

REVISED ON 7/20/18



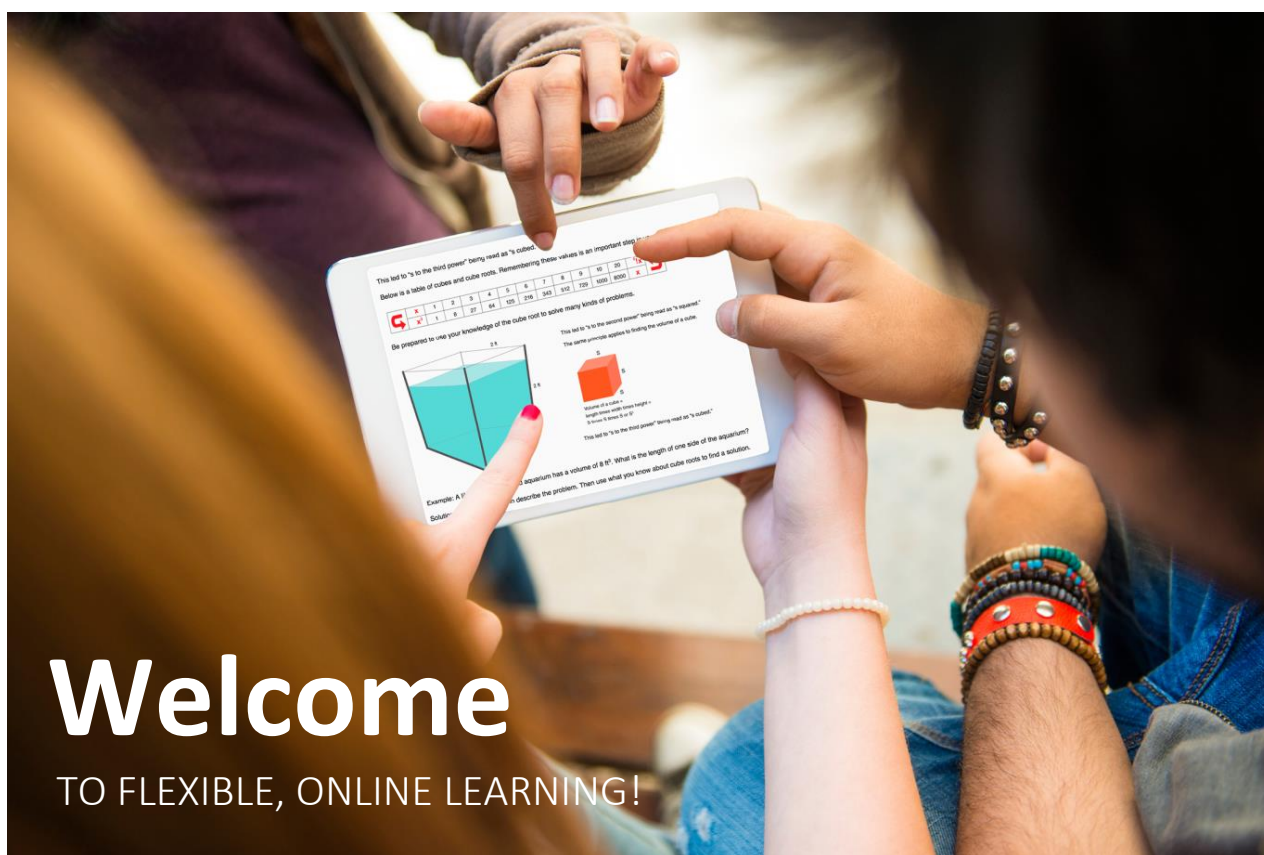
**Odysseyware®**

# VIRTUAL STUDENT, PARENT & GUARDIAN HANDBOOK



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# Welcome

## TO FLEXIBLE, ONLINE LEARNING!

## Introduction

Welcome to Odysseyware! The web-based Odysseyware system allows students and parents/guardians to operate in a virtual/online environment by providing access to course content, grades, communication, and reports about student progress. This Handbook is for Odysseyware students and parents/guardians and it explains our policies and procedures and provides instructions for how to use the Odysseyware Portal and online classroom.

If you have any questions regarding the information in this handbook, please contact your designated Partner Mentor.



