**Greater student progress faster**

Compass Learning® provides personalized digital learning solutions for *intervention*, *blended learning*, *credit recovery*, and *project-based learning*. Our approach combines rigorous, research-based instruction with fun, engaging digital content and real-time, actionable data to produce greater student progress faster.

We are excited to announce the launch of CompassLearning and grateful for the opportunity to partner with educators in Jefferson County Schools.

**Getting Started with CompassLearning High School**

**Logging In**

1) Using your preferred search engine, enter the URL: [www.compasslearningodyssey.com](http://www.compasslearningodyssey.com)

**Teacher Login Information**

User Name: JefCo Username/email prefix
Password: welcome1234 *(we recommend that you change this i.e. birthdate YYMDDJCS)*
School: ____JCSD___ *(Click inside the box, delete ODYSSEY and enter your school code.)*

2) Click Log in

TROUBLESHOOTING TIPS:

- If any user is unable to login or receives a login error, try entering the User Name and Password again.
- Check to make sure you are using the correct School code.
- Usernames and passwords should not have any extra spaces or characters.
- Check for pop-up blocker error messages. Always “Allow” pop-ups from Compass Learning.
- On a Mac, sometimes the new window will open up behind previous windows, instead of in the front.
Ipad / Tablet access
Partnered with Puffin Academy

1) Go to the App Store for your mobile device and find Puffin Academy by CloudMosa.
2) Download the Puffin Academy app (not Puffin Web browser, also by CloudMosa).
3) Open the Puffin Academy app.
4) Find the Compass Learning icon and click it. We are currently listed as a featured publisher, so we are on the home page. Otherwise, a simple search for “compass learning” will bring you to Odyssey.
5) Click the logo, then click the logo again, and you will be redirected to the Odyssey login screen.
6) Login as you would normally login and begin using Compass Learning Odyssey!

*Note: The login routine described above is one-time only. After establishing Compass Learning as the solution of choice, the app will launch with Compass Learning every time, without the additional steps of clicking on the logos.

Navigating the Teacher Site

The first time a teacher logs in they will be presented with the End User Agreement. Review the agreement, scroll to the bottom of the screen, check the box in front of “Do Not Show this Again” and then click “Accept”.

Initially, the teacher Dashboard will not reflect any information as the teacher has not yet created classes and students have not submitted completed activities. Once the teacher creates classes, their student names will be listed on the Dashboard. The following outlines the function of each tab shown below.

Dashboard – High level snapshot of student performance. Provides overall average score for ALL activities completed year to date, the last 30 days, week, etc. Shows % of students with average scores in different ranges by assignment or assessment.
Other Sections in the Teacher Account

My Students – Teacher will be able to create classes, view student roster, and view subject areas available to student.

Courses & Assignments – Teachers may access/assign/remove courses (modules) certified by the district, access courses/gradebook feature, build/assign/remove supplemental assignments, edit the content of assignments/learning paths, and monitor student progress. Full(all year) courses (i.e. credit recovery) or individual assignments may be posted and shared across the school or district.

Assessments – The Test Builder feature may be used to create pretests/learning paths as well as posttests for interim or common assessments, assessing instruction, intervention, acceleration, and or online courses. Assessments are based on select state or Common Core standards or specific skill areas.

Reports – Tools to set-up, schedule, send, and edit the settings for Compass Learning reports. Key reports used vary by implementation.

Content – Curriculum Index: allows for exploration of the Compass Learning solution curriculum without requiring selection for building an assignment. This is ideal for browsing what is available or possible before building a supplemental assignment or to support whole/small group instruction. Resources: Provides teachers with subject area scope and sequence, access to the Math Toolkit, and other support resources.

Message Center – Allows teachers to create and send messages to students internally in the program, respond to student messages, etc. (Teacher ⇔ Student)

Community – Enables teachers to create a discussion board where students can respond to a posted thread. (Teacher ⇔ Class)
Create a class, add students

**MY STUDENTS:**

**Creating a Class** (Where applicable)
1. Select **My Students** option on navigation bar.
2. Select **Students & Classes** in sub-navigation bar.
3. Select **New** → **Class**.
4. Class pop up box appears → Type in a class name (use school naming convention)*Required Field.
5. If this class is specific to a grade level and subject area, you may label as such.
6. Attach a secondary teacher to this class, if applicable.
7. Click **Save**. (Your new class will save under My Classes.)

**Adding an existing student to your class**

*An existing student is one who is already in the student database, but not in your class.*
1. Click **My School** on left panel → **Students**
2. Search by grade level by selecting **Narrow by Attributes** on the lower left hand side of screen. Select the grade(s) and click **Narrow**.
3. Check the box(es) next to student(s) you want to add to your class *(Can choose multiple students on multiple pages)*.
4. **Option 1**: Select **Actions** → **Add to Class** OR
5. **Option 2**: **DRAG** selected students and **DROP** into the correct class in My Classes. *(Once you place the cursor over student names, you see a little hand and you will see the number of students selected as confirmation. *(Example: 3 Students Selected))

*If you do not find the student you are looking for in the Student database, follow the procedures set up for your school or contact your System Administrator.*
Assign an assignment from the Courses Menu

ASSIGNING A COURSE:
1. Select Courses & Assignments option/tab on navigation bar.
2. Select School Courses in sub-navigation bar to the left. When you do so, you will see a screen similar to the one below. These are SUBSCRIPTION courses (subscribing allows you to assign the course and have any changes to the course be made automatically).

