



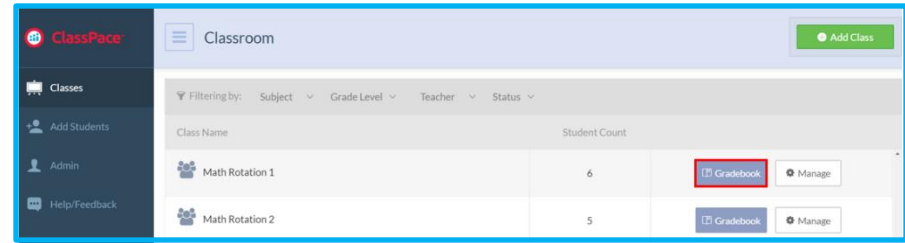
Managing Your ClassPace Gradebook

Quick Start Guide

Individualize instruction, personalize goals, monitor progress, and manage your entire class.

1

After logging in to your ClassPace site, click the [Gradebook](#) button beside the Class that you would like to see.



Easily set your Class preferences!

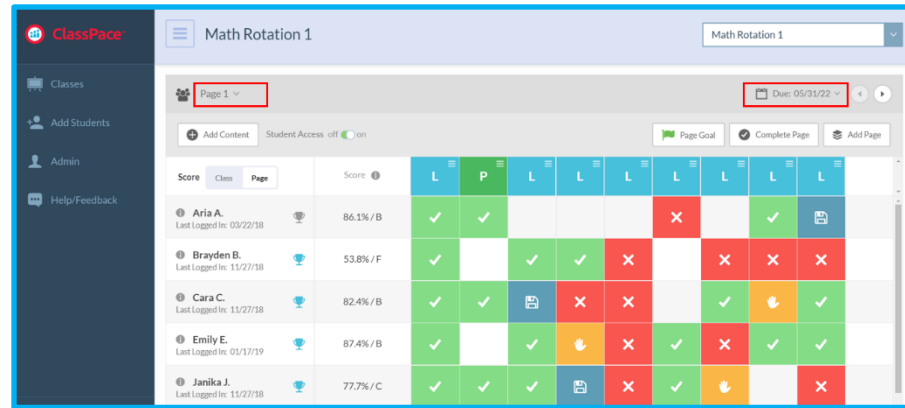
2

Decide if you want to personalize Page titles and due dates!

To change the Page name, click [Page #](#) and enter your personalized title.

To change the Page due date, click the Due dropdown menu and select a Page due date on the calendar.

If a due date is not selected, the Page will automatically be completed at the close of the Academic Session.

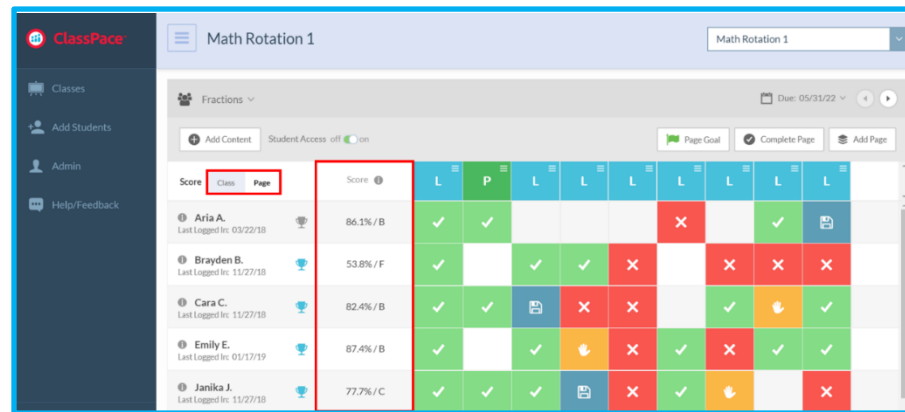


3

Determine how you want scoring displayed: by [Class](#) or by [Page](#).

[Class](#) scoring will keep a cumulative score across ALL Pages.

[Page](#) scoring will keep a cumulative score for each individual Page.



