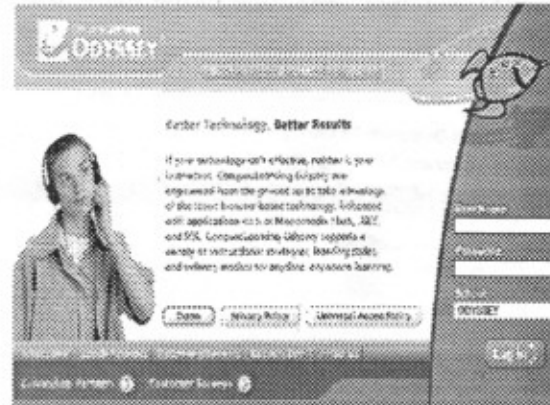


Odyssey 10.0 Basics: SetUp

Logging into CLO

1. Go to:
2. Type your username _____
3. Type your password _____
4. The school name is Odyssey
5. Click Log-in.



← Username
← Password
← School

Teacher Login:

User name: First Last
(Debbie Smith)
Password:

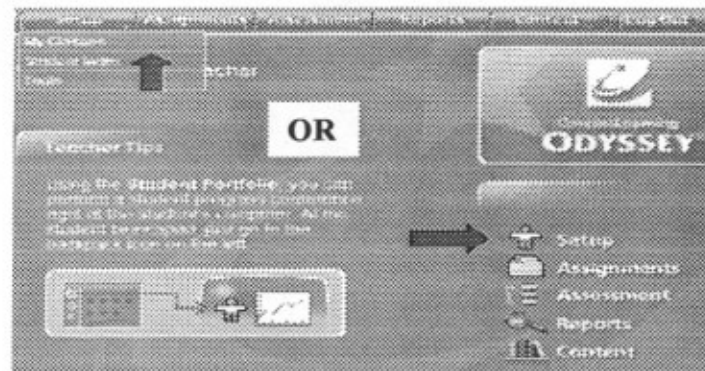
Student Login:

User name: First Last
(Debbie Davis)
Password: X

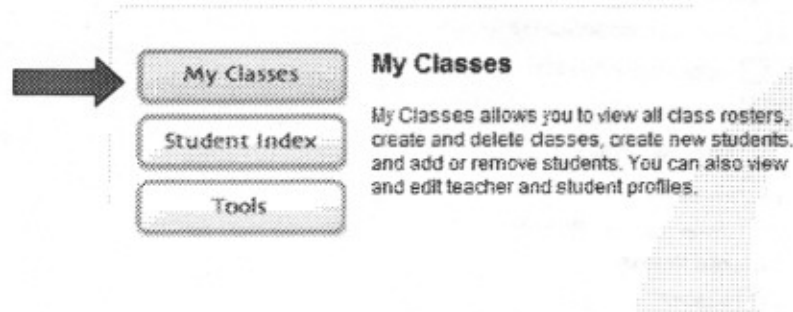
Setup

Creating Classes

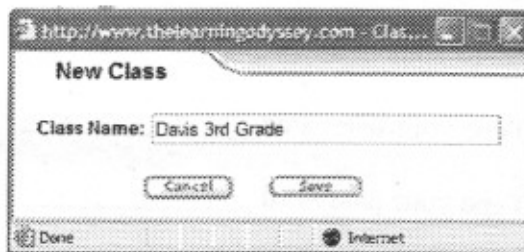
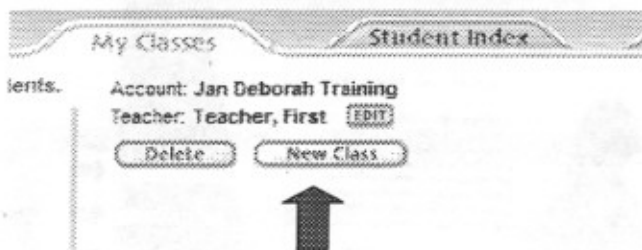
1. At the Teacher Launch Pad window, choose the "Setup" link.



