

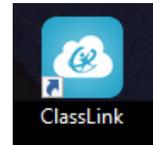


ClassLink User's Guide

Product: ClassLink LaunchPad **Audience:** Teacher and Student

Logging In

District devices already have the ClassLink tile installed:



Or you may use the URL: <https://launchpad.classlink.com/olatheusd233>

Enter your **district network username** and **password**:

The screenshot shows a web browser window with the URL <https://launchpad.classlink.com/olatheusd233>. The page has a light blue background. On the left, there is a large logo for 'Olathe' in a stylized script font, with 'OLATHE PUBLIC SCHOOLS USD 233' written below it. On the right, there is a login form with two input fields: 'Username' and 'Password'. Below these fields is a blue 'Sign In' button. Underneath the button, it says 'Or sign in using:' followed by a circular icon representing a social media or external login option.

iPads

If you are using an iPad or mobile device to access ClassLink, you must use the **ClassLink Launchpad** app. Before using QuickCards, please log into ClassLink one time using your district network username and password.



My Apps

My Apps is the first view after logging into ClassLink LaunchPad. This gives you instant access to the resources that have been provided for you by Olathe Public Schools.

Tool Bar

Search: Allows you to search through your apps to find a specific app. You do not need to click the search bar to start searching, just begin typing the name of the app and it will automatically search your apps.

Edit Mode: You can create folders and customize your My Apps Screen.

Notifications: View notifications sent out by ClassLink administrators.

My Analytics: Check your Login History, App Summary, and Information.

My Profile Settings: Change your avatar, access your **Password Locker** and more.

