

ClassLink SSO Web Portal



Major topic areas

- ▶ Class Link Sign-in
- ▶ My Profile
- ▶ Apps
- ▶ My Files
- ▶ My Classes

Topic 1: Class Link Sign-in

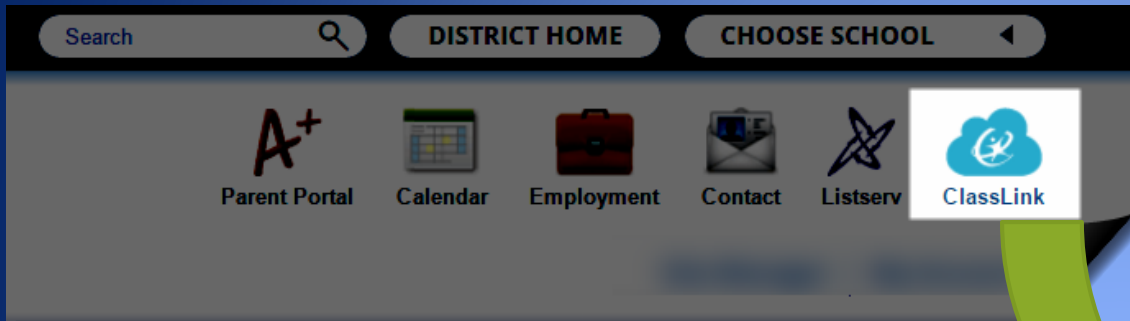
- ▶ **Class Link Sign-in**
- ▶ **My Profile**
- ▶ **Apps**
- ▶ **My Files**
- ▶ **My Classes**

Focus Points-

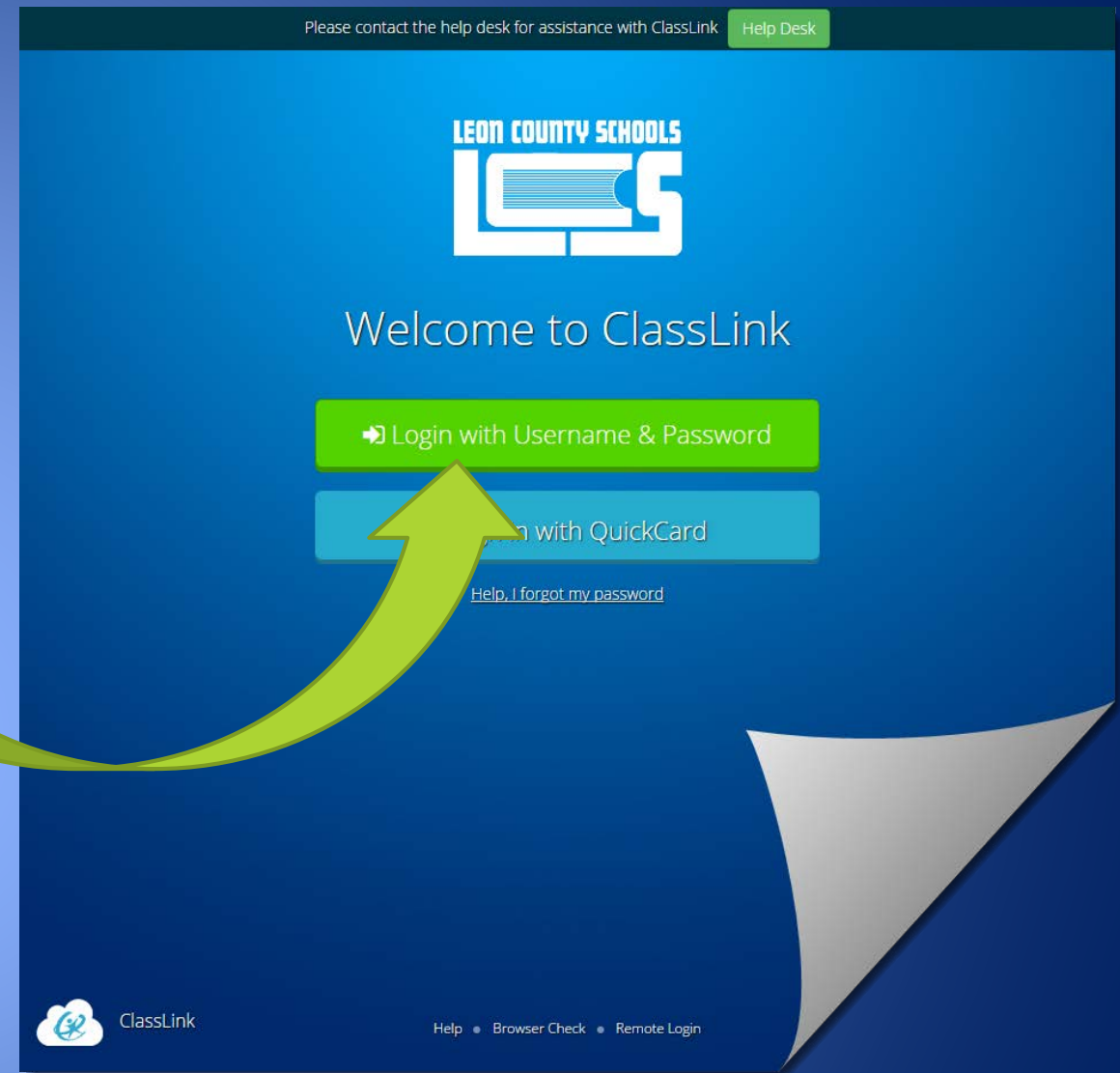
- ▶ **ADFS – automatic pass through at work**
- ▶ **ADFS – off network**
- ▶ **QuickCard (K-1)**
- ▶ **Remote Login (K-1)**

T1a: ADFS – Automatic pass through at work

► Open ClassLink from the website

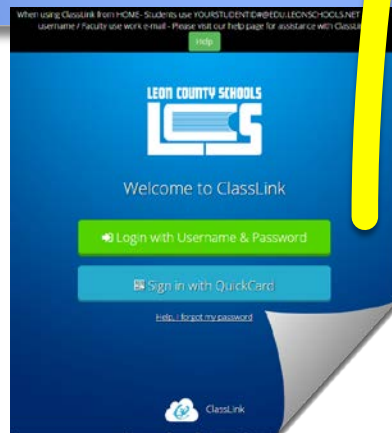


► ClassLink will AUTOMATICALLY detect your login username and password information and pass them through to the ClassLink site for you just by clicking the link



T1b: ADFS – Logging in from home / off network

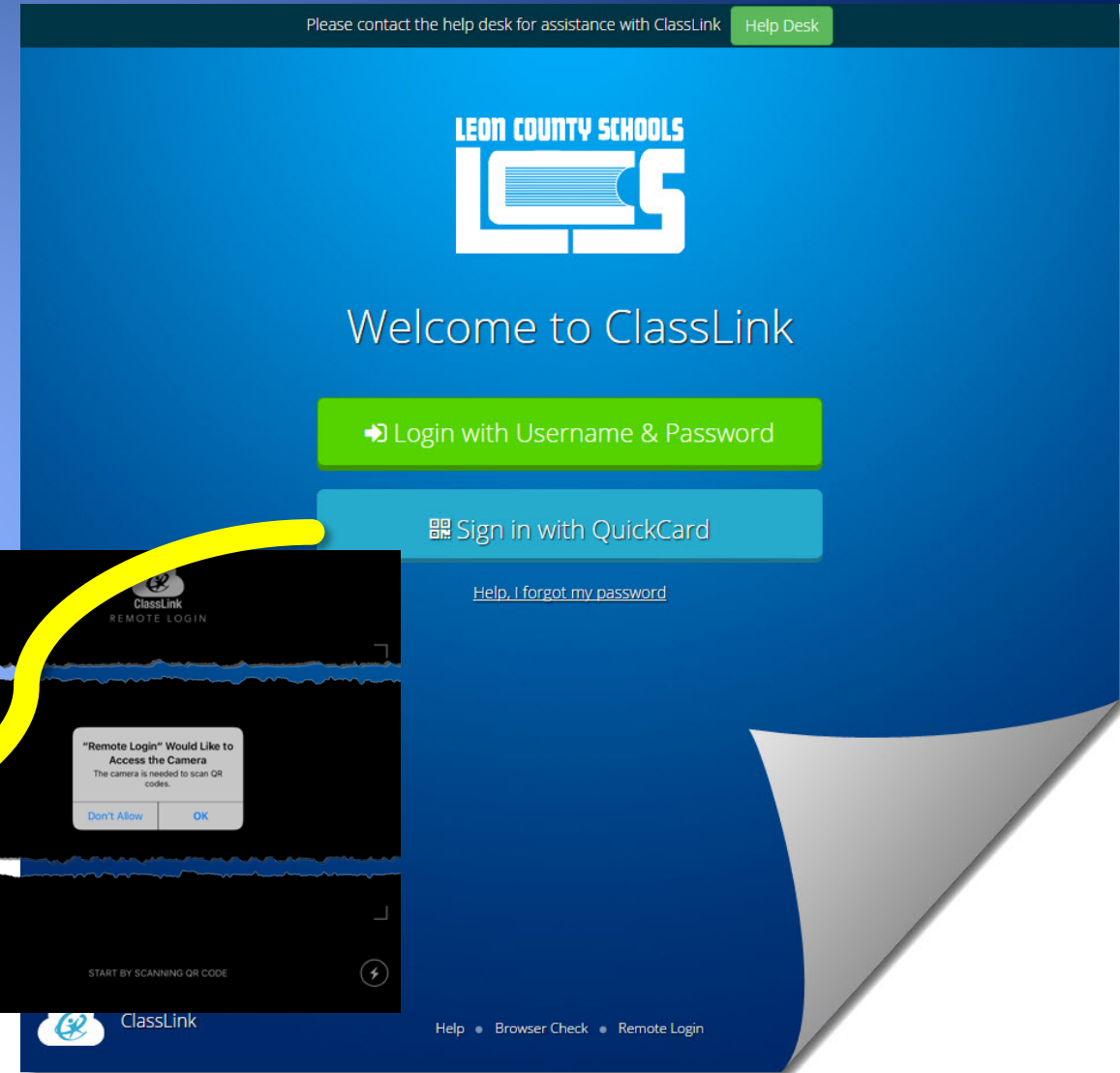
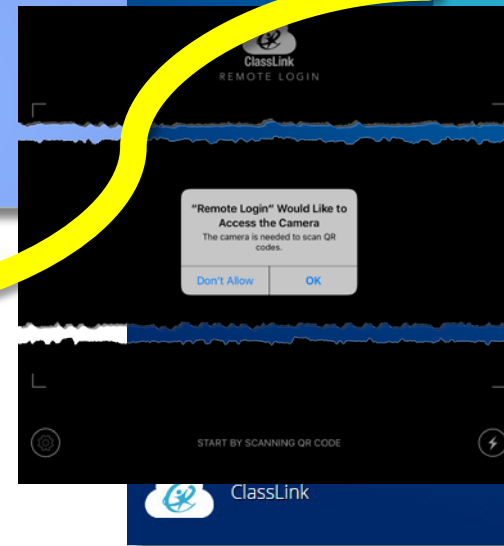
- ▶ Open ClassLink from the website
- ▶ When logging in from home or outside school, click **Login with Username & Password**
- ▶ Enter Users LCS Email*
 - ▶ [StudentID#@edu.leonschools.net](#)
 - ▶ [EmployeeUsername@leonschools.net](#)
- ▶ Enter users network password

A screenshot of the 'Sign in to ClassLink' form. It has a title 'Sign in to ClassLink' and three input fields: 'Username', 'Password', and 'Code (optional)'. The 'Username' field is highlighted with a yellow arrow. Below the fields is a 'Sign In' button. There is a link 'Help, I forgot my password' and a section 'Or sign in using:' with icons for Google, Windows, and Twitter. At the bottom, there is a 'ClassLink' logo and a footer with links: 'Help', 'Browser Check', 'Demo', and 'Remote Login'.

