ClassLink

ClassLink

Introduction

WHEN AT SCHOOL USING A DISTRICT DEVICE

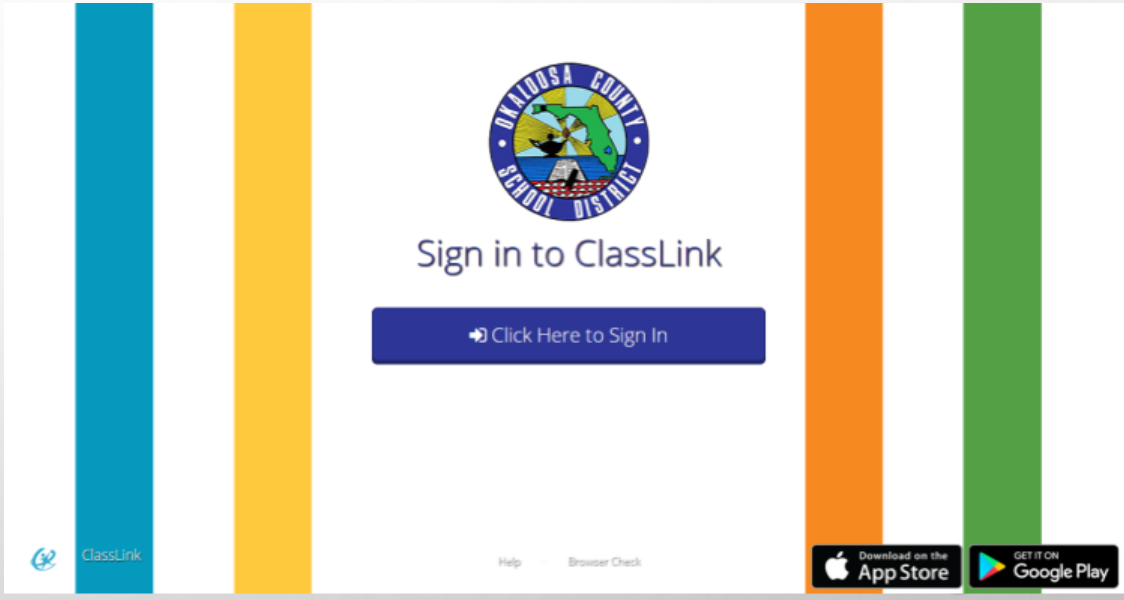
- SIGN IN ON YOUR SCHOOL DEVICE WITH YOUR OCSD NETWORK LOGIN INFORMATION. (THIS WILL WORK FOR EVERY DEVICE ON ANY NETWORK)

EXAMPLE:

USERNAME: OCSD\SMITHJ (JUST LIKE SCHOOL EMAIL)

PASSWORD: GATORS#1

- LAUNCH THE CLASSLINK ICON ON YOUR DESKTOP. (CHROME SHORTCUT)
- "CLICK HERE TO SIGN IN" WILL TAKE YOU TO YOUR CLASSLINK LAUNCHPAD.



When Using a Device Outside the Network

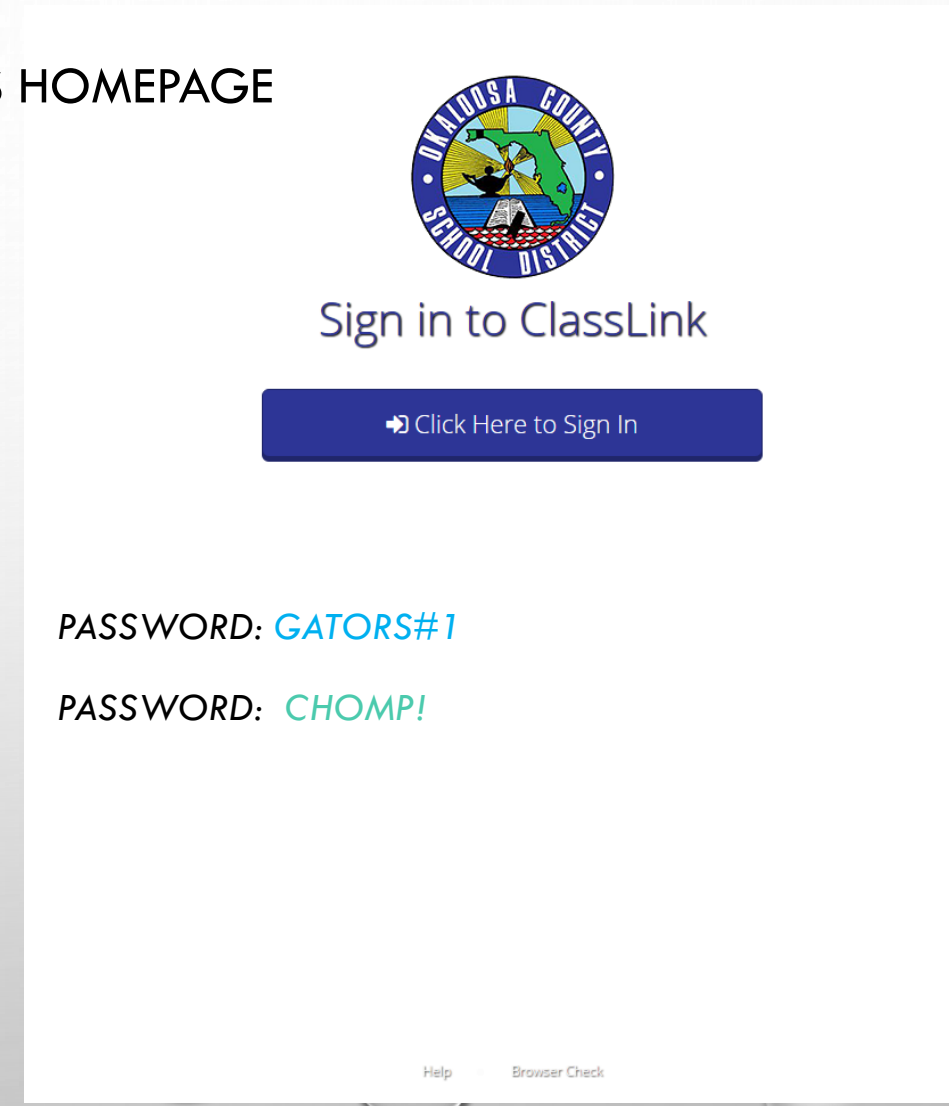
- WEBSITE (LOOK FOR A SHORTCUT ON YOUR SCHOOL'S HOMEPAGE CALLED *CLASSLINK FROM HOME*)

HTTPS://MY.CLASSLINK.COM/OKALOOSASCHOOLS

- USE THE SAME LOGIN AS THE PREVIOUS SCREEN:
- EXAMPLES:

USERNAME: OCSD\SMITHJ

OCSD\JOHN.SMITH



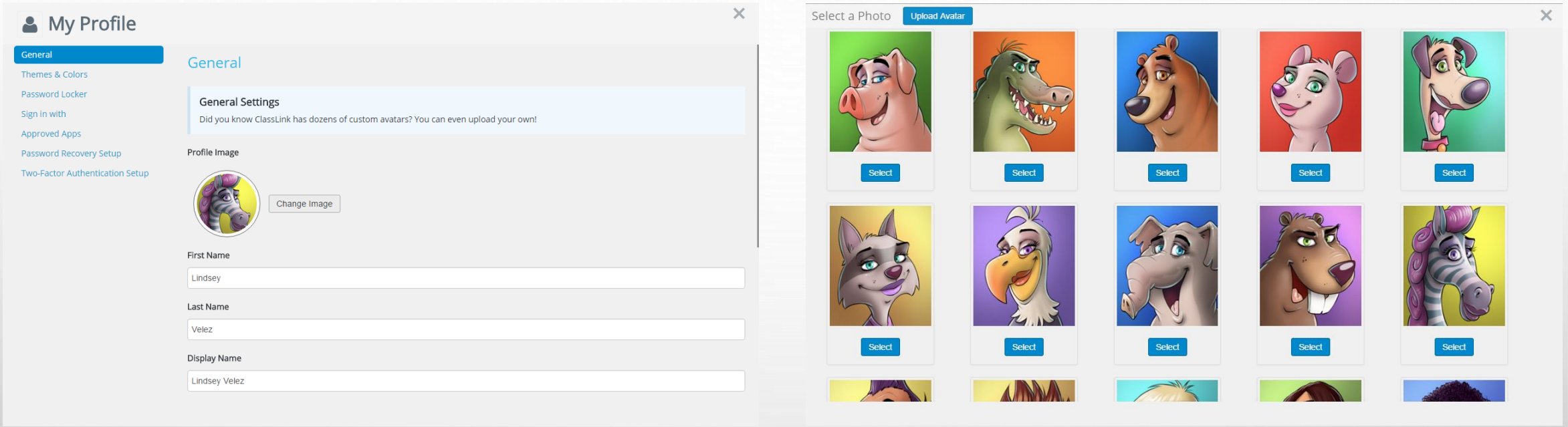
PASSWORD: GATORS#1

PASSWORD: CHOMP!

My Profile

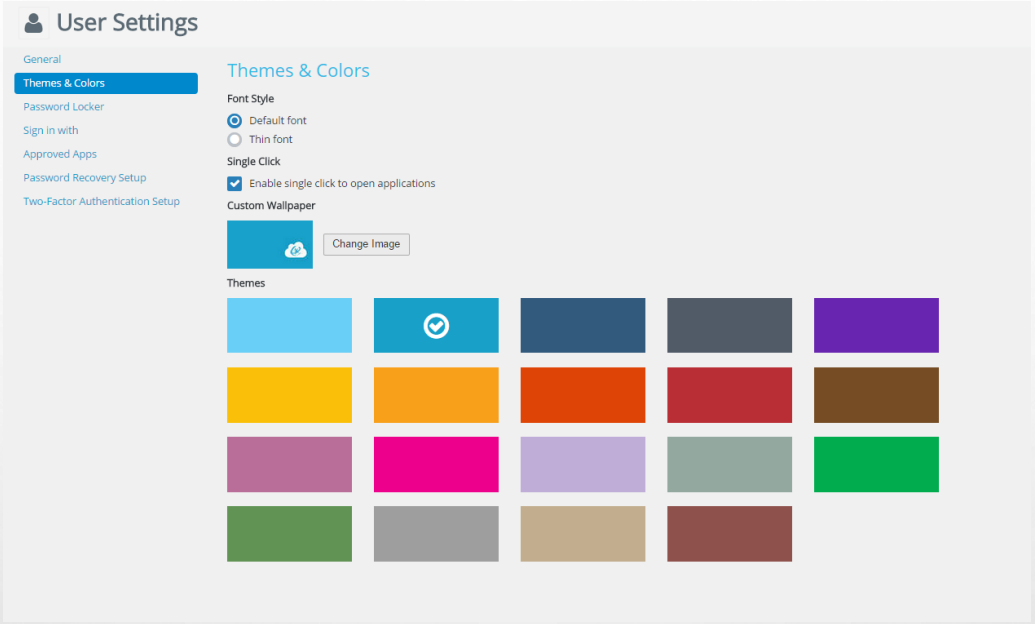
- CLICK ON THE TOP RIGHT CORNER, WHERE THERE LOOKS TO BE A PICTURE.
- CLICK MY PROFILE TO ACCESS ALL OF YOUR PROFILE SETTINGS.

General Settings



- IN THIS SECTION, YOU CAN CHANGE YOUR PROFILE IMAGE BY CLICK ‘CHANGE IMAGE’.
- ONCE YOU FIND A PICTURE YOU LIKE YOU CAN CLICK ON THE PICTURE TO MAKE IT YOUR PROFILE IMAGE.
- YOU CAN ALSO UPLOAD YOUR OWN IMAGE BY CLICKING ‘UPLOAD AVATAR’.

