Compass Learning Pathblazer

1) Go to: **www.thelearningodyssey.com**

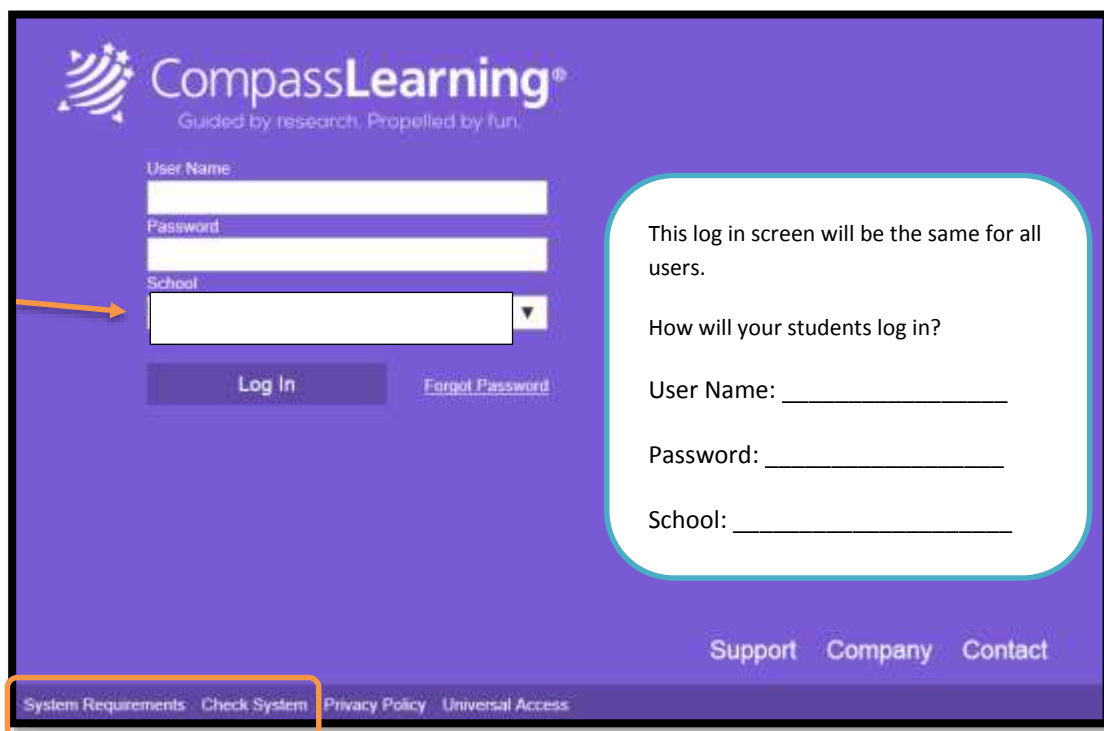   **Teacher Login Information**

   User Name: _____

   Password: _____

   School: _____ _____

   > Make sure the School code matches your unique school code. If not, click in the cell, delete the incorrect code and enter your district code.
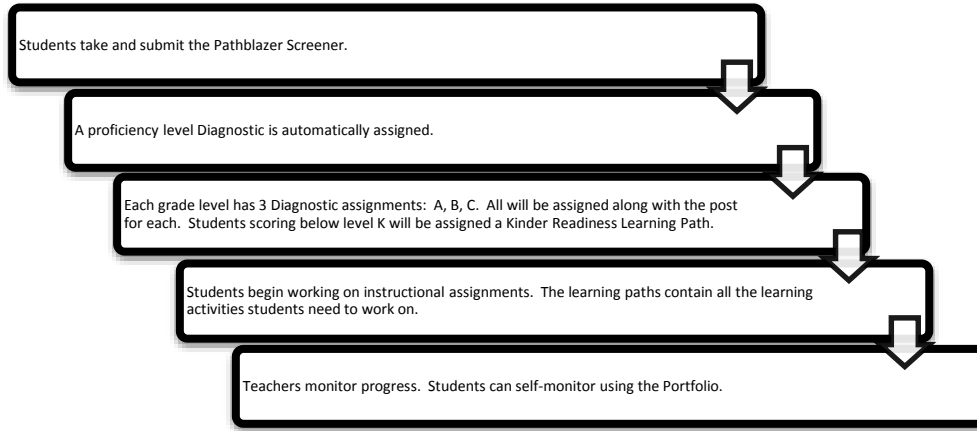
2) Click Log in