## Technical Support

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Our Technical Support department at Odysseyware provides an outstanding service to our students. Our expert team is ready to assist you with setting up your school or home workstation with the necessary system requirements to view and work in the academy's online platform. Due to nature of working on digital courses, when you have a technical issue, use the toll-free number to get your issue resolved quickly

### Technical Support contact info:

1-888-399-4267 press Option 1, then press Option 1

Monday – Friday: 7:00am to 5:00pm Central Time

It is important that when you call Technical Support, you are at or near your computer so that you can answer questions and make adjustments as needed. If your technical issue does not require immediate attention, you can email the details to the Technical Support team at [owasupport@odysseyware.com](mailto:owasupport@odysseyware.com). The Technical Support team responds to all emails in a timely manner.

Our Academic Hotline is available for students who have questions about their courses outside of their teachers' office hours. If you need a teacher to unlock/reassign an assignment to move forward in the course or if you have forgotten your Odysseyware username and/or password, the Academic Hotline can assist you. Students may also receive content area support.

### Academic Hotline contact info:

1-888-399-4267 press Option 2, then press Option 2

Monday – Friday: 7:00am to 3:00pm Central Standard Time

- Math – press option 1 and then option 2
- Spanish – press option 1 and then option 3
- Main Academic Hotline – press option 1 and then option 5

### Academic Virtual Office info:

[www.tinyurl.com/owavirtualoffice](http://www.tinyurl.com/owavirtualoffice)

Monday – Friday: 7:00am to 7:00pm Central Standard Time

## Expectations

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### Technology and Skills Necessary for Student Success

#### Odysseyware Student Orientation

To ensure success with the program, students should complete the Odysseyware Student Orientation course.

#### Internet Access

Students need to have internet access and know how to log in using a password and username.

#### System Requirements

Ensure student's computer meets these system requirements

Browser	Microsoft InternetExplorer® Mozilla Firefox® Safari® Chrome®	Version 11 Version 44 and 45 or higher Version 9 or higher Version 49 or higher
PDF Reader	Adobe Acrobat ReaderDC® <i>Or the latest version of a browser that supports built-in PDF viewing, such as Chrome® or Firefox®</i>	Version 2015 or higher

#### Browser Settings

Browsers should be configured with these recommended settings.

Passwords	Disable features that automatically save passwords
AutoComplete	Disable AutoComplete, as it often looks like a list of answers to choose from
Caching	Enable caching, but set browsers to clear the cache when closed
Javascript	Javascript must be enabled for pages to render correctly



### **Create and Modify Documents**

Students need to know how to create, edit, modify and submit documents (acceptable files types listed below). Because OW Assignments may require students to create and modify documents for completing their work, students need to know how to use documentation programs, such as Microsoft® Office and/or Google Docs. If a student uses Google Docs, they will not be able to share the file directly from Google to their teacher. They will need to download the assignments and upload it directly into their assignment submission box in one of the accepted file type listed below. **Please contact your teacher to obtain a Google handout to assist you in uploading Google Docs.**

[Google Doc Handout](#)

Accepted File Type : [csv, doc, docx, pdf, xls, xlsx, txt, rtf, ppt, pptx, odf, odt, ods, odp, mdb, accdb, pub, jpg, jpeg, pages, numbers, key]

### **Resources and where to go for help**

Students need to be willing to utilize the resources provided to them when they need help. These resources include the Help Page within OW, Student Resources tab in the Odysseyware Portal, teacher communication via email, phone or during office hours, the Academic Hotline.

### **Typing**

Because Odysseyware requires students to type answers, students need to know how to type or be in the process of learning to type. It is expected that high school students can type fluently.

### **Netiquette - Internet/Email Etiquette**

Students need to know the proper way to use the internet and write professional emails and messages.

## Student Code of Conduct

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**To be most successful in their online courses, students are expected to:**

- Log in daily and make progress in their course(s).
- Be willing to put forth effort and complete the course(s) in the allotted time frame.
- Attend regularly scheduled teacher office hours when requesting help.
- Receive regular instructor communication through grading, phone or messaging.
- Reach out to their instructor(s) for help.
- Contact Technical Support for any software issues.
- Complete student orientation.
- Inform OW virtual teacher ahead of time when they are not going to be active in their course for one week or more.
- Use proper or formal language when communicating with instructors or academy staff via messaging (this includes lessons, quizzes, projects, and tests).
- Complete their own course and maintain academic integrity at all times.
- Always use their given First and Last name when attending Virtual Office Hours, calling into the Academic Hotline or when turning in projects or assessments.
- Always respond to teacher messages and staff messages that require a response.

