



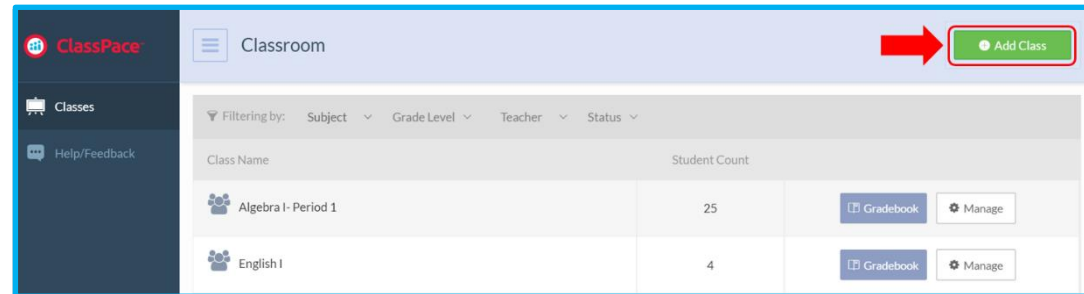
Creating a Class

Quick Start Guide

Complete the necessary steps to create your ClassPace Class.

- 1 After logging in to your ClassPace site, click the [Add Class](#) button.

Creating your Class is a simple process and requires the completion of only 4 steps!



- 2 Section 1: [Class Info](#)
Complete the **required fields** indicated by asterisks: [Class Name](#), [Campus ID](#), and [Subject](#).

Important: Campus IDs must be set up by your ClassPace administrator. If Campus IDs are not available in the Campus dropdown, contact your ClassPace administrator so Campus IDs can be created.

It is recommended that all **optional fields**- [Class ID](#), [Grade Level](#), and [Note](#)- be completed as well to provide a complete picture of your Class.

Click [Next](#) to continue the Class creation process or [Save](#) to create a Draft of your Class to complete at a later time.

- 3 Section 2: [Enrollments](#)

Important: Students and Teachers must have a Campus ID assigned by your ClassPace administrator. If Students and/or Teachers are not visible in the Students and/or Teachers boxes, contact your ClassPace administrator so Campus IDs can be assigned.

On the [Students](#) subtab, select the Students that you would like enrolled in your Class.

Students can be enrolled in three ways:

1. Using [Search](#) to find an individual student
2. Using the [Plus button](#) to select individual students from the list
3. Selecting multiple students using the [checkboxes](#) and clicking [Enroll Selected](#)

Students can be removed from the Class in two ways:

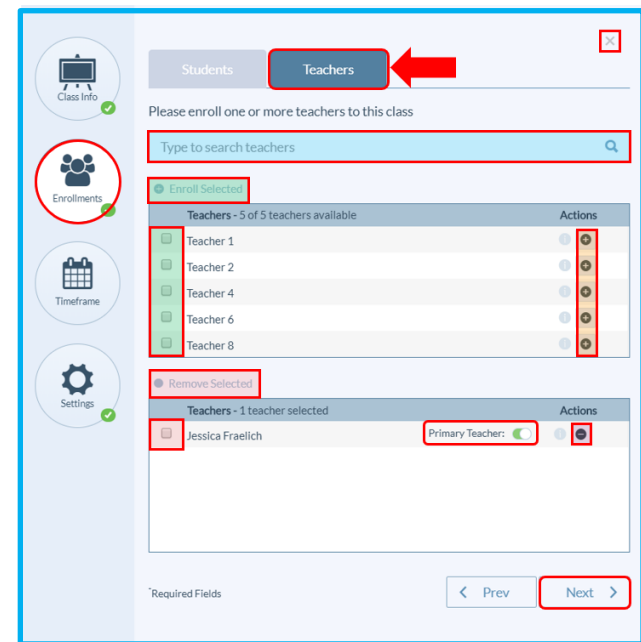
1. Using the [Minus button](#) to remove individual students from the list
2. Selecting multiple students using the [checkboxes](#) and clicking [Remove Selected](#)

Once students have been added to your Class, click the **Teachers** subtab.

Teachers can be added in the same ways as students- **Search**, **Plus** button, **Enroll Selected**- and removed in the same ways as well- **Minus** button and **Remove Selected**.