   > This log in screen will be the same for all users.
   >
   > How will your students log in?
   >
   > User Name: _____
   >
   > Password: _____
   >
   > School: _____

TROUBLESHOOTING TIPS:
- If any user is unable to log in or receives a login error, try entering the User Name and Password again.
- Point and click on the **Log In** button instead of pressing enter.
- Usernames and passwords should not have any extra spaces or characters.
- Check to make sure that you are using the correct **School** code.
- Check for pop-up blocker error messages. Always "Allow" pop-ups from Compass Learning programs.
- On *a Mac computer, sometimes the new window will open up behind previous windows, instead of in the front.*
- *Click on the **Check System** link to confirm that your system is up to date.*

![CompassLearning® — Guided by research. Propelled by fun.]

AUTOMATIC ASSIGNMENTS FOR STUDENTS AT THEIR PROFICIENCY LEVEL

How does it work? What do students see on the Home Page?

Students take and submit the Pathblazer Screener.

A proficiency level Diagnostic is automatically assigned.

Each grade level has 3 Diagnostic assignments: A, B, C. All will be assigned along with the post for each. Students scoring below level K will be assigned a Kinder Readiness Learning Path.

Students begin working on instructional assignments. The learning paths contain all the learning activities students need to work on.

Teachers monitor progress. Students can self-monitor using the Portfolio.

Best Practice: Students should consistently work on learning paths found in the **Pathblazer Math** and **Reading** folders.

Folders that are greyed out indicate student mastery of that standard on the diagnostic.
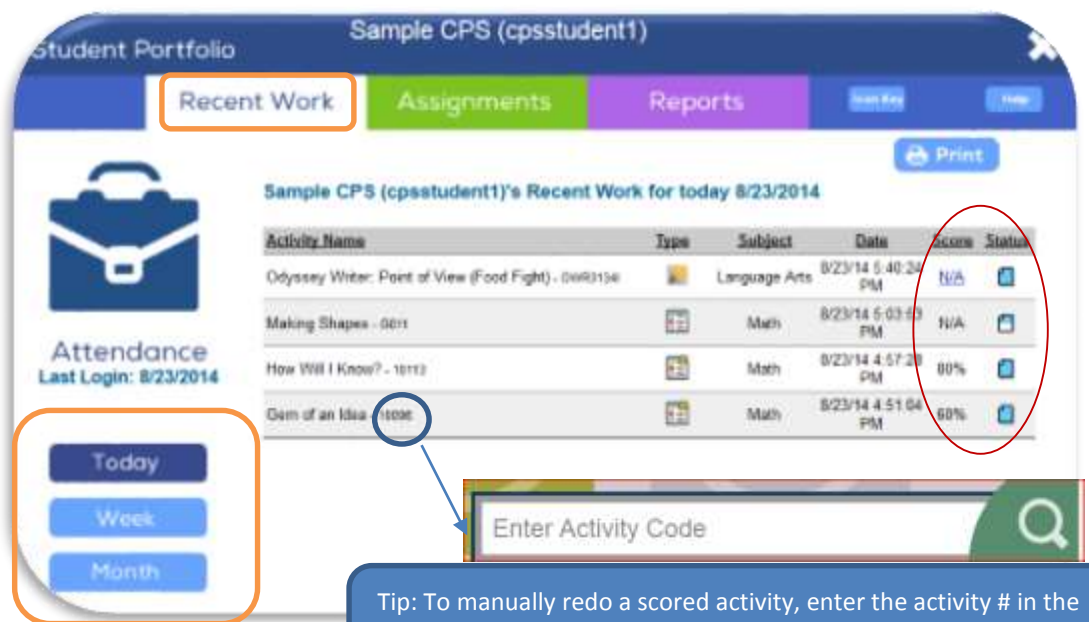
USING THE STUDENT PORTFOLIO

The Student Portfolio allows the student to monitor progress on work that they have 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.

- When 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. The quiz can be printed.
- The status column indicates activity completion or if incomplete.
- Most current work submitted is listed first.

Tip: To manually redo a scored activity, enter the activity # in the Activity Code finder (on the lower right of student home page) and click the magnifier or enter.

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 have students login and go to their portfolio, or teachers can view Class Progress or a Student Progress Report. Look for repeated activities which means the student did not make mastery on the first attempt so the system requires the student to repeat an activity.

