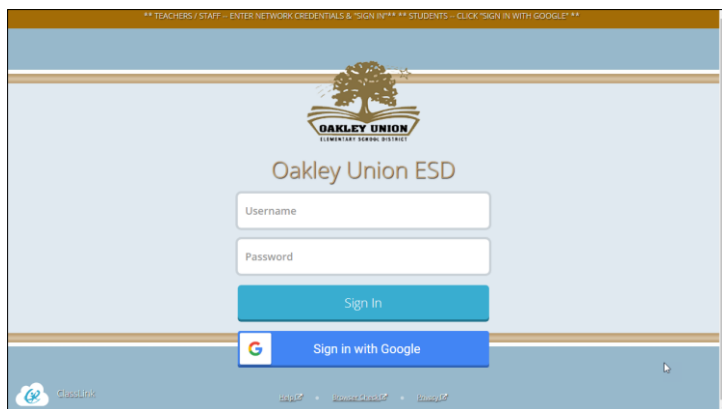


1. Sign In

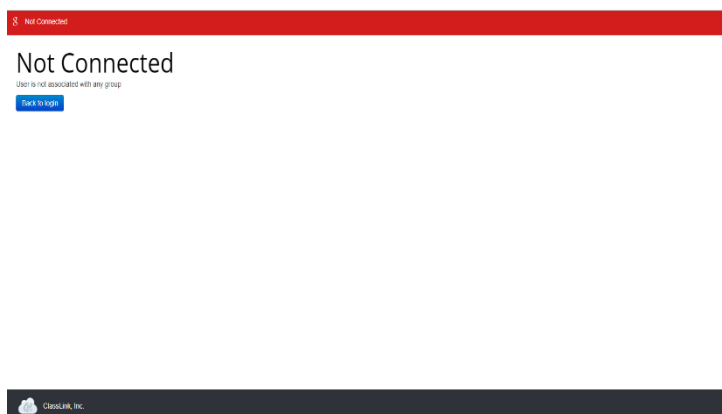
Students - Please click the "Sign in with Google" button.

Teachers/Staff - Please enter your network credentials and click the "Sign In" button.



2. Google Logins

When signing in with a Google account if you are presented with a "Not Connected" screen please go to www.google.com, and sign out of all Google accounts. Repeat step 1.



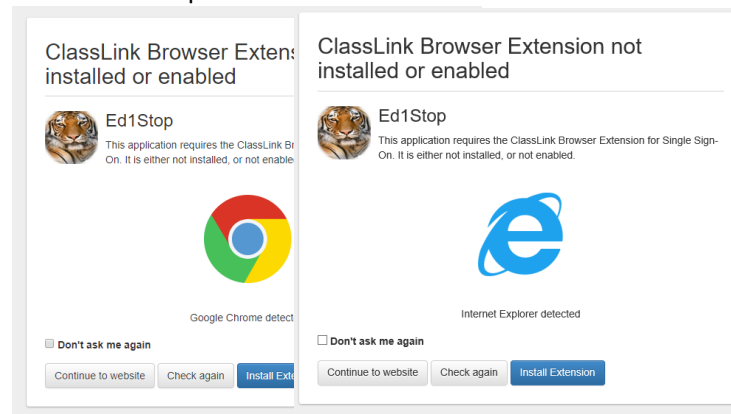
3. My Apps

The My Apps screen is where all of your assigned online resources will be located. Additional Apps can be added through the App Library. (Refer to #7)