3. Subscribe to the appropriate course(s) by selecting the icon noted above boxed in. You will get a prompt that you are subscribed to the course.

4. Select the Subscribed by Me link to the left. Doing so you will be able to Assign a subscription course.

5. Select the Course Name (do not click on the box, but on the name of the course assigning). The bottom screen on this page will appear allowing you to assign the assignments which make up the course.
To Assign the individual section of the Course:
**NOTE Each assignment that make up the semester course has a PRETEST followed by a Learning Path – personalized based off the student performance of the pretest. In its current form, the pretest is quite lengthy – have student’s PACE THEMSELVES, they DO NOT need to complete the pretest in one sitting.**
1. Select the TAB Assignments (yielding the screen below).
2. Select the word “Assign” associated with the appropriate assignment.
3. Choose from your class menu who the assignment will be assigned to (your entire class or individual students).

To Assign the ENTIRE Course (All assignments that are connected to the course):
1. Select Assign All – This may be acceptable – ensure that you want the students to do all of the assignments listed (if more than one).
**NOTE Where students will receive all of the Assignments that make up the course, however, students will be able to “Self-Select” and choose which of the assignments to begin with / work on). Direction will be needed to encourage the best effort in each of the assignments.**
2. Choose from your class menu who the assignment will be assigned to (your entire class or individual students).

Un-assigning an assignment:
1. Select Courses & Assignments – Assignment Status
2. Select Availability, Level - Search
3. Make selection by assignment or student
4. Select the box in front of the assignment or search for the student
5. Click View Status
6. Check the box in front of choice - Unassign
What are Courses?
A Course is any grouping of Assignments that you want to track and grade together. Courses give you the benefits of a gradebook, score weighting by activity type, letter grades, CSV grade exports, new ways to track student progress and more.

What is this about a Gradebook?
The Gradebook is a feature that allows you to track progress and calculate student grades. The Gradebook is tied to Courses and only available once a Course has been created.

To access the Gradebook, select the Gradebook icon on the right hand side of your Course row. Your students will need to complete activities in your Course in order for the Gradebook to start tracking scores and completion. Once they have completed activities, the grades will automatically populate in the Gradebook.

For more information and assistance select “HELP” from upper right corner of the Odyssey Manager page and search “courses” or “gradebook.”
Monitoring Student Progress

Student Portfolio:

The Student Portfolio allows the student to monitor their progress on work that has been completed, is in progress, or needs to be done. Click the “Portfolio” icon to access the student portfolio.

Teachers should conference with students weekly over their progress in the learning paths they are working on using the Student Portfolio. It is best to have the student logged into their account and viewing the Student Portfolio while conducting the conference.

The recent work tab lists work the student has accessed, not necessarily completed for the day, week or month. For work that has been completed, a numeric score is displayed if the activity is a scored activity, quiz, or test. Some activities only receive NA for a score, even if they are completed. Often these non-scored activities are direct instruction or a reading passage that is later followed by a separate scored quiz.

Where ever you see a score in blue ex. 80%, you can click on the score to view the student’s individual answers on the quiz or test. Can be printed.

The status column indicates activity completion or if incomplete.

Most current work submitted is listed first.
The assignment tab allows students to view all assignments they are responsible for as well as know which teacher assigned it. They are able to monitor progress and completion of the assignment.

**Best Practice:**
When conferencing with students, teachers can conference with the student over their progress on activities in the folder as well as their scores. When a decision point requires the student to repeat an activity, the second score the student obtains will be displayed.

The student score report provides the most comprehensive data as to what the student has completed in the program. It includes the grade level, chapter, and lesson title that the activity came from. This can be helpful in identifying specific skill areas where students need additional support or improvement.

The “Status” bar does not indicate completion. It is simply a bar graph of the score the student achieved.

The time it took the student to complete an individual activity is denoted in the duration column.
Trends to look for are a number of low scores and high individual activity times or low scores and low individual activity times. This may indicate that the student is struggling significantly with the level of activities in their learning path and adjustments may need to be made by the teachers.

Class Progress

From the teacher login, you can view the Scantron learning paths assigned to an individual student, as well as their progress and scores on completed activities through the class progress feature.

1) Click Courses & Assignments

2) Click Class Progress

3) Click the class name for the students you would like to view.

4) Click the name of the student.

5) The Scantron learning paths assigned to the student will be loaded in the center.

6) Click the Details link to view the student’s scores on completed work.
Student Progress Report

The Student Progress Report enables teachers to monitor weekly the activities that students have completed. The report can be set up to be sent directly to a teacher’s email account weekly, monthly, or on a specific date.

The report shows only the activities completed during the selected time period for each student, including the date, time, score, and completion time.

Resources

Several support resources are available including a parent letter, student/parent quick start guide and much more.

1) Login to the teacher site
2) Click Content
3) Click Resources
4) Click Support
5) On the right side, click parent letter, parent/student quick start guide, etc.

CompassLearning Customer Support: 7am – 7pm Central Time

Phone: 800-678-1412
Email: support@compasslearning.com
Website: https://compasslearning.secure.force.com/CustomerSupport/CustomerPortalHome
Online Chat Also Available