T1c: QuickCard – Using QR code to login (K-1)

- ▶ If you are a K-1 class/student and you have a camera enabled, you can use the QuickCard option,
- ▶ Click **Sign in with Quickcard**
- ▶ Camera will activate

Make sure to allow system access to your camera!!



T1c: QuickCard – Using QR code to login (K-1)

- ▶ Hold your QuickCard in front of the camera where it can see the whole QR code.
- ▶ Do not block the QR and ensure the camera is in focus. You may need to move the QuickCard closer or farther to be in focus for the camera before it will login.

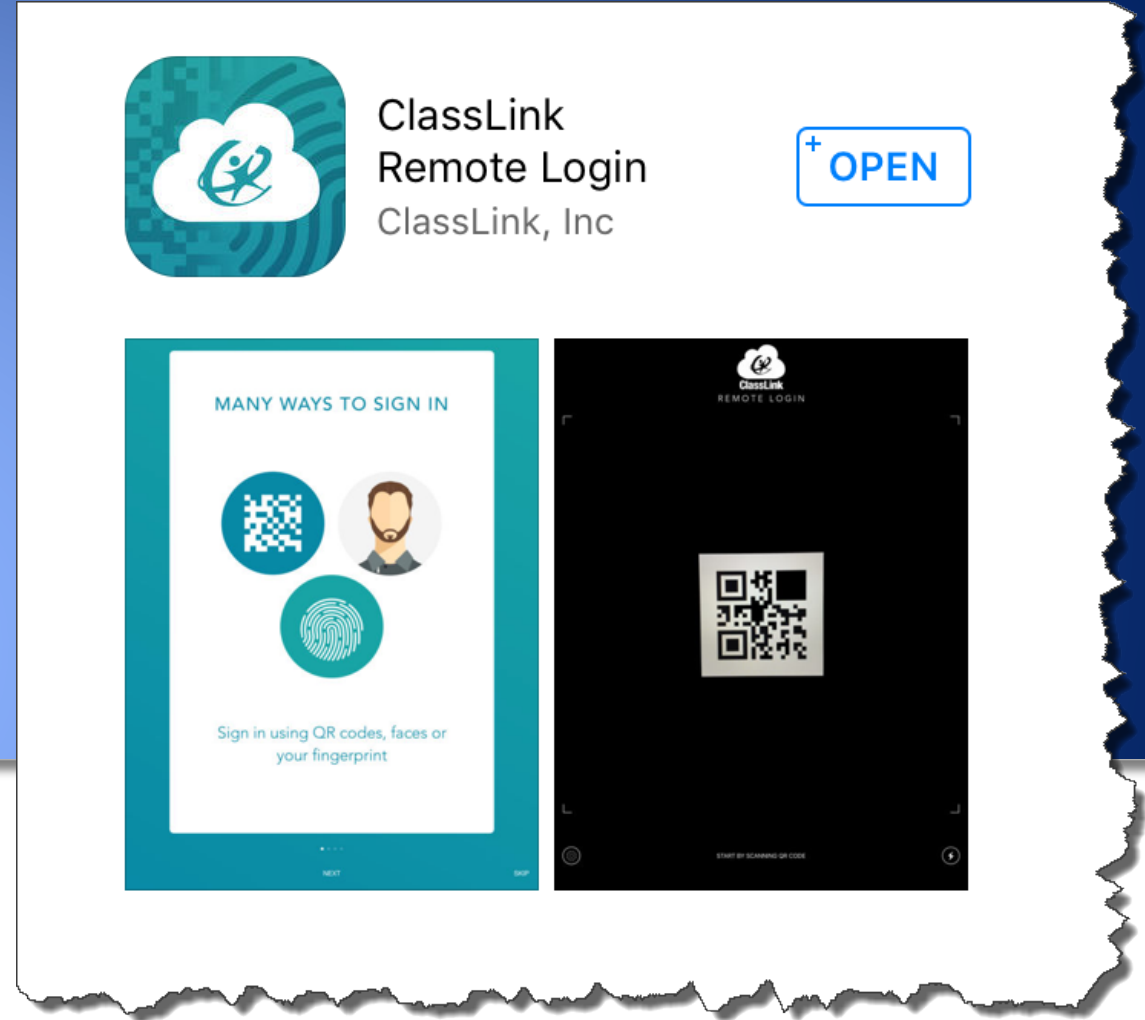
NOTE: *Whole QR should be visible to camera (NO fingers!!)*



T1d: Remote Login (K-1)

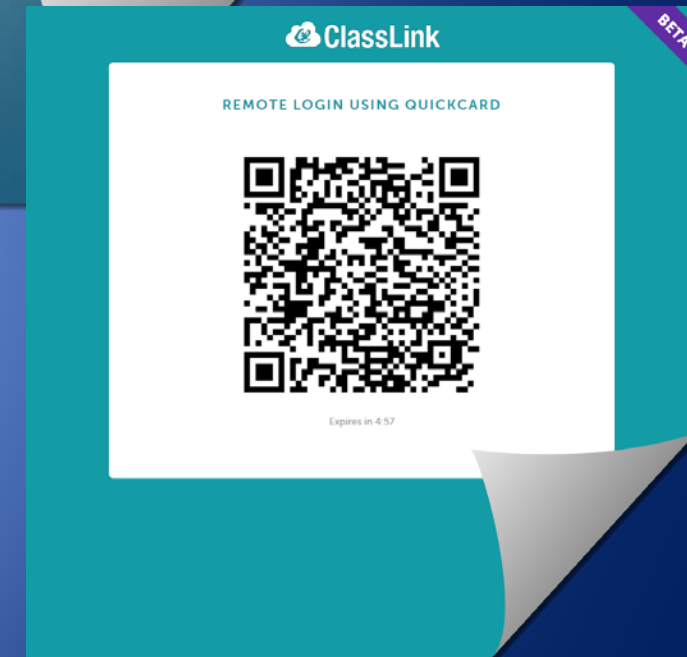
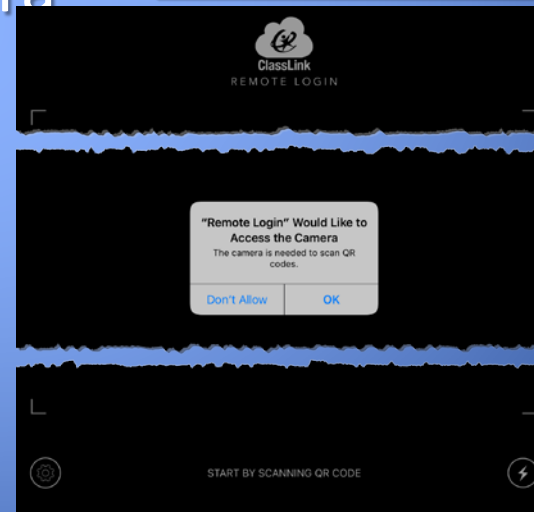
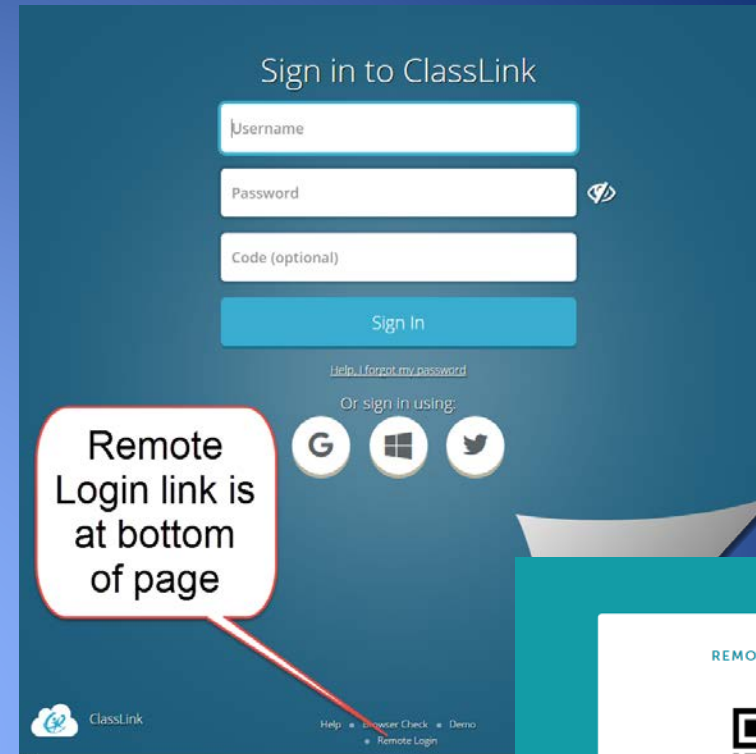
- ▶ Remote Login is designed primarily for TEACHERS to be able to manage their students QR code logins by storing students QR codes within the remote login app as a class.
- ▶ It is a SEPARATE APP from ClassLink.
- ▶ In order to use the Remote Login feature, you must download the ClassLink Remote login app first.

NOTE: Remote Login app is currently only available for Apple iOS (No Android app)



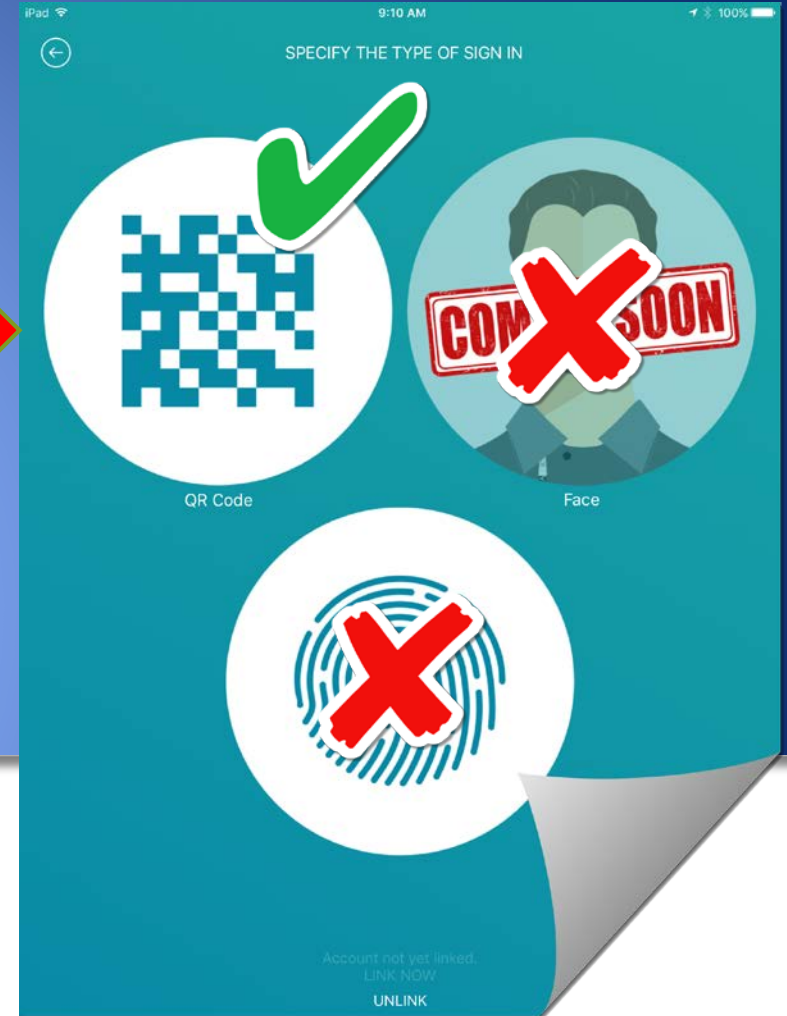
T1d: Remote Login (K-1)

