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When you log into CAOLA (as a parent/guardian or student), you will be taken to a **Dashboard**. The Dashboard features different tabs and links that can help to monitor progress and ensure success in CVVA. Useful tools and tips are listed below:

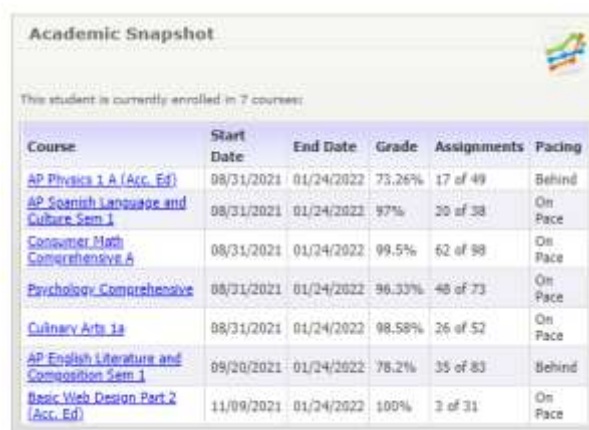
### Tabs on the left-hand side of the Dashboard:

- **Messages** – Sometimes, we use Genius messages to convey important information to students. All of these messages can be found here.
- **Course Information** – This tab will give you the name of your instructor, their email address, and some information about each course you are enrolled in.
- **Academic Snapshot** – This is one of the best ways to quickly check progress. The bars will appear green for on-pace or ahead, yellow for a little behind, and red for very behind. The snapshot shows current grade, number of assignments completed/left to complete, when you last logged in, and gives information on number of zeros in the course.
- **Suggested Pacing** – this shows how far behind you are in each course and what you need to do weekly to make up your work and be done on time. This tab updates daily. If you do not complete the ‘Original Assignments’ required, you will have ‘Extra Assignments’ added. Always look at the ‘Total Assignments’ column to see how many you’re required to complete that week.
- **Gradebook** – Here, you can see all assignments completed in each course with the completion date, points, and grade earned.
- **Student Activity** – This shows how many minutes have been logged in each course each day.
- **View Transcript** – This will show the recorded grade earned at the end of each course.

### Academic Snapshot Directly on Dashboard:

The Academic Snapshot on the Dashboard lists course names, start and end dates, current grade, number of assignments completed and in total, and pacing—behind, on pace, or ahead. It looks like this →

**\*\*An important note: ALWAYS log in through Genius, do not log in directly through your course vendors.**



The screenshot shows the 'Academic Snapshot' section of a dashboard. It includes a title, a small logo, and a statement: 'This student is currently enrolled in 7 courses:'. Below this is a table with the following columns: Course, Start Date, End Date, Grade, Assignments, and Pacing. The table lists seven courses with their respective details.

Course	Start Date	End Date	Grade	Assignments	Pacing
<a href="#">AP Physics 1 A (Acc. Ed)</a>	08/31/2021	01/24/2022	73.26%	17 of 49	Behind
<a href="#">AP Spanish Language and Culture Sem 1</a>	08/31/2021	01/24/2022	97%	20 of 38	On Pace
<a href="#">Computer Math Comprehensive A</a>	08/31/2021	01/24/2022	99.5%	62 of 99	On Pace
<a href="#">Psychology Comprehensive</a>	08/31/2021	01/24/2022	96.33%	48 of 73	On Pace
<a href="#">Culinary Arts 1a</a>	08/31/2021	01/24/2022	98.58%	26 of 52	On Pace
<a href="#">AP English Literature and Composition Sem 1</a>	09/20/2021	01/24/2022	78.2%	35 of 83	Behind
<a href="#">Basic Web Design Part 2 (Acc. Ed)</a>	11/09/2021	01/24/2022	100%	3 of 31	On Pace

## How to access your CAOLA courses—Odysseyware

1. Log in with your username and password at <https://caola.caiu.org/genius.php>
2. When you log in, you will be on your **Dashboard**. You will see this **Academic Snapshot** on the front of your page:

Course	Start Date	End Date	Grade	Assignments	Pacing
<a href="#">Physical Fitness part 1</a>	09/02/2021	11/05/2021	0%	0 of 45	Behind
<a href="#">Environmental Science Comprehensive part 1</a>	09/03/2021	11/05/2021	0%	0 of 22	On Pace
<a href="#">World History Comprehensive part 1</a>	09/03/2021	11/05/2021	0%	0 of 51	On Pace
<a href="#">English I Foundations part 1</a>	09/03/2021	11/05/2021	0%	0 of 51	On Pace
<a href="#">Algebra I Foundations part 1</a>	09/03/2021	11/05/2021	0%	0 of 58	On Pace

