ClassLink

Richmond County ClassLink Launchpad
Teacher Training Agenda

Come check out how to use ClassLink for seamless technology integration! No more remembering passwords or helping students log in.....instead, let Launchpad do the work! Features will include the My Apps screen and how to customize it, the App Library, and My Files. Join the session to get your classes to spend more time learning and less time logging in!

- Login page - my.classlink.com/rcboe
    o Enter your computer login information

- My Apps overview
    o Apps - blue ribbon with key and ones without

- My Apps
    o Setup 1 application

    o App Library
        · Search for 1 application
        · Add 1 application
        · District Library
        · Add Your Own App
        · Edit Mode
        · Move apps
        · Create folders
        · Rename folder
        · Move app out of folder
        · Delete folder
        · Delete app
    o Search for apps

- My Files
    o ClassLink Drive
    o Cloud drives
        · Google
        · Dropbox
        · Office 365

- Profile Settings
    o General Settings
    o Themes & Colors
    o Password Locker

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1. Overview of ClassLink Single-Sign On
   a. What is single sign-on and how it will help teachers save valuable instructional time in their class - more time teaching, less time logging in
2. Login instructions - my.classlink.com/rcboe
   a. defaults to - launchpad.classlink.com/rcboe
3. Explain apps - blue ribbon with key
4. Talk about ClassLink extension
5. DO NOT SAVE PW in BROWSER
6. Demo one common app that all use
   a. Have everyone setup and login
7. Review how to fix password if entered wrong
   a. Right click Update Password
   b. My Profile - Password locker
8. Review apps library
   a. Teachers-show how to add apps
      i. Teachers can only add apps to their own page
      ii. Teachers should add apps that you have an account
   b. Discuss School District Library for students
      i. Procedure for requesting apps here for students
9. Quick overview of Edit Mode
   a. Delete apps
   b. Move apps
10. Quick overview of Make Folders
    a. Make folder
    b. Add to folder
    c. Edit/delete folder
11. Go over My Files
    a. ClassLink Drive
       i. Additional 10GB cloud storage
       ii. Ability to use online versions of Word, Excel, PowerPoint
    b. Connect additional Cloud Storage drives
       i. Google, Office 365, DropBox
12. If time, review Toolbar and My Profile