- ▶ In order to use the Remote Login feature, simply click the Remote login link at the bottom
- ▶ It will open a QR screen for use with the ClassLink Remote login app
- ▶ You will need to allow permission for the app to access the devices camera to see the QR code



T1d: Remote Login (K-1)

- ▶ The Remote Login app can capture three different identity login methods for teachers to use for their students, however, teachers are only to use the QR method
- ▶ **IMPORTANT NOTE:** *Only one login method is legal* in Florida (QR Code).*



F.S. 1002.222(1)(a): Educational Data Privacy prevents the capturing of students “biometric information” including fingerprints, or facial recognition by schools. (SB 188)

T1d: Remote Login (K-1)

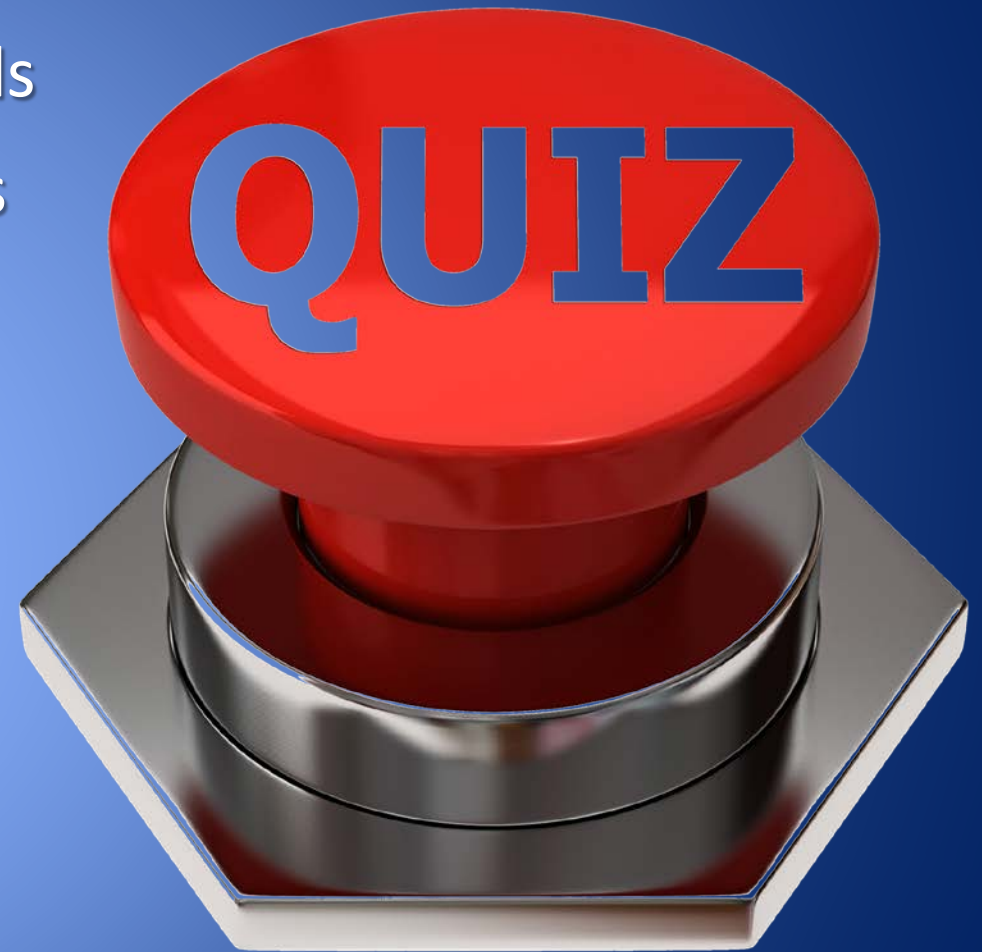
- ▶ Use the onscreen QR code to link your acct, you must manage students QR codes if you want to build a class (Screen #1)
- ▶ You will see that there are no saved QR codes (Screen #2)
- ▶ Select Manage QR Codes in Settings (Screen #3) It will open a QR screen for use with the ClassLink Remote login app
- ▶ After scanning a students QR code, enter the students name (Screen #4)





4 ways to Login

- ▶ # 1 Automatically using computer credentials
- ▶ # 2 Login from outside network - credentials entered manually
- ▶ # 3 QuickCard QR code w/ Camera
- ▶ # 4 Remote Login by teacher using Remote Login app





Topic 2: My Profile

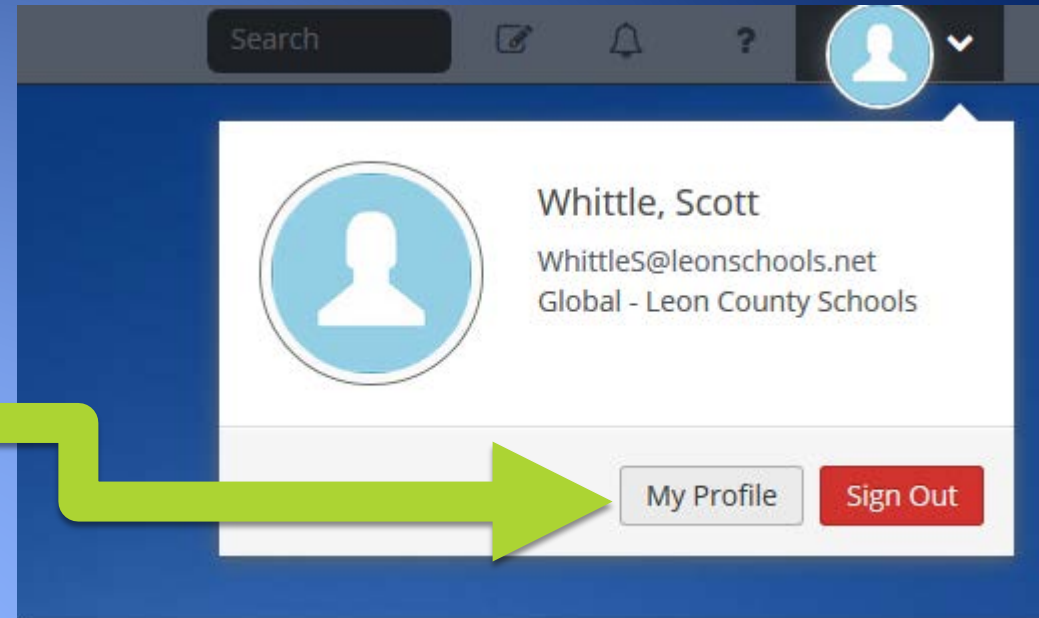
- ▶ **Class Link Sign-in**
- ▶ **My Profile**
- ▶ **Apps**
- ▶ **My Files**
- ▶ **My Classes**

Focus Points-

- ▶ **General Settings**
- ▶ **Themes & Colors**
- ▶ **Password Locker**
- ▶ **Password Recovery**
- ▶ **Two Factor Authentication**

T2a: General Settings


- ▶ To access your **My Profile**, press the down arrow next to the avatar icon
- ▶ From here, you can either sign out, or go to **My Profile**



T2a: General Settings

► My Profile controls the following:

- General
- Themes & Colors
- Password Locker
- Sign-in Options
- Or Approved Apps



My Profile


General

Themes & Colors
Password Locker
Sign-in options
Approved Apps

General Topic 2: My Profile

General Settings
Did you know ClassLink has dozens of custom avatars? You can even upload your own!

Profile Image

 Change Image Reset Image

First Name
Scott

Last Name
Whittle

Display Name
Whittle, Scott

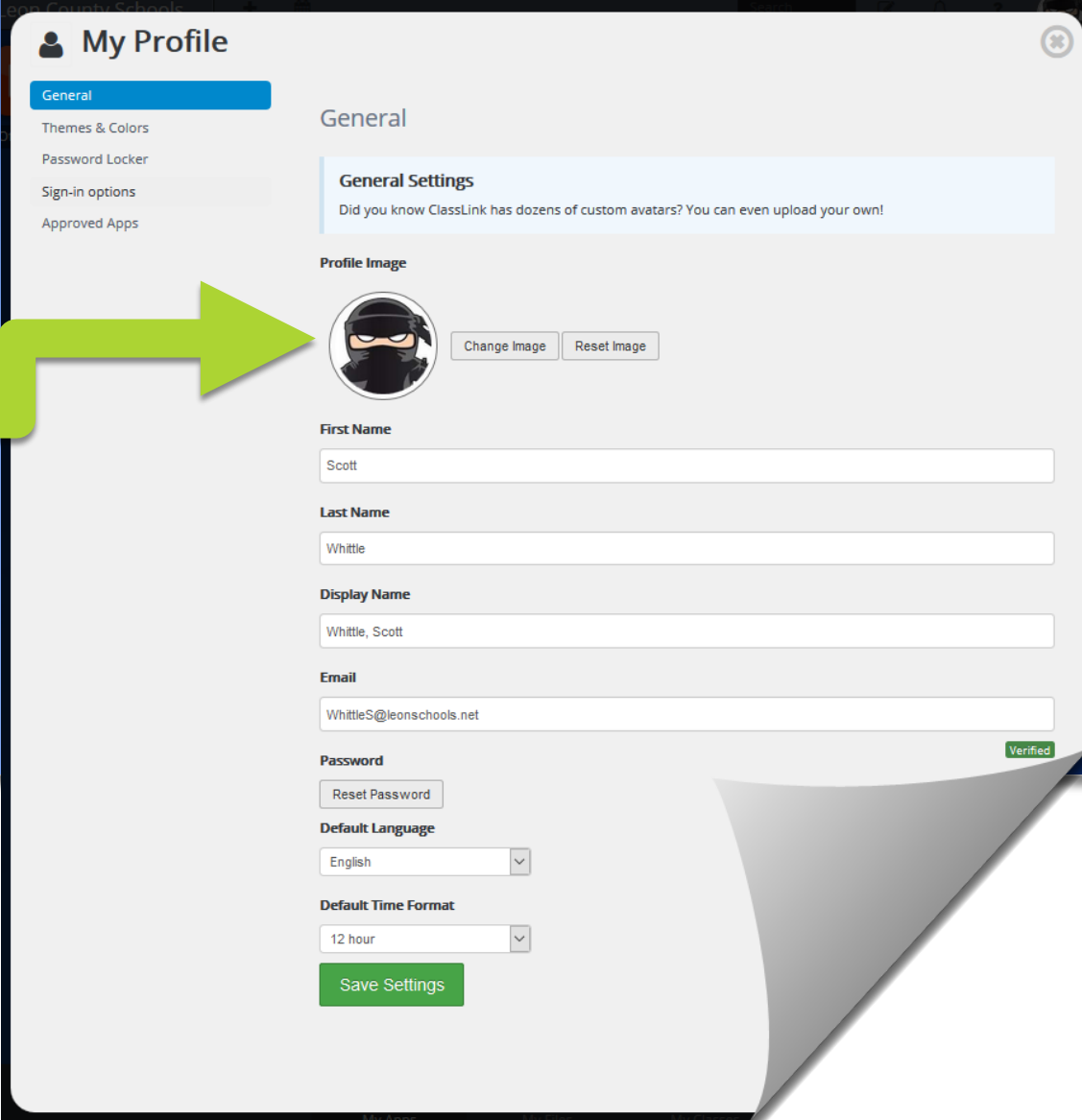
Email
WhittleS@leonschools.net

Password
Reset Password

T2a: General Settings

General settings - You can change your avatar by clicking change image on your profile settings. You can choose from our avatar choices or you can upload a photo of yourself

- ▶ Modify your Profile image
 - ▶ Choose one of the hundreds built-in
 - ▶ Upload your own image (500k max)
- ▶ Reset your password
- ▶ Set the default language
- ▶ Set default time format



My Profile

General

Themes & Colors

Password Locker

Sign-in options


Approved Apps

General

General Settings

Did you know ClassLink has dozens of custom avatars? You can even upload your own!

