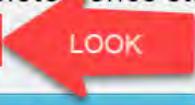
When you open a quiz or test, it may have an introduction page that explains something about the quiz or test.

- Click **Learn**, and on your **Assignments** page, click the **Go To**  arrow for the quiz or test.

06/18/2018  4. Quiz 1: Mapping the Earth -- -- -- Assigned 

A message appears stating that quizzes and tests must be completed once started. **IMPORTANT:** Be sure to take notice of the number of attempts you have for the quiz or test.

Quizzes and tests must be completed once started.

Attempt: 1 of 1 



**Note:** If you have already attempted the quiz or test, maybe you accidentally logged off during taking it or did not finish it, you are informed that the quiz or test is locked. See ["Request unlock of quizzes or tests"](#) below.

2. If you feel you are ready to complete the quiz or test in one sitting, click the **I'm Ready** button to open the quiz or test. Or, if you feel that you need to study for the quiz or test, click the **Not At The Moment** button.
3. Once opened, click the **Work On Questions** button.

You answer quiz or test questions just like you did with lesson questions. For more information, see ["Answer assignment questions and view your results"](#) on page 41.

4. To move to the next question, click the **Question number** at the top, or click the **Next Question** button.
5. When you are finished, click the **Turn It In** button so that the quiz or test can be graded.
6. You have several options for what to do next:
  - To keep working on other assignments, go to your **Assignments** page.
  - If your school allows you to view your quiz or test results, click the **Learn** > **Courses** tab and drill into the unit and assignment. See ["Review results of quizzes and tests"](#) on the facing page.
  - If you are done with your work, click **Sign Out**.

## Request unlock of quizzes or tests

If a quiz or test has already been attempted by you or requires that the teacher unlock it before you start, you may see a notification like the one below.

This Quiz has already been attempted.

Course	Biology
Unit	1. biology: the study of life
Assignment	5. quiz 1: life science

Quizzes and Tests must be completed once started. Only your teacher can unlock this assignment. If you are not ready to submit this assignment, you can request your teacher to reassign it.

REQUEST TO UNLOCK    I'M NOT READY    TURN IT IN

1. To request that the teacher unlock the quiz, and you are ready to take the quiz or test once unlocked, click the **Request to Unlock** button. If you are NOT ready to take the quiz or test and do not need it unlocked at this time, click **I'm Not Ready**.

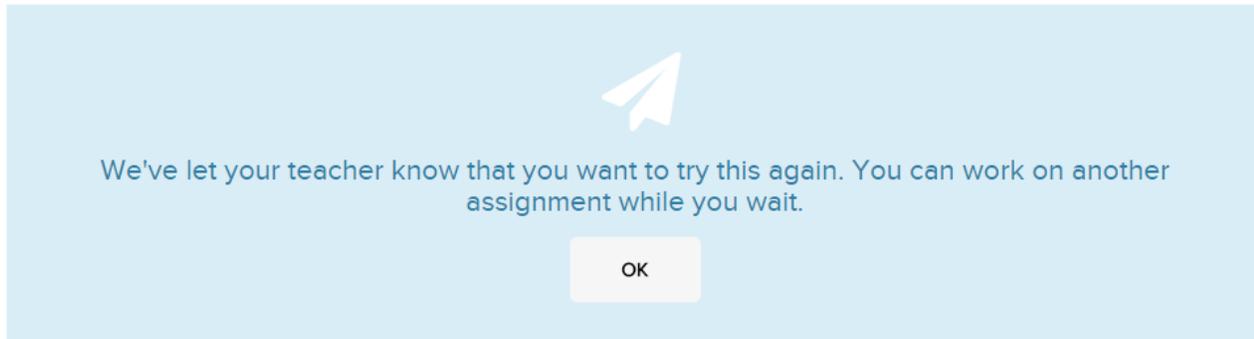


**Note:** If you click the **"Turn It In"** button, any questions you answered are graded and that is your grade for the quiz or test. If you haven't answered any questions, you get a 0% grade. If you did not meet the pass threshold and you have additional attempts, you can take the quiz or test again.



Review results of quizzes and tests

- If you requested the unlock, you then get this confirmation message. Click **OK** to close the message and return to your **Assignments** page.



- When the teacher has unlocked the quiz or test, you can successfully open it. See "[Open quizzes or tests and answer the questions](#)" on page 61.

### Review results of quizzes and tests

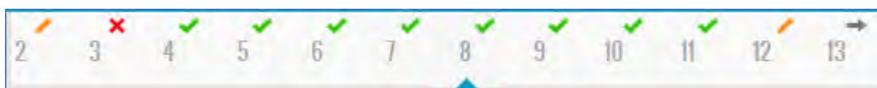
If the school allows you to review your graded quizzes and tests, you can see your results. Colored symbols next to the question number indicate an outcome status for the question, such as, a red **X** indicates you incorrectly answered the question.

- Click the **Learn** button on the main nav bar, and then click the **Courses** button in the function toolbar.
- For the course, click the **Next** arrow to proceed to the **Units** page.
- For the unit, click the **Next** arrow to proceed to the **Assignments** page.
- For the graded quiz or test, click the **Go To** arrow.