Themes and Colors

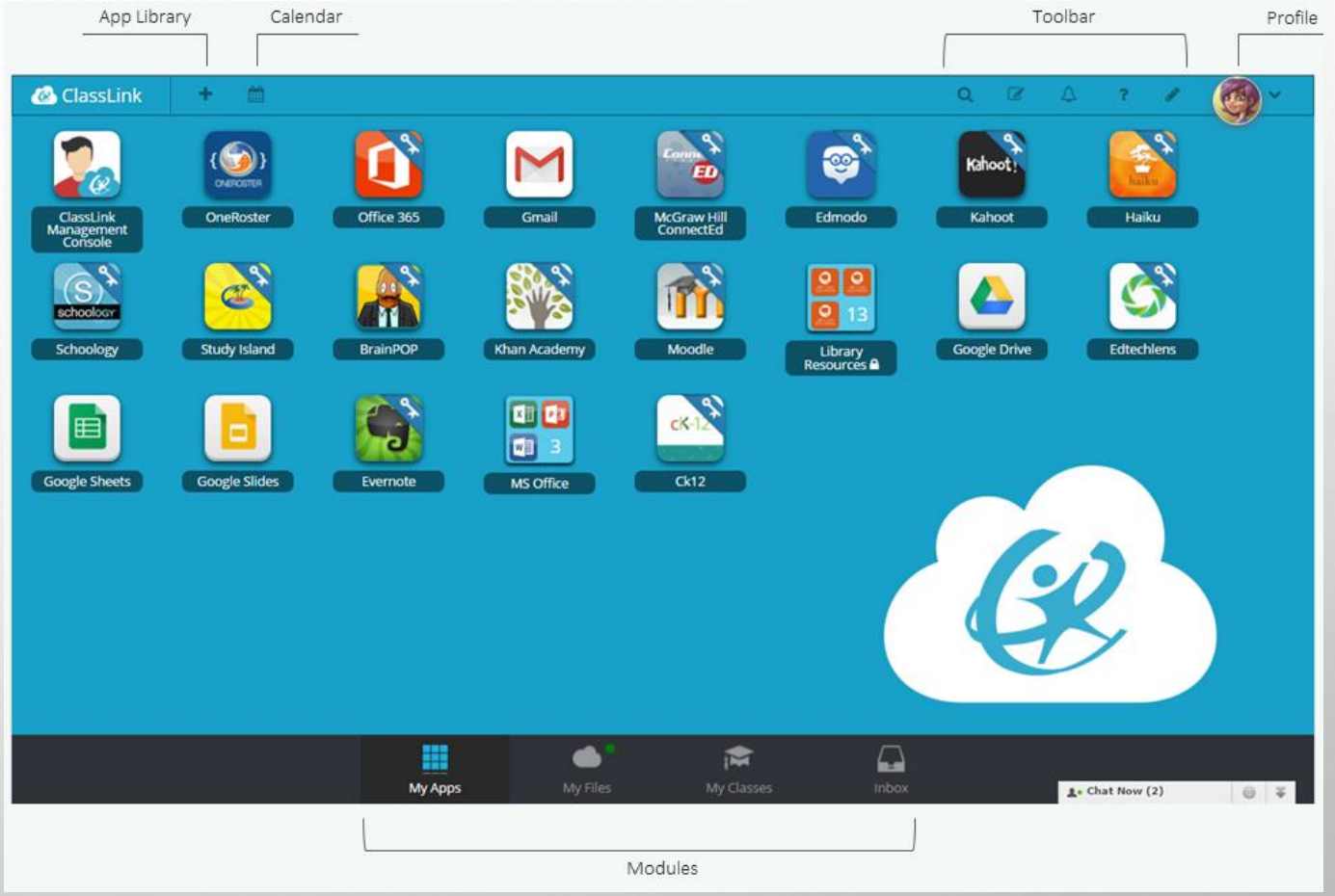


- IN THIS SECTION, YOU CAN SELECT YOUR WALLPAPER AND THEME COLOR

One-Click Single Sign-on

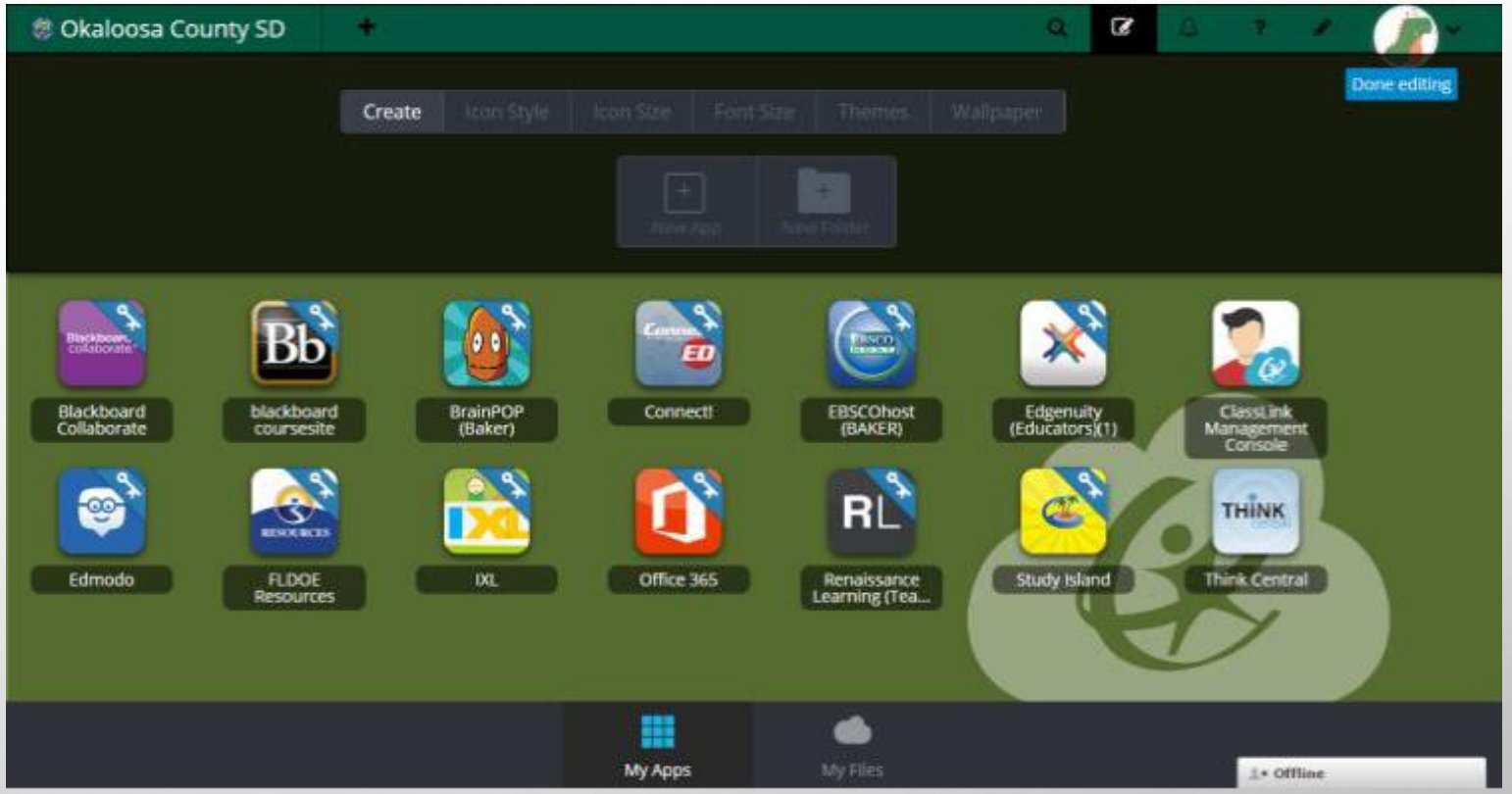
Tool Bar

- SEARCH: ALLOWS YOU TO SEARCH THROUGH YOUR APPS TO FIND A SPECIFIC APP.
- EDIT MODE: IF YOU WOULD LIKE TO MOVE YOUR APPS AROUND, DELETE APPS, MOVE APPS INTO FOLDERS, OR EDIT YOUR FOLDERS YOU WILL HAVE TO CLICK THIS BUTTON.
- NOTIFICATIONS: VIEW NOTIFICATIONS SENT OUT BY ADMINISTRATORS
- HELP: GO TO CLASSLINK'S ONLINE HELP PAGE, CONTACT YOUR LOCAL HELP DESK, AND SHOW THE GUIDED TOUR.
- NOTE: WRITE YOUR SELF NOTES. THINK OF THIS AS AN ELECTRONIC POST IT NOTE.



My Apps

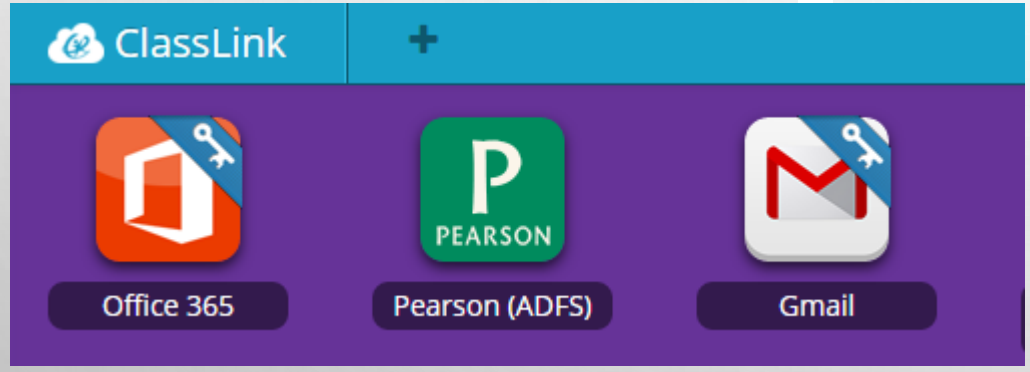
- BROWSE THE CLASSLINK LIBRARY AND ADD ANY APPS YOU WOULD LIKE OR YOUR TEACHER HAS ASKED YOU TO ADD.
- APPS WITH KEYS ARE SINGLE SIGN ON (ANY APP WITH A UNIQUE USERNAME AND PASSWORD MAY BE SINGLE SIGN ON).