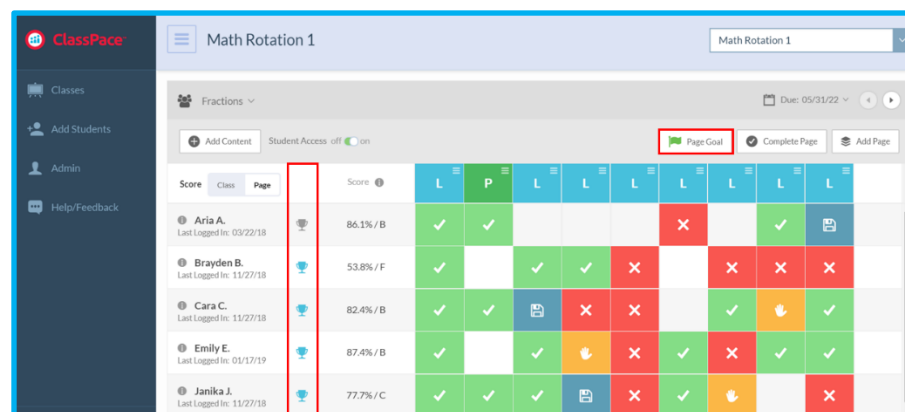
4

Determine whether or not you want to use [Page Goals](#).

Page Goals allow you to set the minimum number of assignments students must complete by Page while simultaneously offering students voice and choice in how they demonstrate mastery.

When turned on, [blue trophies](#) indicate the goal was met and [grey trophies](#) indicate the goal has not been met...yet!

IMPORTANT: Meeting the Page Goal does not mean the student met the passing threshold.

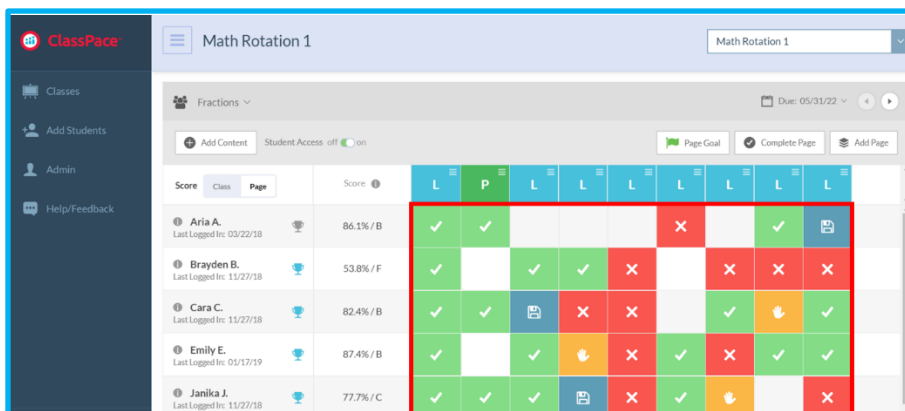


Easily monitor your Class!

4

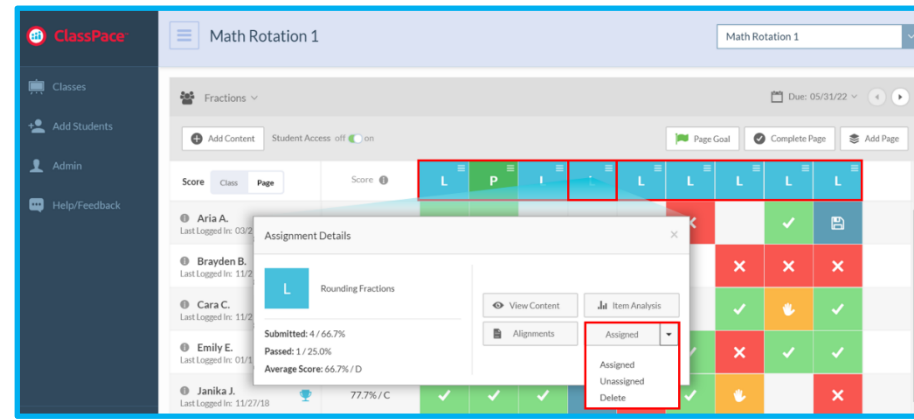
Monitor student progress, success, and needs.