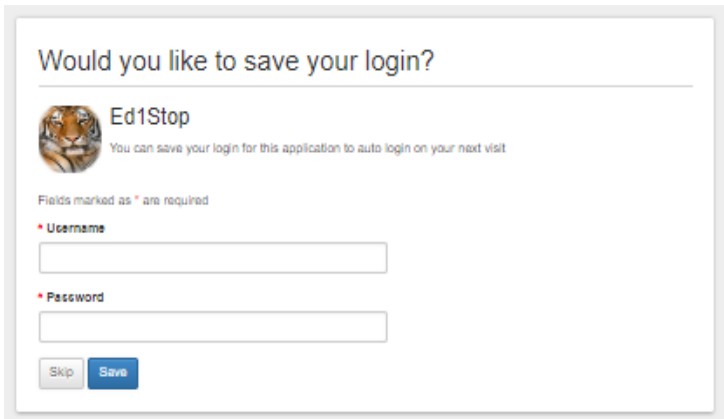
4. Extensions

ClassLink utilizes an extension to work. If not already installed on your machine a pop-up will appear requesting the extension be installed. If you see this please refer to the Extension Info Sheet at the end of this packet.




5. App Locker

Some Apps will auto login when launched. Others will still require credentials. Classlink's App Locker saves these credentials so next app launch will log in automatically.



Would you like to save your login?

 **Ed1Stop**
You can save your login for this application to auto login on your next visit.

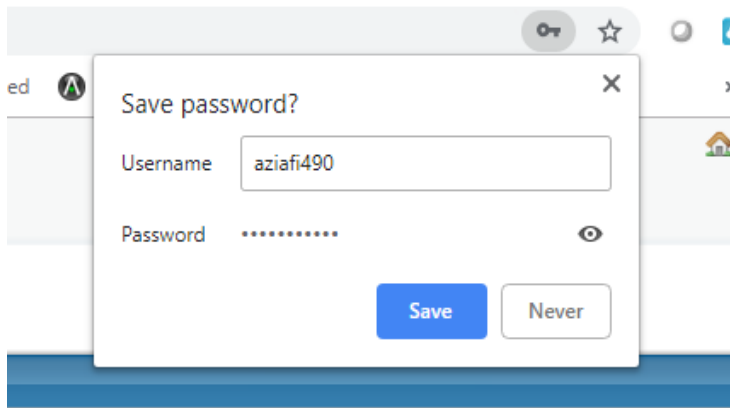
Fields marked as * are required

* Username

* Password

6. Google Password

After entering credentials your browser (Chrome, IE) might ask if you want to save your password. Saving your password here causes problems. Always hit No, Not Now, or Never!



Save password?

Username

Password

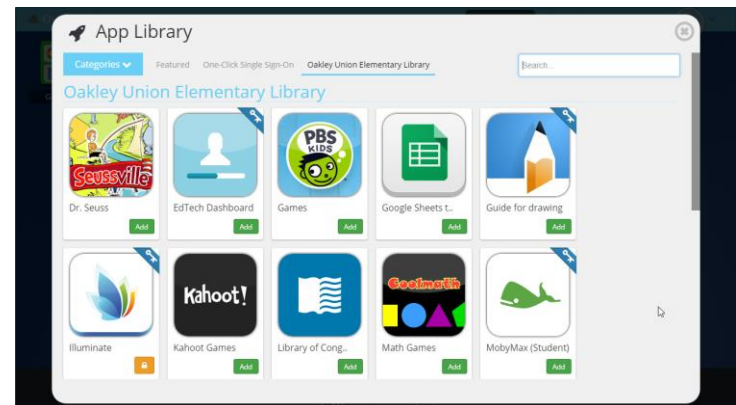
7. Password Update

After setting a password in the App Locker you can easily update or change your stored username and password. Right click an app and choose "Update Password".



8. App Library

To add apps to your My Apps screen click the Plus (+) on the top left of the screen. Choose apps from any library. Click Add to place the app on your My Apps screen. (Note: Some apps may require a paid subscription. Students only have access to OUESD & Student Libraries. Let Tech know if additional apps are needed for students)