The Student Progress 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.

NAVIGATING THE TEACHER SITE AND SYSTEM MANAGER

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 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.
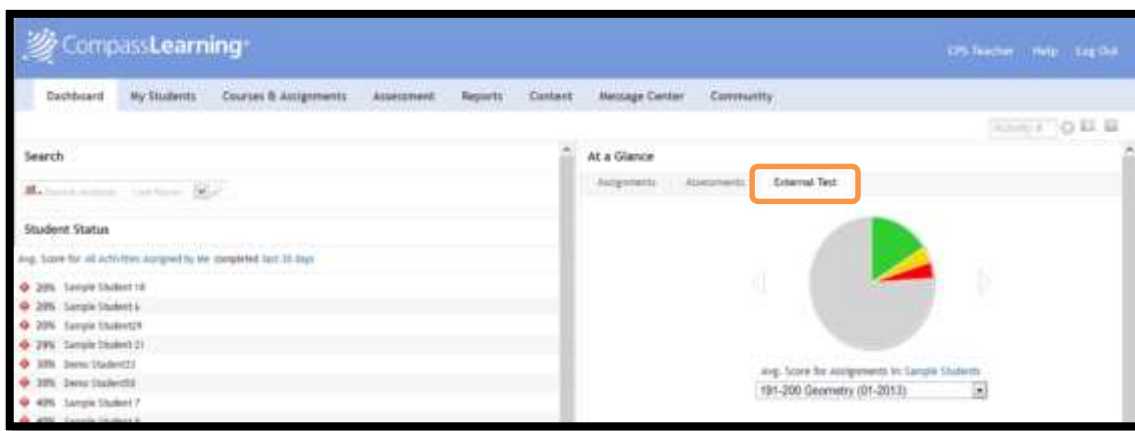
Dashboard – High level snapshot of student performance. Provides overall average score for ALL activities completed year to date, the last 30 days, week, etc. Shows % of students with average scores in different ranges by assignment or assessment. By clicking the External Test tab and selecting a specific scaled score range, teachers can monitor student progress on the Renaissance Star learning paths at a high level.

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 postests 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 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.
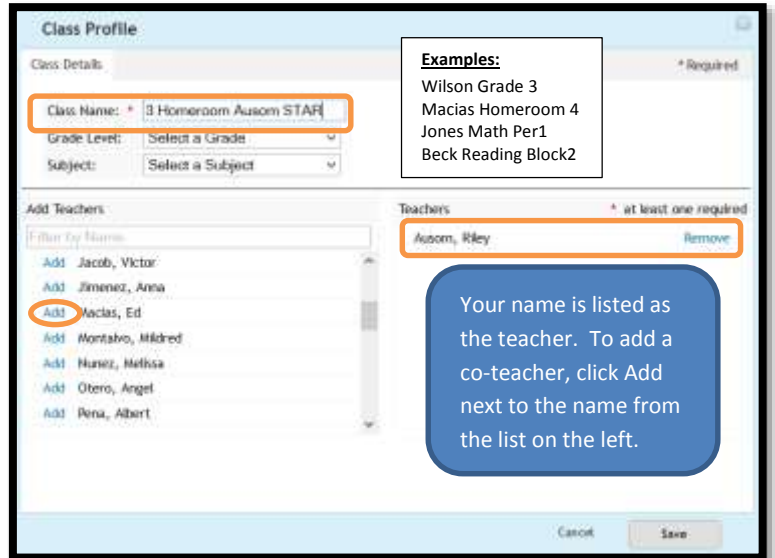
Message Center – Allows teachers to create and send messages to students internally and securely, respond to student messages, etc. (Teacher ←→Student)

Community – Enables teachers to create a discussion board where students can respond to a posted thread. (Teacher ←→Class)

CREATING AND MAINTAINING CLASS ROSTERS

Creating a Class Roster:
1. Select the **My Students** tab
2. Click **New**
3. Click **Class**
4. Enter the class name
5. Enter the grade level (optional)
6. Enter the subject (optional)
7. Click **Add** next to a teacher's name if you would like to share your class roster with another teacher.
8. Click **Save**.