2. Choose "My Classes".



3. Choose "New Class" and type in the name for your class.

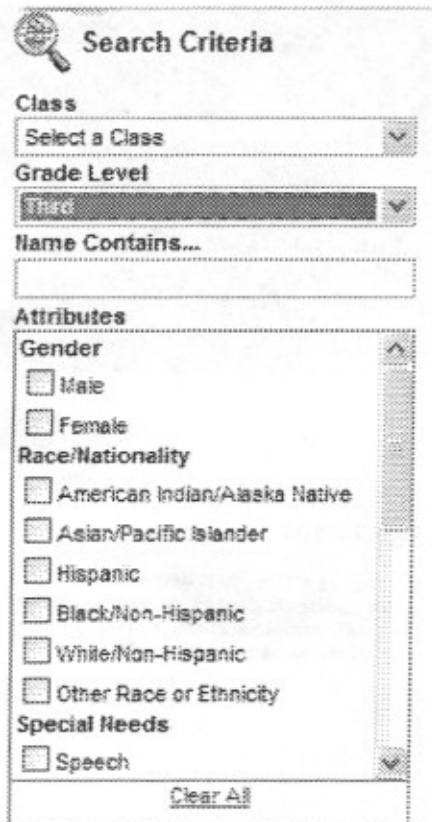
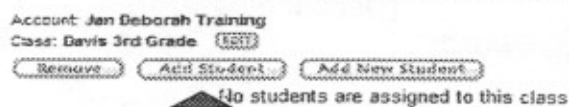



4. Save.

Adding an existing student:

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

1. Open your class.
2. Choose "Add Student".



 Search

3. From the Search Information on the left, choose the Grade Level and Search.

4. Check the students you would like to add to your class. (You may choose multiple students on multiple pages.)

5. Check "Add Selected Students".

Add Selected Students

<input type="checkbox"/>	First Name	Last Name	User Name	Grade
<input checked="" type="checkbox"/>	Susie	Davis	12345_eu	3
<input type="checkbox"/>	amanda	faber	faber	3
<input checked="" type="checkbox"/>	lupita	guerrero	lupitaq	3
<input type="checkbox"/>	brenda	jack	black	3
<input checked="" type="checkbox"/>	halle	ike	hike	3
<input type="checkbox"/>	Mickey	Mouse	mick23	3
<input type="checkbox"/>	angie	navarro	navarro	3
<input type="checkbox"/>	kim	obuch	kobuch	3
<input type="checkbox"/>	Holly	S	hsh/2005	3
<input type="checkbox"/>	angel	serrano	angex	3
<input type="checkbox"/>	Third	Student	idstudent3	3

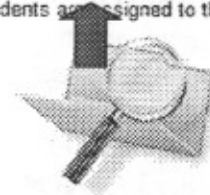
Adding a new student:

A new student is one who is new to the school.

1. Open your class.
2. Choose "Add New Student".

Account: Jan Deborah Training
Class: Davis 3rd Grade (303)

No students assigned to this class.



First Name:

Middle Initial:

Last Name:

Grade: * ▼

User Name: *

Password: *

Confirm Password: *

Student School ID:

Fields marked with an asterisk (*) are required.

3. On this New Student window, enter personal information. Using the pull down menu select the appropriate grade level.

4. On the next window, the "Attach Attributes" window, you may assign any special programs to students.

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Sociological/Economic <input type="checkbox"/> ESL/ESOL/ELL/LEP <input type="checkbox"/> Title I Math <input type="checkbox"/> Title I Reading <input type="checkbox"/> Free or Reduced Lunch <input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Migrant
Race/Nationality <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black/Non-Hispanic <input type="checkbox"/> White/Non-Hispanic <input type="checkbox"/> Other Race or Ethnicity	Other <input type="checkbox"/> Attendance Concern <input type="checkbox"/> Continuous Enrollment
Special Needs <input type="checkbox"/> Speech	
Clear All	

5. The next window contains a list of available curriculum subject areas. Choose the appropriate grade level at which the student is performing.

None	Algebra	None	Brain Buzzers	None	ELL Elementary
None	ELL Secondary	3	Language Arts	3	Math
None	PlayBox Theme Time	3	Science	3	Social Studies
None	Thematic Projects				

Class Information

The student will be enrolled in the following class:

Class	Teacher
Davis 3rd Grade	First Teacher

6. Save