## What to Expect from the Virtual Teacher

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**Teachers are expected to:**

- Respond to communication/grading/feedback within 24 hours (Monday-Friday).
- Grade projects within four days (Monday-Friday).
- Maintain regular communication with students.
- Post their office hours and be available during those scheduled office hours.
- Provide additional resources to students as needed.

## Netiquette Guidelines

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It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

### Security:

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

### General Guidelines:

**When communicating online, you should always:**

- Treat your instructor with respect, even in email or in any other online communication.
- Always use your teacher's proper title: Dr. or Mr. /Mrs.
- Unless specifically invited, don't refer to teacher by his/her first name.
- Use clear and concise language.
- Remember that all communication should have correct spelling and grammar.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive.
- Be careful with personal information (both yours and others) and do not send confidential information via e-mail.





**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text.
- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the original author intended for you to pass along the information before you click the "forward" button.

For more information on Netiquette click on this link for University of Florida's Online Netiquette Guidelines:

[Netiquette Guidelines](#)

## Acceptable Use Policy

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**Odysseyware users are expected to abide by the rules of network etiquette. These include, but are not limited to, the following:**

- Be polite.
- Use appropriate language.
- Abusive messages and the use of vulgarities or other inappropriate language is not permitted.
- Take responsibility for any and all activity initiated by the students account.
- Always represent oneself in communications with their first and last name.

**Use of the Odysseyware system must be in support of the education program in which the user is enrolled. Students could have their Odysseyware privileges revoked for any of the following reasons:**

- Impersonating other users.
- Misrepresenting self to others.
- Sending of hate or harassing messages.
- Obtaining/modifying files or other data belonging to other users.
- Unauthorized entry into networks.
- Transferring or creating computer viruses.
- Loading or using unauthorized games, programs, and/or files.
- Illegal use of copyrighted software.
- Using the network to disrupt the work of others.

**The same standards of intellectual and academic honesty and plagiarism apply to electronic information as to other forms of published work.**

- All internet sources used in student work need to be appropriately cited.
- Appropriate administrative sanctions may be imposed upon students who violate Internet policies.
- Odysseyware cannot be held liable for any loss of data arising directly or indirectly from the failure of hardware, software, or from human error.

## Courses and Grading

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### Semester Course Explanation

Odysseyware Academy has both half and one credit courses. One credit courses (or full school year courses) are divided in two parts (Part A – Semester 1, and Part B – Semester 2). This is in place for all grade levels (elementary, middle school, and high school).

### Course End Dates & Extensions

The recommended pacing for a semester is up to 20 weeks. Extensions may be granted for a fee in five, ten, or 20 week increments (your school determines when extensions are granted).

### Student Orientation

The Student Orientation course is provided to ensure success in Odysseyware coursework. It is recommended that ALL students complete orientation annually to maintain program comprehension.

### Grading Scale/Weighting for Assessments

Each unit is weighted as an equal part of the semester average. Individual unit grades are calculated using the following grading scale and weighting for assessments.

A+	97.00-100%	A	93.00-96.99%	A-	90.00-92.99%
B+	87.00-89.99%	B	83.00-86.99%	B-	80.00-82.99%
C+	77.00-79.99%	C	73.00-76.99%	C-	70.00-72.99%
D+	67.00-69.99%	D	63.00-66.99%	D-	60.00-62.99%
F	0-59.99%				

**Note:** Your school may have a different grading scale than the one above.

#### Units With Projects

Tests = 30%  
Quizzes = 25%  
Projects = 25%  
Lessons = 20%

#### Units Without Projects

Tests = 43%  
Quizzes = 36%  
Lessons = 21%

## Late Nite Labs

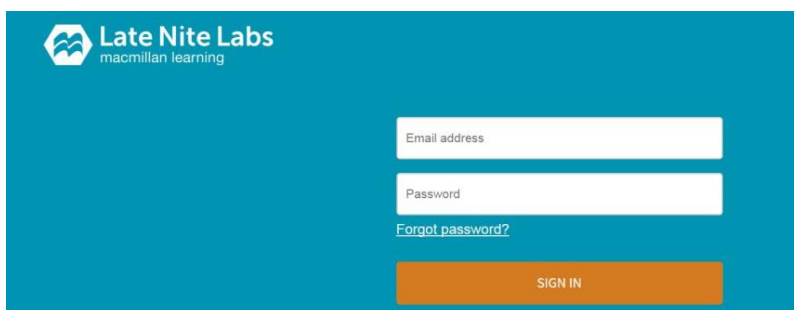
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Late Nite Labs are one way in which Science teachers at Odysseyware Academy provide virtual labs for students. Some science courses will have no labs, some will have Odysseyware Academy created labs, and others will be linked to Late Nite Labs ([www.latenitelabs.com](http://www.latenitelabs.com)). Odysseyware Academy uses Late Nite Labs for Biology & Chemistry courses. For these labs, students will need a separate log in that will be sent to them by the registrar upon enrollment in the course. Upon completion of the lab, students submit an Odysseyware Lab Report for final grading.

