



ClassLink QuickCards for Teachers

Audience: Teachers

Teachers have the ability to manage QuickCards for students in their classes. It is recommended that QuickCards be made for students in grades PreK-5 or students needing additional assistance logging in. For durability purposes, you may want to print QuickCards on cardstock, laminate QuickCards and/or use lanyards.

Using the Class QuickCards App

***NOTE:** To activate QuickCards, students will need to log in one time with student network username and password. Teachers may want to log in for students prior to handing out QuickCards to students. Grades PreK-5 student network passwords will be reset in the beginning of the school year by the Technology department. Ask your administrator for updated student passwords.

1. To start, the teacher will log into their ClassLink account and open the **Class QuickCards** app.



2. Upon opening the app, you will see information for the classes you are teaching. Click the **QuickCard** button for the class whose QuickCards you want to manage.

Classes

Manage Classes

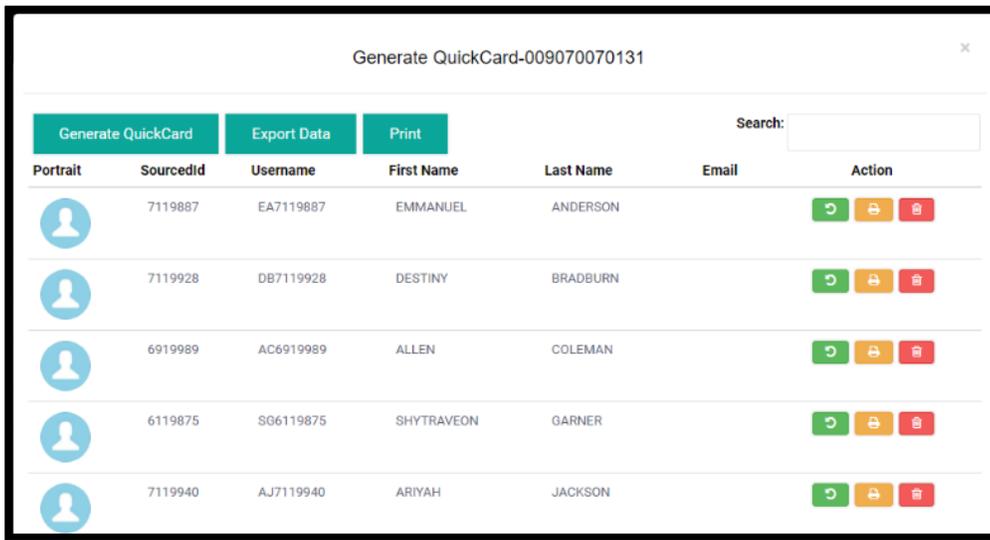
Sourcedid	Title	Type	Class Code	Last Modified	Action
009070070129	CONDUCT 1	scheduled		2017-09-11T23:01:38.000Z	Quick Card
009070070130	READING 1	scheduled		2017-09-11T23:01:38.000Z	Quick Card
009070070131	LANG ARTS 1	scheduled		2017-09-11T23:01:38.000Z	Quick Card
009070070132	SCIENCE 1	scheduled		2017-09-11T23:01:38.000Z	Quick Card
009070070133	SOC STUD 1	scheduled		2017-09-11T23:01:38.000Z	Quick Card
009070070134	MATH 1	scheduled		2017-09-11T23:01:38.000Z	Quick Card

Showing 1 to 6 of 6 entries

Search:

← Previous 1 Next →

3. You will then see information on the students enrolled in that class. Clicking **Generate QuickCard** will create QuickCards for all students in the class. Clicking **Print** will print out all the QuickCards for that class.