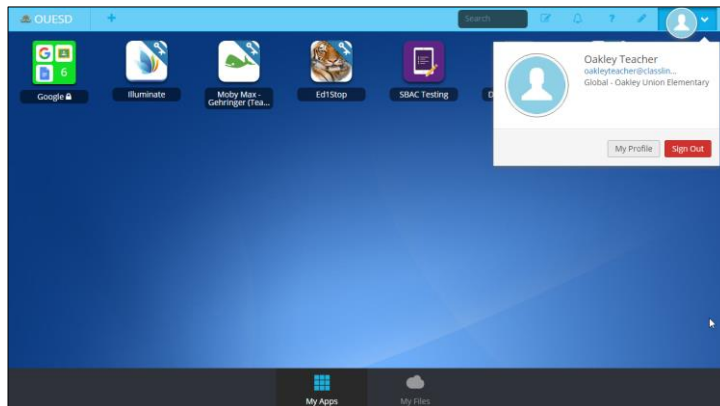
9. Edit Mode

To go into Edit Mode, click the paper and pencil symbol on the top right of your screen. While in Edit Mode, you can create folders and customize your My Apps screen.



10. My Profile

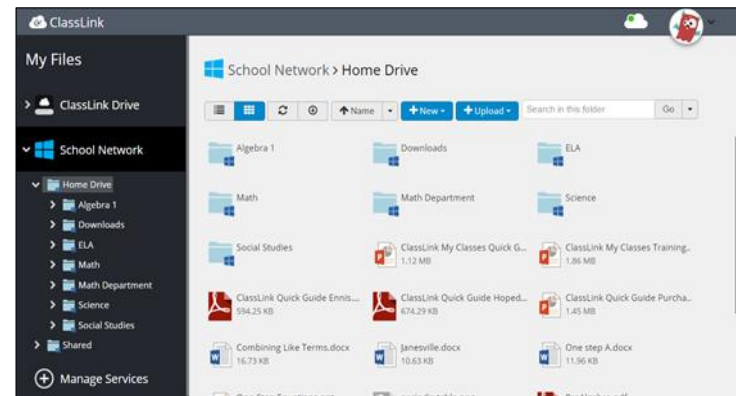
Here is where you change your profile picture, themes & colors, and access your password locker.



11. My Files

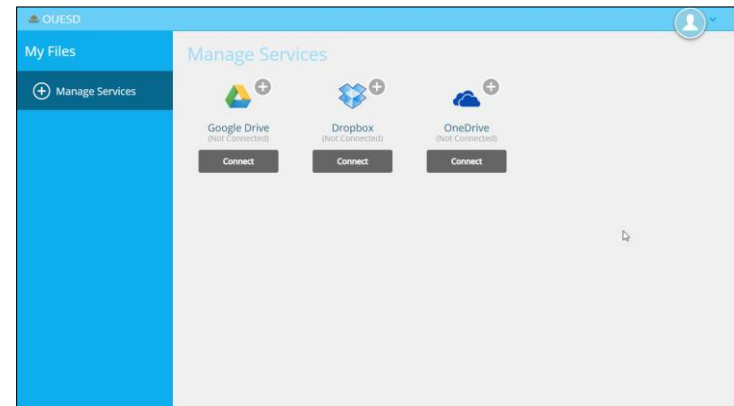
My Files > School Network (Staff Only) allows you to access your school network drives from any device, any where, any time.

Note: Students only have access to connected cloud drives.



12. Cloud Drives

My Files > Manage Services > Connect allows you to connect your Cloud Drives in ClassLink to access all of your files in one location!

