



Getting Started with ClassPace for Admins

Quick Start Guide

Take the proper steps to establish your ClassPace workspace and find success!

PLEASE NOTE: the following steps can only be completed by a user with Odysseyware Admin credentials.

- 1 After logging in to your Odysseyware site with your Admin credentials, click the [School Settings](#) tab in the blue navigation bar.

Then click the [Campus IDs](#) subtab.

- 2 Click the [+ Add Campus ID](#) button to create a Campus ID.

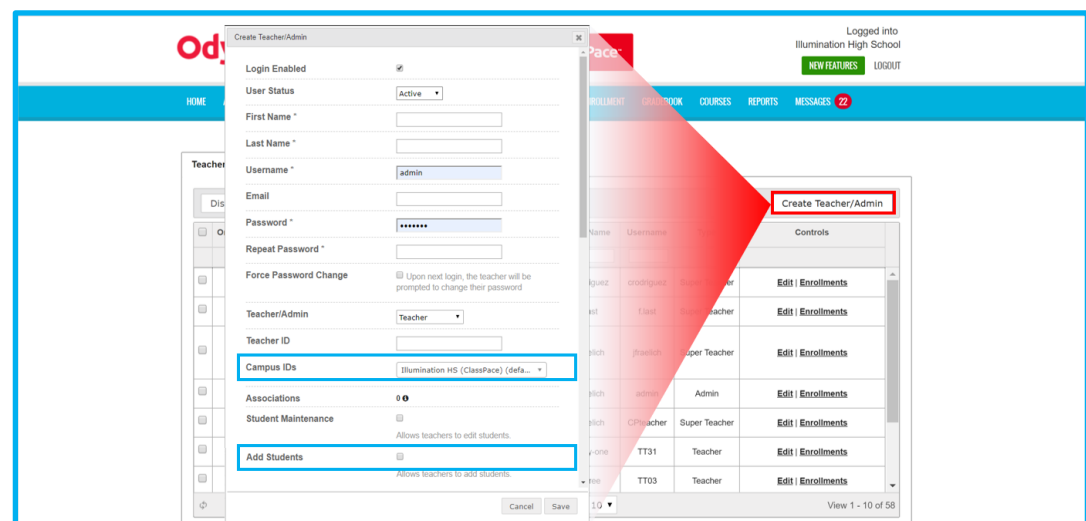
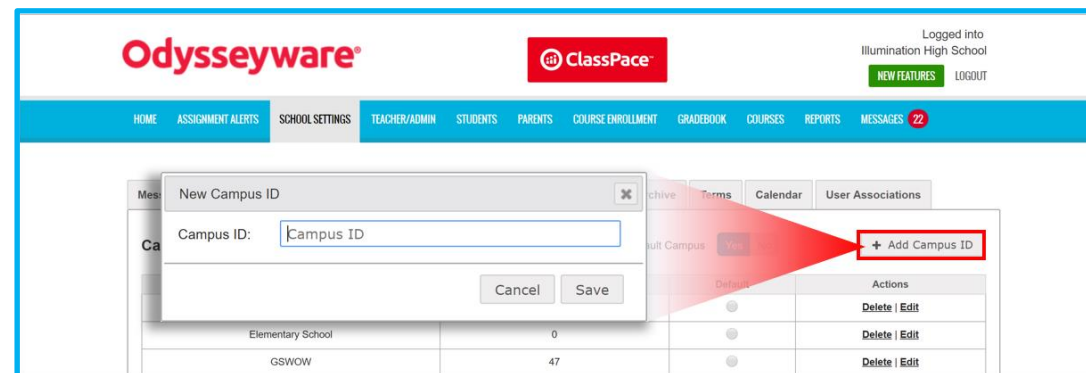
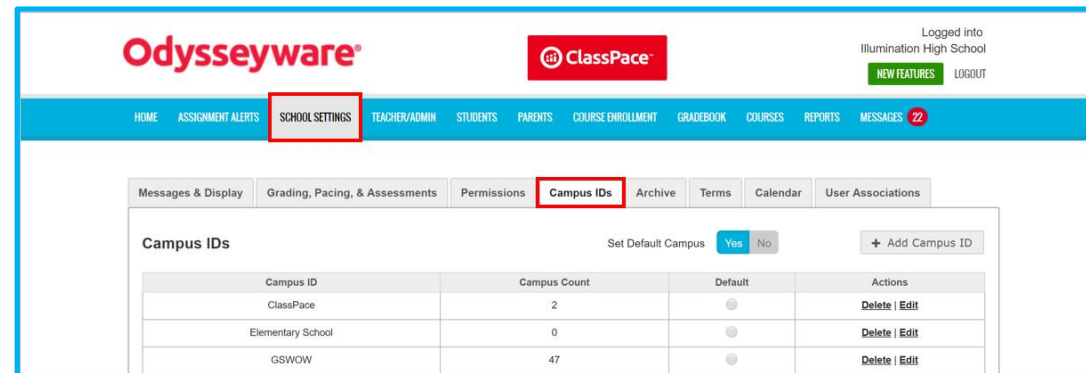
Campus IDs are a requirement for ClassPace; it is how your ClassPace Teachers will find their ClassPace Students to add to their Class. In order for a Teacher to add a Student to their ClassPace Class, BOTH users must have the same Campus ID selected on their profile. You can have one Campus ID for all Teachers and Students to use or you can have multiple Campus IDs for increased organization.