Adding Existing Students to the Class Roster:
1. Select the **My Students** tab
2. Click **My School**
3. Click **Students**
4. On bottom, click the **arrow** next to **Narrow by Attributes**
5. Click the **Grade** Level
6. Click **Narrow** - only the students in the selected grade level will appear.
7. Check the box next to the students you wish to add to your class.
8. Click **Actions and Add to Class**
9. Click the class name and Add
10. To remove a student no longer in your class: Find the student name, click the box next to name, and select Action→ Remove from class. No worries... this doesn't delete the student record from the database. It removed the student from your list.)

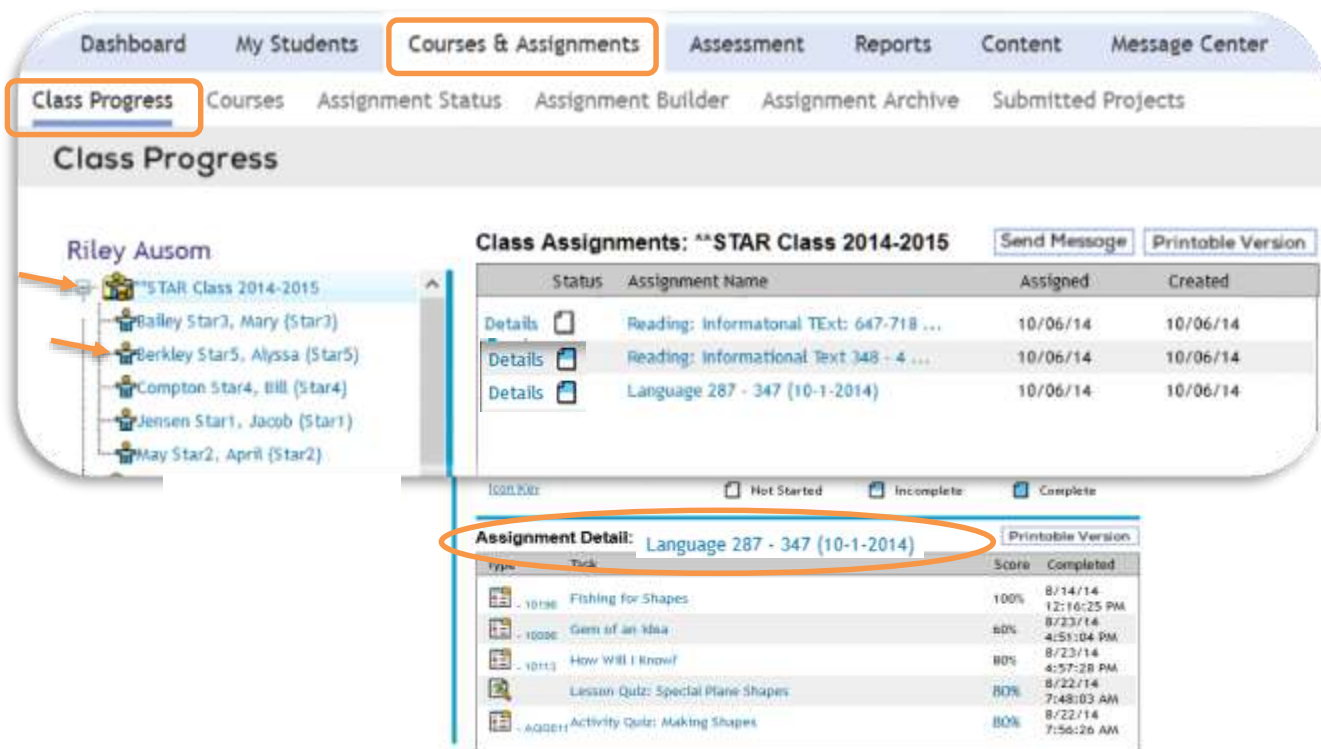**USE CLASS PROGRESS FOR AT-A-GLANCE DATA REVIEW:**

From the teacher log in you can view the Renaissance STAR 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 (on left).
4) Click the name of the student.
5) The learning paths name assigned to the student will be listed in the center pane.
6) Click the **Details** link to view the student's scores on completed work.

REPORTING: STUDENT PROGRESS REPORT

The Student Progress Report enables teachers to consistently monitor the online activities that students have completed. The report can be set up to be sent directly to a teacher's email account weekly, monthy, or on a specific date. For details, please refer to the program **HELP** section for teachers on *Generating a Basic Report* . (Click Help on upper right)
The report shows only the activities completed during the selected time period for each student, including the date, time, score, and completion time.