UNITS		Biology : 1. BIOLOGY: THE STUDY OF LIFE				
Due	Type	Title	Submitted Date	Graded Date	Score	Status
	R	1. Course Overview	--	--	N/A	Assigned
07/12/2018	L	2. What is Life?	07/12/2018	07/12/2018	100%	Graded
07/12/2018	L	3. Introduction to Biology	07/12/2018	07/12/2018	87.5%	Graded
07/20/2018 Overdue	P	4. Project: Characteristics of Life	--	--	--	Assigned
07/20/2018	Q	5. Quiz 1: Life Science	07/23/2018	07/23/2018	62%	Graded

- On the main nav bar, click the **Question** button.

Below the main nav bar, completed questions have color-coded symbols so you can see which questions you answered correctly, which were incorrect, and any questions you got partially correct.



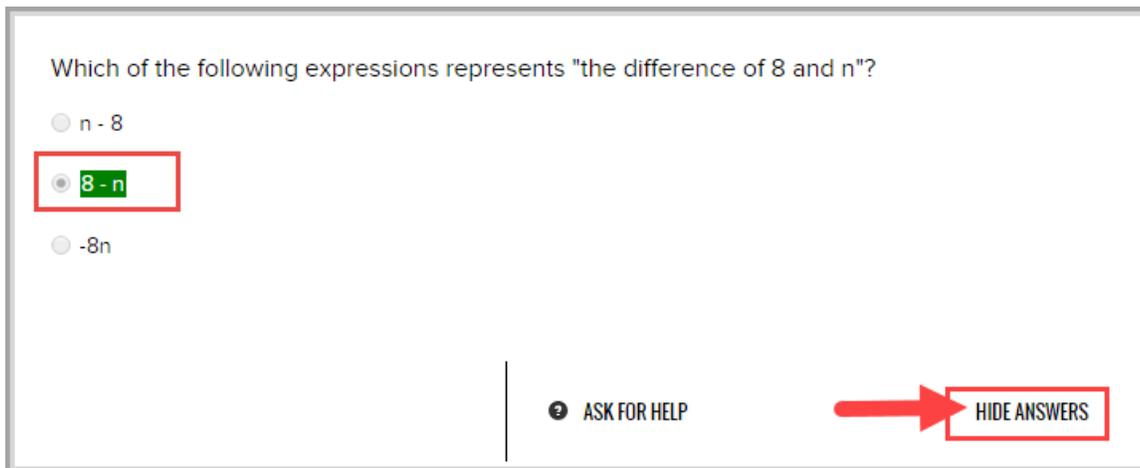
- **Green** check mark indicates the answer to this question is correct.
- **Red X** tells you the answer is incorrect or your teacher has not graded it yet.
- **Gold** line tells you the answer was partially correct.
- **Gray** arrow means the question was skipped by your teacher.

If your school has allowed it, you may also see the answer key for completed quiz and test questions.

6. To see the answer key, click the **Show Answers** button.



The correct answer for each question is highlighted as shown in the example and the button/tool changes to **Hide Answers**.



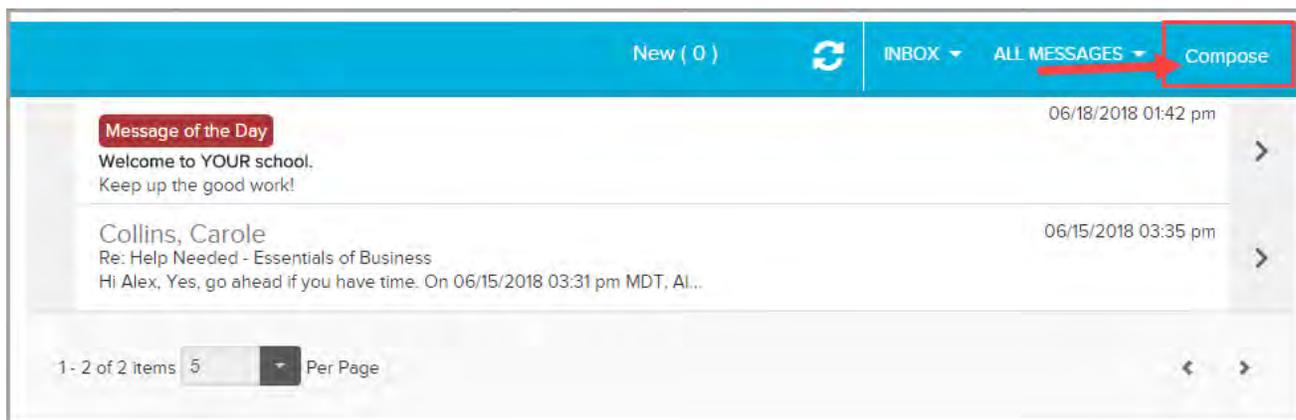
7. Continue selecting questions to view the answers.
8. To hide the answer key, click the **Hide Answers** button.

