Classes TD-CPE guide for our courses

From on-campus (or via VPN), follow the provided link and sign in using your Pace Username and Password: https://classes.pace.edu/

Your regular Pace Username
Your Password
Click “Login”

From the Classes Homepage, click on “Management and Professional Skills” as indicated by the arrow, this will open the course module
Once inside Management and Professional Skills Programs, you should see on the left one or more module titles with thumbnail pictures to the courses you registered for. Click on the title of the course you wish to take and it will load the title and description of the course.

Click the title again (as indicated by the arrow) and the module will load...
Here is the “Delegating For Shared Success” course module. To begin, click the “Start” button (indicated by arrow). Another button (indicated by red arrow) allows you to display the course in another tab. **Please note:** sometimes the ‘Next’ button is hidden and needs scrolling down to be visible.

There are several icons in the top menu bar and they include a link to Home, Help, Additional Reading and a course Section Menu (shown here at right) The Section Menu helps keep you informed of progress within the course.
There is a range of content types within each course, such as text, short quizzes, links, drop down boxes and video scenarios.

Last-Minute Delegation
Richard wants Tamara to plan a seminar while he is on vacation.
Richard gets a piece of paper out of the trash can.

The Delegation Equation Elements
Equation Elements
Click each Element to view its description.

1. Thorough Planning
2. Clear Communication
3. Effective Follow-Through

Drop down sections. Click each element to view its description

To progress to the next slide after viewing all the on-page content, click “Next” at the bottom right of the window
Courses with more than one topic / sub-module

There are some courses that have more than one topic or sub-module. In these cases, please click on each sub-topic's blue title to access the content. Note once inside a course, a search field is visible, and a Table of Contents is available on the left.

If you have any additional questions about the above document, please contact us at cps@pace.edu