



ClassPace FAQs

Use this document to find the answer to frequently asked ClassPace questions!

1. What are some ways to successfully implement ClassPace into my classroom?

ClassPace can be used in any capacity that makes sense in your classroom! Some popular, and very successful, approaches have been:

- Blended Learning (this is actually what ClassPace was designed for!)
- Differentiated Instruction
- Supplemental Instruction
- Remediation
- Acceleration
- Unit Recovery

2. How do I access ClassPace?

To access ClassPace, log into your Odysseyware account and click the red ClassPace button at the top of your screen.

3. Do Teachers and Students have to have an Odysseyware profile to access ClassPace?

Yes! In order for a Teacher or Student to exist in ClassPace, they first must have a profile created in Odysseyware.

4. How do I create a Class in ClassPace?

Creating a Class is very simple! Click the Add a Class button from the Classroom page and complete the four identified sections. Fields that contain an asterisk are required fields.

For further assistance, access the KnowledgeBase either from your Odysseyware site or from the link below, click the ClassPace logo, and select either the Creating a Class Quick Start Guide or video tutorial.

<https://www.odysseyware.com/training-resources>

5. Why can't I find my student in ClassPace to add to my Class?

Students might not be discoverable in ClassPace for three reasons:

- 1) They don't have a profile created in Odysseyware. If this is the case, you can create a profile for the student in Odysseyware if you have the permission, or you can contact your ClassPace and/or Odysseyware Admin so a profile can be created.
- 2) A Campus ID hasn't been activated on their profile. If you have the permission, you can edit the student's profile in Odysseyware and select the appropriate Campus ID for that student.

3) The Teacher and the Student do not share the same Campus ID. In order for a Teacher to find a Student in ClassPace, they must share the same Campus ID. If a Campus ID has been selected for both the Teacher and the Student, verify that they are the same Campus ID. If they're not the same Campus ID, contact your ClassPace and/or Odysseyware Admin to fix the alignment issue. (*If needed, Teachers and Students can have more than one Campus ID enabled on their profile.)

6. Can a Class have more than one [Teacher of Record](#)?

Absolutely! You can have a many Teachers of Record as you need; however, one Teacher must be designated as the Primary Teacher.

7. What should I do if [no Academic Sessions appear](#) when I'm creating a Class?

Academic Sessions provide the working timeframe for students to access assignments, and they are a required component when creating ClassPace. If no Academic Sessions appear in the Timeframe section when you are creating your Class, contact your ClassPace Admin so he or she can create an Academic Session.

8. Why am I unable to [change the settings](#) for my Class?

Teachers must be given the permission to personalize settings for their Class. Please contact your ClassPace Admin to discuss activating this permission if you feel you need to personalize settings for your Class.

9. Can I [make changes](#) to my ClassPace Class?

By clicking the Manage button from the Classroom page, you can edit your current Class.

10. What [assignment types](#) are available in ClassPace?

Lessons and Projects are available in ClassPace.

11. How many [assignments](#) can I add to my Class?

As many as you want! But here's the nitty gritty: the ClassPace Gradebook is divided into Pages, and each Page can accommodate up to 10 assignments. You can add as few assignments as you like, but 10 is the max per Page. If you want to add more than 10 assignments surrounding a topic, just click Add Page for increased assigning capacity!

12. How can I [add content](#) to my Class?

To add content to your Gradebook Playlist, click your Class Gradebook and then click Add Content. Search for your desired topic, and when you've identified content, click Add to Queue. When you're ready, you can click View Queue to review your selected assignments and then click Add to Class when you're ready!

13. How can I [narrow my search results](#)?

If you're getting a large number of assignments returning after your search, there are some ways you can narrow your results:

1) Use the Filter Panel! The Filter Panel will allow you to narrow your search by subject area and by grade level.

- 2) Use the search hints located below the Search field for tips and tricks for advanced searching tactics. Each time you click "Hint," you'll receive a new search tip!

14. Why am I getting a [Queued Items Exceeded](#) message?

If you receive a "Queued Items Exceeded" message, you have selected more assignments than the allotted maximum, which is 10 assignments per page. Either select 10 assignments or less, or add a Page in your Gradebook. You will not be able to add more assignments than 10 to your Queue, including assignments that have already been added to your Gradebook (you can see how many Queued spots remain by monitoring the "Queued Items" count besides the View Queue button when searching for content).