Profile Image

 [Change Image](#) [Reset Image](#)

First Name

Scott

Last Name

Whittle

Display Name

Whittle, Scott

Email

WhittleS@leonschools.net Verified

Password

[Reset Password](#)

Default Language

English

Default Time Format

12 hour

[Save Settings](#)

My Apps My Files My Classes

T2a: General Settings

To reset your password

- ▶ You can reset your LDAP/Active Directory password under My Profile → General → Reset Password
- ▶ To reset, enter your old password and enter and confirm your new password*. ***Note: must meet network security requirements**

My Profile

General

Themes & Colors

Password Locker

Sign-in options

Approved Apps

General

General Settings

Did you know ClassLink has dozens of custom avatars? You can even upload your own!

Profile Image

Change Image

Reset Image

First Name

Scott

Last Name

Whittle

Display Name

Whittle, Scott

Email

WhittleS@leonschools.net

Verified

Password

Reset Password

Default Language

English

Default Time Format

12 hour

Save Settings

Reset Password

Old Password

Type something

New Password

Please fill out this field.

Type something

Confirm Password

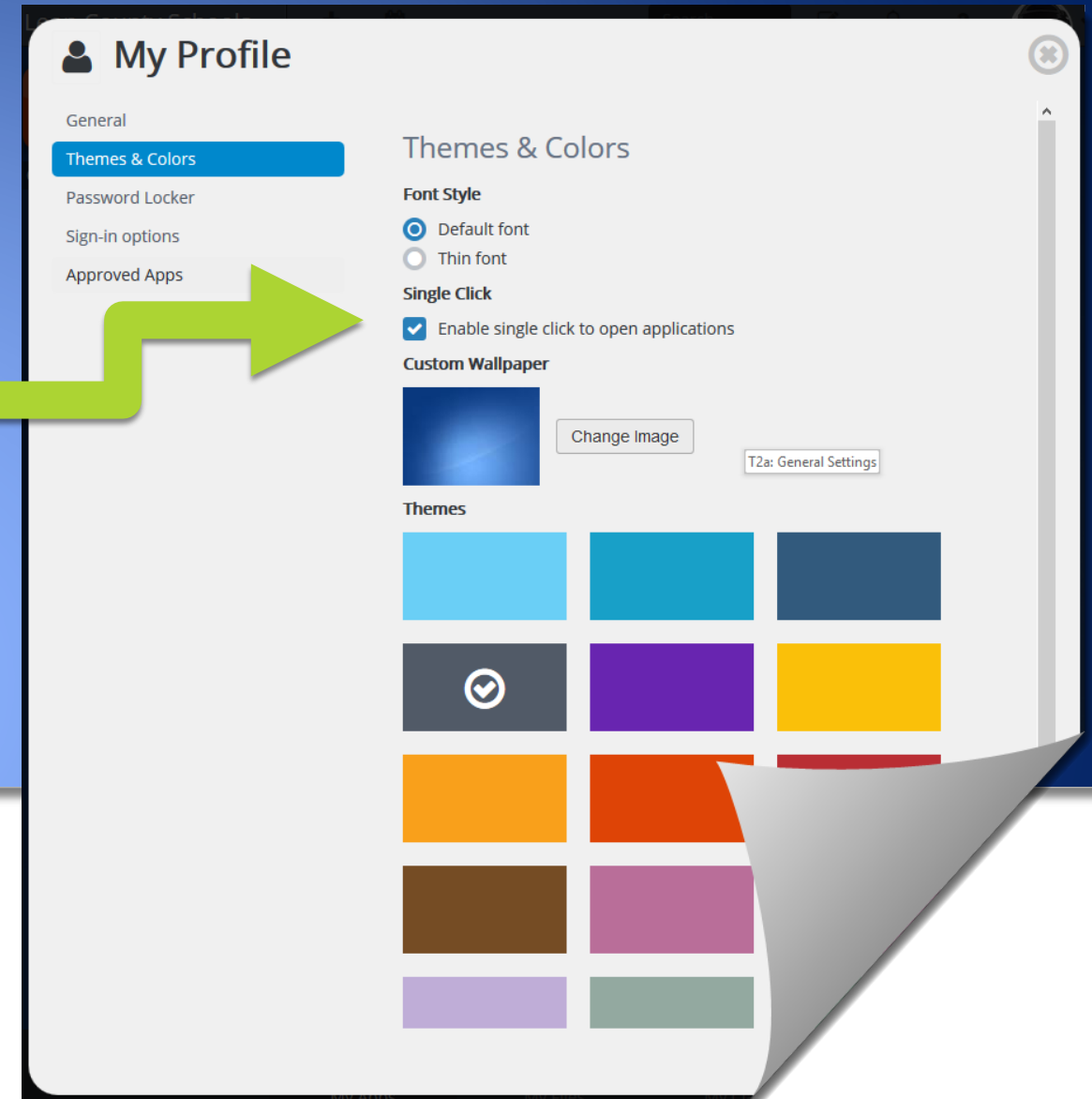
Type something

Cancel

T2b: Themes and Colors

Themes & Colors - Select your wallpaper and theme color.

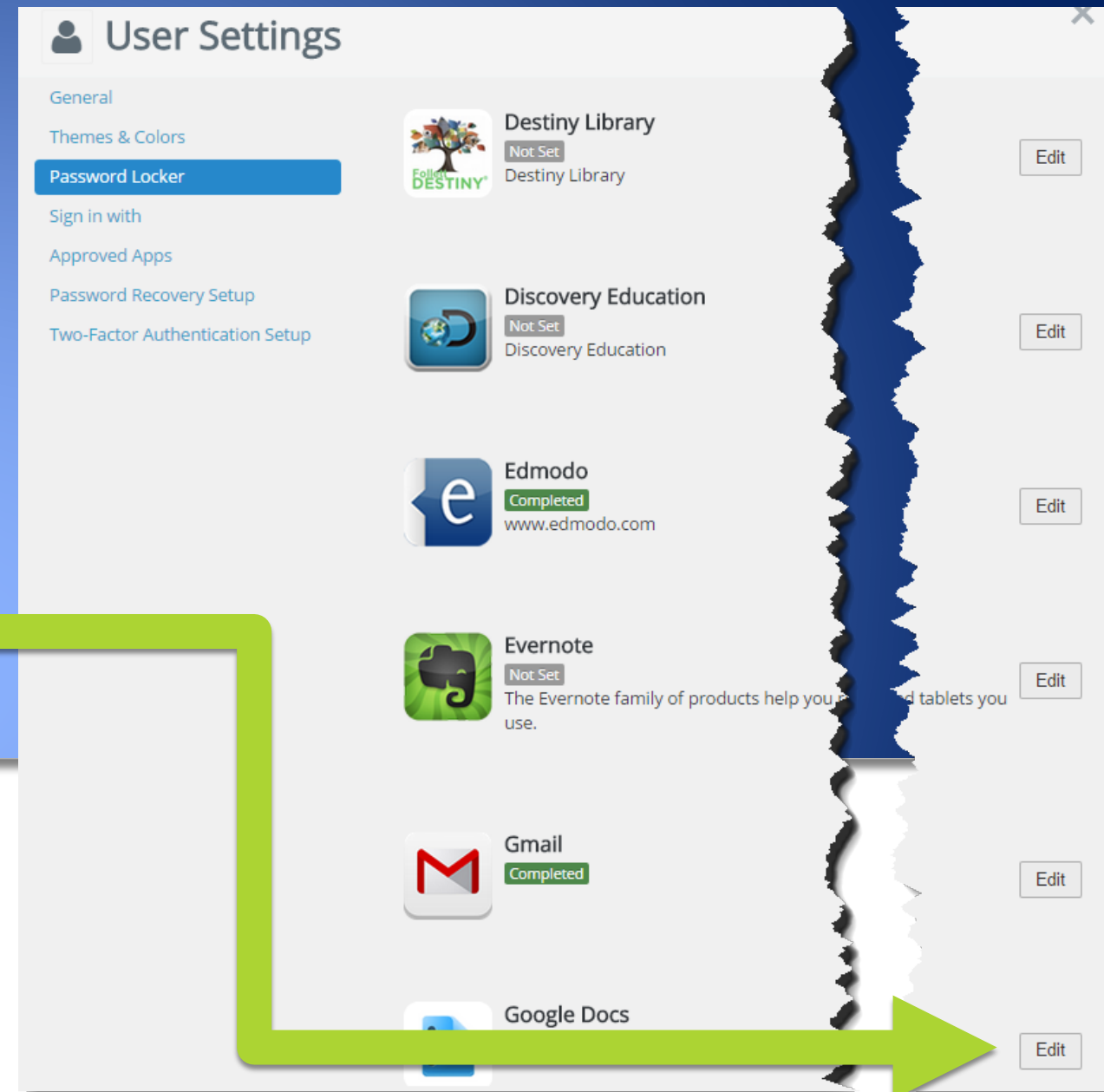
- ▶ Select Default or Thin font
- ▶ Choose whether you want to use a single or dbl click to open apps
- ▶ Select a theme/different wallpaper
- ▶ Set the default language
- ▶ Set default time format



T2c: Password Locker

Password Locker -

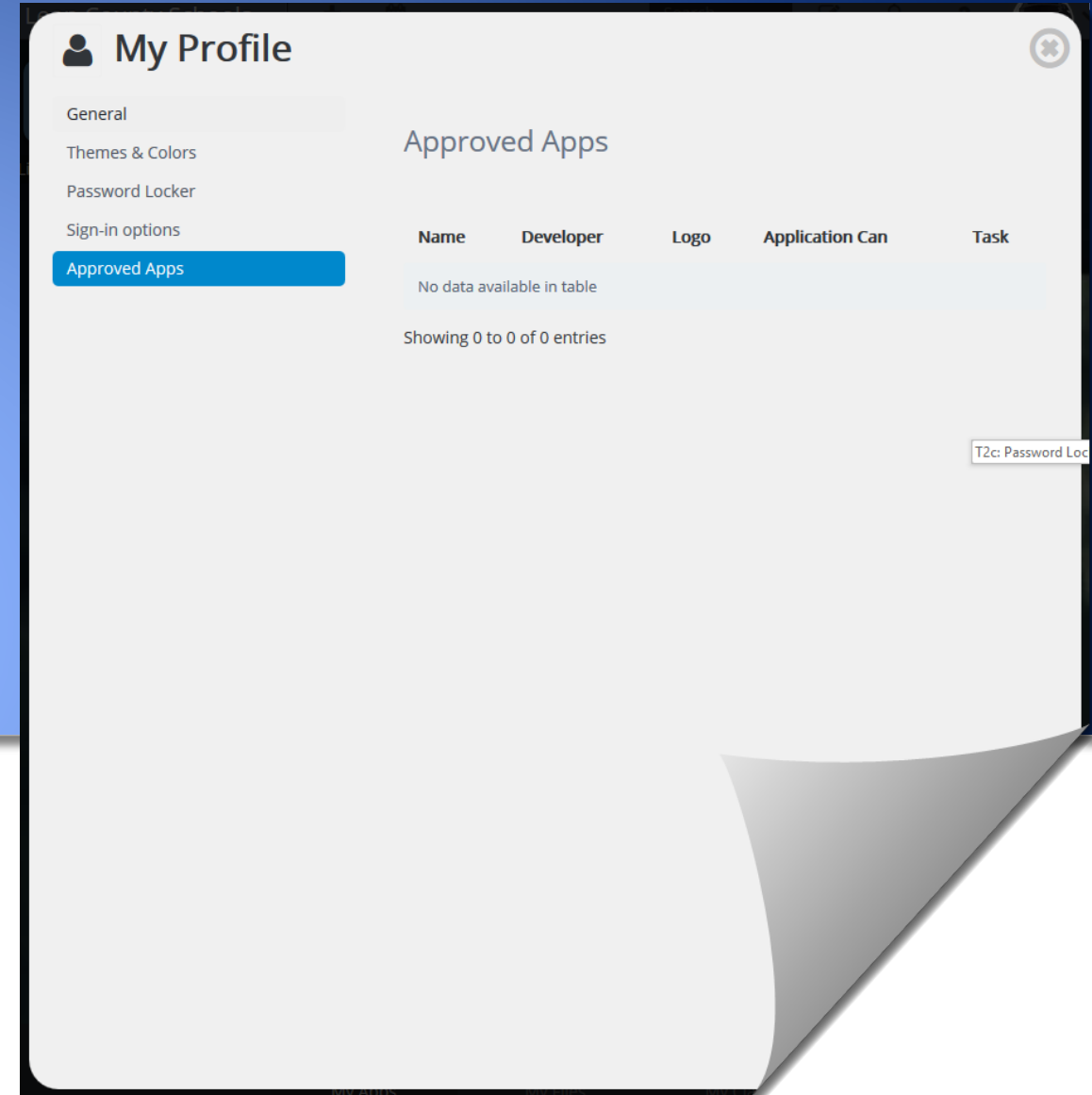
- ▶ Password locker allows the user to enter your log in information for applications that we do not have the login information for by clicking Edit next to that application.