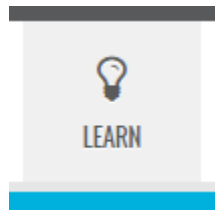
3. Click on any one of the classes and you will be brought to the vendor platform. In this case, I clicked on Algebra I Foundations and it brought me to the **Odysseyware** page, where many CVVA courses are housed. It should look like this:



Always show after sign in



4. Click the “Learn” button at the top of your page. It looks like this:



5. This will automatically take you to a page with all of your assignments listed by due date for each of your courses. You can choose if your view is “Assignments” or “Courses” at the top.



6. If you go to the “Courses” page, for each class, it will show you your current grade, name of your teacher, number of assignments remaining and progress, how many assignments you are to complete per day, and how many days you have left to complete each course. All the way to the right, you will see a colored icon under “Pacing” that will tell you how many assignments behind or ahead you are, or if you are right on-pace. It will also show the day you started working on the class and the last day you worked on the class.

The “Courses” page can look something like this once you get started:

Environmental Science Comprehe... 95.0% 95.0% 18% On Track >

Start Date: 08/31/2021 Teacher: Nancy Gobert Assignments / day: 1  
Last Completion: 09/06/2021 Assignments Remaining: 18 / 22 Days Remaining: 41

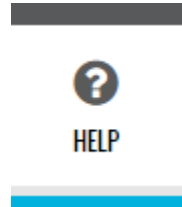
7. When you are ready to work, go to the “Assignments” tab and click on the assignment you’d like to work on.

Type	Title	Score	Status
L	Variables and Expressions	--	Assigned →

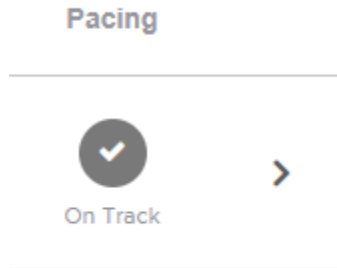
8. The due dates for all assignments are listed to the left under the header “Due”. If the due date is orange, it means that you are overdue in that assignment and should get it done as soon as you can.

9. Once you start in an assignment, you will complete it and sometimes, get **more than one attempt** to do so. Each assignment should tell you how many attempts you have, if more than one.

10. You can move from course to course and assignment to assignment as you please. Try to finish an assignment once you've started it so you don't lose your place or forget what you're working on!
11. Answers to any questions about more advanced settings within **Odysseyware** can be found under the **"Help"** button at the top of your page:



12. The ultimate goal is to look at your **"Courses"** page and see that you are on-task for all of them. The bubble on the right-hand side of your page will be gray and it will say you are on-task under the **"Pacing"** header.



If you have any further questions about your classes through **Odysseyware**, please reach out to your counselor or the CAOLA Advisor! We are here to help you.

If there is a technology concern (for example, your course will not let you in, you need an access code for a quiz, etc.), you will need to submit a ticket to CAOLA Support. We can help you with that as well.)

## How to access your CAOLA courses—Accelerate & eDynamic

1. Log in with your username and password at <https://caola.caiu.org/genius.php>
2. When you log in, you will be on your **Dashboard**. You will see this **Academic Snapshot** on the front of your page:

Course	Start Date	End Date	Grade	Assignments	Pacing
<a href="#">Basic Drawing Part 2 (Acc. Ed) 21-22(LOCAL)</a>	11/16/2021	01/24/2022	0%	0 of 0	On Pace
<a href="#">English I Comprehensive part 2</a>	11/16/2021	01/24/2022	0%	0 of 0	On Pace
<a href="#">Algebra I Foundations part 2</a>	11/16/2021	01/24/2022	0%	0 of 0	On Pace
<a href="#">World History Comprehensive part 2</a>	11/16/2021	01/24/2022	0%	0 of 0	On Pace
<a href="#">Physical Education part 2</a>	11/16/2021	01/24/2022	0%	0 of 0	On Pace

3. Click on any one of the classes and you will be brought to the vendor platform. In this case, I clicked Basic Drawing and it brought me to the **Accelerate-Ed./Buzz** page, where some CVVA courses are housed (**eDynamic** courses will look identical). It should look like this:

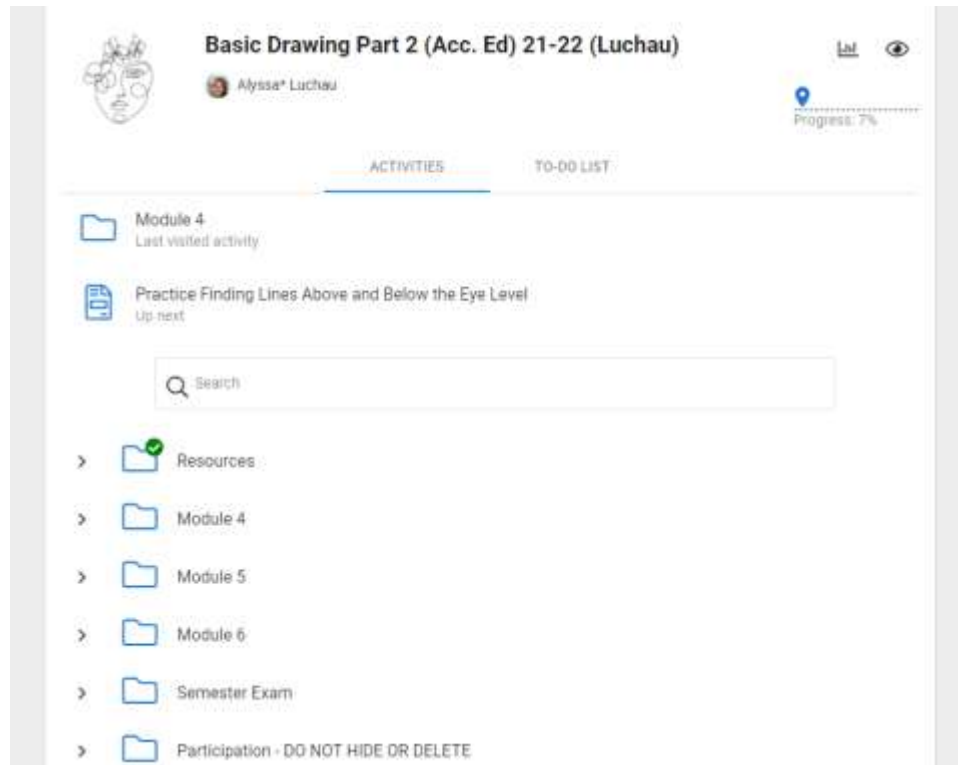
The screenshot shows a dashboard interface. At the top, there is a blue navigation bar with the text 'COURSES', 'TO-DO LIST', and 'ACTIVITY STREAM'. Below this, a central white box contains a message from 'K12: Cumberland Valley School District'. The message reads: 'Welcome to your online dashboard, where you can access your student's courses and track on course progress. If you are new to online learning, additional resources can be found at our Learning Coach website, where you will find orientation guides, materials lists, and extended learning opportunities.' Below the message is a blue button labeled 'start here'. Underneath the message box is a course card for 'Basic Drawing Part 2 (Acc. Ed) 21-22 (Luchau)'. The card features a stylized line drawing of a face with butterflies around it.

4. To learn more about online learning/if you are new to online learning, click the “start here” button that looks like this:

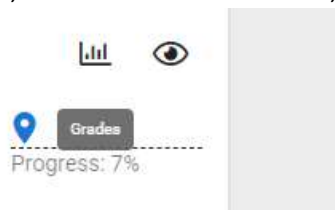
If you are new to online learning, additional resources can be found at our Learning Coach website, where you will find curriculum guides, materials lists, and extended learning opportunities:



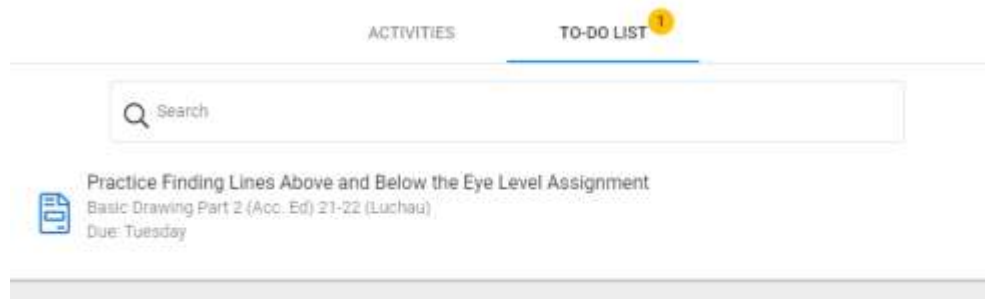
To access your course, click on the icon that has the name of your course and it will take you to the Dashboard for that class, which looks like this for Basic Drawing:



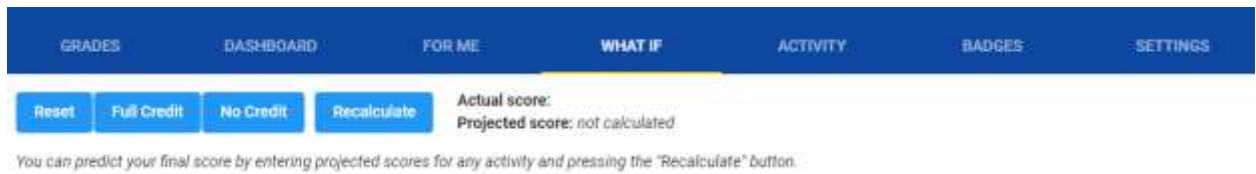
5. You will see all of the modules or units that you must complete throughout this part of the course. This page will show you the activity you last visited or the activity you are currently working on so you don't lose your place. You can also search through the course in the search bar. **Click on each folder to see the assignments and lessons you must work through.**
6. At the top of the page, you can view your **grades** by clicking the following icon. It will show you the name of the assignment, your score, the date it was submitted, etc.



7. If you want to see everything you currently have due, click the **“To-Do List”** tab.



8. Accelerate features a way to predict your final score by entering projected scores for any activity. This can help you toward the end of the marking period to see what you need to earn on each assignment in order to earn a specific grade in the course. Click the **“Grades”** icon from step 6, then click **“What If”**.



9. The amount of time spent in the course and on each individual activity can be viewed under the **“Activity”** tab here. It shows start time and duration.

	Start time	Duration
ACTIVITY	12:07 PM	50m 7s

10. The best way to ensure that you are on-pace is to complete all activities in your **“To-Do List”**.
11. To reach your teachers/graders, you can click on the messaging icon in the top right, which will open up a message where you can send any questions or concerns. The icon looks like this:



**\*\*Please note that while we used an Accelerate-Ed. course to show the platform for these instructions, eDynamic courses will look the exact same and will follow the same steps.**

If you have any further questions about your classes through **Accelerate-Ed.** or **eDynamic**, please reach out to your counselor or the CAOLA Advisor! We are here to help you.

If there is a technology concern (for example, your course will not let you in, you need an access code for a quiz, etc., you will need to submit a ticket to CAOLA Support. We can help you with that as well.)

## How to access your CAOLA courses—Apex

1. Log in with your username and password at <https://caola.caiu.org/genius.php>
2. When you log in, you will be on your **Dashboard**. You will see this **Academic Snapshot** on the front of your page:

Course	Start Date	End Date	Grade	Assignments
<a href="#">AP U.S. Government and Politics</a>	08/30/2021	01/07/2022	85.3%	37 of 68
<a href="#">English 10 Honors Sem 1</a>	08/30/2021	01/07/2022	94.2%	36 of 62
<a href="#">Pre-Calculus Comprehensive A</a>	08/31/2021	01/24/2022	97.78%	52 of 86
<a href="#">Animation 1a Introduction</a>	08/31/2021	01/24/2022	97.28%	52 of 52
<a href="#">French 4 Part 1 [Competency Based]</a>	09/07/2021	11/05/2021	98%	31 of 48

3. Click on any one of the classes and you will be brought to the vendor platform. In this case, I clicked AP US Government and Politics and it brought me to the **Apex** page, where some CVVA courses are housed. This will show you your grades and progress in each course, along with any overdue activities. It should look like this:

The screenshot displays the Apex Learning dashboard. At the top, there is a navigation bar with the Apex Learning logo, a search bar, and links for Alerts and Help. Below the navigation bar is a 'Menu' section. The main content area is titled 'My Dashboard' and includes a '2 Enrollments - Active' indicator, a 'FILTER' button, and an 'ACTIONS' button. The dashboard is divided into several sections: 'ALVS' (Active Learning View Summary) showing a table of courses with progress bars and overdue activity counts; 'Announcements' with a list of recent messages and dates; 'Messages' with a '+ VIEW' button; and 'Calendar' with a 'VIEW' button. The table in the ALVS section shows two courses: 'AP U.S. Government and Politics' and 'English 10 Honors Sem 1', both with green progress bars and red icons indicating overdue activities.