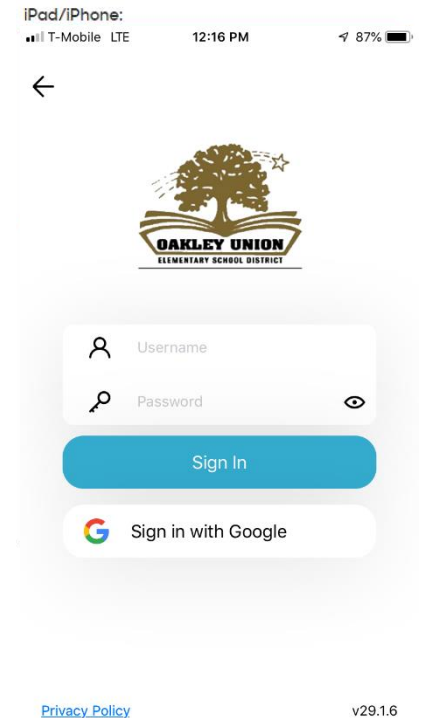
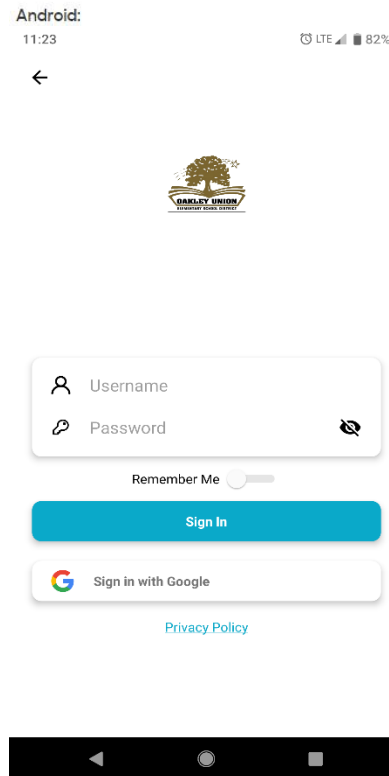
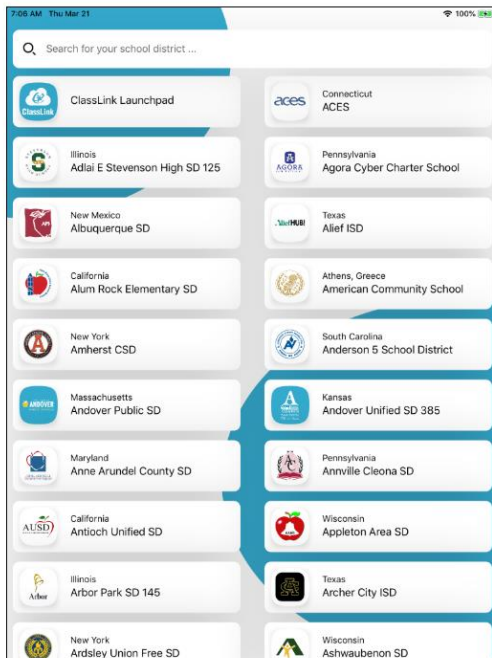


Logging In (Mobile)

The Launchpad app is available in the Apple App Store, and Google Play Store. Search for “**ClassLink LaunchPad**”

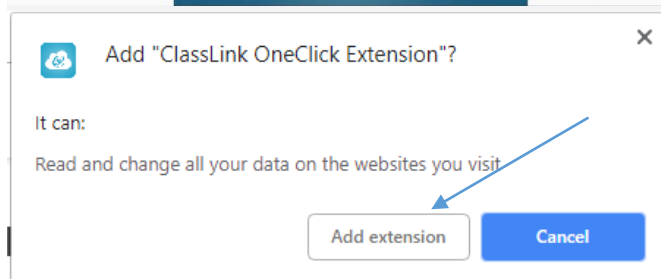
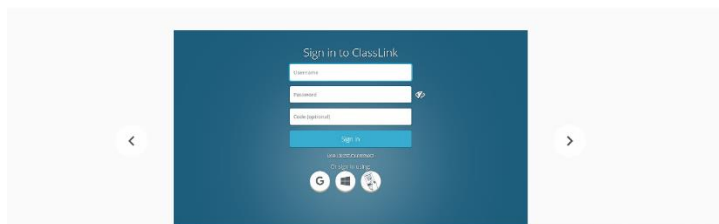
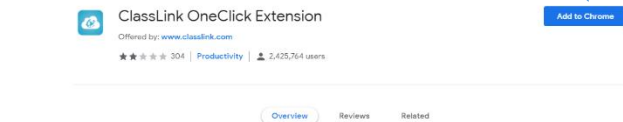
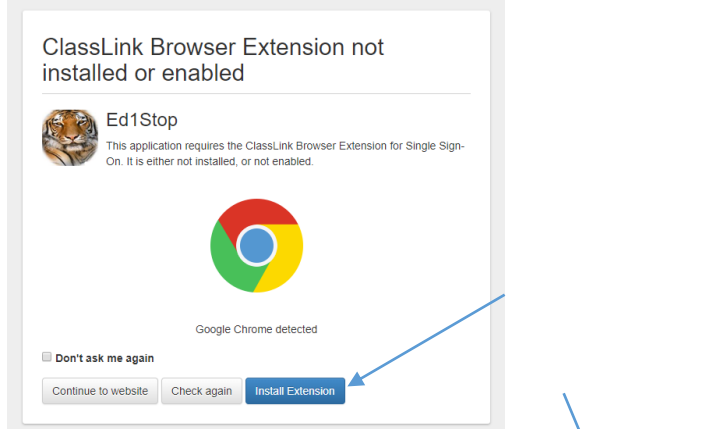
Welcome to LaunchPad