T2e: Approved Apps

Approved Apps

- ▶ If you are requested a new app to be allowed through ClassLink, it will appear here when approved



T2d: Password Recovery Setup

- ▶ Password recovery setup allows the user to get logged back in if they forget their password. There are three options available:

- ▶ **Mobile Phone**
- ▶ **E-mail**
- ▶ **Secret Questions**

My Profile

- General
- Themes & Colors
- Password Locker
- Sign-in options
- Approved Apps
- Password Recovery Setup**

Password Recovery Setup

Mobile Phone

We will only use your phone to send you a text message to help you access your account if you forget your password.

Phone Number

Email

We will only use your email address to verify that you own your account.

Recovery Email Address

Select Question

What is the middle name of your oldest child?
What is the name of your favorite childhood pet?
What is your oldest sibling's middle name?
What is your oldest sibling's birthday month and day?
What school did you attend for sixth grade?
What street did you live on in third grade?
What was your childhood nickname?
What was your childhood phone number including area code?
Custom Question

T2e: Two Factor Authentication

- ▶ Two-Factor Authentication allows a user to increase the security of the system by requiring a secondary method to ensure you are the actual owner of the account.
- ▶ The two methods available are:
 - ▶ **Mobile Phone** - texted a code you will have to enter in order to login in
 - ▶ **Image** - you will have to pick that image during sign in each time



My Profile ✓ Your profile has been updated successfully

General
Themes & Colors
Password Locker
Sign-in options
Approved Apps
Password Recovery Setup
Two-Factor Authentication Setup

Two-Factor Authentication Setup

☒ Enable Two-Factor Authentication


Two Form Authentication Method

Image

☒ Prevent brute force

Two-Factor Authentication Image Selection
Select any one images

Select Images



Select

My Profile

General
Themes & Colors
Password Locker
Sign-in options
Approved Apps
Password Recovery Setup
Two-Factor Authentication Setup

Two-Factor Authentication Setup

☒ Enable Two-Factor Authentication


Two Form Authentication Method

Phone

☒ Prevent brute force

Mobile Phone
We will use your phone number for sending the validation code of login

Phone Number

 e.g. +17021234567 **Save**



My Profile

- ▶ **General Settings**
 - ▶ - Set Profile Avatar and reset password
- ▶ **Themes & Colors**
 - ▶ - Change Wallpaper and Theme color
- ▶ **Password Locker**
 - ▶ - Create logins to individual apps / URL's
- ▶ **Password Recovery**
 - ▶ – Setup phone, e-mail or secret Q's to recover forgotten password
- ▶ **Two Factor Authentication**
 - ▶ – Use a mobile phone or image to increase security of your acct.





Topic 3: Apps

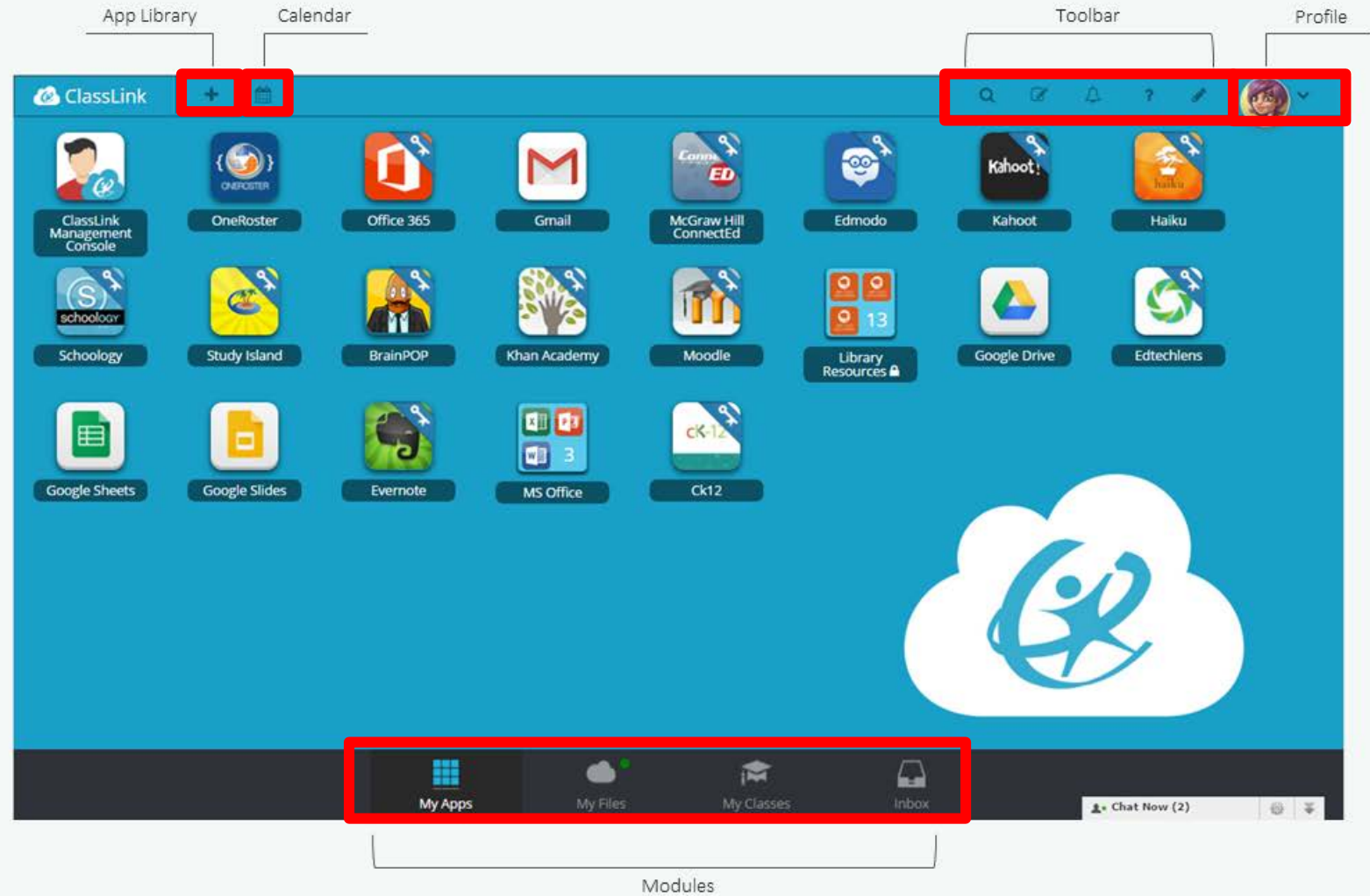
- ▶ **Class Link Sign-in**
- ▶ **My Profile**
- ▶ **Apps**
- ▶ **My Files**
- ▶ **My Classes**

Focus Points-

- ▶ **Tool Bar**
- ▶ **Adding an app**
- ▶ **Requesting a custom app**
- ▶ **Updating password locker for apps that aren't rostered**
- ▶ **Edit mode**
- ▶ **Rearranging apps**
- ▶ **Creating folders & organizing apps**
- ▶ **Deleting apps that aren't assigned**
- ▶ **Installing extension on non-LCS computers**

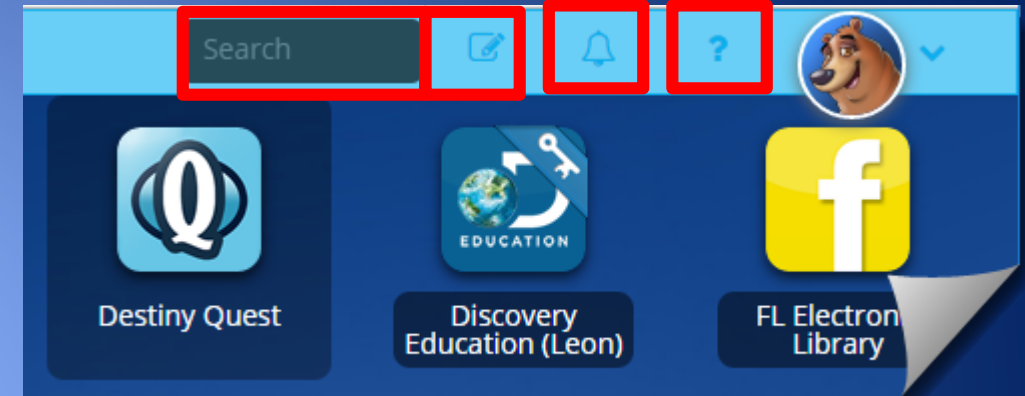
T3a: Interface

- ▶ *App Library*
- ▶ *Calendar*
- ▶ *Toolbar*
- ▶ *Profile*
- ▶ *Modules*



T3a: Toolbar

- ▶ **Search:** Allows you to search through your apps to find a specific app. You do not need to click the magnifying glass to start searching, just begin typing the name of the app and it will automatically search your apps.
- ▶ **Edit mode:** If you would like to move your apps around, delete apps, moves apps into folders or edit your folder you will have to click this button.
- ▶ **Notifications:** View notifications sent out by administrators.
- ▶ **Help:** Go to our online help page, contact our help desk, and show the guided tour