## Communicate with your teachers using internal messaging

The application has an internal messaging system so that you can communicate with your teachers:

- To ask for help while you are working on questions for an assignment. See "[Message your teacher for help with assignment questions](#)" on page 29.
- To ask for help while you are viewing your **Courses** page, maybe you need assistance from your teacher to help you stay on track with your assignments. See "[Message a teacher for help with a course](#)" on page 18.
- If you also have permission to send person-to-person messages to your teachers, you can write a message to your teacher to set up a time to review your work or maybe to schedule a conference. See "[Write messages to your teachers](#)" on page 67.

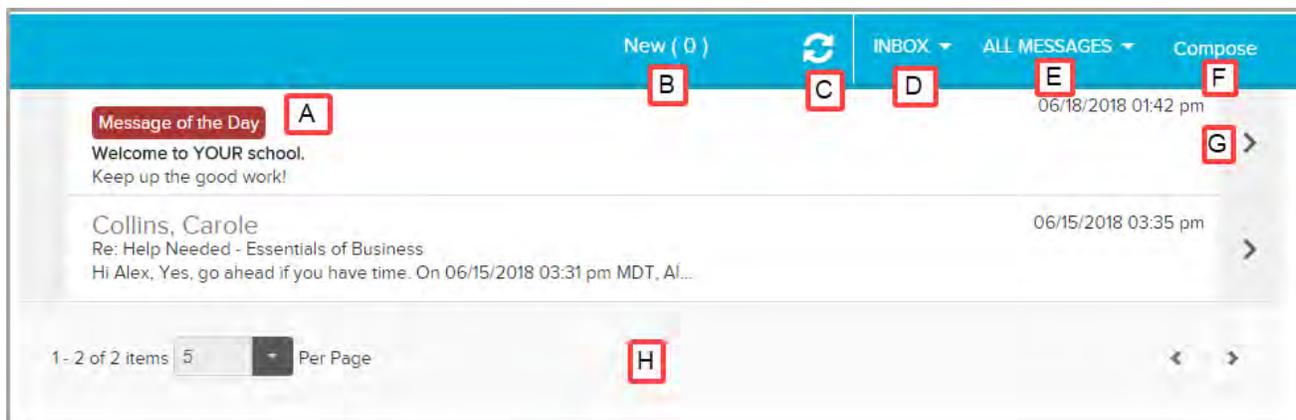
You see a **Message**  button on the toolbar at the top of each page so that you can see the messages from your school admins and your teachers. If you also have permission to *send* messages to your teachers, other than asking for help, when you click the **Message** button, you see the **Compose** tool on the **Messages** toolbar.



When you click the **Messages** button, you see your most recent received items at the top.

### Messaging system features and tools

The Messaging system has features and tools to help you view and manage your messages.



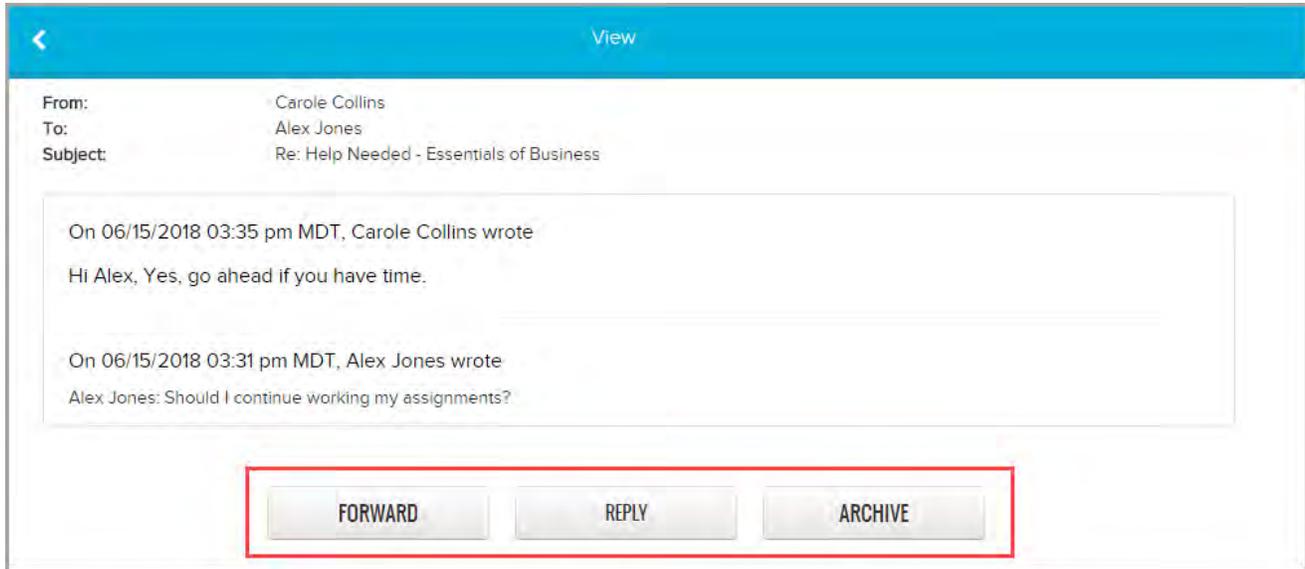
Item	Feature/tool	Description
A	School Message of the day and Welcome message	This is a message posted by administrator at your school.
B	New (0)	Displays the number of Unread (new) messages in your Inbox.
C	Refresh tool	Click the tool to check for new messages.
D	Message box list	Displays the name of message box you are viewing. Click the arrow to change to a different message box (Inbox, Archived, Sent). See <a href="#">"View archived messages" on page 70</a> , and <a href="#">"View your sent messages" on page 69</a> .
E	Message list filter	Displays the contents of the selected message box. Click the arrow to select a different group of messages (All Messages, Unread Messages, Read Messages). See <a href="#">"Filter your messages list" on the facing page</a> .
F	Compose tool	Click it to write a new message to one or more of your assigned teachers. See <a href="#">"Write messages to your teachers" on the facing page</a> .
G	Right arrow	Click the arrow (or the message itself) to move to the next page to read the message and take action on it. See <a href="#">"Read messages" below</a> .
H	Item number and Paging indicators	As the list grows, use the item number and paging controls located at the bottom of the page to view all items. <ul style="list-style-type: none"> <li>• From the list, select the number of items you want displayed on the page.</li> <li>• Use the paging controls to move forward or backward through the pages or enter the page number.</li> </ul>