How to generate a Student Progress Report:

1. Select **Reports** on **Navigation Bar**
2. On left under CompassLearning Reports select **Progress Reports**
3. Click the **Settings** option on the right of the selected report

4. Within the reports options selector window, select the options needed for each tab: *(Depending on the report type, there will be similar tabs and criteria to select.)*
    a. **Details**
    b. **Curricula** (Select Math and/or Language Arts) and the External Test Option under grades
    c. **Assignments** (Tip: Select the assignment(s) and CLICK on **+Add Selected Items**.)
    d. **Students** (Tip: Select My Classes and select an entire class or more than one class or My Students and select the student(s) and CLICK on **+Add Selected Items**.)
    e. **Schedule & Send**
5. You may save this as your own **Template → Click Save As (Type in a template name.)**   Click **Run.** The two options are: Run Now or Run Offline (Report will be added to Reporting Queue)
6. ***To Schedule reports enter report settings: Follow steps 1-6.** In the **Schedule and Run** Tab - Select the **ON** option **for Status** and enter the required **Start** and **Stop** dates.
7. Select the number of times you want the report to run during the time frame scheduled.
8. Include whether you want the actual report files emailed to those addresses and select a format of PDF or CSV. You may enter a **message** for recipients.
9. **Save Template** – Saves these options in your templates folder.
10. If you want to generate a report immediately select **Run**, if not close out the box. Teachers have two options **Run Now** or **Run Offline.**

UNASSIGNING ASSIGNMENTS

1. Go to Courses & Assignments (main navigation bar)
2. Select Assignment Status
3. Go to the Search Criteria on the left and select these options from the drop down boxes: My District, Subject and Grade or leave at all grade levels.
4. Type Diagnostic in the Keyword box and click search; grid appears with list of Diagnostic Assignments.
5. Check the box next to an assignment name. You can only select one at a time.
6. Click View Status (near top of window).
7. Check the box next to the Student Name column header to select all students.
8. Click the unassign tab (top of screen). Return to search and select the next assignment.

Assignment Status	Search	Status

View Status of: ● Assignment   ○ Student | View Status ▶ |

🔍 **Assignment Search**

Availability
My District ▾
Subject
Math ▾
Grade
Third ▾
Search Assignment For
All ▾
Keyword
diagnostic

🔍 Search

Select	Order	Assignment Name	Subject	Level	Owner	Created	Modified	Students
○	📇	MATH3 Diagnostic A (*PRE/LP)	MA	3	Gibbons, Kimberly	07/09/2014	07/09/2014	1
○	📇	MATH3 Diagnostic A (POST)	MA	3	Gibbons, Kimberly	07/10/2014	07/10/2014	1
○	📇	MATH3 Diagnostic B (*PRE/LP)	MA	3	Gibbons, Kimberly	07/09/2014	07/09/2014	1
○	📇	MATH3 Diagnostic B (POST)	MA	3	Gibbons, Kimberly	07/10/2014	07/10/2014	1
○	📇	MATH3 Diagnostic C (*PRE/LP)	MA	3	Gibbons, Kimberly	07/09/2014	07/09/2014	1
○	📇	MATH3 Diagnostic C (POST)	MA	3	Gibbons, Kimberly	07/10/2014	07/10/2014	1

Assignment Status	Search	Status

◀ Return to Search | Unassign |

Assignment Name:	MATH5 Diagnostic A (POST)		
Subject:	Math	**Owner:**	Gibbons, Kimberly
Level:	5	**Modified:**	07/10/2014

Students Assigned

☑	Student Name	Status	Grade	Assigned	Assigned By
☑	Student 3, Pathblazer (pathblazer3)	🗐	6	12/12/2015	Gibbons, Kimberly

![CompassLearning® Guided by research. Propelled by fun.]

ASSIGNING THE COMMON CORE PRETESTS/LEARNING PATHS

① GET READY: Let's jump-start the implementation of Odyssey with your students! Your account is populated with pre-built assignments based on your licensed curriculum that are aligned to the current assessment standard set you use in your district.

