

# Compass Learning Odyssey Teachers—Getting Started

## Step 1— Log In as a teacher

CompassLearning<sup>®</sup>  
**ODYSSEY** 2011

Engage, think & learn.

Login to CompassLearning Odyssey

User Name

Password

School

Log In

Tour Sample Activities Solutions Curriculum Partners Customer Surveys Support Company Contact

System Requirements Check System Privacy Policy Universal Access © Copyright 2011, CompassLearning, Inc. All Rights Reserved.

User Name is:

Contact **Mike Canon**  
For this information

Password is:

Contact **Mike Canon**  
For this information

Enter school code

Click Log In

## Step 2— Edit your personal information (especially grade and email information)

1. Click on the teacher name link in the upper right corner of the screen
2. Make sure your name is spelled correctly
3. Choose your **grade level** (if more than one grade level, choose most appropriate)
4. Enter your school **email** address
5. Ignore **permissions** in right pane
6. Click **Subjects and Grades** tab
7. In the new window, select appropriate subjects and grades
8. Select all grade levels that apply
9. Save

[Michael Canon](#)

The screenshot shows the 'Teacher Profile' form with two tabs: 'Personal Information' and 'Subjects and Grades'. The 'Personal Information' tab is active. The form contains the following fields and sections:

- Personal Information:**
  - First Name: \* Michael
  - Middle Initial: J
  - Last Name: \* Canon
  - Grade: \* Fifth (dropdown menu)
  - User Name: \* Mcanon
  - Password: \* [masked]
  - Confirm Password: \* [masked]
  - Email Address: \* mcanon@hemetusd.k12.ca.us
- Permissions:**
  - Assignment Permissions:
    - My School
    - My District
  - Assessment Permissions:
    - Print Tests
    - Scan Results
    - Custom Assessment Features
      - School
      - District
  - Odyssey Writer Project Permissions:
    - School
    - District
  - Student Profile Permissions:
    - Add Personal Information
    - Edit Personal Information
    - View Attributes
    - Edit Attributes

Annotations in the image include red circles around the 'Subjects and Grades' tab, the 'Grade' dropdown menu, and the 'Email Address' field. A red arrow points from the 'Email Address' field to the 'Save' button at the bottom left. Another red arrow points from the 'Subjects and Grades' tab to the 'Save' button at the bottom right.

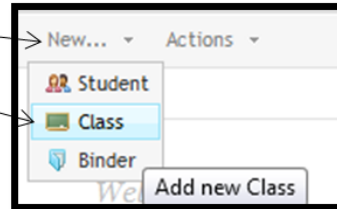
## Step 3— Create a class

# Creating a Class

1. Select **My Students** tab option on navigation bar.
2. Select **Students & Classes** button in sub-navigation bar.
3. Select **New**
4. Select **Class**

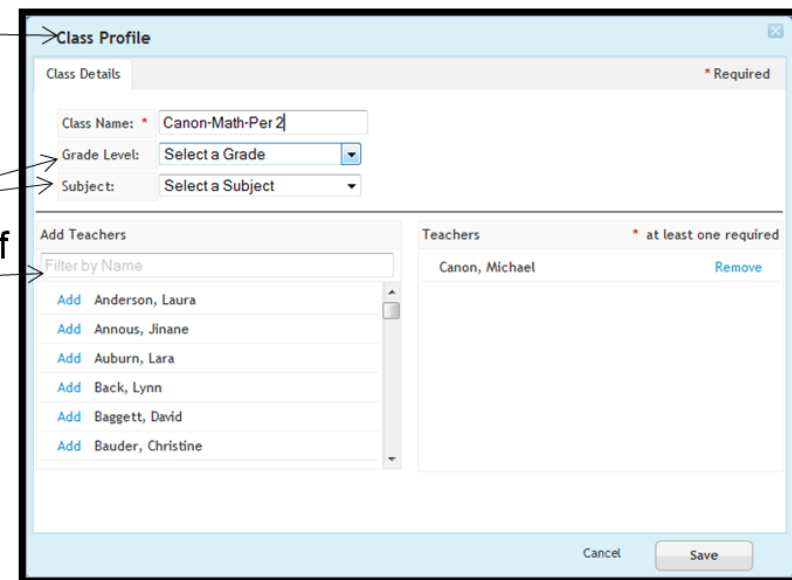
My Students

Students & Classes



A **Class Profile** pop-up box appears

- Type in a class name (\*required)  
*School naming convention=Teacher name-Subject- Class Per/Grade*
- If this class is specific to a grade level and subject area, you may label as such
- Attach a secondary teacher to this class, if applicable.
- Click **Save**.  
(Your new class will saved under **My Classes**)
- Can be edited later



A screenshot of the 'Class Profile' pop-up box. The box has a title bar with a close button. Below the title bar, there are several sections:

- Class Details** (marked as \* Required):
  - Class Name: Canon-Math-Per 2
  - Grade Level: Select a Grade (dropdown menu)
  - Subject: Select a Subject (dropdown menu)
- Add Teachers**: A section with a 'Filter by Name' input field and a list of teachers with 'Add' buttons next to their names:
  - Anderson, Laura
  - Annous, Jinane
  - Auburn, Lara
  - Back, Lynn
  - Baggett, David
  - Bauder, Christine
- Teachers** (marked as \* at least one required): A section showing one teacher added:
  - Canon, Michael (with a 'Remove' button)