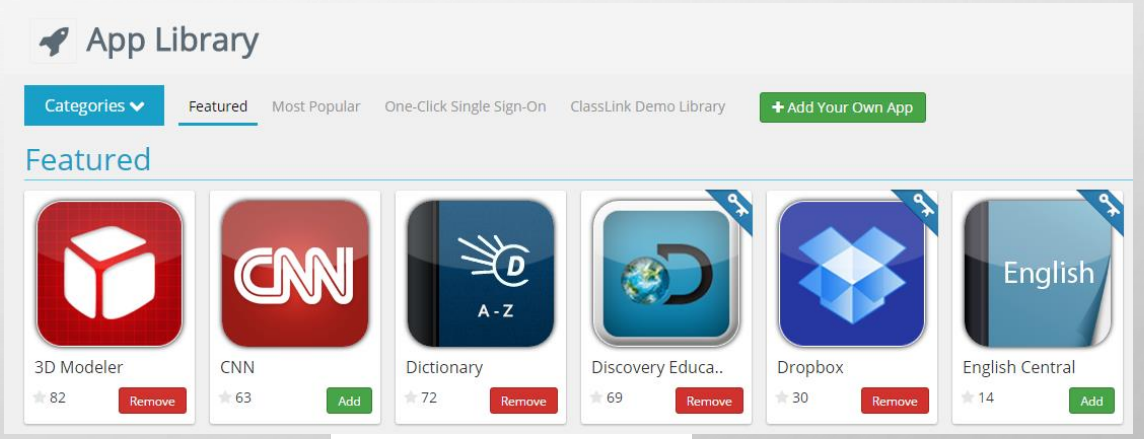
App Library

Step 1

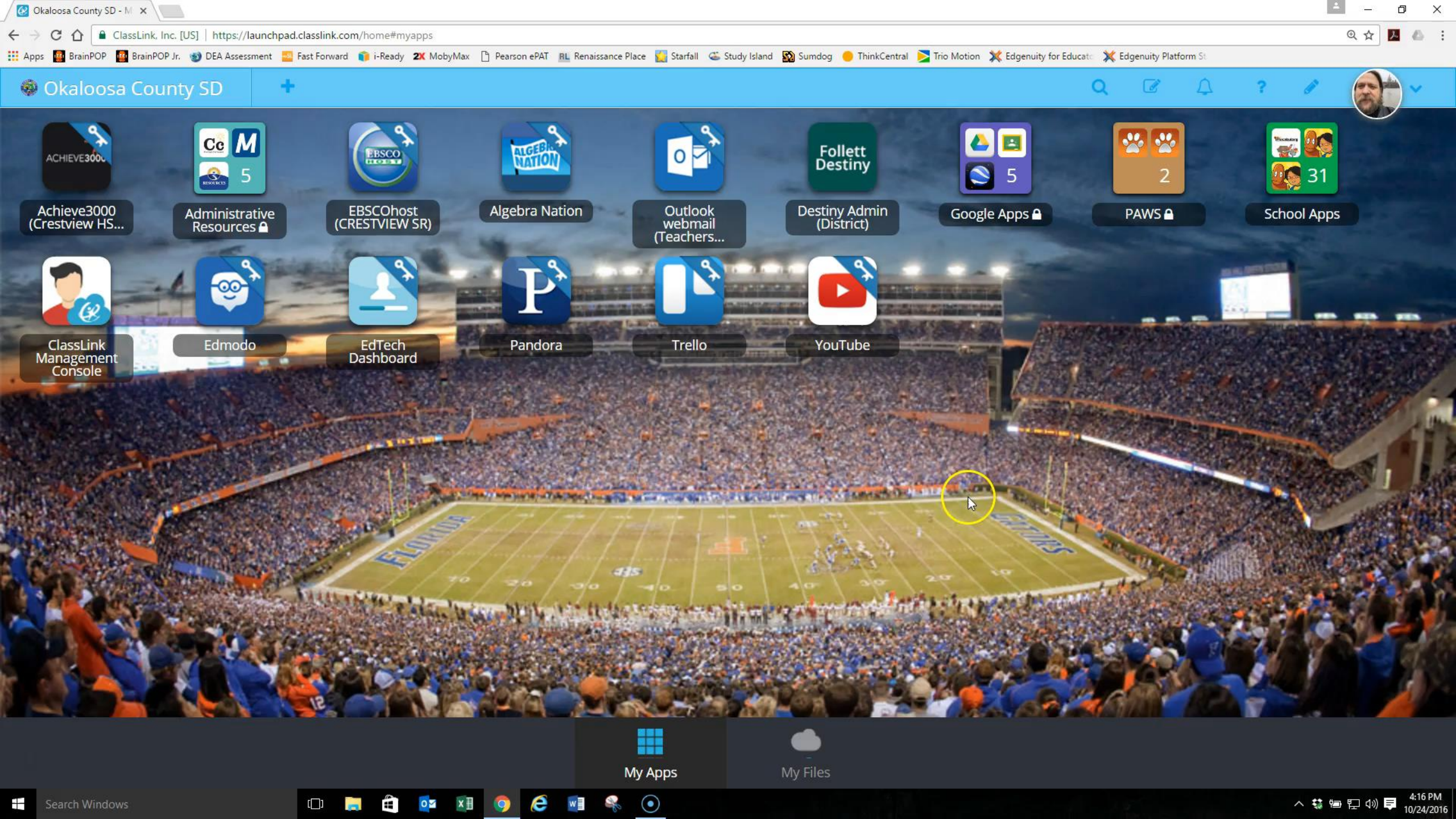
Click here to access all of the current resources



Step 2



Click Add and it will be on the My Apps screen on every device.

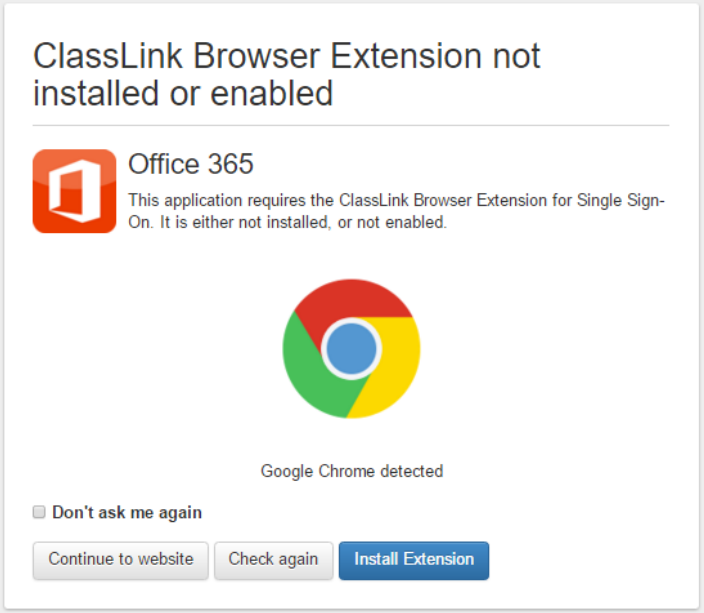

Okaloosa County SD - M
ClassLink, Inc. [US] | https://launchpad.classlink.com/home#myapps
Apps
BrainPOP
BrainPOP Jr.
DEA Assessment
Fast Forward
i-Ready
MobyMax
Pearson ePAT
Renaissance Place
Starfall
Study Island
Sumdog
ThinkCentral
Trio Motion
Edgenuity for Educato
Edgenuity Platform St
Okaloosa County SD
Achieve3000 (Crestview HS...
Administrative Resources
EBSCOhost (CRESTVIEW SR)
Algebra Nation
Outlook webmail (Teachers...
Destiny Admin (District)
Google Apps
PAWS
School Apps
ClassLink Management Console
Edmodo
EdTech Dashboard
Pandora
Trello
YouTube
My Apps
My Files
Search Windows
4:16 PM
10/24/2016

Installing the ClassLink Extension

- Some Applications may ask you to install an extension in Google in order for them to function properly in ClassLink