② GET SET: Login Access
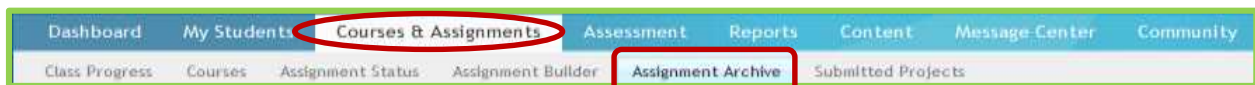URL: www.thelearningodyssey.com

User Name: _____

Password: _____

School Code: _____

③ GO! Assignments are ready for you to give to your students. ✓

Dashboard	My Students	Courses & Assignments	Assessment	Reports	Content	Message Center	Community
Class Progress	Courses	Assignment Status	Assignment Builder	Assignment Archive	Submitted Projects		

1. Select **Courses & Assignments**
2. Select **Assignment Archive**
3. In Assignment Search, on left, filter by selecting:
   a. Availability: **My District**
   b. Subject: Scroll down for options to choose **Math** or **Language**
   c. Grade: Scroll down for options to choose grade level
   d. Click **Search**
4. The listing will include: Pretest with Learning Paths for each Common Core standard and the Post Assessment.
5. **Click** in the selection box to choose an assignment.
6. Click **Assign to Students** (on top).
7. Click the check box next to each student who will get the assignment <u>or</u> select box next to class name to give it to all students in class.
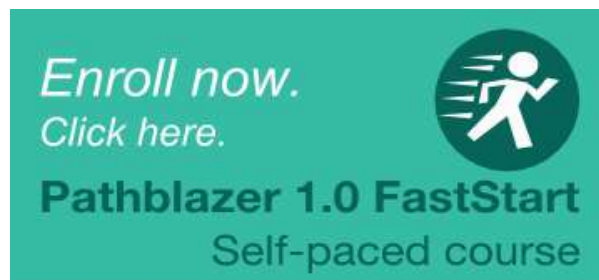
Assignment Search

Availability
My District

Subject
Language Arts

Grade
Third

Status
Active

Search Assignment For
All

Keyword

Author's Name (First Last)

Search

Select	Order	Assignment Name	Subject	Level
☐	📁	L.3.1.a (PRE/LP) Explain the function of nouns/prono ...	LA	3
☐	📁	L.3.1.b (PRE/LP) Form and use regular and irregular ...	LA	3
☐	📁	L.3.1.e (PRE/LP) Form and use the simple verb tenses	LA	3
☐	📁	L.3.1.f (PRE/LP) Ensure subject/verb and pronoun/ant ...	LA	3
☐	📁	L.3.1.h (PRE/LP) Use coordinating and subordinating ...	LA	3

If you are following an instructional calendar to assign each objective (or a set of objectives),

Enrolling in FastStart Self-paced Courses

If you are new to Pathblazer, the FastStart Self-paced course will help you get started. Follow the steps below to enroll. You will be emailed a link to setup a password to use the next time you go to the self-paced courses. Don't forget to check your email.

1. Go to www.thelearningodyssey.com
2. Login to Pathblazer using login credentials provided by facilitator/trainer.
3. Select HELP from you teacher login screen.
4. Locate the Pathblazer box and click on teacher.
5. Click on the Pathblazer icon and enroll in Pathblazer 1.0 FastStart.
6. Enter email address and click on "I am a new user."
7. Enter full name and check to agree to terms of use.
8. Enroll in course and go to course, or go to the dashboard to view course topics.
9. Check email for link to set up password to be entered at next visit.

HELP AND RESOURCES

HELP: Directions are provided in a Q&A format.
1. Login to the teacher site
2. In the upper right corner, click "Help"
3. Select the Odyssey Solution for Teachers
4. Enter the question you would like to ask
5. Search the responses

RESOURCES: Several support resources are available online.
1. Login to the teacher site
2. Click **Content**
3. Click **Resources**
   If you select **Curriculum** you can access the Math Toolkit under the Math tab.

CONTACT COMPASS LEARNING SUPPORT

CompassLearning Customer Support: 7:00 A.M. – 7:00 P.M. (CST)
For technical issues, not training related:
Phone: 800-678-1412
Email: support@compasslearning.com
Online Chat Website: https://compasslearning.secure.force.com/CustomerSupport/CustomerPortalHome

Professional Development Contact:
For training questions or content related items:
Kimberly Gibbons, Implementation Manager, Learning Services
Email: kgibbons@compasslearning.com
Phone: 404.538.4372

Customer Survey: https://www.surveymonkey.com/r/CompassLearningPD

Account # _____