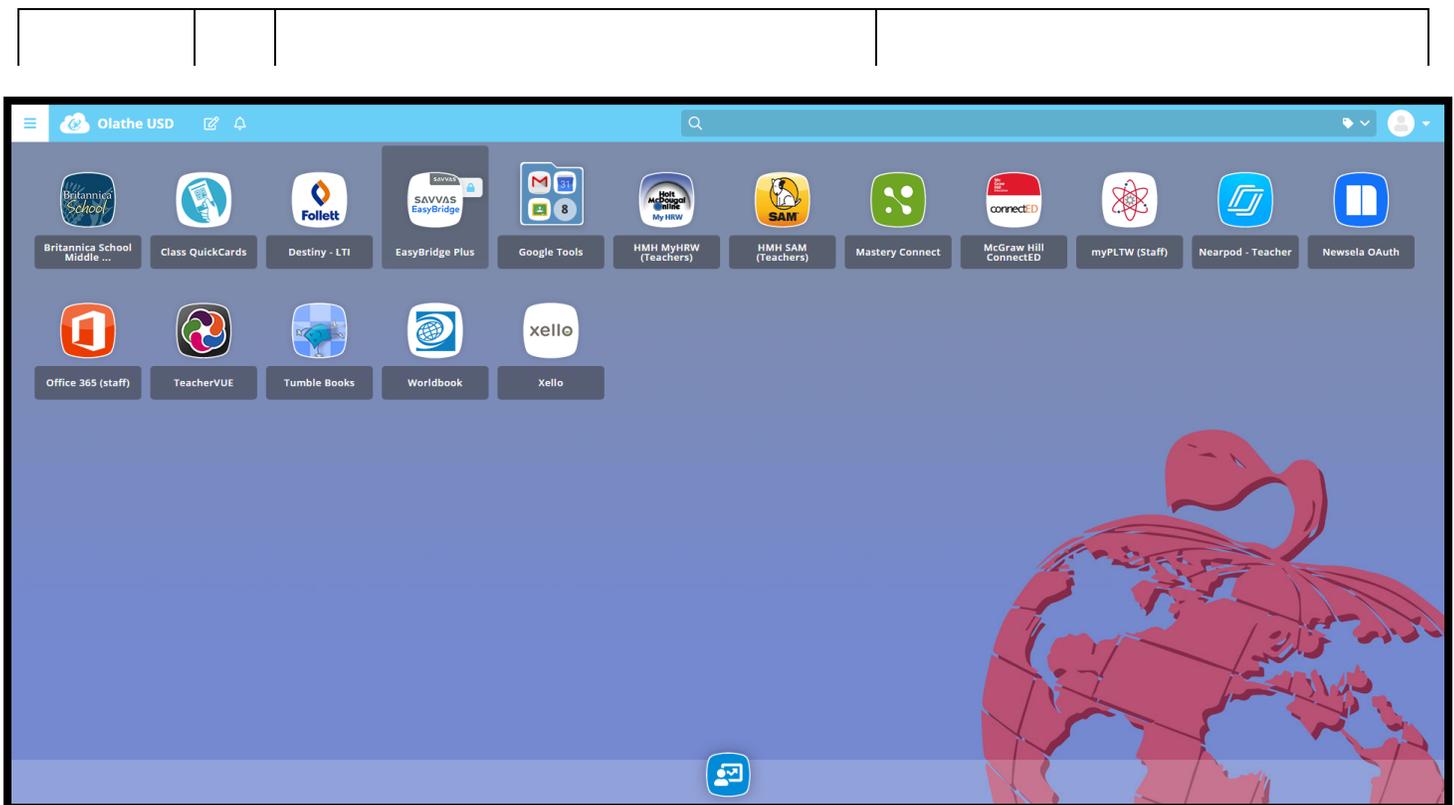
My Analytics

Edit Mode

Notifications

Search bar

My Profile Settings



What are SSO apps?

ClassLink has the ability to link you seamlessly to your various web accounts from within ClassLink. This feature is called **Single Sign-On (SSO)**.

Some SSO applications will log you in automatically.

Some SSO apps are called **Password Locker** apps. These apps may prompt you to enter your credentials for that specific application. If needed, you can update these usernames/passwords in the password locker (under My Profile).

If you are prompted to save your password in Google, always decline this action.

SSO Apps are vendor specific. They are differentiated by white banners with a blue key.



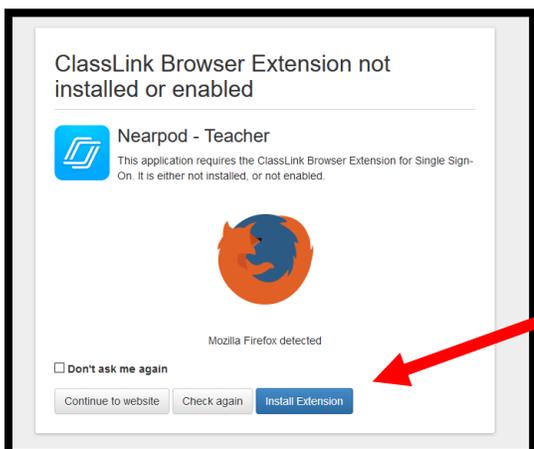
Non-SSO Apps

Not all applications are Single Sign-On (SSO). Apps that do not have the white banner and blue key are Non-SSO. These are simply web links that will never prompt you for credentials.



ClassLink Extension

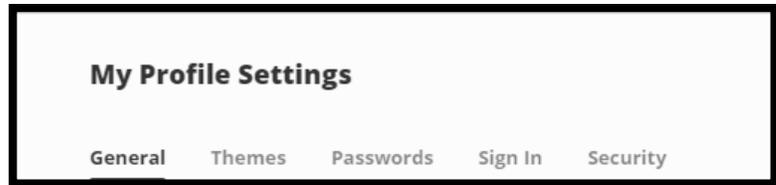
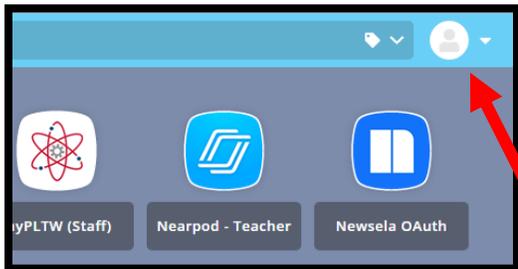
Many SSO apps require a browser extension to be installed. When users click on a SSO Browser Extension app, a prompt will appear to install the extension. **Complete the installation of the extension as prompted.** Below is an example:



My Profile Settings

My Profile Settings allows you to change your avatar, themes and colors and update your **Passwords**.