Installing the ClassLink Extension

1. To download the extension you will be prompted when you click on an application that requires the extention.



Installing the ClassLink Extension

2. Click “Do not ask me again.”

3. Click “Install Extension.”

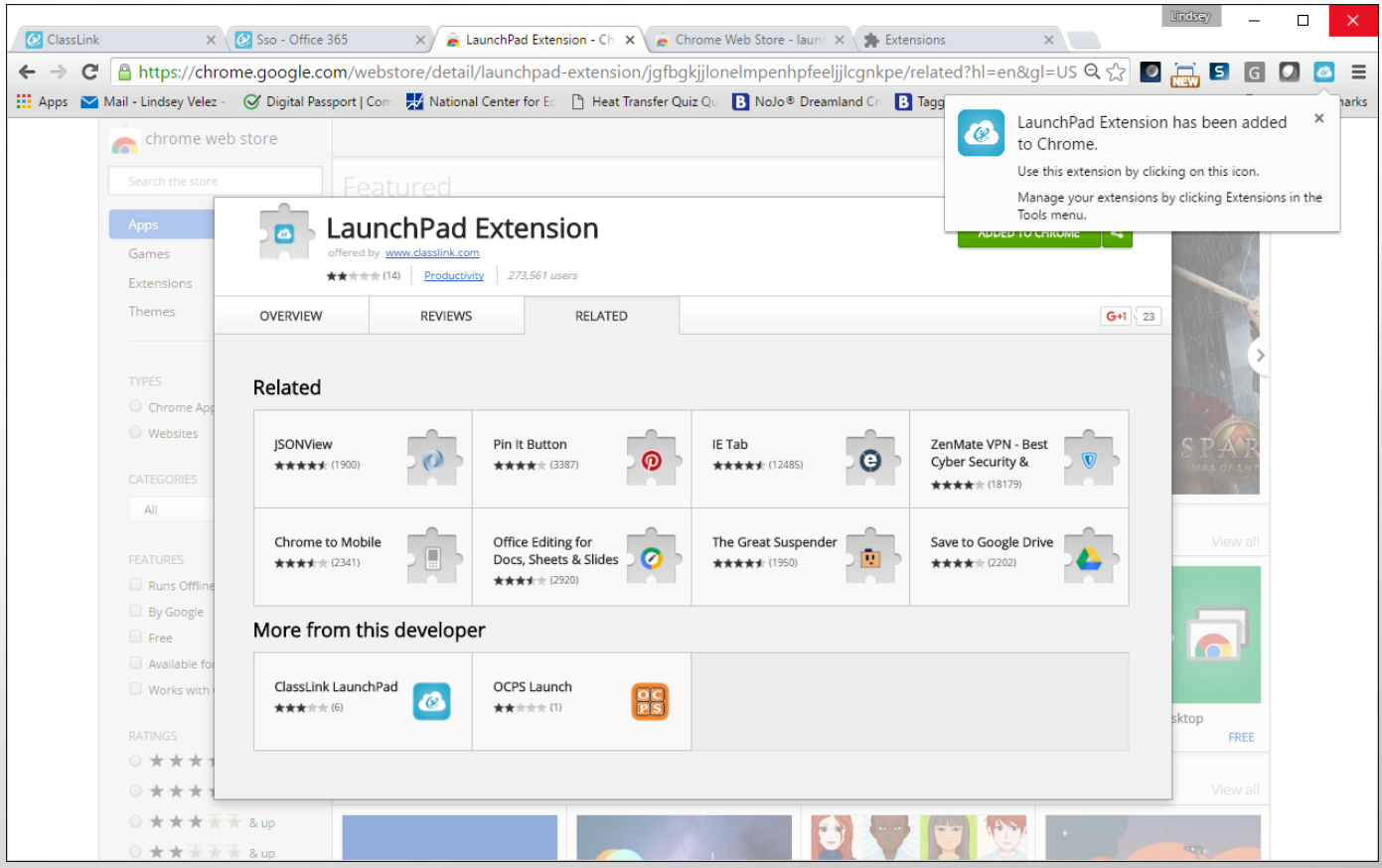
4. This will take you to the Chrome Store. In the Chrome Store, Click “Add to Chrome” in the upper right corner of the screen.

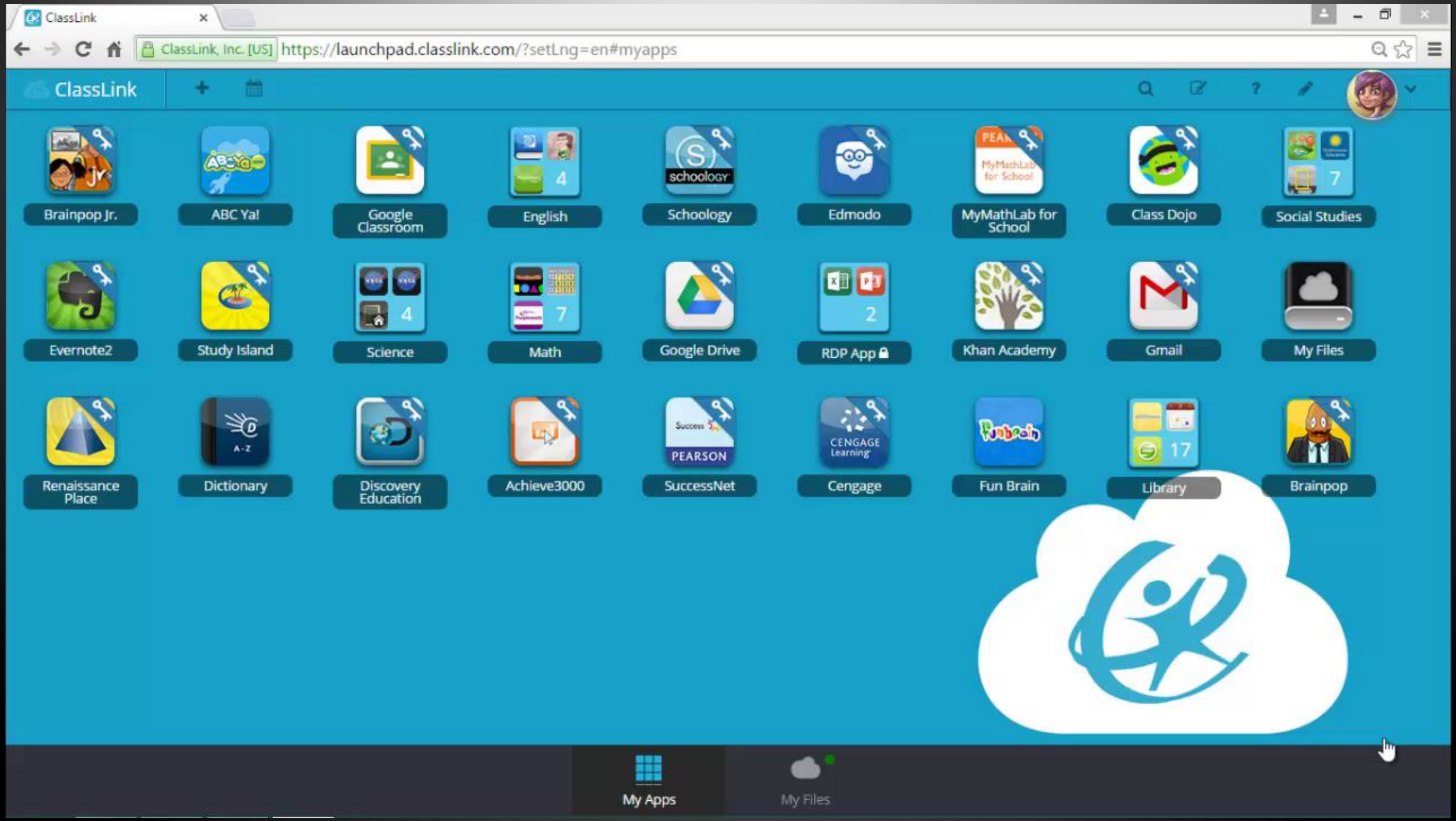
5. Click “Add Extension” in the pop up box that will appear.