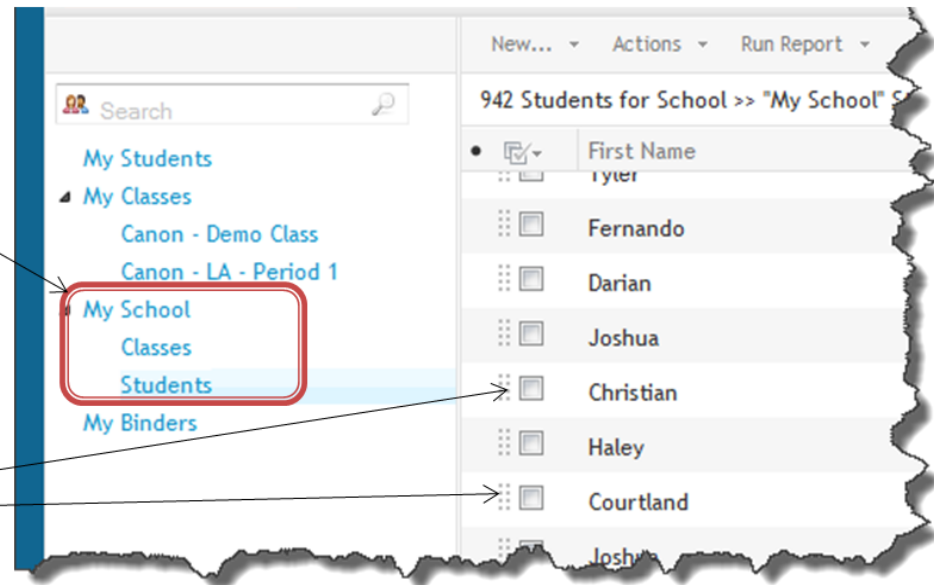
At the bottom of the box, there are 'Cancel' and 'Save' buttons.

## Step 4 – Add students to your class

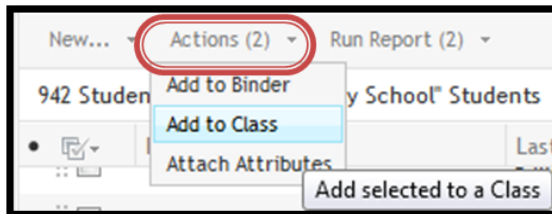
# Add existing students to your class

An existing student is one who is already in the student database, but not in your class

- In the left panel, click **My School > Students**
- Check the boxes next to students you want to add to your class  
*(You can choose multiple students on multiple pages)*



**Option 1:**  
Select **Actions > Add to Class**



**Option 2:**  
**DRAG** selected students and **DROP** into the correct class in **My Classes**.

Step 5 – Building Assignments (this is optional)

# Building Assignments – pg 1

When selecting items, narrow choices by choosing items in the left

1. Select **Assignment** tab on the navigation bar.



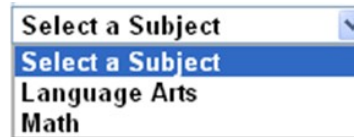
2. Click **Assignment Builder** button.



3. Select curriculum type.

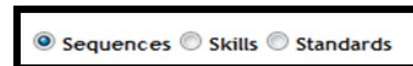


4. Select the desired **subject and level**.

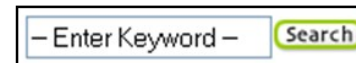


Level: P K 1 2 3 4 5

5. Select to search by **Sequences, Skills, or Standards**.



6. Enter a key word in the search box to begin search or



click **topic titles** to view content and descriptions.

7. Click **lesson titles** to reveal the activities.

8. Click individual **activity titles** to preview the online activity.  
*(activity #s appear on this level).*



This is a sample preview

# Building Assignments – pg 2

9. To assign activities, click in the box to the **left** of the title  
(multiple activities may be selected.)

Level 5 Math: Operations with Whole Numbers			
Select	Type	Title	Description
<input checked="" type="checkbox"/>		Addition and Subtraction	Students will add and subtract whole numbers.
<input type="checkbox"/>		Multiplication	Students will multiply whole numbers.

10. Click on the **Add Selected Tasks** button.  Add Selected Tasks

11. Enter a unique assignment name for easy reference. Order:  Sequential  Self-Select  Auto-Launch

12. Choose assignment order **Sequential**, **Self-Select (default)**, or **Auto-Launch**.

13. Click **Complete Assignment**. Complete Assignment ▶

14. Include a description of this assignment in the box.

**Complete Assignment**

Categorize your assignment and click **Next** to continue.

Assignment Name: Canon - Whole Number Addition

Description:

15. Select **Availability**, **Subject**, **Level**.

16. Change additional assignment options if necessary

17. Suppress Duplicate Activities – default is **Yes**.

Suppress Duplicate Activities:  Yes  No

(Students will not receive passed activities within the same assignment more than once.)

18. Choose to **assign now or later** Assign to students now?  Yes  No, I'll assign it later

Next ▶

19. Select a class or classes or individual students to whom you want to assign the assignment(s).  Finish

20. Confirm assignment – **Close** (Assignments are saved in Assignments Archives)