## Read messages

1. On the top toolbar, click the **Message** tool.
2. From the list, click a message to read it.
3. Several buttons appear so that you can take action.



## Filter your messages list

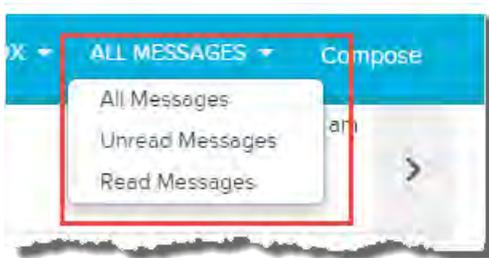


- Click **Forward** to send the entire message to other teachers. See ["Forward messages" on page 71](#).
- Click **Reply** to write and send a reply to the message. See ["Reply to messages" on the next page](#).
- Click **Archive** to remove the message from the **Inbox** list and file it away to the **Archived** list. See ["Archive messages" on page 70](#).

## Filter your messages list

You can filter your Inbox to only see unread or read messages. By default, you see All Messages; this means both read and unread in the order of the date and time received.

- To see only unread messages, from the **All Messages** drop down, select **Unread Messages**.
- To see only read messages, from the **All Messages** drop down, select **Read Messages**.



## Write messages to your teachers

As stated previously, if you have permission to send messages to your teachers, you will see the **Compose** tool on the **Messages** toolbar.

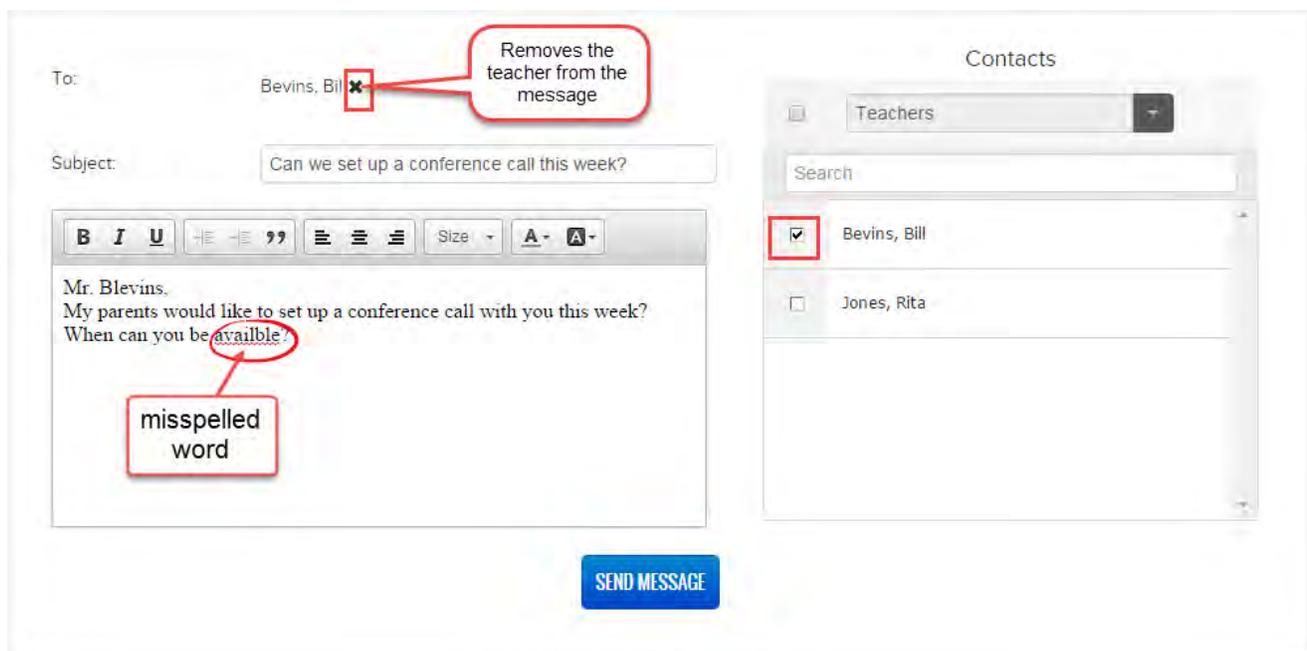


**Tip:** You can also message your teachers to ask for help from your Courses page and also while working on your assignments.

