Tech Coach PD Script

Title of Session

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| Suggested Training Time: 1.5-2 hours |
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| Descriptor of Session: |
| Compass Odyssey is a robust and engaging learning management system that can be used for whole group or individual instruction, remediation, initial instruction or enrichment. Students and teachers can access odyssey from home and school. All material is correlated to Tennessee state standards. Middle school topics cover language arts and math, including Algebra. High school includes Algebra 1 and 2, Geometry, Pre-Cal, Physical Science, Biology, Chemistry, Physics, World History, US History, Geography and English 1-4. Come see what this product can do for you and your students grades 6-12. |

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| Before the Session Prep Work for Tech Coach: |
| Find grade appropriate activities and have session numbers ready for teachers to experience as a student. (below are middle school examples)Language Arts- Using Evidence to Analyze a Text-- RLA6001Math-- Understanding Unit Rates--M6001Science—Mission to Mercury—67067Make a class with fake student and so some work so that you can show the reports section.  |

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| Team Rubric Indicator | Activities and Materials; Academic Feedback; Presenting instructional content; Remediation Activities |
| NETS |  |
| TN Standards | ELA, Math Grades 6-12 only - Literacy in Social Studies and Science-Technology |
| PLC Guiding Questions | 1. What is it we want our students to learn? 2. How will we know if each student has learned it?3. How will we respond when some students do not learn it? 4. How can we extend and enrich the learning for students who have demonstrated proficiency? |
| Digital Citizenship |  |

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| Objectives: |
| * Log in as a teacher
* Preview content
* Create a class
* Place students in class
* Create assignment
* Create a diagnostic pretest
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| Success Criteria: |
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| Suggested Bell Work: |
| Give teachers the activity numbers and help them to begin looking at an activity from a student’s perspective. |

\*Note-Number of Tasks depend on the type of session.

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| Task 1: 20 minutes |
| Look at 3 different ways to find appropriate content.* Scope and sequence—content/resources/scope and sequence; use number to look at activity. (Has explanation but no quicklinks)
* Standards or Skills—Content/curriculum index/choose a grade and subject/ choose a standard/ click on activity link.
* State Correlated curriculum—Reports/ Curriculum reports(settings)/complete drop down menus/schedule and send/run
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| Task 2: Create a Class--10 minutes |
| 1. In the navigation bar, select **My Students.**
2. Select the **New**... menu at the top of the center panel and select **Class.** The **Class Profile** window opens.
3. In the **Class Profile** window, you can edit details about the class, including providing a unique class name, a grade level, and a subject. It is also possible to assign the class to a teacher.**BEST PRACTICE:** To ensure that the entire class name is displayed in reports, limit the name to no more than 35 characters, including teacher name, class period, subject. Ex robertson-2nd-Math
4. When you have finished providing class details, click **Save.** If you assigned yourself as the teacher for the new class, the class title will appear under **My Classes** in the left navigation panel.
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| Task 3: Add an Existing Student to Class—10 minutes |
| 1. 1. From the dashboard, click **My Students**.
2. 2. From left navigation panel, click **My School/ Students**
3. 3. Click the check box that appears beside the student's name. (Search for student from the search feature found in lower right area of window)
4. 4. From the **Actions** menu, select **Add to Class**. This opens the **Add Students to Class** window.
5. 5. Select the class to which you'd like to add the student.
6. Click **Add**.
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| Task 4: Discuss the 3 way student’s access work. 5 minutes |
| 1. 1. Give students activity number. (grades are not recorded)
2. 2. Give a pretest through Compass and let program assign work.
3. 3. Teacher made assignments.
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| Task 5: Assign from a pretest—15 minutes |
| 1. Select Assessment from the Navigation Bar.
2. Choose “Test” button.
3. Fill in drop down boxes.
4. Choose curriculum to be tested.
5. Follow the prompts from each window and click next
6. When returned to the assignment builder page, choose complete assignment button.
7. Fill out availability, subject, level, and choose “Odyssey” solution. Fill out any other options desired and choose next button.
8. Choose the class or student to which the assignment belongs.
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| Task 6: Teacher Assign work—15 minutes |
| 1. Select Courses and Assignments on the Navigation Bar.
2. Choose Assignment Builder from the sub-navigation bar.
3. Select the tab; Odyssey Curriculum, Common Core, etc/ select desired subject and level
4. Click the standard to view content and description. (Lesson titles open the activity)
5. To assign activities, click the box to the left
6. Click the “Add selected tasks” button.
7. From Assignment window
* Give activity a name
* Choose lesson progression option. (sequential, auto)
* Place a check mark in front of activities with decision points (denoted by the yellow star on the emblem) click top area to “add decision pt”
1. Set Decision Point
2. Choose complete assignment and review the screen and choose “Odyssey”
3. Assign to class or indivual.
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| Task 7: Progress Reports 10 minutes Tech Coach will walk through with own class |
| NOTE: For grade at end of period, have student open their backpack. For work not assigned and done through item number, run the “student completion report”1. 1. From the main menu, select **Reports**. The **Reports Manager** page opens.
2. From the left navigation panel, under **Compass Reports**, click the category for the report you want to use.
3. In the center panel, select the report you want to run. In this example, the user is running a **Student Progress** report.
4. On the **Details**tab, provide a name for your report. Select a date range for the report from the options provided in the drop-down menu. Select the activity types you want to include in the report. Set the date range for the report, and choose whether to show summaries and Include data from previous schools.
5. Click the **Curricula** tab, select the subject and grade level you want to include in the report.
6. On the **Assignments** tab, select **All Work**, **All Assignments**, or **Select Assignments**. If you choose **Select Assignments**, set the dates during which the assignment was created, then set the availability and any limitations.
7. On the **Students** tab , select the students you want to include in the report, using the **My Classes**, **My Students**, or **My Binders**options. You can also search for individual students from the **Student Search** link by entering a student name in the search field and clicking the magnifying glass-shaped search icon. Select students to include in the search as you locate them.
8. Next, click the **Schedule & Run** tab. Select a run status (On or Off), choose a start date for the report, and select an interval at which you want to run the report (once, every week, every month, or every three months). To run the report more than once (or to have it run automatically) set the run status to **On**. The start date and interval you choose will dictate when the report runs.
9. After you have finished adjusting the settings, you arrive at the **Run** tab. Specify whether you want to run the report immediately or to add the report to your Reporting Queue and run it at a later time. If you choose to run the report immediately, the report is generated and opens in a separate window.
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| Closure Activity-5 minutes |
| Discuss how this could be used whole class as well as for independent work either for enrichment or for remediation.Share what was learned as participants  |