The user creating the Class will automatically be added to the **Teacher Selected** box and labeled as the Primary Teacher. Multiple teachers can be enrolled to a Class for monitoring purposes, and a Primary Teacher can be changed using the **Primary Teacher** toggle.

Click **Next** to continue the Class creation process, or click the "X" to complete your Class at a later time.



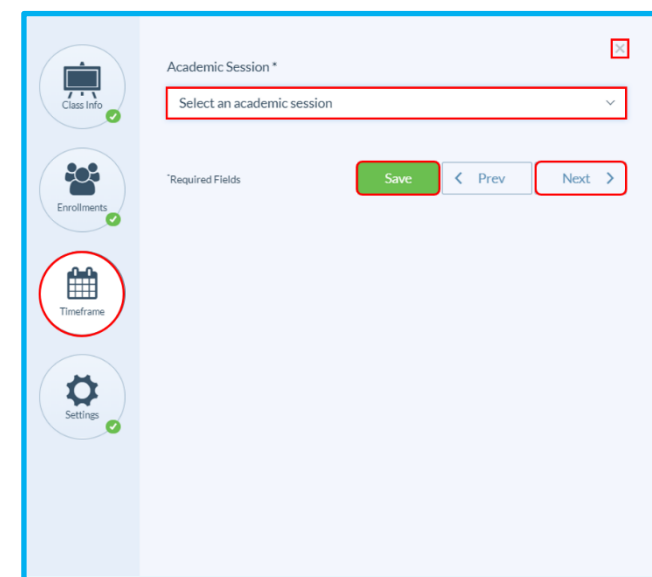
4 Section 3: **Timeframe**

Important: Academic Session must be created by your ClassPace administrator. If no Academic Sessions display in the dropdown, please contact your ClassPace administrator

Using the dropdown, select an **Academic Session** (timeframe) for your Class to work within.

Clicking **Save** fulfills the minimum requirement to create a Class. Once Section 3 is complete, content can be added to your Class. Click the "X" to close the popup box.

OPTION: Click **Next** to personalize settings for your Class

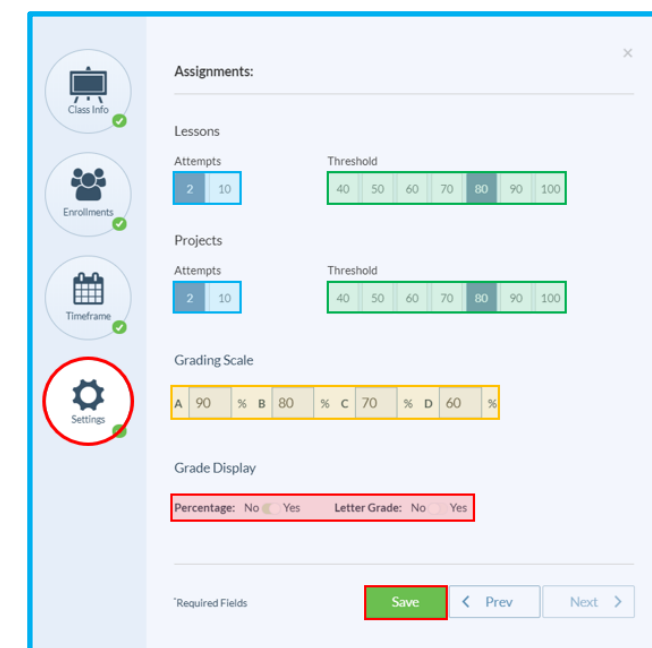


5 Section 4: **Settings**

Important: Settings can be personalized only if the permission has been enabled by your ClassPace administrator.

Default settings for the number of **Attempts** students will have on assignments, the minimum passing **Threshold** students must attain, the **Grading Scale**, and the **Grade Display** have been predetermined for your ClassPace demo. To customize, simply select the settings you wish to apply to your Classes.

When you're ready to finalize your Class, click **Save**.



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Class modifications can be made at any time by clicking the **Manage** button, selecting the section that needs to be modified, and making the appropriate changes. Be sure to Save any changes to your Class.