1. On the **Messages** toolbar, click **Compose**.



- To select the teacher or teachers to receive the message, from the **Contacts Teachers** list, select the check box next to name of the teacher or to select all your teachers, select the check box next to the **Teachers** list.
- The selected teacher(s) appear in the **To** area. To remove a teacher from the To area, click the **X** next to their name.
- Enter the topic of the message in the **Subject** box.
- Tab to the body of the message and enter your text.
- You can use any of the formatting tools in the body of your message. Hold your mouse over an icon in the formatting bar to see a description of what that feature does. Any spelling mistakes are underlined in red for you as shown in this example. You can fix misspelled words.



- When you are finished composing your message, click **Send Message**.

The message now appears in your **Sent** messages list. See ["View your sent messages" on the facing page](#).

## Reply to messages

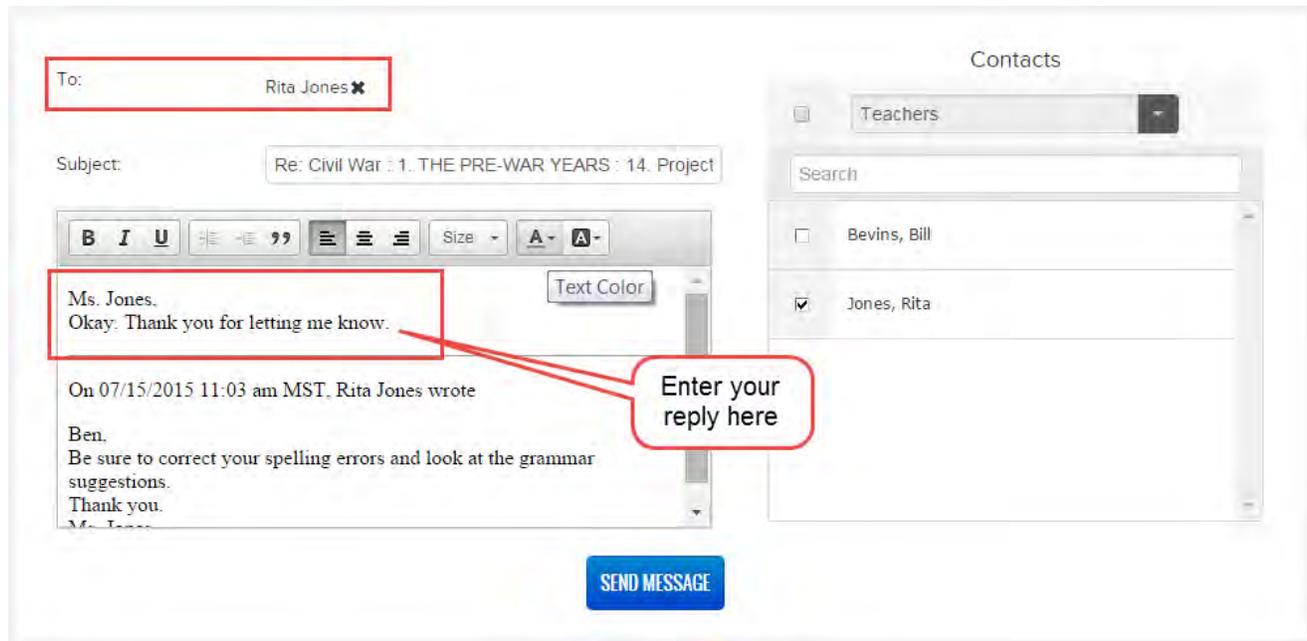
When you receive a message from one of your teachers, you can reply to it (if you have the permission to send messages).

- Open a message to read it.
- Click the **Reply** button.

The teacher who sent you the message appears in the **To** area. You can remove that teacher by clicking the **X** next to their name, and select another teacher.

- In the reply area above the original message, enter your reply. Use the formatting tools to bold, underline, change the text color, etc. for your message.

## View your sent messages



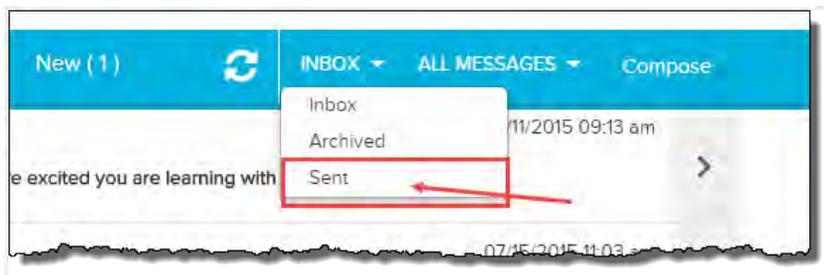
4. When finished, click **Send Message**.

The message now appears in your Sent messages list. See ["View your sent messages" below](#).