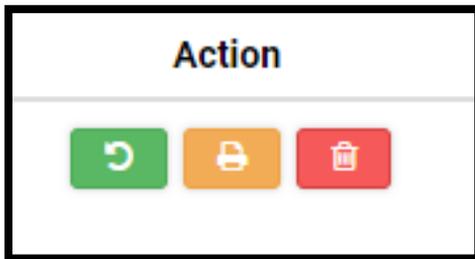


The screenshot shows a window titled "Generate QuickCard-009070070131". At the top, there are three buttons: "Generate QuickCard", "Export Data", and "Print". To the right is a search box labeled "Search:". Below this is a table with the following columns: "Portrait", "Sourcedid", "Username", "First Name", "Last Name", "Email", and "Action". The table contains five rows of student data, each with a portrait icon, a green "Reset" button, an orange "Print" button, and a red "Delete" button in the "Action" column.

Portrait	Sourcedid	Username	First Name	Last Name	Email	Action
	7119887	EA7119887	EMMANUEL	ANDERSON		
	7119928	DB7119928	DESTINY	BRADBURN		
	6919989	AC6919989	ALLEN	COLEMAN		
	6119875	SG6119875	SHYTRAVEON	GARNER		
	7119940	AJ7119940	ARIYAH	JACKSON		

Managing Individual QuickCards

In addition to being able to generate and print QuickCards for all users, you can also do the same for individual students.



Green button will reset a student's QuickCard (or create one, if they do not already have one).

Orange button will print out that student's QuickCard.

Red button will delete the QuickCard.

Note: If you cannot find one of your classes, or one of your students is not in a class, put in a **School Dude** request.

Using QuickCards

QuickCards are unique identifiers in a similar format to a QR code and are used to log into your ClassLink account without having to enter a username and password.

If you are using an iPad to access ClassLink, you must access ClassLink with the ClassLink Launchpad app. Before using the QuickCard app, please log into ClassLink using the district network username and password.

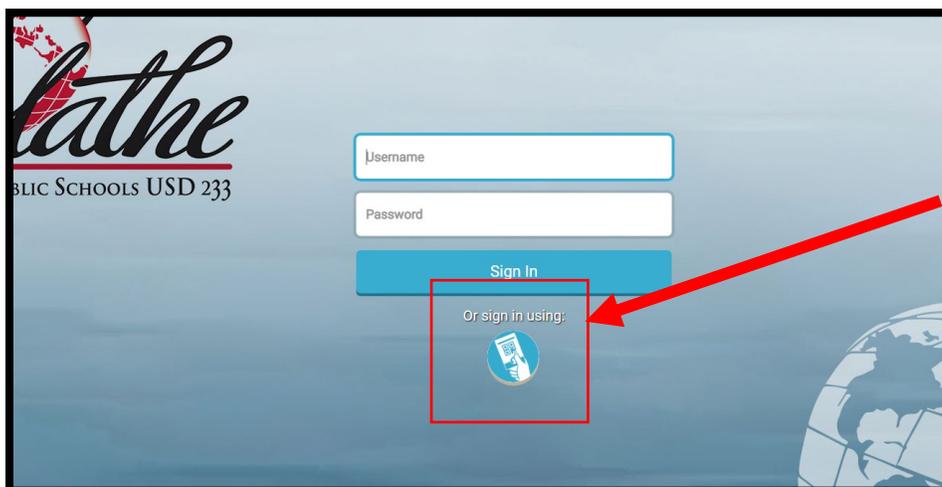
***NOTE: To activate QuickCards, students will need to log in one time with student network username and password. Teachers may want to log in for students prior to handing out QuickCards to students.**



1. Teachers will distribute QuickCards to students.



2. The Next time that you log in on your Olathe Public Schools ClassLink login page, click **Sign in with QuickCard**. When you scan the QuickCard, ClassLink will automatically launch.



3. Scan your QuickCard badge to log into your ClassLink LaunchPad account.

For Additional Assistance

For additional assistance, you can contact the **Technology Help Desk** at **913.780.8058** or email them at helpdesk@olatheschools.org.

Staff may also put in a work order through School Dude through the Tech233 website.