T3b: Adding an App

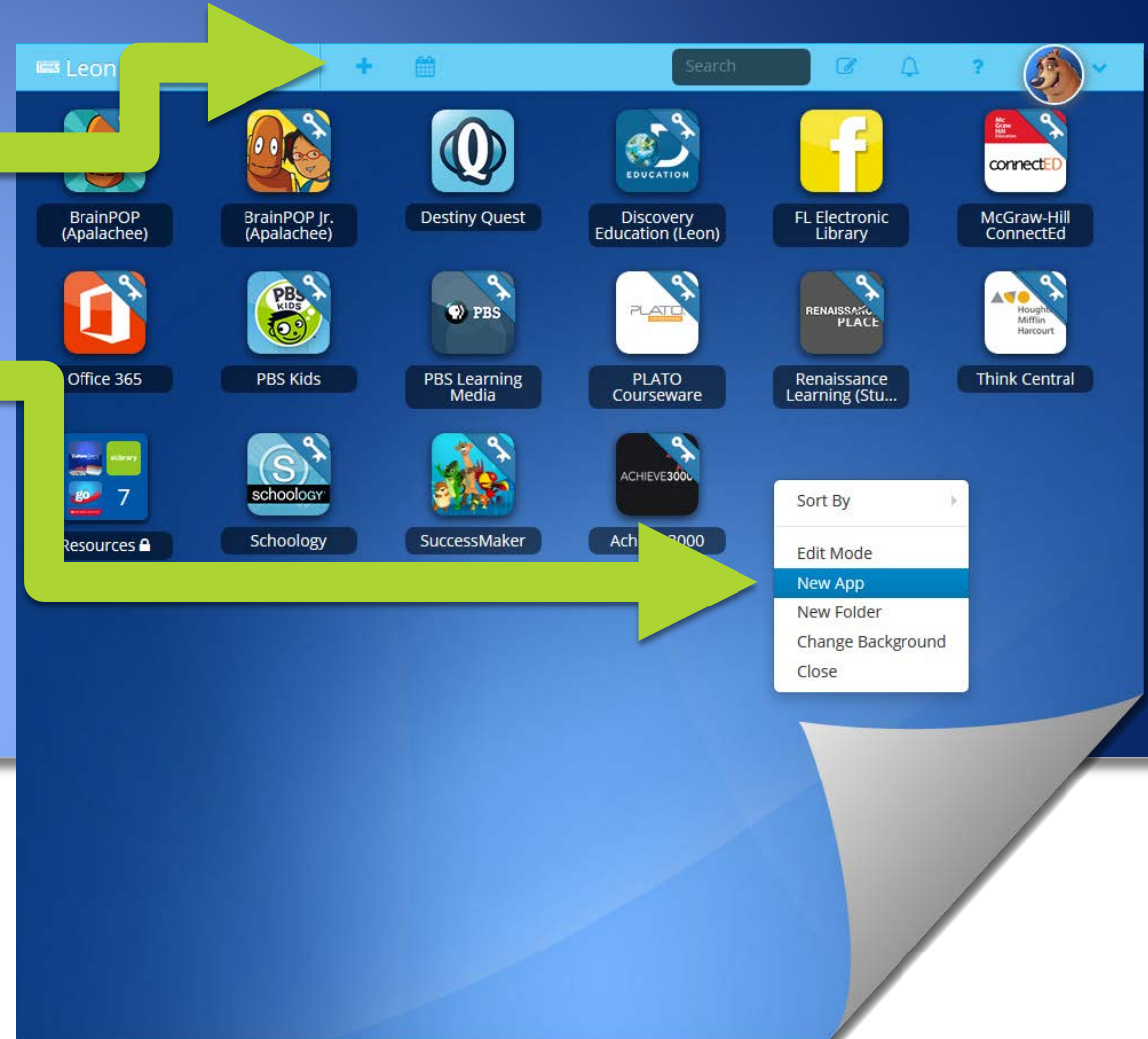
- ▶ *My Apps* is the first thing you will see when you log in to ClassLink. This gives you instant access to the resources that have been provided for you by your school or district.
- ▶ You can add your own apps to this section using the App library.



T3b: Adding an App

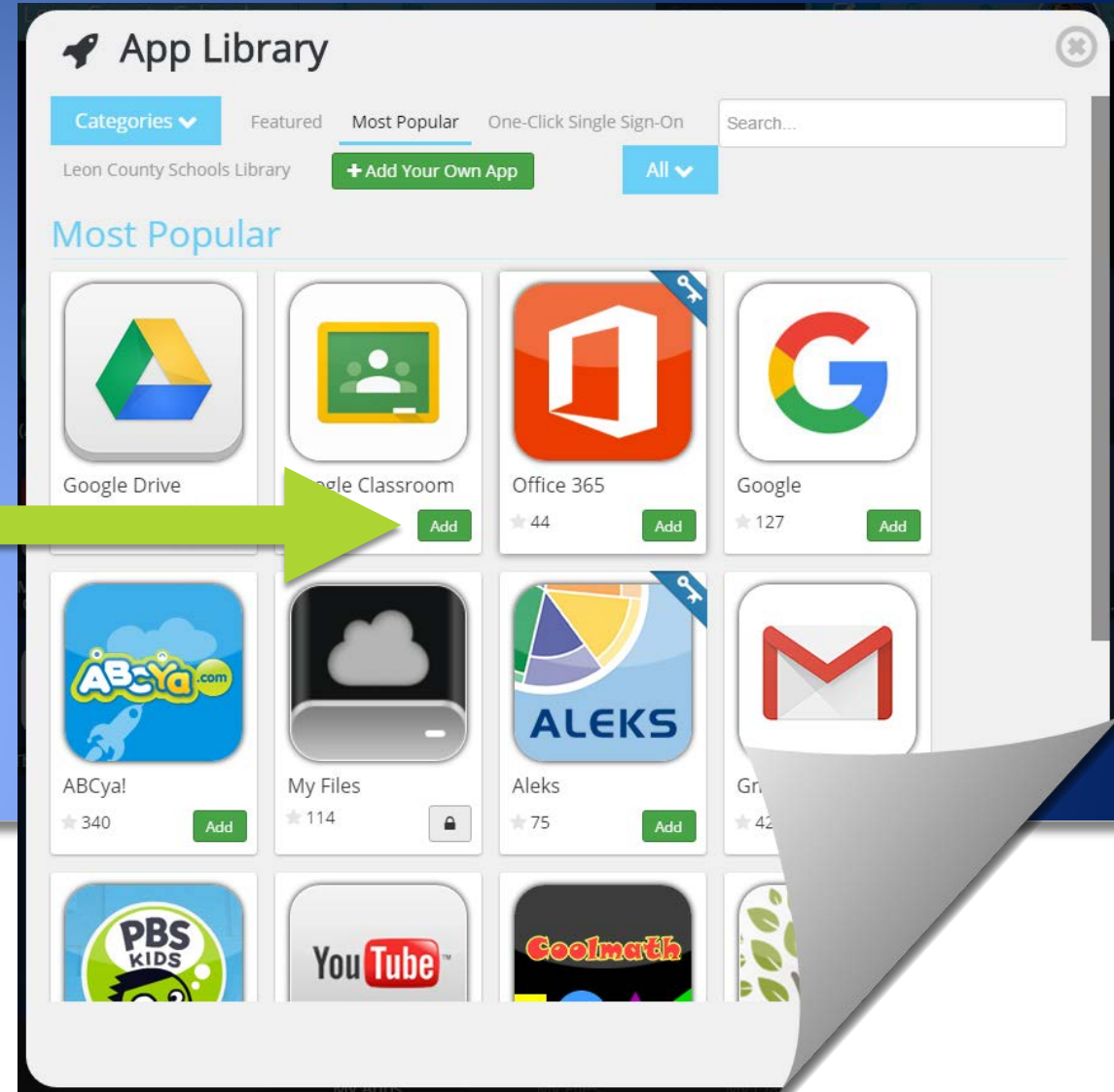
How to add an App from the App library

- ▶ Open the library by pressing the “+” symbol at the top, or rt-click and select “New App” from the context menu
- ▶ ClassLink includes a library that contains over a thousand educational resources that you can choose from.



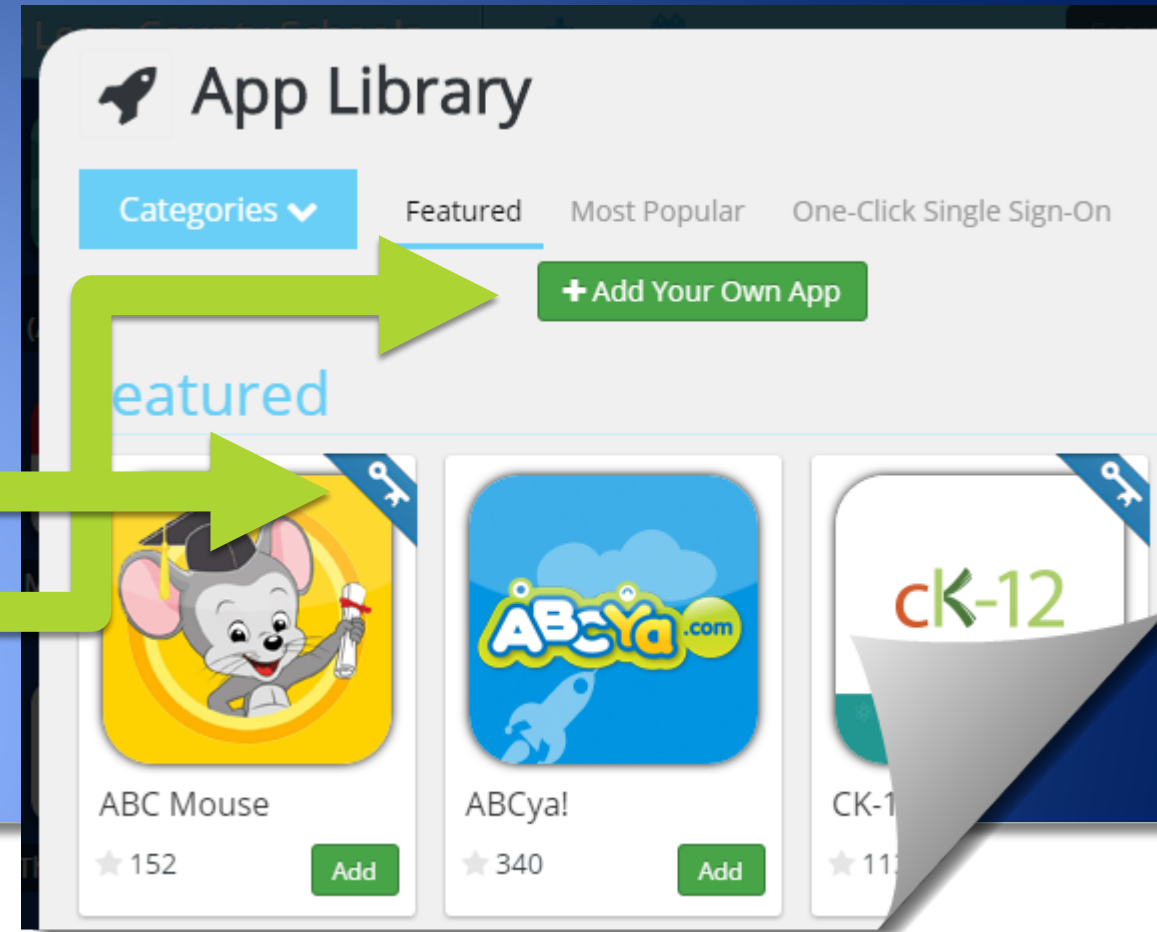
T3b: Adding an App

- ▶ Select any app from the library and press the “Add” button
- ▶ That app will now be available on the My Apps screen.