### Registration and Sign In

At the time of course enrollment, the Odysseyware registrar will register the student for the corresponding Late Nite Lab course and share the sign in credentials with the student. The registrar will also share a helpful Late Nite Labs Overview presentation with the student. To sign in, students go to: <https://labs.latenitelabs.com/signin> and enter the username and password provided to them at the time of registration.

For assistance with sign in, students should contact the Odysseyware registrar (Christine Gieseke): [cgieseke@odysseyware.com](mailto:cgieseke@odysseyware.com). When contacting her, please be sure to share your full name and the Odysseyware course for which you are enrolled in the Late Nite Labs program.



### Student Support

Technical - students experiencing technical issues with the Late Nite Labs website should contact Late Nite Labs Technical Support at 1-800-262-0518.

Academic - students in need of academic support should contact their assigned Odysseyware teacher. The teacher can assist students with questions related to the curricular content of the labs and the completion and submission of the Late Nite Lab Odysseyware Lab Report.

## Policies

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*Note: Your school may have policies that differ from those outlined below. Consult with your school regarding any policy questions.*

### Test/Quiz Retake Policy

Odysseyware students can retake one quiz per unit and one test per course.

- Tests and quizzes are to be completed in one sitting. Occasionally due to technical issues, a student may need a quiz or test unlocked to allow them to access it again.
- Student should not move onto new quizzes or tests until issue is resolved.
  - Student must work with Tech Support to resolve current issue before proceeding.
  - If excessive unlock requests continue, the teacher explains that quizzes and tests should be completed in one sitting. If available, the teacher can assign an alternative quiz/test.
  - After two unlocks on the same test/quiz, the student is informed that this is their final attempt. If the student does not complete the final attempt, he/she receives a zero on the assignment.

### Active Work Policy

It is highly recommended that only one unit within a course be open at a time. Students should plan accordingly for projects that may require more than one day for completion (i.e. growing seeds, research, etc.). Projects can be worked on concurrently.

### Active Work Escalation Process

The purpose of the escalation process outlined below is to identify possible reasons for lack of student activity/failing grades in Odysseyware courses and work help reengage the student.

### Inactivity in courses:

#### If a student has not worked in his or her course(s) for one week:

- The teacher reaches out to the student to inquire as to why the student has not logged into their courses (Reasons may include illness, family emergency, death of a loved one, courses are difficult, vacation, difficulty managing time, etc.)

#### If a student has not worked in his or her course(s) for two weeks:

- Our teachers reach out to parents and partner mentor to inform them of the lack of activity and investigate possible concerns. Teachers will continue to monitor student progress and communicate to student, parent, and school.

## **Not responding to communication:**

**If our teachers note a pattern of not responding to communication that specifically states a response is expected:**

- They reach out to parents to verify contact information is correct.

**If information is correct and a student continues to not respond to communication after one week:**

- Our teachers inform the parent and partner mentor about the lack of communication responses from the student. Responding to communication in a timely manner is an essential skill that students need to find success in today's workforce.

## **Inappropriate student behavior/communication:**

**If a student engages in inappropriate behavior/communications:**

- Our teachers will contact the school with information on the behavior and any action/response the teacher took.

## **Students earning a failing grade:**

**If a student's grade falls below 60% at any point in the course:**

- The teacher contacts the student to create a plan for bringing up the grade. This occurs each week until the student has reached at least a passing score in the course.

**If a student has completed all assignments and earned an overall failing grade at or before the 20-week mark:**

- The course will be completed after reaching out to the student/school to discuss opportunities to bring up their grade. If an extension, reinstatement, or new enrollment is required, the school will make the request.

## Academic Integrity Policy

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As we know, the internet can be an awesome resource. While students can use the internet to facilitate learning, there are some students who do not use this resource appropriately. Two main instances of academic integrity issues are plagiarism and cheating. Our definition and policy for academic integrity are outlined below. We recognize that many of our students are still learning what is and is not considered plagiarism and cheating. Odysseyware Virtual Teachers implement this policy with the intent of educating students so they can do better in the future.