## View your sent messages

Your **Sent** messages list contains all the messages you sent to your teachers, including those messages sent while working on an assignment and asking for help (see ["Message your teacher for help with assignment questions" on page 29](#)) and while viewing your Courses page and messaging for help (see ["Message a teacher for help with a course" on page 18](#)).

1. From the **Inbox** drop down, select **Sent**.



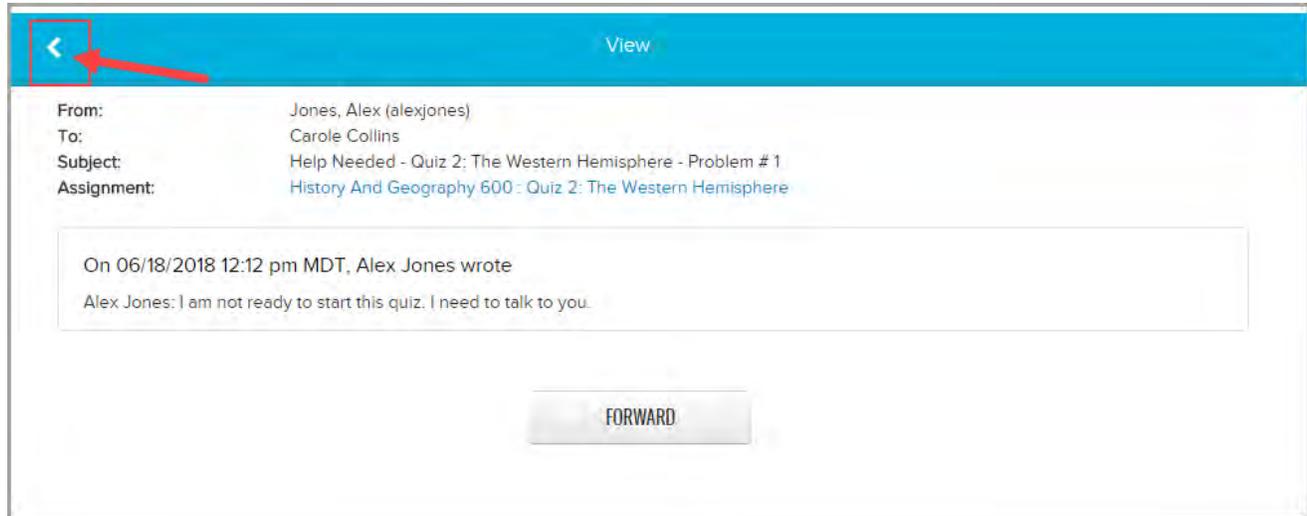
Your **Sent** messages list contains all sent messages in order of the date and time sent, with the most recent ones at the top.

2. To read a sent message, click it.



**Tip:** While viewing a sent message, you can forward it to another teacher. See ["Forward messages" on page 71](#).

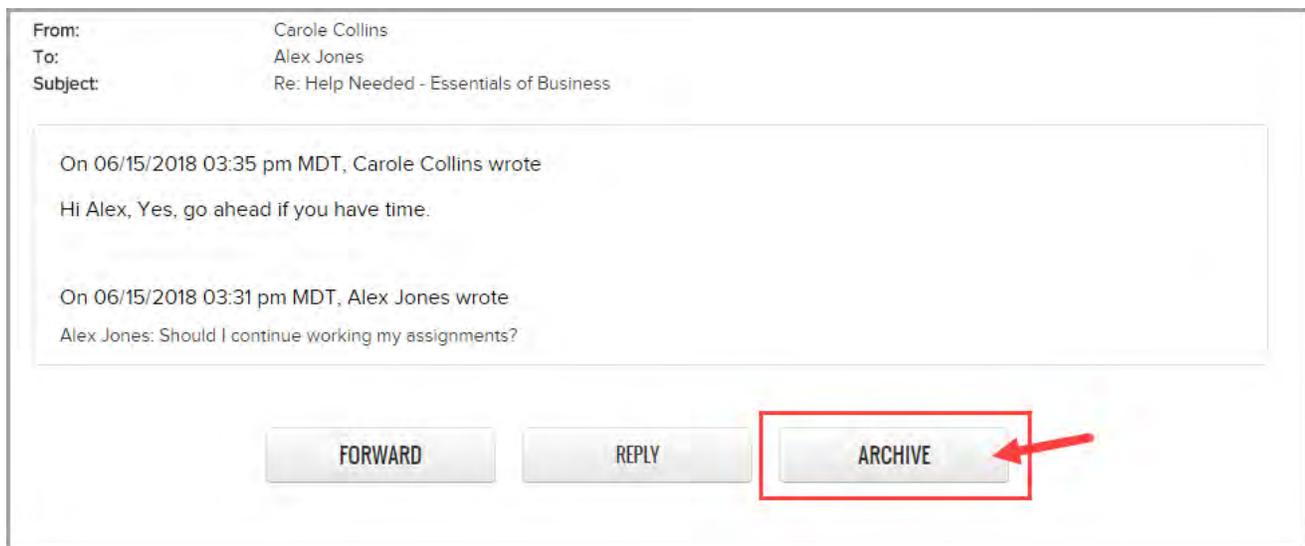
3. To close the message and return to your Messages page, click the left-facing arrow on the **View** toolbar.