6. You will then receive a verification that the extension has been added.

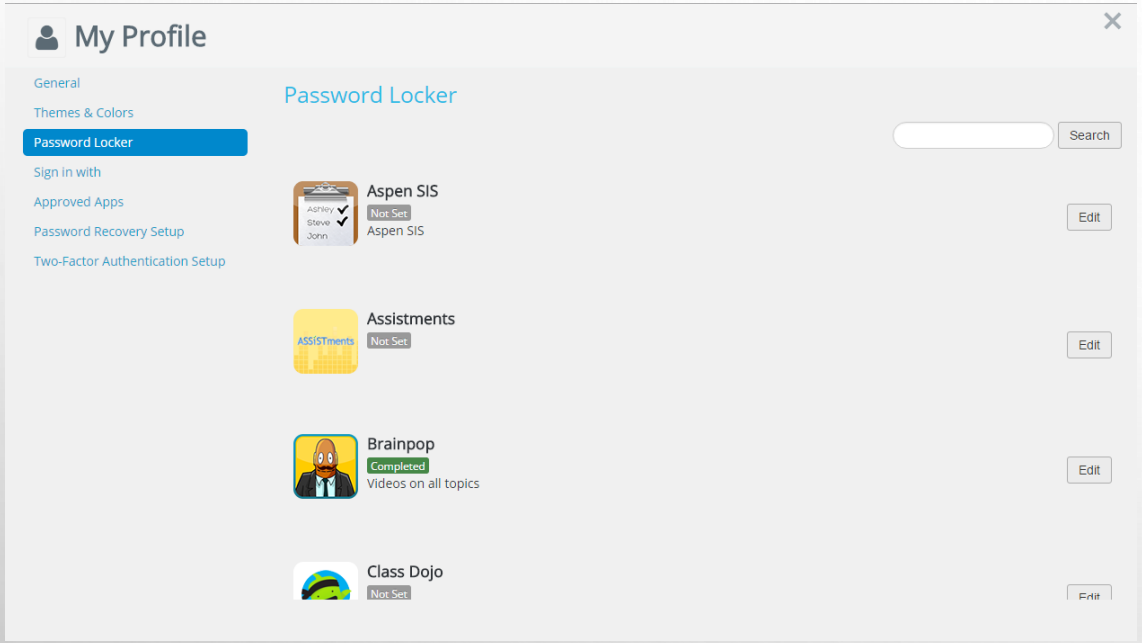
7. Close out the tab titled “Lauchpad Extension,” and you should be back on the previous page that asked you to install the extension (see previous slide).

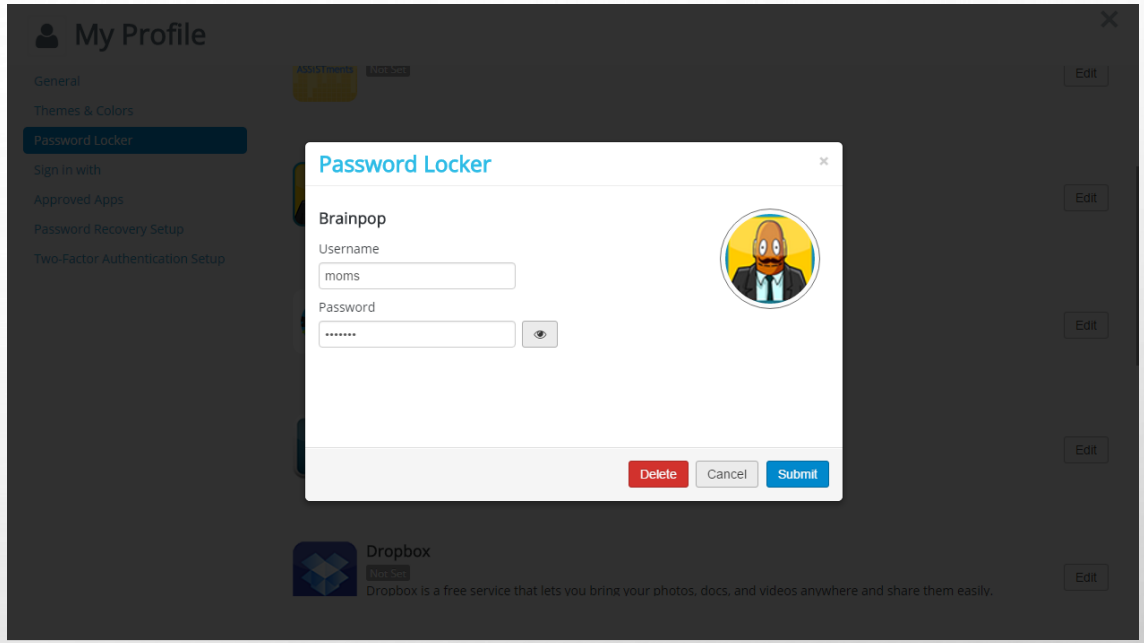
8. Choose “Check Again,” and will take you to your login page and ClassLink will now be able to save your username and password.




ClassLink
ClassLink, Inc. [US] https://launchpad.classlink.com/?setLng=en#myapps
ClassLink
Brainpop Jr.
ABC Ya!
Google Classroom
English
Schoology
Edmodo
MyMathLab for School
Class Dojo
Social Studies
Evernote2
Study Island
Science
Math
Google Drive
RDP App
Khan Academy
Gmail
My Files
Renaissance Place
Dictionary
Discovery Education
Achieve3000
SuccessNet
Cengage
Fun Brain
Library
Brainpop
My Apps
My Files