### Definition of Plagiarism

- The act of passing off the literary or academic work of another as your own (including ideas, thoughts, direct quotes, reports, essays, research papers, projects, publications, articles, etc.).
- The act of intentionally or unintentionally copying and pasting literary or academic work from another source or reference material without properly citing the source as a reference (including journals, newspaper articles, internet sources, magazines, etc.).
- The act or attempt of reusing your own work that may have been previously submitted for another assignment or course.

### Definition of Cheating

- The act of giving or receiving answers on assessments including lessons, projects, quizzes, tests or final exams.
- The act of allowing someone else to complete a quiz or test on your behalf in courses that you are enrolled.
- The act of seeking or providing (publishing) Odysseyware curriculum content, questions, or answers to internet sources or answer banks.
- The act of using materials during closed book assessments (including lessons, notes, the internet, text books, etc.).
- The act of copying answers that have been previously submitted by another student.
- The act of working with another student to complete an assignment, test, quiz or project (including working side by side, accessing another student's work by logging in as them, and/or printing completed materials to share).

## ***Policy for Lessons and Projects***

### **First Assignment offense- Warning One**

- Parent/guardian is contacted by the teacher or Partner Mentor.
- The student must redo the assignment (must be lesson or project) for full credit after phone conference with the teacher.
- Academic Integrity issue is noted in the Odysseyware Portal.

### **Second Assignment Offense- Warning Two**

- Parent/guardian is contacted by teacher or Partner Mentor.
- The student must redo the assignment (must be lesson or project) for 75% credit.
- Letter/email documenting second plagiaristic offense – Academic probation warning is sent and an academic probation warning is issued.
- The student must meet synchronously with the teacher to discuss the Academic Integrity Policy before reattempting the assignment.
- Academic Integrity issue is noted in the Odysseyware Portal.

### **Third Assignment Offense- Warning Three**

- Parent/guardian is contacted by the teacher or Partner Mentor.
- The student receives a zero grade on the assignment and does not have an option for resubmission.
- Student receives a written warning about potential failure of course with habitual plagiarism.

### **Fourth Assignment Offense**

- Habitual plagiarism may result in failure or course withdrawal from course.
- A meeting is held between the Lead Teacher, partner mentor, and parent to decide the final outcome.

## ***Policy for Tests/Quizzes/Exams***

### **First Offense**

- Student receives an automatic zero on assessment.

### **Additional Offenses**

- Student receives automatic zeros which may result in failure of units and ultimately the course.
- Habitual plagiarism may result in failure or withdrawal from course.



## Family Education Rights and Privacy Act (FERPA) Policy

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The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
7. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:



Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10) Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## Odysseyware Portal

Students and parents or guardians, sign in to the Odysseyware courses using the Odysseyware Portal module (see Figure 1.1 below). To sign in, go to <https://sis.myodysseywareacademy.com>. Enter the username and password assigned by Odysseyware to access your personal portal.

The left side of the page is the navigation bar which contains buttons to access other pages and features. The system automatically opens to the Dashboard page.

### Dashboard Page

The Dashboard page contains multiple information boxes, known as widgets, so that you can easily see important information and quickly take action.

Figure 1.1 Shows the student portal dashboard.

The screenshot shows the Odysseyware Academy student portal dashboard. At the top, the user is logged in as "Carrie Z. Tester" with a "Log back in" link. The left sidebar contains navigation links: Dashboard, Messages, Contact School, System Requirements, Course Information, Academic Snapshot, Gradebook, Student Activity, Course Plan, Edit Account, School Calendar, and External Links. The main content area is titled "DASHBOARD" and includes a welcome message: "Here you can see an overview of the current student status and academic progress." The dashboard features several widgets:

- Academic Snapshot:** Displays the student's current enrollment in three courses:
 

Course	Grade	Assignments	Pacing
Spanish I.A 2015	98.5%	2 of 78	Behind
Algebra I.A 2015	0%	0 of 89	On Pace
World History A 2015	0%	0 of 82	On Pace
- Upcoming Events:** States "There are no events scheduled for this student." with a link to "See more events...".
- Activity:** Displays the latest activities for the student:
 

Course	Time	Minutes
English II CCSS	4/25/2016 2:43:46 PM	25
- Course Requests:** Shows one requested course:
 

Course	Term	Approved
Computer Technology - Business Computer Information Systems A	FALL 2015	APPROVED
- Admission Status:** States "This student is currently ACTIVE."
- Messages:** A placeholder for messages, indicated by an envelope icon.