T3c: Requesting a custom app

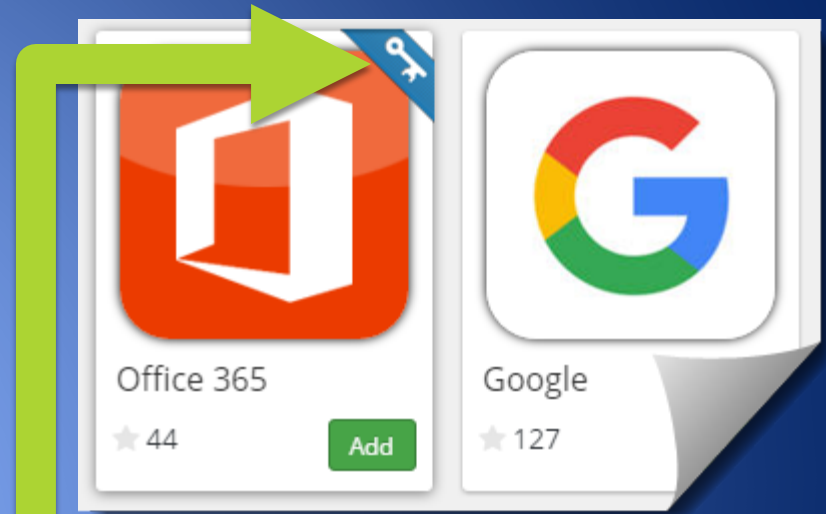
- ▶ Apps with keys in the top right corner are Single Sign On's
(Any app with a sign in can become a Single Sign On)
- ▶ You can create a custom app from any web-based resource.
- ▶ Press **“+Add your own app”**



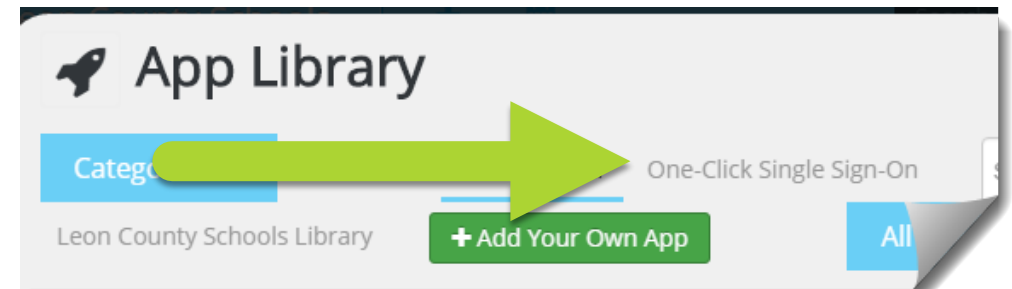
T3b: Adding an App

What are SSO's (Single Sign-On) Apps?

- ▶ ClassLink has the ability to link you seamlessly to your various web accounts from within ClassLink.
- ▶ This handy feature is called 'single sign-on' (SSO) which means you will not have to enter your username and password every time you enter that website.
- ▶ Apps that have single sign-on capabilities can be found in the resource library, they are differentiated by blue 'SSO' banners with the white key.



To see a list of all Single Sign On applications, you can navigate to the One-Click Single Sign On section.



T3c: Requesting a custom app

- If you request a custom icon, fill out the form. It is recommended to include a link to the website you are requesting the custom icon for



Request Custom Icon

Your Name

Your Email

Name of icon

Description of icon

Link to website
(optional)

Cancel

Submit

T3c: Requesting a custom app

- ▶ Enter the name of the app and the website.
- ▶ If this app requires a username and password, simply check “request a new One-Click Sign-On”
- ▶ Select any icon you want or request a new icon



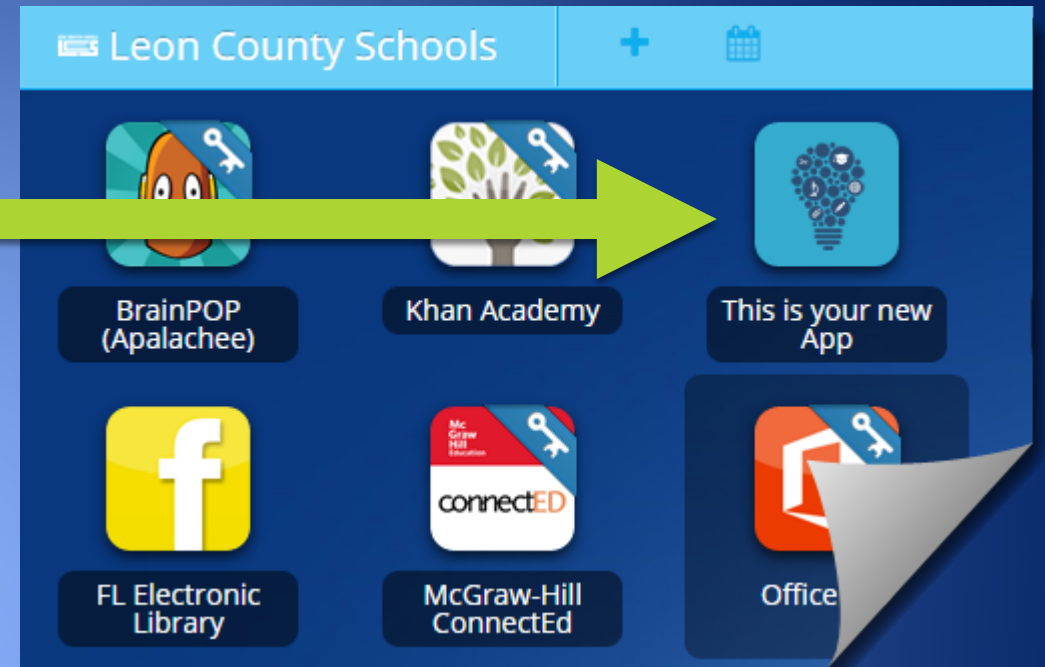
A screenshot of the 'Add Your Own App' dialog box. It has a title bar with a close button (X). The form includes:

- Name:** A text input field with the placeholder text 'My new apps name'.
- Website URL:** A text input field with the placeholder text 'www.YourAppsURL.com'.
- Select icon:** A section with a blue icon of a lightbulb filled with various symbols, and a 'Change icon' button below it.
- Request a new One-Click Sign-On for this app:** A checkbox that is currently checked.

 A green arrow points from the 'Add Your Own App' title to the Name field. Another green arrow points from the checked checkbox to the 'Request Custom Icon' button in the app selection interface on the left.

T3c: Requesting a custom app

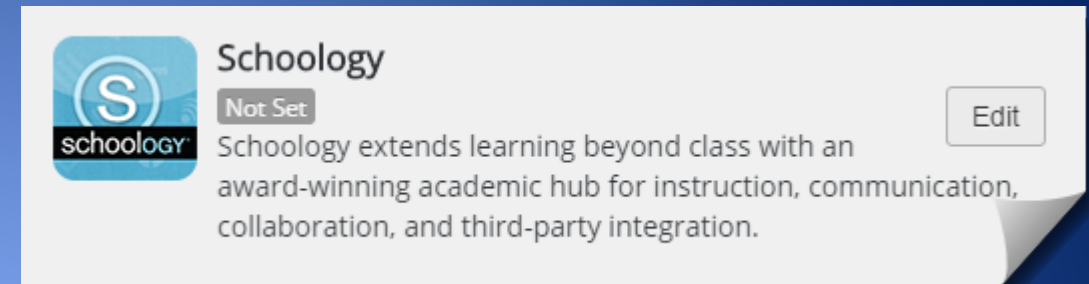
- ▶ Your new custom App will appear in your My Apps with all of your other Apps



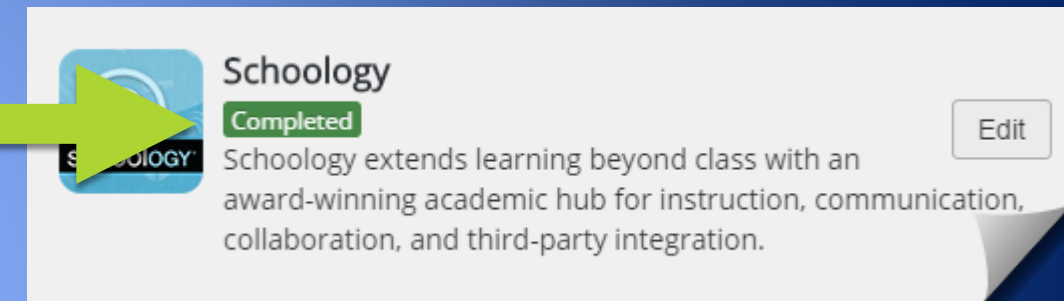
Password Locker -

- ▶ Password locker stores login credentials for applications that are not auto-rostered. (*Personal sites, non LDAP/ADFS, etc.*)
- ▶ After you have set your initial password in the locker, it will show as **“Completed”**