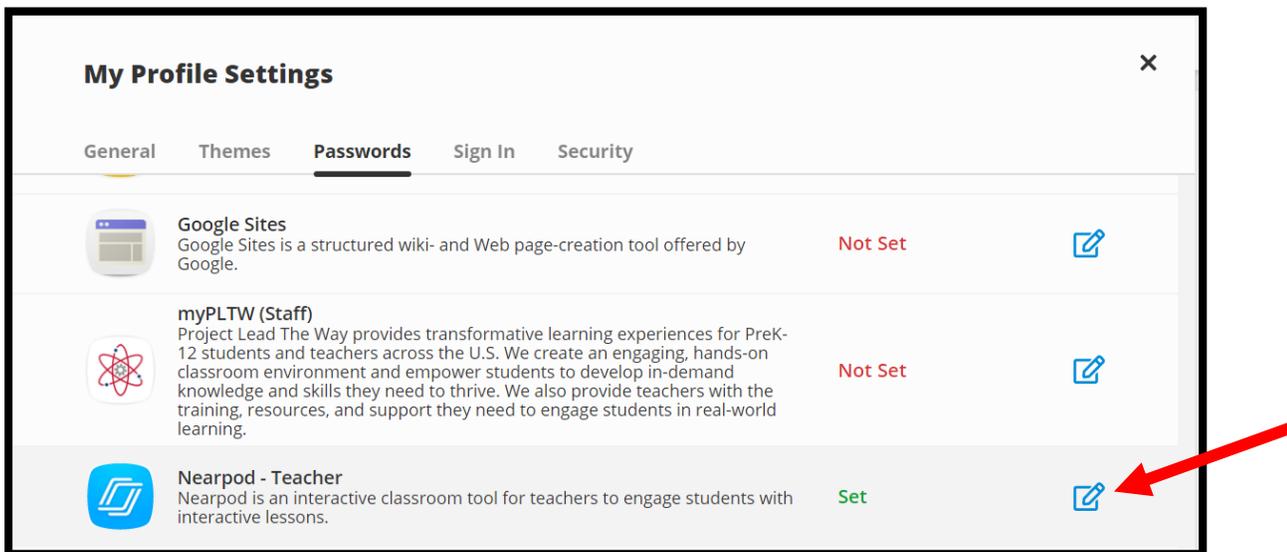
In the upper right corner, you can click on the person icon to access **My Profile Settings**.



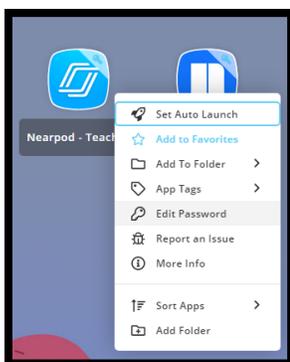
Password Locker

You may need to update or change your password for some SSO **Password Locker** apps. There are two ways you can do this:

1. Use the Password Locker located in **My Profile Settings**. Select **Edit**, then **Edit** the default information, update the credentials and Select **Save**.