- 3 Click the [Teacher/Admin](#) tab in the blue navigation bar.

Then click the [Create Teacher/Admin](#) button and create a profile for teachers who will be working in ClassPace.

Be sure to select the correct [Campus ID](#) from the [Campus ID](#) dropdown.

Be sure to enable the [Add Students](#) permission.

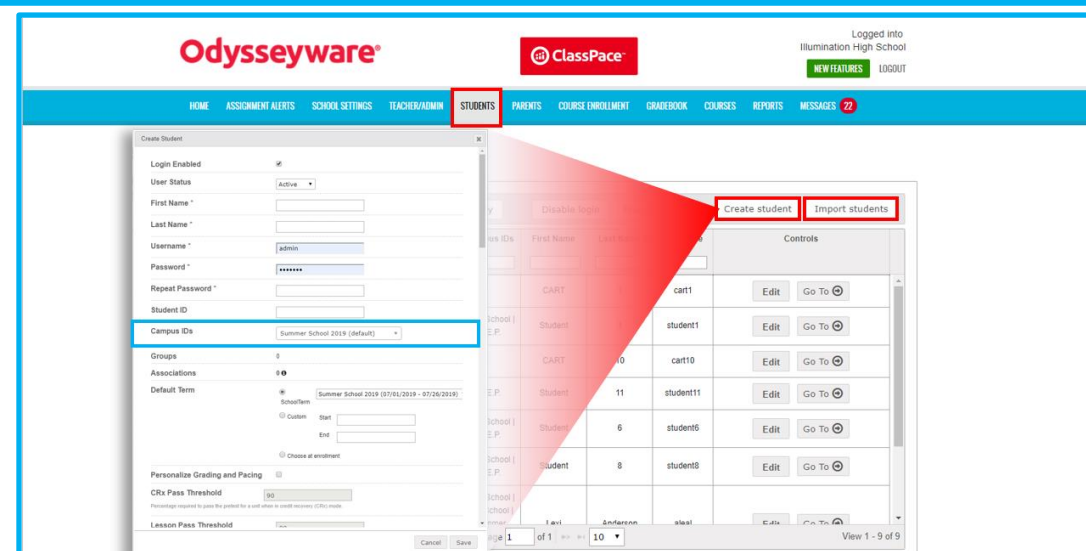


IMPORTANT: Be sure to select Super Teacher or Teacher from the Teacher/Admin dropdown. Unlike Odysseyware, Admin users in ClassPace can NOT function as a teacher of record because their role is focused on setup and monitoring. If you are an Admin in Odysseyware and will need to function as a Teacher in ClassPace, create a supplemental Teacher profile for yourself.

Does a teacher with an existing profile need access to ClassPace? No problem! Simply Edit the Teacher or Super Teacher's profile and enable the appropriate Campus ID from the Campus ID dropdown. Be sure the permission to Add Students is enabled.

