

Odyssey Writer 2.0: Basic Teacher Functions

Creating an Odyssey Writer Project

1. Select Assignments - **Assignment Builder**
2. Click **Create Custom Activity** (bottom of screen)
3. Select Odyssey Writer
4. When **Instructions/Prompt** appears, type in the instructions and/or prompt you want students to see when they open the project. *(Note: You may choose to use projects from the Odyssey, District, or School Folders. See the Odyssey Writer User's Guide (Chapter 7))*
5. Select the **Writing Framework** tab and enter any information you want to support the students' prewriting and draft writing. *(optional)*
6. Select **Note Cards** tab and enter note card and pinpoint text if desired (maximum of 10 cards).
7. Select **Web Links** tab and enter titles and URLs for any Web sites you may want students to visit to help them with their project.
8. Select **Rubric** Tab
 - a. You can create a custom rubric or you can select a predefined rubric. If you create a custom rubric you will have to save it in "My Rubrics" unless you have privileges assigned to you to save in My School or My District.

Assigning a Project

1. In Project Builder, click **Send to Assignment Builder** (close message)
2. Click **Exit** to close Project Builder
3. In Assignment Builder, you can view the project you just created. (You may add curriculum at this point if you wish.)
4. Give a name to your assignment (can be the same as project name)
5. Click **Complete Assignment** on bottom
6. Add description

7. Archive your assignment by selecting:
 - ◆ Availability
 - ◆ Subject
 - ◆ Level
8. Assign to students now? Or later? - **Next**
9. Click on the + sign to open the class and click the box to select the students you want to assign. If you wish to assign to the class click the box next to the class name. - **Finish**

Opening Projects

1. Select **Assignments - Submitted Projects**
2. Select Project title to open, click **Open**

Using the Teacher Assessment Tool (Grading a Project)

1. Open Project
2. Using the Rubric Tool
 - a. Click **Rubric**
 - b. Numbers displayed across the top are categories (Focus, Organization, Content, etc.) There are 8 scoring sections (maximum)
 - c. The Criteria is listed below the section name (1-6 maximum)
3. Assigning a Grade (optional)
 - a. Click **Grade**
 - b. Select None or Select a grade (A+- F)
4. Comments
 - a. Click **Comments**
 - b. Write general comments about student's work on the project.
5. Entering Annotations
 - a. Click the space on the paper where the annotation should appear, then click on the desired annotation (note) to place the common-error or custom annotation to that specific part of the project.
6. Finishing an Evaluation
 - a. Click **Send**

Odyssey Writer Reports

The Student Writing Portfolio and The Writing Summary Reports show information on Odyssey Writer papers that have been evaluated by the teacher.

Student Writing Portfolio Report shows evaluation information on Odyssey Writer projects. For the selected students, the report displays grade, rubric criteria score, type and frequency of common errors, and duration for each of the selected projects.

Writing Summary Report shows evaluation information on Odyssey Writer projects. For the selected project, the report displays grade, rubric criteria score, type and frequency of common errors, and duration for each selected student.

Generating an Odyssey Writer Report

1. Select **Reports – Odyssey Writer Reports**
2. Select **Student Writing Portfolio or Writing Summary Report**
3. Click **Next** to begin a new report
4. Enter **start and end dates** - **Next**
5. Select the desired **project(s) or student** - **Next**

(Only evaluated projects appear for selection)

6. Click on the **+** sign to open up the class. Select all classes or one or more individual classes and/or students - **Next**

(Only students for whom the selected project has been evaluated appear for selection)

7. If you wish to save the report, enter a name for the report - **Save Report**
8. Click **Generate Report**
9. Click **Print** for a hard copy of the report

(If you did not save the report but wish to after viewing it, you have another opportunity to save after closing the report)

Generating a Student Progress Report

1. Select **Reports - Progress Reports - Student Progress Report - Next**
2. Select **Subject and Grade Level or Assignment** - Click **Apply Filter**
3. Select one subject or ALL - **Next**
4. Enter start and end dates and edit default options if necessary – **Next**
5. Click on the **+** sign to open up the class. Select all classes or one or more individual classes and/or students - **Next**
6. If you wish to save the report, enter a name for the report - **Save Report**
7. Click **Generate Report**
8. Click **Print** for a hard copy of the report

The Progress Report gives time on task for projects as well as a letter grade. A teacher may click on the underlined grade link to access the written paper from the report. If the student has completed other Odyssey activities, they will also appear on this report.

Notes:

- Students have access to their evaluated project online once the teacher returns it.
- Returned projects will appear on the Odyssey Writer icon on the student launch pad.
- Students are allowed to revisit their project, make edits and enhancements according to teacher review comments and to resubmit. They also have access to grades and time on task from the Student Portfolio (backpack icon) on the student launch pad.