Password Locker



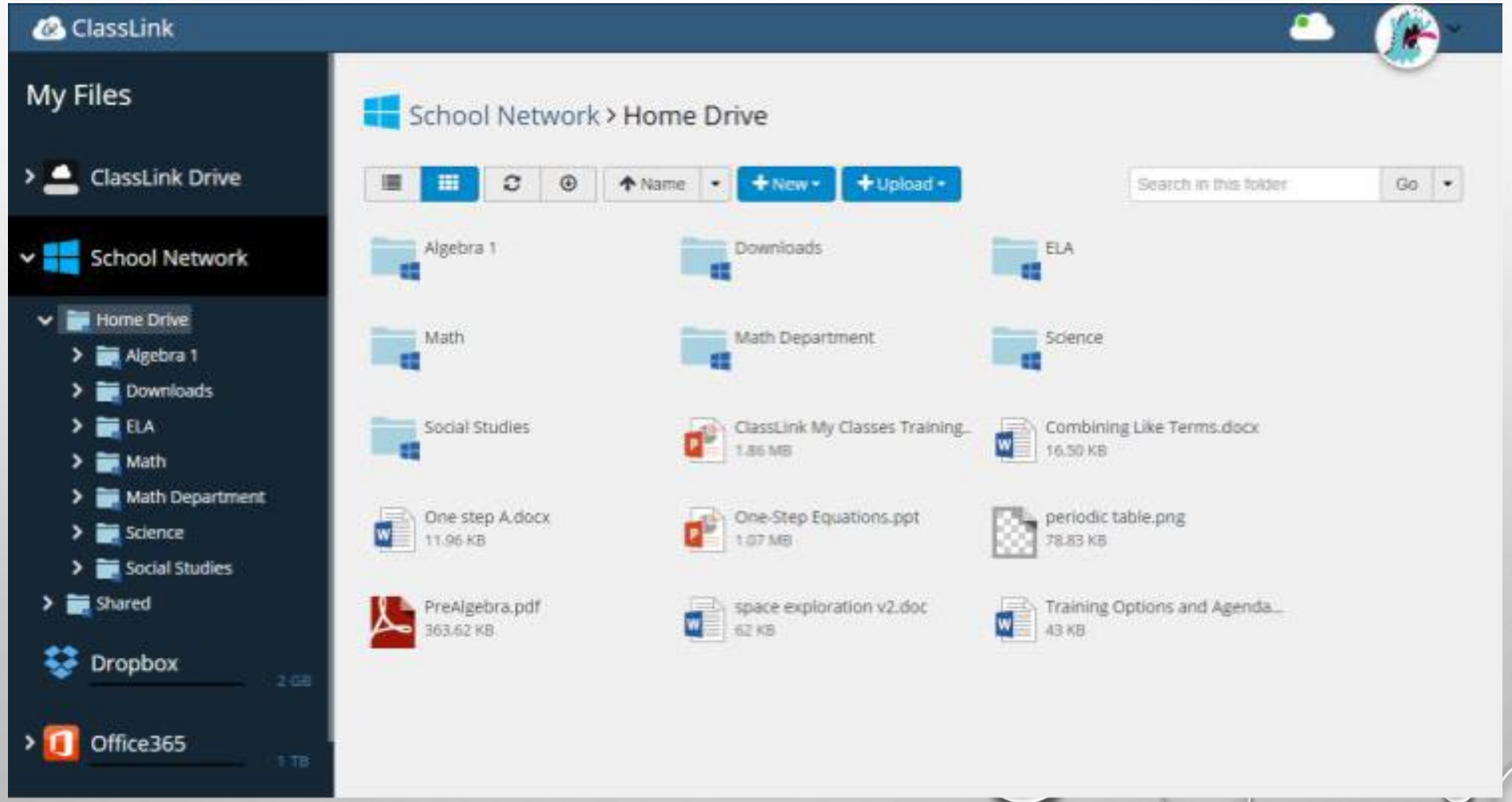


- IN THIS SECTION, YOU CAN UPDATE ANY INCORRECT AND CHANGED USERNAMES OR PASSWORDS.
- THIS LIST WILL INCLUDE ALL SINGLE SIGN-ON APPLICATIONS THAT ARE ALREADY IN YOUR MY APPS SECTION.
- FIND THE APP YOU WISH TO CORRECT OR CHANGE AND CLICK EDIT ON THE RIGHT.

How to Access the Username and Password for your Student(s)

- Your student will receive ClassLink login information from his/her classroom teacher.
- They can also view this information using the iOCSD App (available in the Android and Apple App Store). Your students' login information can be found under the grades portal of the student section.
- The information can also be found in the Parent Portal. The login to the Parent Portal is not changing. When you access the Parent Portal, click on online resources. This will bring up your students' district login. This is the ClassLink login. You can also view the online textbook resources for your student, and the login information for each.

My Files


ClassLink
My Files
ClassLink Drive
School Network
Home Drive
Algebra 1
Downloads
ELA
Math
Math Department
Science
Social Studies
Shared
Dropbox
Office365
School Network > Home Drive
Name
New
Upload
Search in this folder
Go
Algebra 1
Downloads
ELA
Math
Math Department
Science
Social Studies
ClassLink My Classes Training...
1.86 MB
Combining Like Terms.docx
16.50 KB
One step A.docx
11.96 KB
One-Step Equations.ppt
1.07 MB
periodic table.png
78.83 KB
PreAlgebra.pdf
363.62 KB
space exploration v2.doc
62 KB
Training Options and Agenda...
43 KB

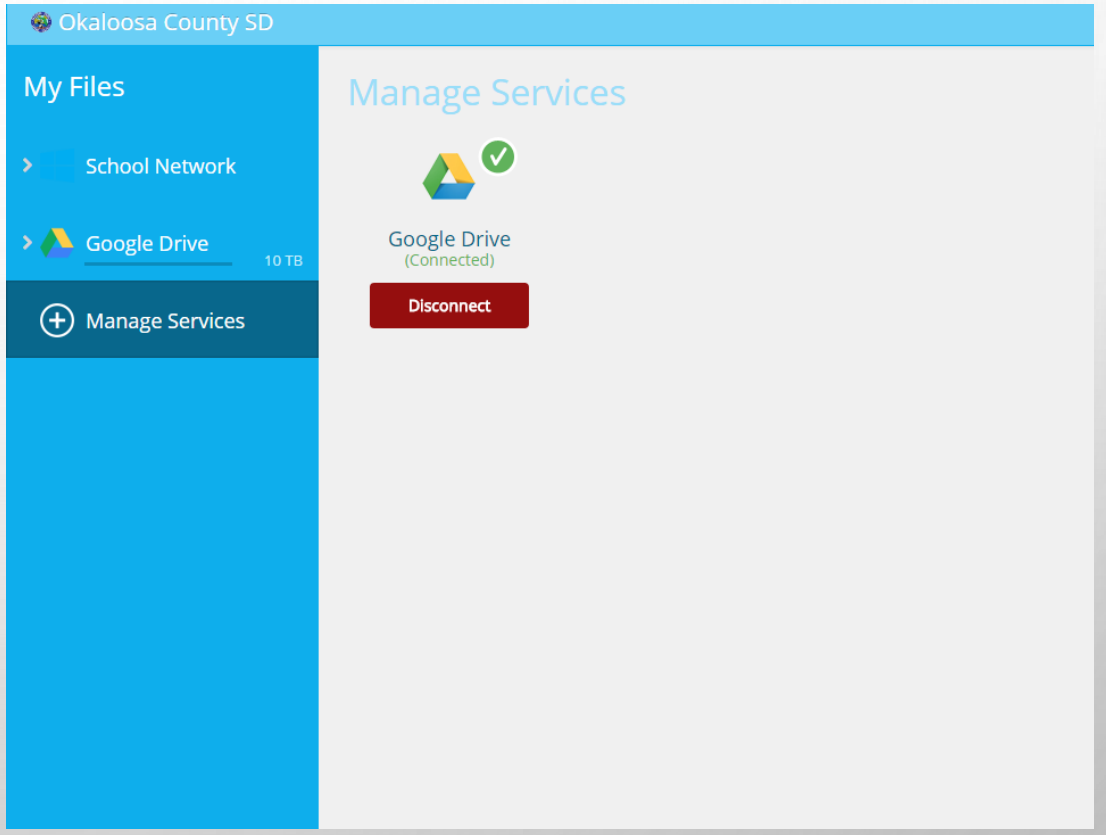
CONNECTING MY GOOGLE ACCOUNT TO CLASSLINK

- FROM THE LAUNCHPAD CLICK ON MYFILES AT THE BOTTOM OF THE SCREEN.
- THEN CHOOSE MANAGE SERVICES (THE LAST LINK ON THE LEFT HAND SIDE OF THE SCREEN). THIS WILL BRING UP THE GOOGLE DRIVE ICON WITH THE WORK CONNECT LISTED UNDERNEATH.
- CLICK ON CONNECT.
- THIS BRINGS UP THE GOOGLE ACCOUNT LOGIN PAGE. ENTER YOUR DISTRICT GOOGLE ACCOUNT. EXAMPLE:
- STUDENT – USERNAME@STUDENT.OKALOOSASCHOOLS.COM
- CHOOSE TO ACCEPT THE GOOGLE LICENSE AGREEMENT.
- THIS WILL BRING UP A SCREEN ASKING YOU TO ALLOW THE CLASSLINK LAUNCHPAD TO KNOW WHO YOU ARE ON GOOGLE. BEFORE HITTING ALLOW, MAKE SURE THAT THE EMAIL ADDRESS IN THE UPPER RIGHT OF THE SCREEN IS YOUR DISTRICT ACCOUNT AND NOT YOUR PERSONAL GOOGLE ACCOUNT.
- ONCE YOU HIT ALLOW, YOUR DISTRICT GOOGLE ACCOUNT IS NOW CONNECTED IN CLASSLINK.