- 4 Click the [Students](#) tab in the blue navigation bar. Then click the [Create Student](#) button and create a profile for students who will be working in ClassPace. [Import Students](#) is also available if you need to add a large number of students for ClassPace access.

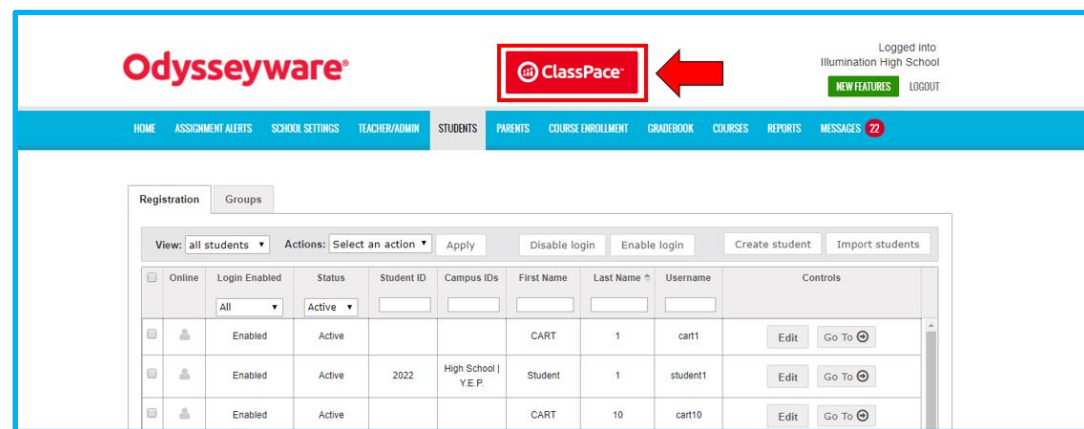
*Be sure to select the correct [Campus ID](#) from the [Campus ID](#) dropdown. Students **MUST** share the same [Campus ID](#) as their Teacher.*



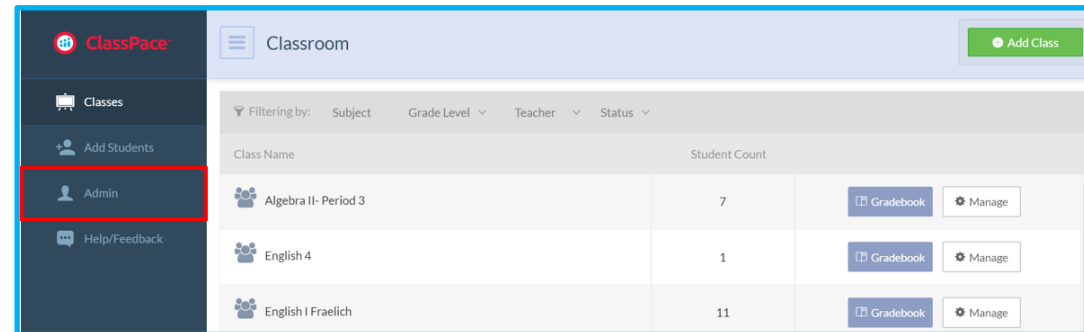
For existing students, Edit the student's profile and enable the appropriate Campus ID from the Campus ID dropdown for ClassPace access.

If you need support when creating profiles for Teachers and/or Students, please visit the KnowledgeBase for access to guides and tutorials that will walk you through the process.