At the bottom left, there is a "Technical Support Contact Information" box with the phone number 1-888-399-4267, office hours (7am - 5pm CST), and the email address [technicalsupport@odysseyware.com](mailto:technicalsupport@odysseyware.com). The footer of the page reads "Genius SIS (c) - All rights reserved."



### **Academic Snapshot widget**

This widget displays the courses that your student(s) are currently enrolled in, including the course name, the current grade, the number of assignments completed so far and whether the student is ahead or behind pace. Students can click on the name of their course(s) which will log them into the online classroom.

### **Activity widget**

This widget displays the last activities of the student on his/her courses, as reported by the online classroom. If this information is not available, no activity is displayed.

### **Messages widget**

This widget alerts the user if there are any messages sent to him/her. To access a message, the user clicks the message link.

### **Admission Status widget**

This widget displays the student admission status.

## Messages Page

The Odysseyware Portal has an internal messaging system which makes it possible for students, teachers, and academy faculty to communicate with the online classroom. Figure 1.2 shows a sample message screen. Each message can be replied to or deleted.

Figure 1.2 Message Board

The screenshot shows a web interface for a message board. At the top, there is a 'Folder:' dropdown menu set to 'Select...'. Below this are three buttons: 'Compose', 'Reload List', and 'Show Archived Messages'. A search bar is located below the buttons. Below the search bar is a table with columns: 'From', 'Sent', 'Subject', 'Contents/Preview', and 'Read On'. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Figure 1.3 shows a typical message form. Select who you are writing to, the priority (importance) of your note, choose a subject and enter the text of your note. The message is HTML-based, so bullets, fonts and colors can be used.

Figure 1.3 Sending a New Message

The screenshot shows a 'Send message' form. It includes fields for 'From:' (pre-filled with a name), 'To:' (a dropdown menu set to 'Select...'), 'Priority:' (a dropdown menu set to 'Select...'), and 'Subject:' (a text input field). Below these fields is a rich text editor with a toolbar containing options for Paragraph, Font, Size, Color, Bold, Italic, Underline, and a link icon. At the bottom of the form are 'Send' and 'Close' buttons.

## Contact School Page

On the navigation bar, click the Contact School option to contact Odysseyware via e-mail. All Contact School requests are responded to within 24 hours.

Figure 1.4 Contact School

## Course Information Page

Students and parents see detailed course information on this page, including the course description, the course length and teacher information. The Course Information page also contains an Email Teacher link so that the user can send a message to the teacher. To navigate between courses, users can click the green arrows or click the course name tab. Only courses in which the student is currently enrolled are shown. Figure 1.5 shows a sample of the Course Information page:

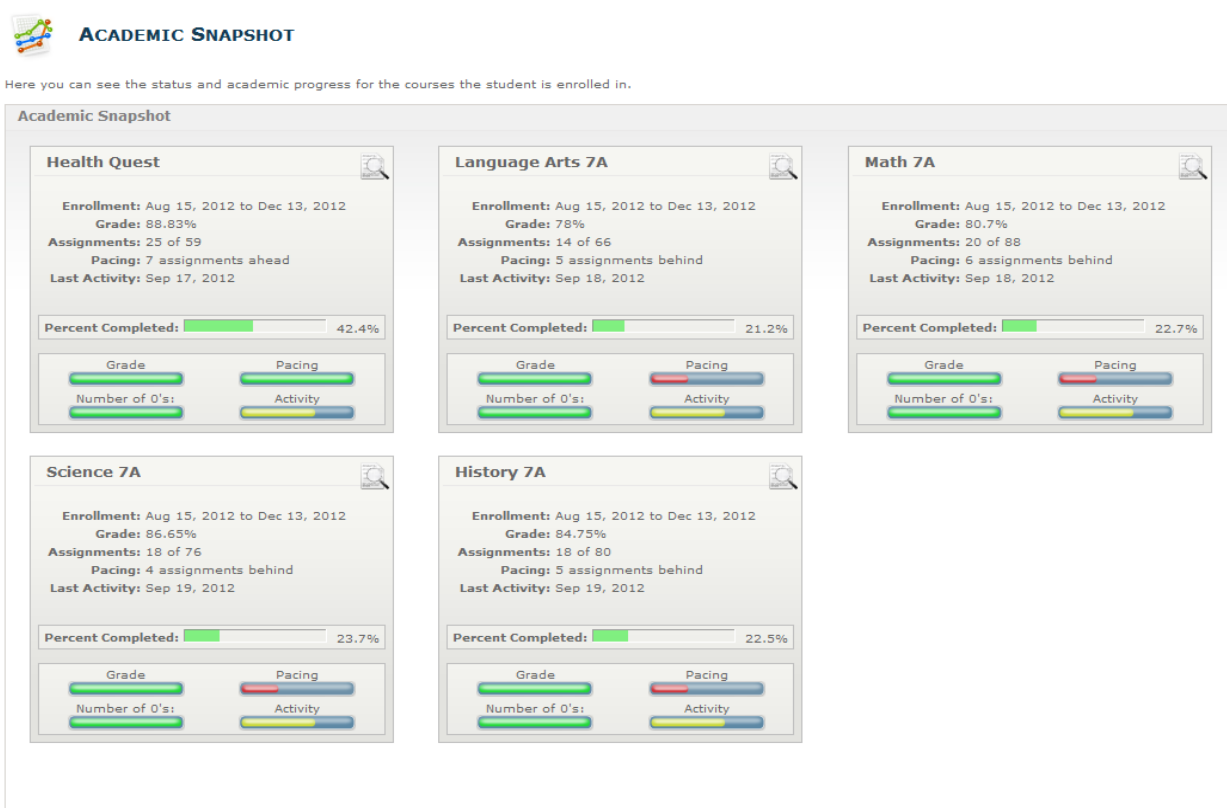
Figure 1.5 Course Information

## Academic Snapshot Page

The Academic Snapshot page provides an “at a glance” view of the current academic status for each student. For each enrolled course, this page displays the enrollment dates, the current average grade, number of assignments completed and total assignments, pacing status and last activity.

Graphical indicators, based on a red-yellow-green rating system, illustrate each student’s status: grade, pacing, number of 0s and activity level (last date logged into course). Figure 1.6 shows a sample Academic Snapshot page.

Figure 1.6 Academic Snapshot



## Gradebook Page

The Gradebook is an area for students, and parents or guardians, to see how a student is progressing in a specific course. The Gradebook includes information on current course enrollments only.

To access the Gradebook, on the navigation bar, click the Gradebook button. See figure 1.7 to reach the list of current courses. To see detailed information for a course, click on the course name and the details are displayed:

Figure 1.7 Gradebook

Here you can see information about your grades and assignments.

Select	ID	Transcript Name	Start	End	Grade	Assignments	Weeks	Teacher
<input checked="" type="radio"/>	193006	Civics (2014)	05/11/2015	07/31/2015	0%	0 of 59	18	T Greenfield, Jayne
<input type="radio"/>	192955	Environmental Service Systems (2015)	05/11/2015	07/03/2015	0%	0 of 20	20	T Greenfield, Jayne
<input type="radio"/>	192993	Language Arts 600A (2014)	05/11/2015	07/31/2015	0%	0 of 0	18	T Greenfield, Jayne
<input type="radio"/>	192918	Legal Services (2014)	05/11/2015	07/31/2015	0%	0 of 20	20	Teacher, OWA

Select a course to view unit grades

### Civics (2014)

**Teacher Information**

**PICTURE NOT AVAILABLE**

Name: T Greenfield, Jayne  
 Email: jgreenfield@glynlyon.com  
 Phone: 7124120628  
 Home:  
 URL:  
 Notes: Check out these sites: <http://www.mindful.org/> <http://www.mindtools.com/>

[Email teacher](#)

Online Assignment	Points	Grade	Attempts	Status	Due	Completed	Feedback
Historical and Political Backgrounds			0	SKIPPED	Jul 17, 2015		
Major Conflicts			0	ASSIGNED	Jul 17, 2015		
Accrations and Annexations			0	NOT_STARTED	Jul 17, 2015		
Independence and Political Parties			0	NOT_STARTED	Jul 17, 2015		
Quiz 1: History and Political Background			0	NOT_STARTED	Jul 17, 2015		
Freedom Backgrounds			0	NOT_STARTED	Jul 17, 2015		

Technical Support Contact Information  
 1-888-395-4267  
 Office Hours: 7am - 5pm CST  
[techsupport@odysseyware.com](mailto:techsupport@odysseyware.com)

There is a variety of information provided in the Gradebook. Each assignment in a course is listed. As you complete the assignments, the results are listed by points and grade achieved, number of attempts, date completed and any feedback a student might receive from the teacher. The status bar indicates which assignments you have completed, as well as which tasks have yet to be started, and which ones have been recently assigned.