15. Why can't my students see the assignments I've added to my Gradebook Playlist?

Be sure the Student Access button has been toggled to On in your Gradebook. (It will always default to Off, so students will only see your Playlist when you're ready for them to access the content.)

16. How long do students have to complete their [ClassPace](#) assignments?

Students will have the duration of the Academic Session to complete their ClassPace assignments.

17. Can I [change Page due dates](#) if I don't want students to access assignments throughout the duration of the Academic Session?

You sure can! Using the Due dropdown in the Gradebook, select a date on the calendar that you want to act as the due date for assignments on that Page. At the end of your selected day, the Page will be Completed and student work will be locked in and assignment access taken away.

18. Can I [restore Student assignment access](#) once a Page has been Completed?

You can IF there is still time in the Academic Session. If you have manually Completed a Page or if Page access has been removed because the Page due date has passed, the Page can be made active again by clicking the Due dropdown in the Gradebook and selecting a new due date.

19. Are [alignments](#) available for assignments in ClassPace?

You bet there are! Once an assignment has been added to your Gradebook Playlist, you can click the blue Lesson or green Project files to gain access to the Alignments button. Clicking Alignments will show all associated standards.

20. Does ClassPace offer [question analysis](#) reports?

It does! Once an assignment has been added to your Gradebook Playlist, you can click the blue Lesson or green Project files to gain access to the Item Analysis report. Clicking the Item Analysis button will show you which students answered the question correctly, which answered incorrectly, and which didn't respond.

21. Can I [award and/or remove credit](#) for a student response in ClassPace?

Absolutely! Teachers will always have the final say on whether or not a student has earned credit on a question. Even if ClassPace has already awarded or deducted points for a question, Teachers can always override the system score by clicking the blue Lesson or green Project tile, clicking Review, and then selecting the checkmark to award credit or the "X" to remove credit beside the question at hand.

22. How can assignments be managed?

1. Rearrange the scope and sequence of your Playlist! Don't like the order the assignments appear in your Gradebook? Hover over the assignment and drag and drop where you'd like it to appear.
2. Manage for the whole Class! Click a blue Lesson or a green Project tile, and using the Assigned dropdown, decide if you want to keep it Assigned (which will be the default), if you want to Unassign the assignment, or if you want to Delete the assignment (*Deleting the assignment will remove all data generated during student work).
3. Manage for individuals! Click the point of intersection between a Student and an assignment, and, using the Assigned dropdown decide if you want to keep the assignment Assigned (which will be the default) or if you want to Unassign the assignment, just for that individual student.

23. What are Page Goals?

Page Goals allow you to determine the minimum number of assignments students must complete per Page. For example, maybe you add 10 assignment to your Playlist but only want to require students to complete 5 assignments, giving them ownership, voice, and choice over what assignments they complete.

24. Does achieving the Page Goal always equate to meeting the Passing Threshold for the assignments?

The short answer? No, meeting the Page Goal doesn't always mean the Student passed the assignment. It is very important to monitor student scores even when utilizing Page Goals.

25. How do I know if a Student has met the Page Goal?

Once a Page Goal is put in place, grey trophies will appear to the right of student names in the Gradebook, indicating that a goal is in progress.

Once the Page Goal has been achieved, the trophy will turn blue, prompting Teacher review of assignments to see if the student has passed the assignments. If the student has not mastered the assignments, additional attempts can be awarded, or the student can work on remaining assignments on the Page.

If a Student has achieved the Page Goal and the Teacher is satisfied with the student's work, a blue trophy can be clicked and the goal Affirmed, at which time, the trophy will turn Gold.

26. Can I delete a Class if I no longer need it?

Great news! Classes can easily be deleted when they're no longer needed. To delete a Class, click the group icon to the left of your Class name and click Delete Class. It's as simple as that!

Once a Class is deleted, so is ALL data that was associated with that Class. Be sure to capture all necessary data prior to deleting the Class, because once the Class is gone, there's no bringing that information back.