If you hover over the **Progress bar** for each of your courses, it will tell you what percentage you have completed and whether you are on schedule, ahead, or behind. If you click the red icon under **'Overdue Activities'** it will show you a list of all activities not turned in on time, how many points they are worth, and the scheduled due date. These are the best ways to check pacing and stay on-task in your Apex courses.



- To send a message to your teacher, you will click the **plus sign icon** next to where it says **'Messages'** on the right-hand side. To go to your inbox and view all of your previous message threads, click the **'View'** button next to the plus sign.



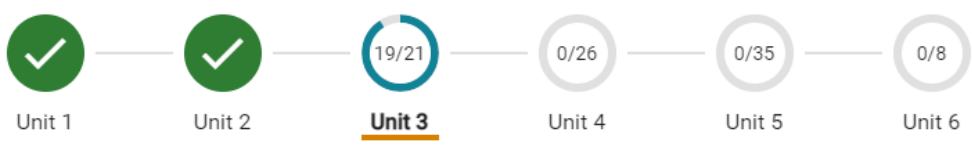
- Also on the Dashboard is your **Calendar**. You can click the **'View'** button here to see a layout of all lessons/assignments in your Apex courses by date.



The calendar will look something like this:

November 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 AP U.S. Government and Politics 3.3.4 AP U.S. Government and Politics 3.3.5	10 English 10 Honors Sem 1 3.2.8	11	12	13	14
15 AP U.S. Government and Politics 4.1.2 AP U.S. Government and Politics 4.1.3 AP U.S. Government and Politics 4.1.4	16	17	18 English 10 Honors Sem 1 3.3.3 English 10 Honors Sem 1 3.5.5 English 10 Honors Sem 1 3.3.7 English 10 Honors Sem 1 3.3.9	19 AP U.S. Government and Politics 4.2.2 AP U.S. Government and Politics 4.2.3 AP U.S. Government and Politics 4.2.5	20	21
22	23 AP U.S. Government and Politics 4.3.5 AP U.S. Government and Politics 4.3.7	24	25	26	27	28
29 English 10 Honors Sem 1 3.4.1 English 10 Honors Sem 1 3.4.3 English 10 Honors Sem 1 3.4.4	30	31	2 AP U.S. Government and Politics 4.4.2 AP U.S. Government and Politics 4.4.3 AP U.S. Government and Politics 4.4.4 AP U.S. Government and Politics 4.4.5	3	4	5
6 English 10 Honors Sem 1 4.1.3 English 10 Honors Sem 1 4.1.5 English 10 Honors Sem 1 4.1.7 English 10 Honors Sem 1 4.1.9	7 AP U.S. Government and Politics 5.1.2 AP U.S. Government and Politics 5.1.3 AP U.S. Government and Politics 5.1.4 AP U.S. Government and Politics 5.1.5	8	9	10 English 10 Honors Sem 1 4.2.3 English 10 Honors Sem 1 4.2.4 English 10 Honors Sem 1 4.2.5 English 10 Honors Sem 1 4.2.7 English 10 Honors Sem 1 4.2.8	11	12

- From your Dashboard, to access your course content, simply click on the name of the course and it will take you to all units for the part you are enrolled in. Across the top, you will be able to see how many **units** there are—if they are green and checked off, you have already completed that unit. If the circle is blue, you are in progress. Any unit you have not gotten to yet will be greyed out and will tell you how many lessons are in that unit. It looks like this:

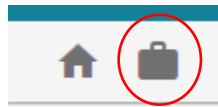


7. Click into the unit you are currently working on and the system should show you where you left off. It will say 'In Progress'.



Anything else you have completed will also be green and checked off.

8. To access Resources for your classes, you will look in the upper left-hand corner. The icon looks like a briefcase—click this.



All Resource pages look different depending on the course and instructor, but most will include a 'Syllabus' link and a 'Key Terms' link. There will be an 'AP Exam Information' link most of the time if the course is Advanced Placement.

### Student Resources

The Student Resources appendix provides additional materials for this course. Here, you'll find the course syllabus, key terms glossary, and more.

For additional guidance and helpful documentation, click the "Help" link in the upper right corner of the window. There you will find helpful information on many other things, including printing assignments, submitting written work, using discussion boards, and much more.



If you have any further questions about your classes through **Apex**, please reach out to your counselor or the CAOLA Advisor! We are here to help you.

If there is a technology concern (for example, your course will not let you in, you need an access code for a quiz, etc.), you will need to submit a ticket to CAOLA Support. We can help you with that as well.)