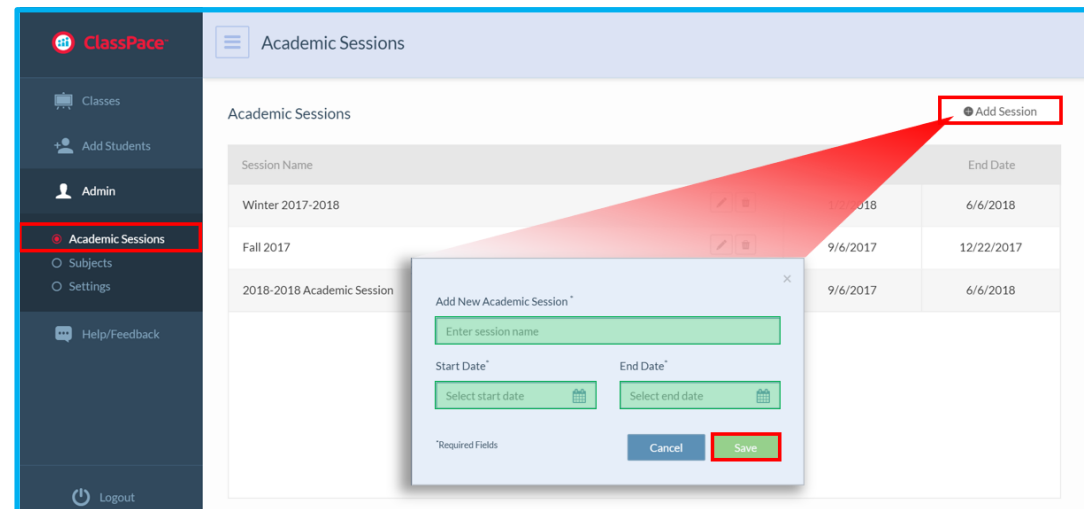
5 Click the [ClassPace](#) button at the top of your screen to launch ClassPace.



6 Click the [Admin](#) tab along the left side of the page.

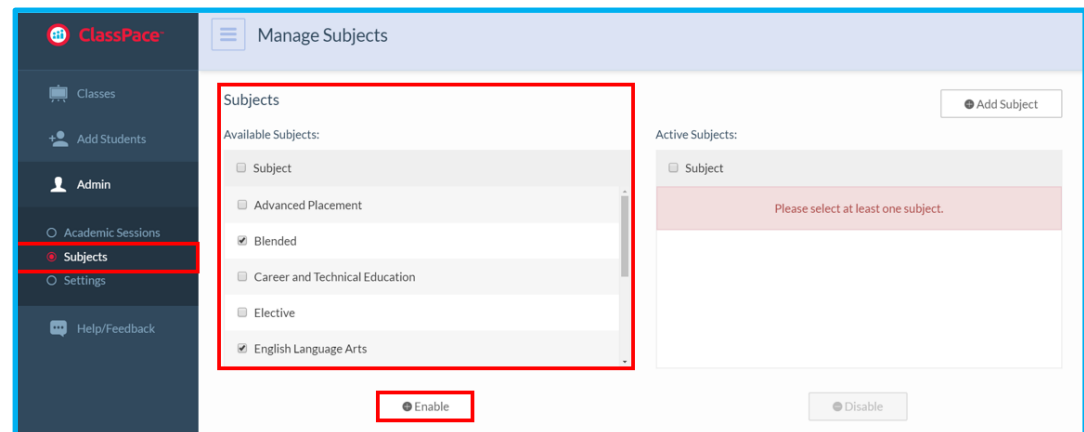


7 Click [Academic Sessions](#) then click the [+Add Session](#) button.
Enter a [session name](#), [start date](#), and [end date](#).
Click [Save](#).



IMPORTANT: Academic Sessions are similar to Terms in Odysseyware because they define the timeframe content playlists are accessible. Unlike Terms, once an Academic Session ends, all content within that session is locked and is no longer accessible.

8 Click [Subjects](#).
Select all subjects you would like to enable in ClassPace by placing a check besides the subject and click [+Enable](#) once all desired subjects have been selected.



IMPORTANT: While all subjects are listed, content is currently available for English, Math, Science, and History; however, you can enable any or all subject areas for when content becomes available in that discipline.

9 Click [Settings](#).
Select the [Attempts](#) and the [Pass Threshold](#) for [Lessons](#).
Select the [Attempts](#) and [Pass Threshold](#) for [Projects](#).
Set the [Grading Scale](#) to define the baseline percentage for each letter grade.
Set the [Grade Display](#) to decide if [Percentage](#) and/or [Letter Grades](#) will be displayed.
Decide if you would like to [Allow Class-level Settings Changes](#), allowing teachers to change attempts and thresholds, grading scale, and/or grade display.
Click [Save](#).