## Archive messages

Because you cannot delete your Odysseyware messages, you can file away (archive) messages to a different list so that your Inbox list is easier to view.

1. From your **Inbox** list, select a message you want to remove from the list and file it away to the Archived list.
2. On the **View** page for the message, click the **Archive** button.



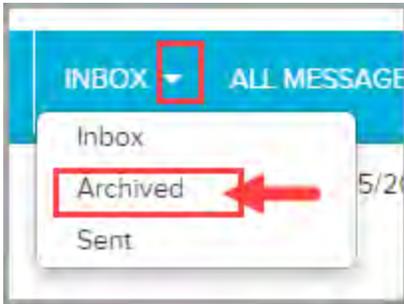
The message is removed from the **Inbox** messages list and now appears in the **Archived** messages list. See "[View archived messages](#)" below.

## View archived messages

You can view a list of messages that you archived.

1. To see your archived messages, from the **Inbox** drop down, select **Archived**.

## Forward messages

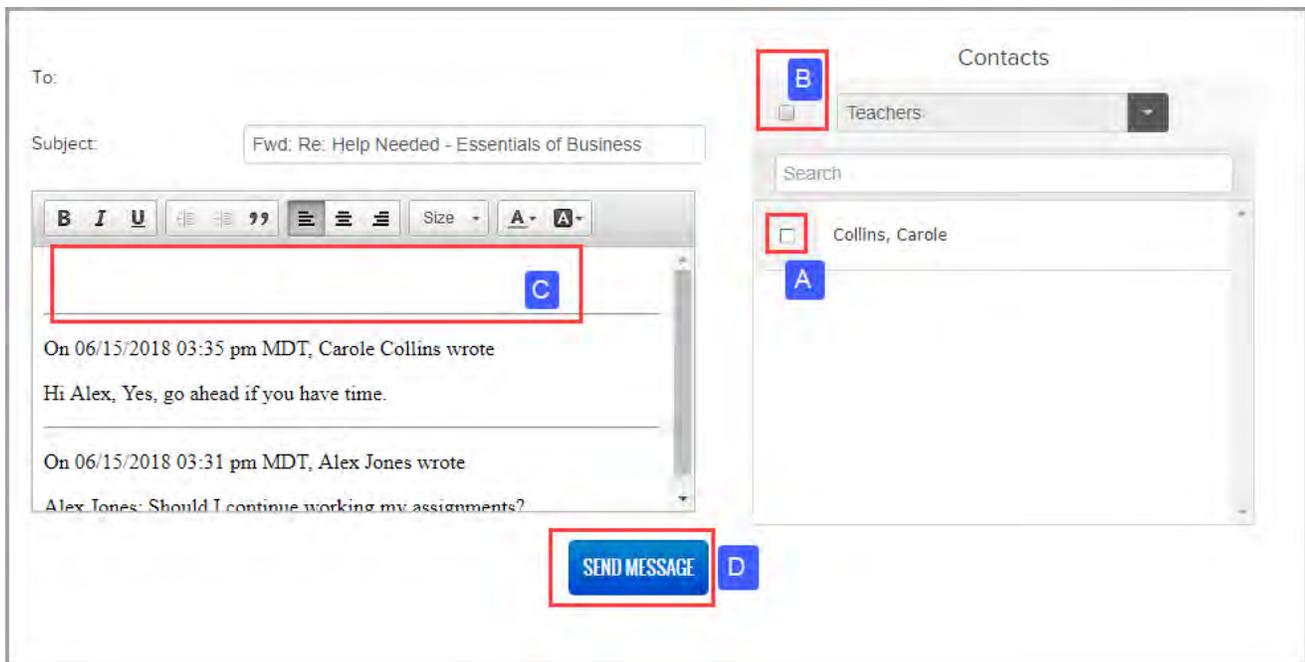


- To go back to your Inbox, from the **Archived** drop down, select **Inbox**.

## Forward messages

You can forward received and sent messages to other teachers. While you are reading a message, if the **Forward** button appears, you can forward that message to another teacher.

- From either the **Inbox** list or **Sent** list, click a message to read it.
- Click the **Forward** button.
- From the **Contacts Teachers** list, select one or more teachers by clicking the check box next to their name (A), or to select all teachers for the message, click the check box (B) next to the **Teachers** list.
- To let the teacher(s) know why you are forwarding the message to them, enter an explanation (C).
- Click **Send Message** (D).