- ✓ Pass threshold achieved
- ✗ Pass threshold not achieved
- 👉 Teacher review required
- 📄 Assignment saved
- ☐ Not yet completed

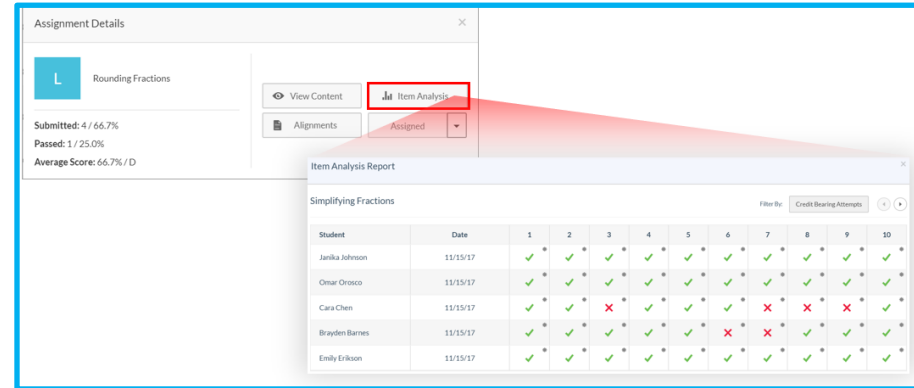


Easily manage your Class!

- 5** Click on the assignment tile along the content pane.
From the dropdown, **Assign**, **Unassign**, or **Delete** an assignment for your entire Class.

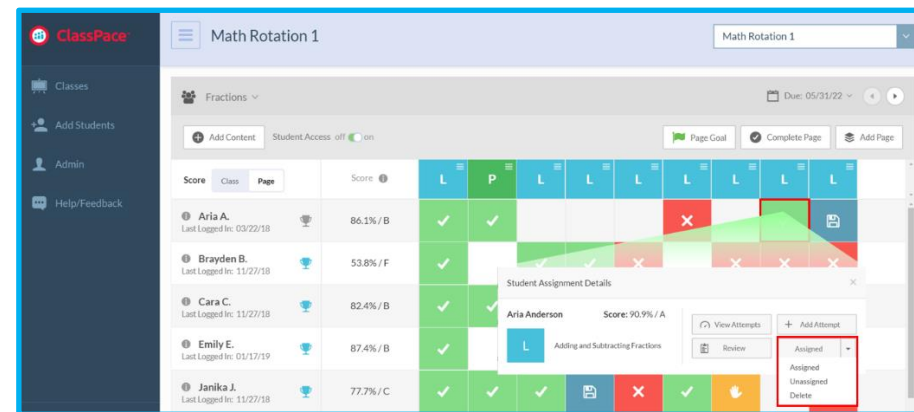


- 6** Click **Item Analysis** to identify where your students are struggling.
- ✓ Answered correctly
 - ✗ Answered incorrectly
 - Not answered

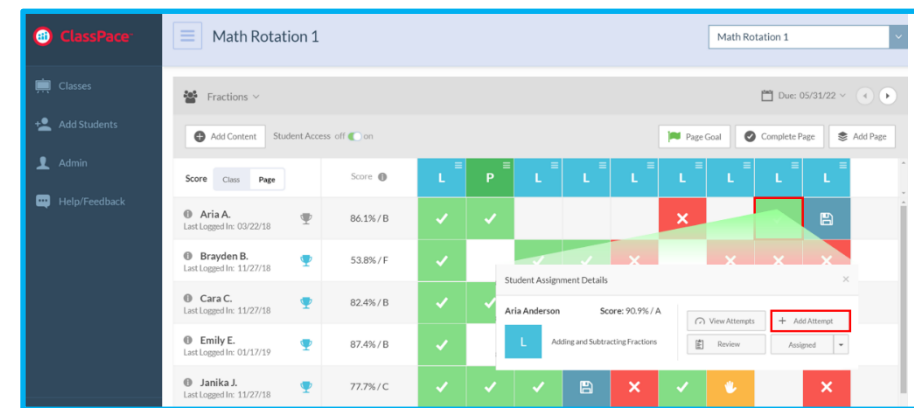


Easily individualize for your students.

- 7** Click on the assignment tile next to a student.
From the dropdown, **Assign**, **Unassign**, or **Delete** an assignment for the individual student.



- 8** Click **Add Attempts** to allow students another chance to meet or exceed the passing threshold and master the assignment.



- 9** Click **Complete Page** to lock in student scores and progress.