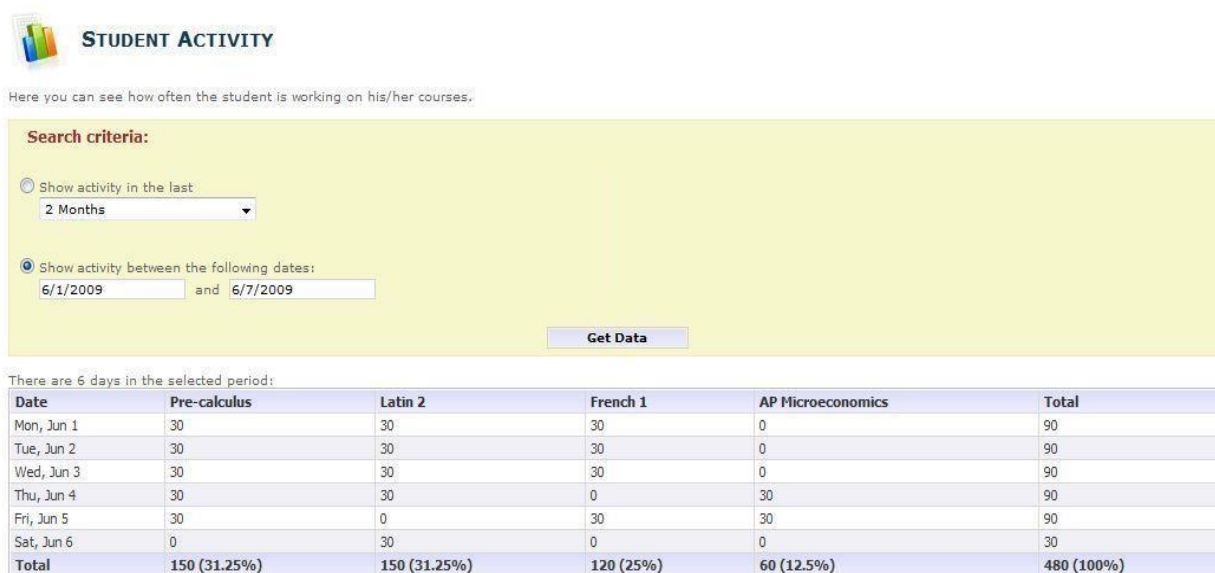


## Student Activity Page

On this page, students and guardians can see how much time is spent on coursework. A report can be generated based on a list of pre-defined time periods, ranging from one day to two months. Customized time frames can also be created. The student activity report shows how many minutes the student spent working in each course, along with the percentage of the student time that was dedicated to each course.

In the example shown in figure 1.8, the student spent 120 minutes on his French 1 class between 6/1/2009 and 6/7/2009. That corresponds to 25% of his total study time in the selected period.

Figure 1.8 Student Activity



## External Links Page

This page acts like a link repository, where the school keeps relevant links to external resources. Figure 1.9 shows a list of external links that users can access.

Figure 1.9 External Links

**Odysseyware ACADEMY**

Another Tester

**EXTERNAL LINKS**

Here you can see some suggested links to external resources and tools.

**2014-2015 STUDENT ORIENTATION VIDEOS**  
Click here to watch recorded student orientation videos.

**CONTACT TECHNICAL SUPPORT**  
Information from the OWA Resource Center regarding Technical Support hours and contact methods.

**ODYSSEYWARE ACADEMY RESOURCE CENTER**  
Odysseyware Academy's Resource Center for students.

**OWA ELEMENTARY COURSE LIST & SYLLABI**  
Follow this link to reach the OWA Elementary course list. Simply select the course to reach the course syllabus and additional course details.

**OWA HIGH SCHOOL COURSE LIST & SYLLABI**  
Follow this link to reach the OWA High School course list. Simply select the course to reach the course syllabus and additional course details.

**OWA MIDDLE SCHOOL COURSE LIST & SYLLABI**  
Follow this link to reach the OWA Middle School course list. Simply select the course to reach the course syllabus and additional course details.

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**Genius SIS:**

**OW Student/Parent/Guardian Handbook and User Guide**

Version 5.0

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**For more assistance, contact Odysseyware:**

300 N. McKemy Ave., Chandler, AZ 85226 Phone: 888-399-4267

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