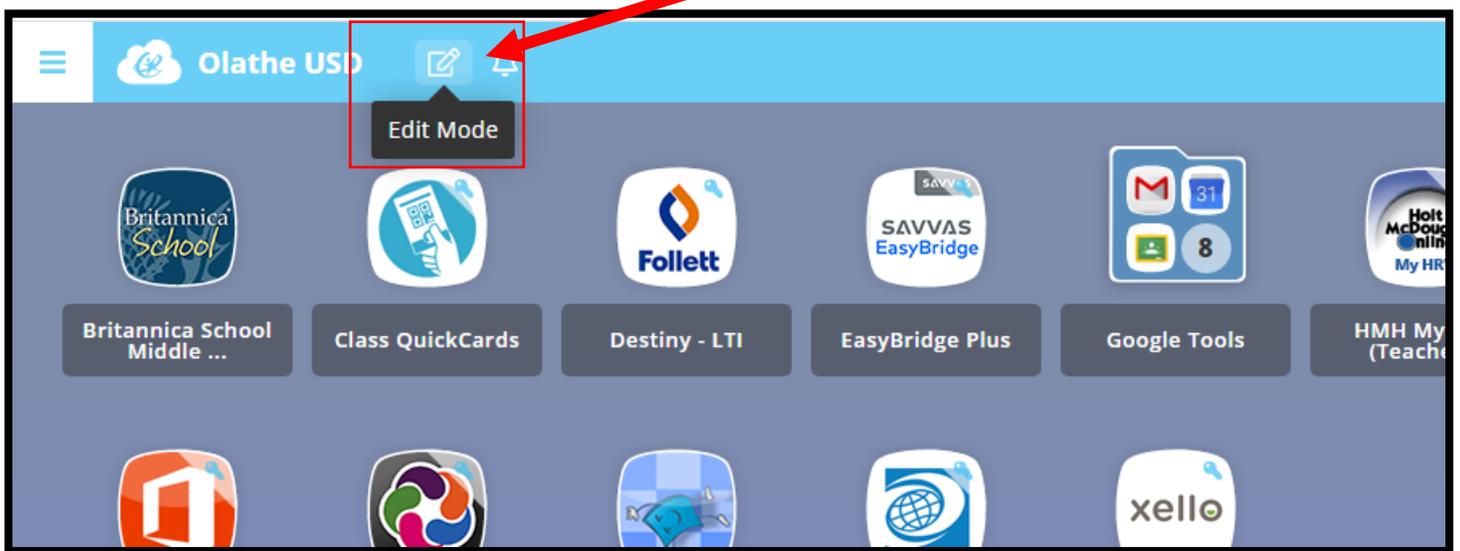
2. Right click the app from the My Apps screen and click **Edit Password**.



Edit Mode

You can add folders, change the theme, app size, and font style in Edit Mode.

Click on the **Edit Mode** icon in the top left.



1. Rearrange apps by dragging them to a different location and dropping them.
2. You can move apps inside a folder by hovering over the folder, wait for the icon to get small, and dropping the app inside.
3. You can create a folder by hovering one app over another app (for five seconds) and dropping it. This will create a new folder with the two apps inside.
4. To rename the folder, click on the folder and then click on the name.
5. You can delete apps you have added by hovering over an application and clicking on the red **X** on the top right of the app. **Note:** You can only delete apps that you have added. Apps that have been assigned to you cannot be removed.



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.