CONNECTING YOUR CLOUD DRIVE FILES

- TO CONNECT YOUR GOOGLE DRIVE ACCOUNT GO TO MANAGE SERVICES IN THE MY FILES SCREEN.

- CLICK CONNECT UNDER THE DRIVE YOU ARE WISHING TO LINK. YOU WILL ENTER YOUR LOGIN INFORMATION FOR THIS DRIVE ONE TIME. CLASSLINK WILL REMEMBER THIS AFTER THE FIRST TIME.

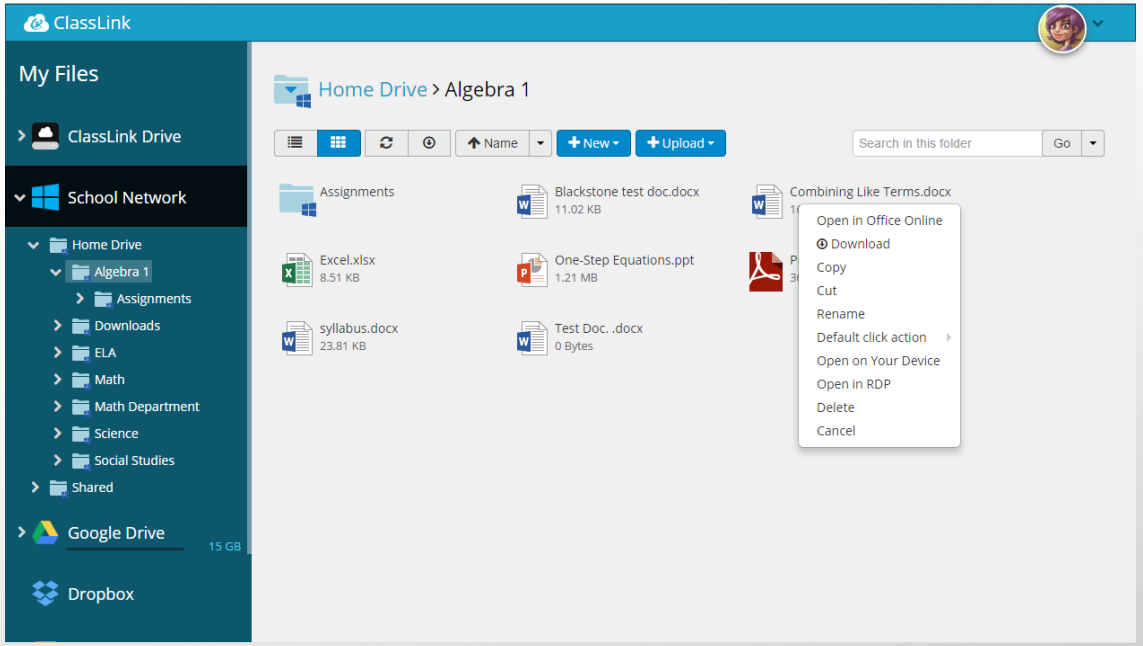


MY OFFICE 365 ACCOUNT

- ALL STUDENTS NOW HAVE AN OFFICE 365 ACCOUNT CONNECTED TO THEIR DISTRICT STUDENT ACCOUNT. THIS WILL ALLOW THEM ACCESS TO THE FULL SUITE OF MICROSOFT PRODUCTS ONLINE AND THE ABILITY TO INSTALL ON PERSONAL DEVICES.
- IF YOUR STUDENT IS IN 6TH – 12TH GRADE, HE/SHE HAS BEEN PROVIDED A DISTRICT MONITORED EMAIL ADDRESS THAT CAN BE USED FOR EDUCATIONAL PURPOSES. THIS OFFICE 365 EMAIL ADDRESS IS THE SAME THAT WAS USED FOR HIS/HER GOOGLE DRIVE CONNECTION: USERNAME@STUDENT.OKALOOSASCHOOLS.COM, AND THE PASSWORD IS THEIR DISTRICT PASSWORD THAT THEY USE TO LOG INTO CLASSLINK. THIS DISTRICT EMAIL CAN BE ACCESSED THROUGH OFFICE 365 IN THE CLASSLINK PORTAL.
- HERE ARE TWO LINKS THAT HAVE VIDEOS ON HOW TO INSTALL OFFICE 365, EMAIL, OR OFFICE 365 APPS ON YOUR PC, MAC, OR MOBILE DEVICE:
  - HTTPS://SUPPORT.OFFICE.COM/EN-US/ARTICLE/VIDEO-INSTALL-OFFICE-ON-YOUR-PC-OR-MAC-FOR-OFFICE-365-FOR-BUSINESS-B7071ECE-237D-4F84-A67D-D8CF1D1F2E60
  - HTTPS://SUPPORT.OFFICE.COM/EN-US/ARTICLE/SET-UP-OFFICE-APPS-AND-EMAIL-ON-A-MOBILE-DEVICE-7DABB6CB-0046-40B6-81FE-767E0B1F014F?UI=EN-US&RS=EN-US&AD=US

Editing and Saving Files

- BROWSE TO THE FILE THAT YOU WANT TO OPEN
- WHEN YOU RIGHT CLICK ON THE FILE, YOU HAVE TWO OPTIONS FOR WORKING WITH YOUR FILE:
  - TO OPEN IN OFFICE ONLINE
  - TO OPEN ON YOUR DEVICE. IF YOU CHOOSE TO OPEN ON YOUR DEVICE, IT WILL ASK YOU TO DOWNLOAD THE CLASSLINK AGENT. YOU WOULD CLICK TO DOWNLOAD AND INSTALL DIRECTIONS AND RESTART YOUR BROWSER.
  - WHEN YOU SAVE THE DOCUMENT, YOU JUST NEED TO HIT THE SAVE ICON AND IT WILL BE AUTOMATICALLY SAVED BACK TO THE FILES IN CLASSLINK.



KEEPING SAFE WITH CLASSLINK

WHILE CLASSLINK KEEPS YOUR INFORMATION AND DOCUMENTS SAFE AND SECURE, WE HAVE A FEW MORE STEPS THAT SHOULD BE FOLLOWED FOR YOUR PROTECTION.

- THE CLASSLINK LAUNCHPAD SHOULD BE USED FOR SCHOOL PURPOSES. IT IS RECOMMENDED NOT TO ADD ANY APPS THAT WOULD COMPROMISE YOUR PERSONAL DATA (BANK APP, CREDIT CARD APP, ETC.)
- WHEN EXITING CLASSLINK ON ANY DEVICE, MAKE SURE TO LOG OUT (FROM CLASSLINK) SO THAT YOUR INFORMATION IS NOT STILL ACCESSIBLE ON THAT DEVICE.
- IF YOU THINK YOUR CLASSLINK PASSWORD HAS BEEN COMPROMISED, MAKE SURE TO LET YOUR TEACHER KNOW IMMEDIATELY. THEY WILL CONTACT THE DISTRICT CLASSLINK ADMINISTRATION TO HAVE THE PASSWORD CHANGED).