1. Install the app
2. Search for Oakley Union Elementary School District
3. Students click Sign in with Google
4. Staff Sign in with your computer credentials



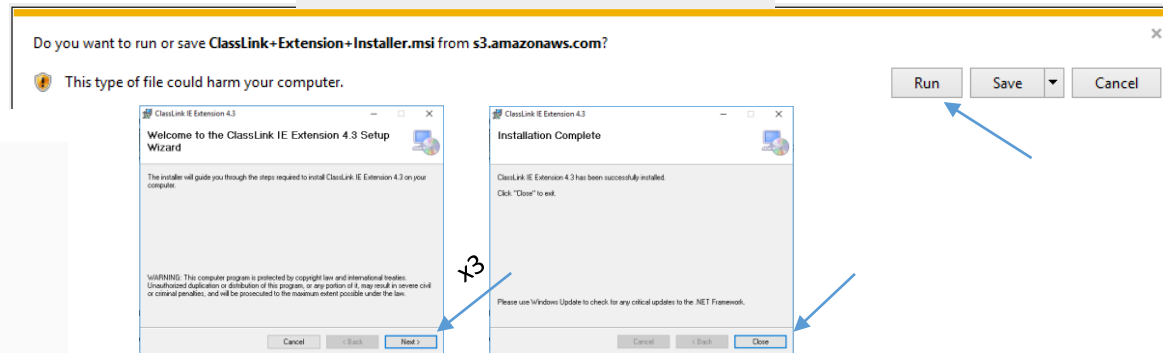
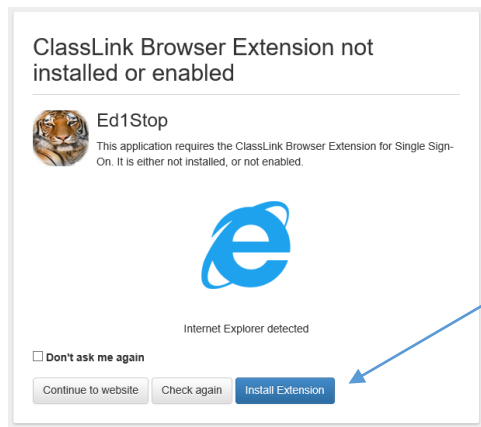
1. Google Chrome

To add the extension, click Install Extension in the pop-up.
Next, click Add to Chrome at the top right of the screen.
Next, click Add extension on the last pop-up that appears.



2a. Internet Explorer

To add the extension, click Install Extension in the pop-up.
Next, click Run in the pop-up at the bottom of the screen. When the installation prompt appears click Next three times. Once the install is finished click Close.



2b. Internet Explorer

If the IE extension was pushed to your machine simply click on Enable as shown below.