1. To start, 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

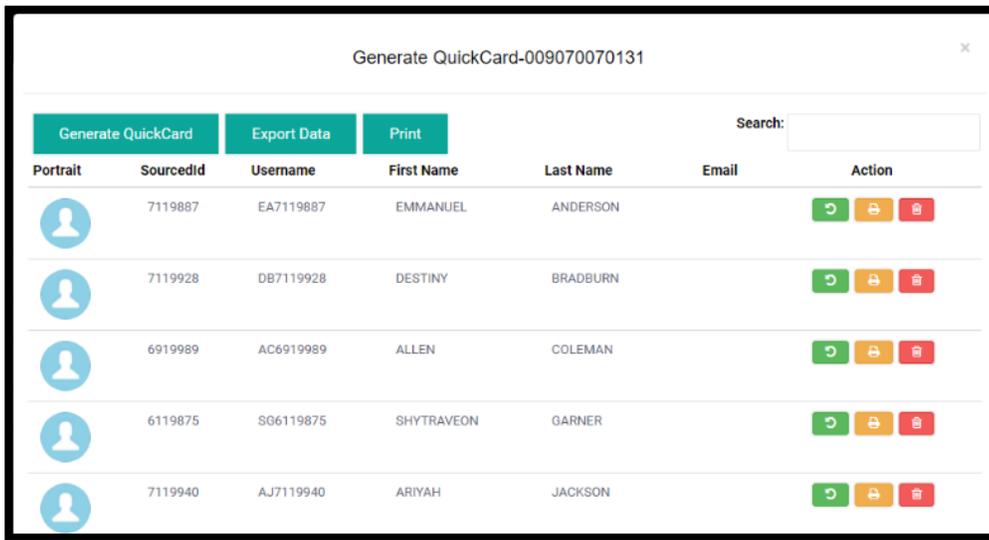
Sourceid	Title	Type	Class Code	Last Modified	Action
009070070129	CONDUCT 1	scheduled		2017-09-11T23:01:38.000Z	QuickCard
009070070130	READING 1	scheduled		2017-09-11T23:01:38.000Z	QuickCard
009070070131	LANG ARTS 1	scheduled		2017-09-11T23:01:38.000Z	QuickCard
009070070132	SCIENCE 1	scheduled		2017-09-11T23:01:38.000Z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

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.

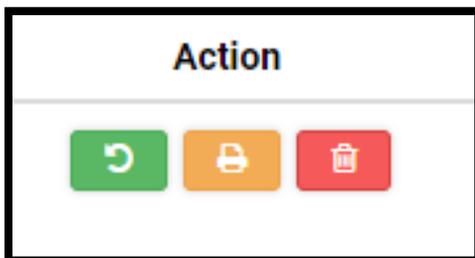


The screenshot shows a window titled "Generate QuickCard-009070070131". At the top, there are three buttons: "Generate QuickCard", "Export Data", and "Print". To the right is a search box labeled "Search:". Below this is a table with the following columns: "Portrait", "Sourcedid", "Username", "First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

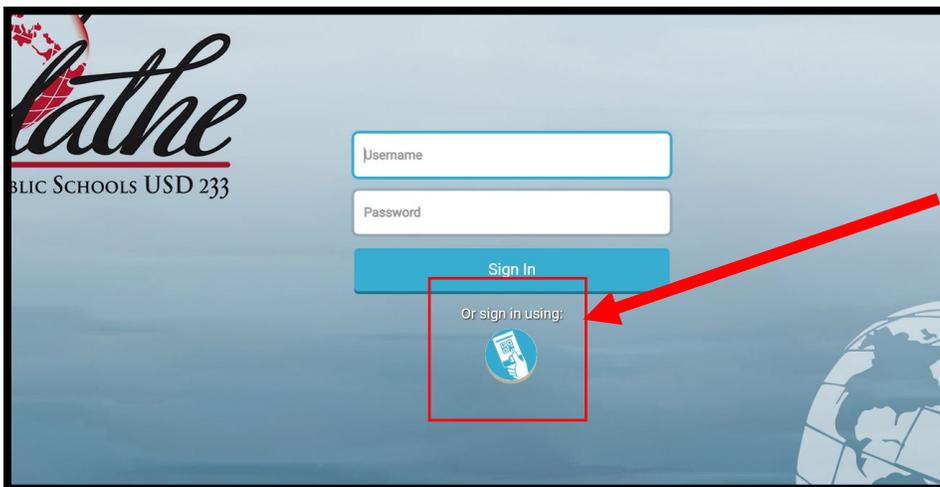
***NOTE: To activate QuickCards, students will need to log in one time with student network username and password. Teachers may want to log in for students prior to handing out QuickCards to students.**



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.