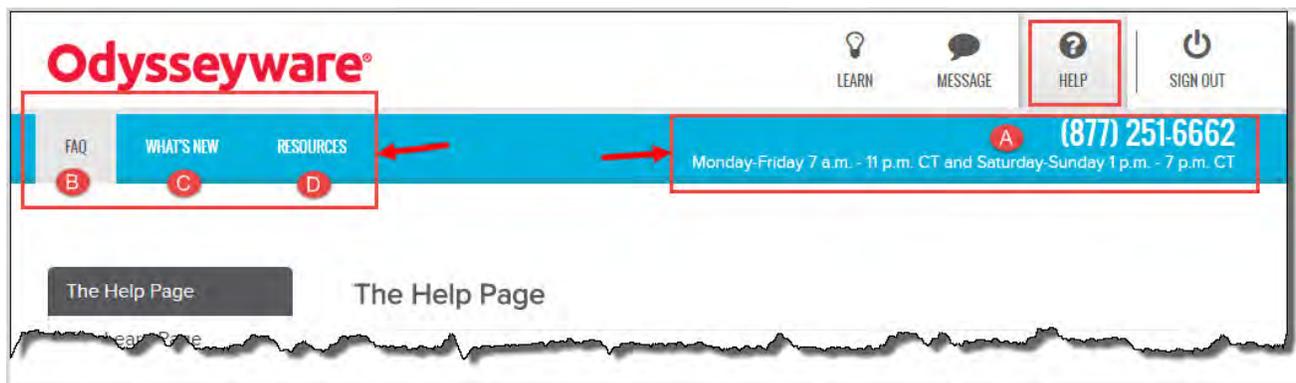
The message now appears in your **Sent** messages box. See "[View your sent messages](#)" on page 69.

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## Access helpful resources

Other resources and Help are available to you.

- On the top toolbar, click the **Help** button.



- You see the Odysseyware Technical Support phone number and availability details (item A above).
- By default, the **FAQ** tab (item B above) is active. The **FAQ** page displays helpful information about how to use Odysseyware, contains answers to some of your questions, and displays details about the version of the Odysseyware application (App Info) you are using.
- To see a list of new features and improvements, click the **What's New** tab (item C above). The **What's New** page updates when new features are released.
- To access additional resources, click the **Resources** tab (item D above). The **Resources** page contains links to documents that help to explain Odysseyware accessibility options, provide guidance about the skills needed to successfully use online learning, and provide access to academic support resources to help with lessons.

The screenshot shows the Odysseyware website interface. At the top left is the Odysseyware logo. To the right are icons for LEARN (lightbulb), MESSAGE (speech bubble), HELP (question mark), and SIGN OUT (power button). Below these is a blue navigation bar with links for FAQ, WHAT'S NEW, and RESOURCES (highlighted with a red box). To the right of the navigation bar is the phone number (877) 251-6662 and the operating hours: Monday-Friday 7 a.m. - 11 p.m. CT and Saturday-Sunday 1 p.m. - 7 p.m. CT. A red arrow points from the HELP icon to the RESOURCES link. The main content area is divided into three sections: Accessibility Information, Student Technical Skills, and Academic Support Resources. Each section has a heading, a question, and a paragraph of text with a 'Click here' link circled in green.

**Odysseyware®**

LEARN MESSAGE **HELP** SIGN OUT

FAQ WHAT'S NEW **RESOURCES** (877) 251-6662  
Monday-Friday 7 a.m. - 11 p.m. CT and Saturday-Sunday 1 p.m. - 7 p.m. CT

### Accessibility Information

Where can I find information about the learning management system's accessibility features and policies?

The learning management system has a variety of features that help you access course information. [Click here](#) to learn more about our accessibility features and policies.

### Student Technical Skills

What will I need to know before I start a course in the learning management system?

The learning management system is easy to use and navigate, but students should have basic computer skills before starting a course. [Click here](#) to learn more about the skills required to be able to successfully navigate through the courses.

### Academic Support Resources

Where can I find resources to help me with things like writing a paper?

The learning management system provides links and supports within our courses to help you with assignments, but you can also [click here](#) for a list of quick links that will provide basic guidance for tasks such as formatting and citations in reports.

- To access a copy of the *Student User Guide* or the *Student Quick Start Guide*:
  - Go directly to the Odysseyware Training Resources **Knowledgebase** page at: <https://www.odysseyware.com/training-resources>. The **Knowledgebase** page has a Search feature where you type a keyword to access resources containing that keyword. Or, use the navigational links to access user guides, videos, and other helpful resources related to the selected link.

The screenshot shows the Odysseyware Knowledgebase interface. At the top, the Odysseyware logo is on the left with the tagline "PREPARING STUDENTS FOR COLLEGE, CAREER & LIFE." and the word "KNOWLEDGEBASE" is on the right. Below this is a navigation bar with a search field and links for Home, Assignments Alerts, School Settings, Teacher/Admin, Student, Parents, Gradebook, Course Enrollments, Courses, Reports, Messages, and Academy/Academic Services. The main content area features a large search box with the placeholder text "I'M SEARCHING FOR...". Below the search box are three columns: "Odysseyware Solutions" with the "base EDUCATION" logo, "Resources" with links for "Research & Efficacy" and "Complimentary Webinars", and "Helpful Links" with links for "Curriculum Catalogs", "State Resources", "Supply Lists", and "NCA's Eligibility & Non-traditional Courses". A dark grey section titled "UPCOMING EVENTS" contains three items: "Learning Summits" with a megaphone icon, "Live Workshop Webinars" with a computer monitor icon, and "Educator Impact Awards" with a trophy icon. The footer includes "Customer Support (877) 251-6662" with operating hours, a copyright notice for 2017, and an "FAQ" button.

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