Password not set



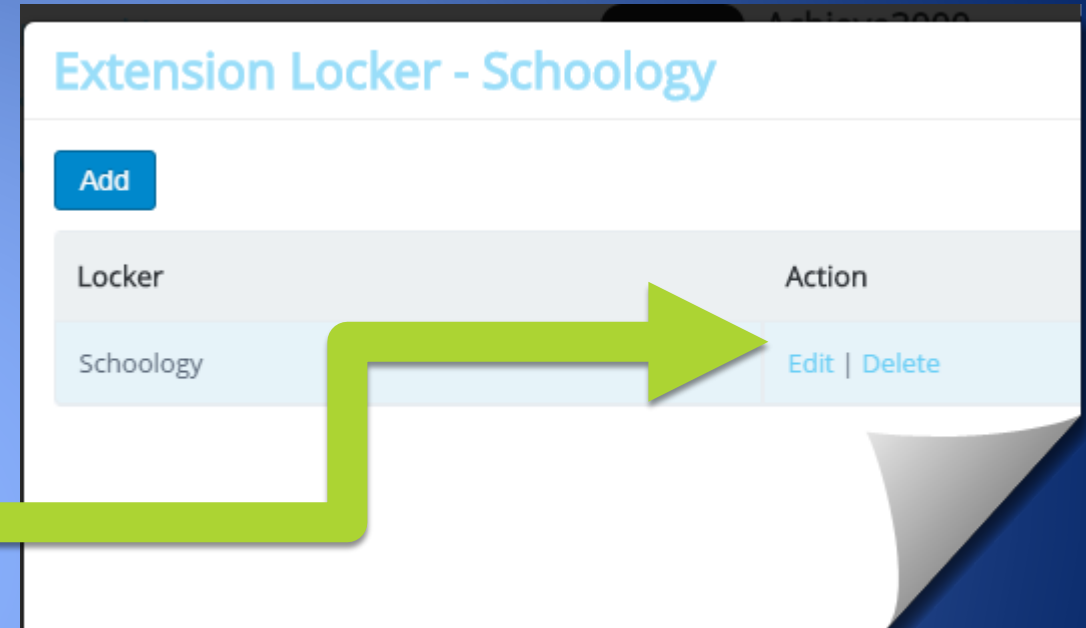
Password set



T3d: Updating password locker for apps that aren't rostered

Password Locker -

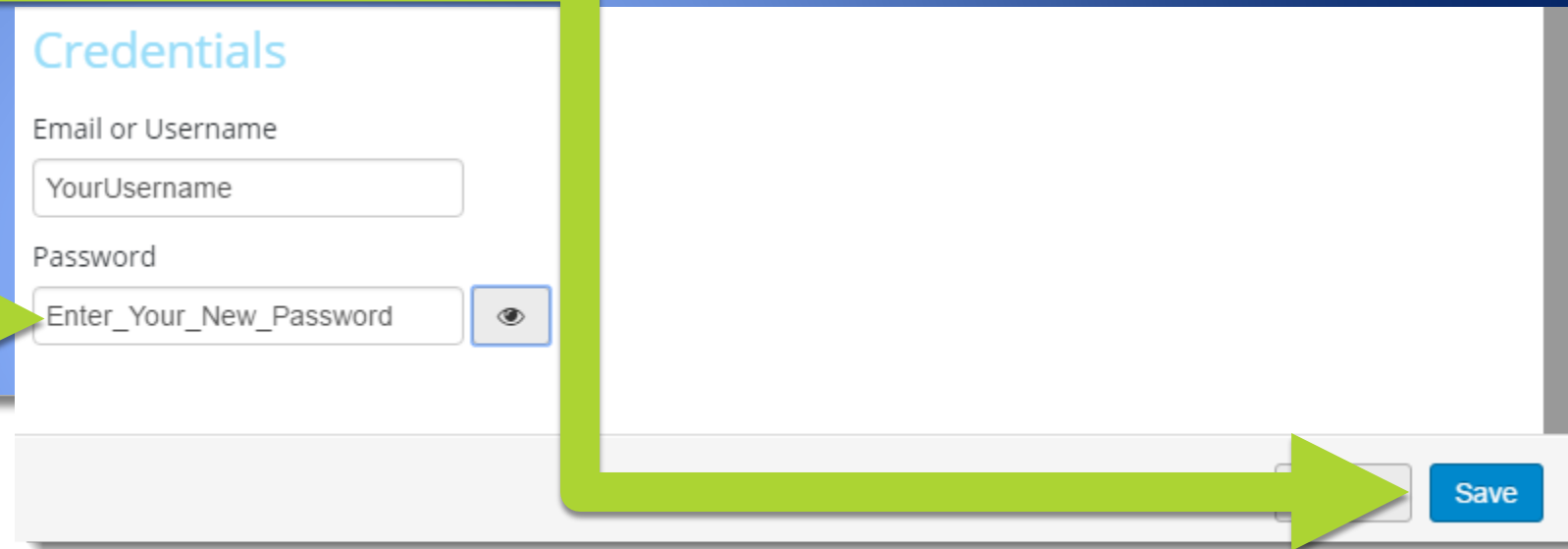
- ▶ Passwords stored in the password locker do NOT automatically update in ClassLink when you update them in the remote system as they are not tied to LDAP/ADFS
- ▶ To update your password. Click **"Edit"** under the Action options



T3d: Updating password locker for apps that aren't rostered

Password Locker -


- ▶ In the **Credentials** section, enter your new password
- ▶ Press **"Save"**



The screenshot shows a web form titled "Credentials". It contains two input fields: "Email or Username" with the placeholder text "YourUsername", and "Password" with the placeholder text "Enter_Your_New_Password". To the right of the password field is a small eye icon in a square button. At the bottom right of the form is a blue "Save" button. A large green arrow starts from the left, points down to the password field, and then points right to the "Save" button, illustrating the steps described in the list.

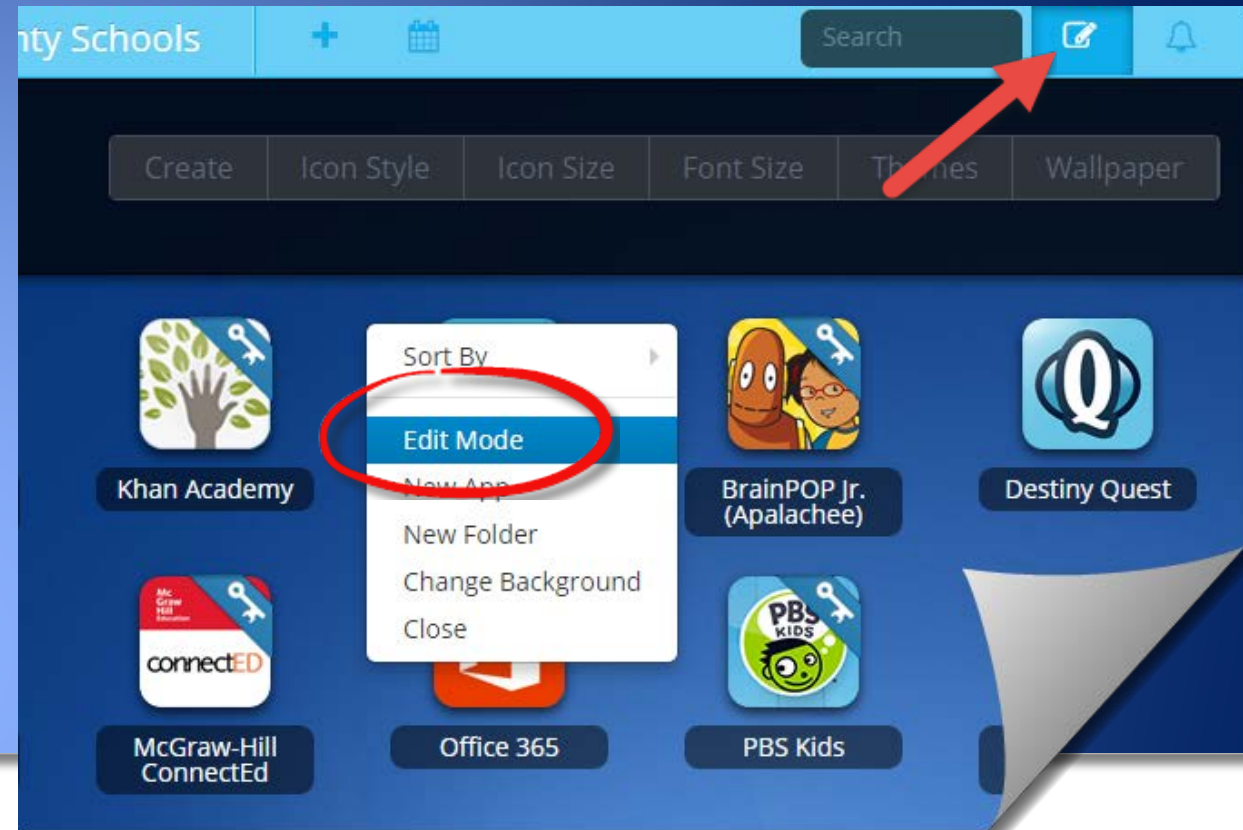
Credentials

Email or Username

Password
 

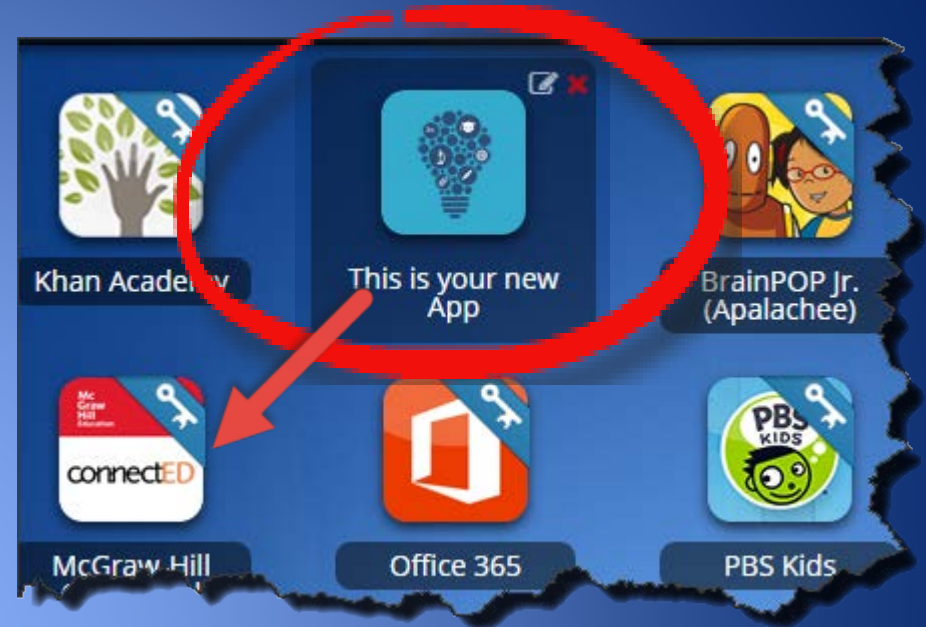
T3e: Edit Mode

- ▶ Click on the **Edit Mode** button in the top right
- or
- ▶ **Right click** to select from the context menu



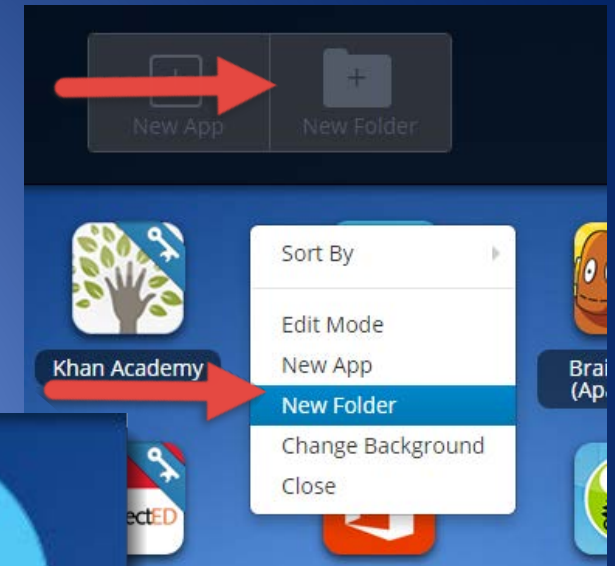
T3f: Rearranging apps

- Rearrange apps by dragging them to a different location and dropping them.



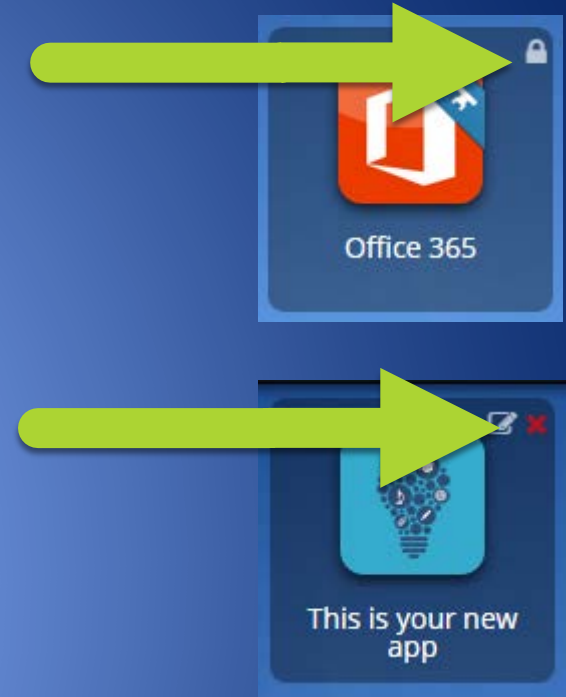
T3g: Creating Folders & Organizing Apps

- ▶ You can create a new folder manually by selecting “**New folder**” from the edit menus.
- ▶ You can also create a folder by hovering one app over another app and dropping it. This will create a new folder with the two apps inside.
- ▶ You can move apps inside a folder by hovering over the folder and dropping the app inside.
- ▶ To rename the folder, click on the folder and then click on the name.



T3h: Deleting apps that aren't assigned

- ▶ There are two classifications of Apps
 - ▶ **Assigned** – *Has a lock in the top right*
 - ▶ **Added** – *Has a red “X” on the top right*
- ▶ You can delete any **ADDED** app using Edit Mode.
- ▶ Assigned Apps can **NOT** be deleted from your **My Apps** by user.



T3i: Installing extension on non-LCS computers

- ▶ If you are using ClassLink on a Non-LCS computer, it will need the Launchpad extension
- ▶ Most SSO apps require a browser extension to be installed. When users click an SSO Browser Extension app, a prompt will appear to install the extension
- ▶ Select **“Do Not ask me Again”**
- ▶ Select **Install Extension**

Launchpad Browser Extension not installed or enabled



Office365 Email

This application requires the Launchpad Browser Extension for Single Sign-On. It is either not installed, or not enabled.



Google Chrome detected

☐ Don't ask me again

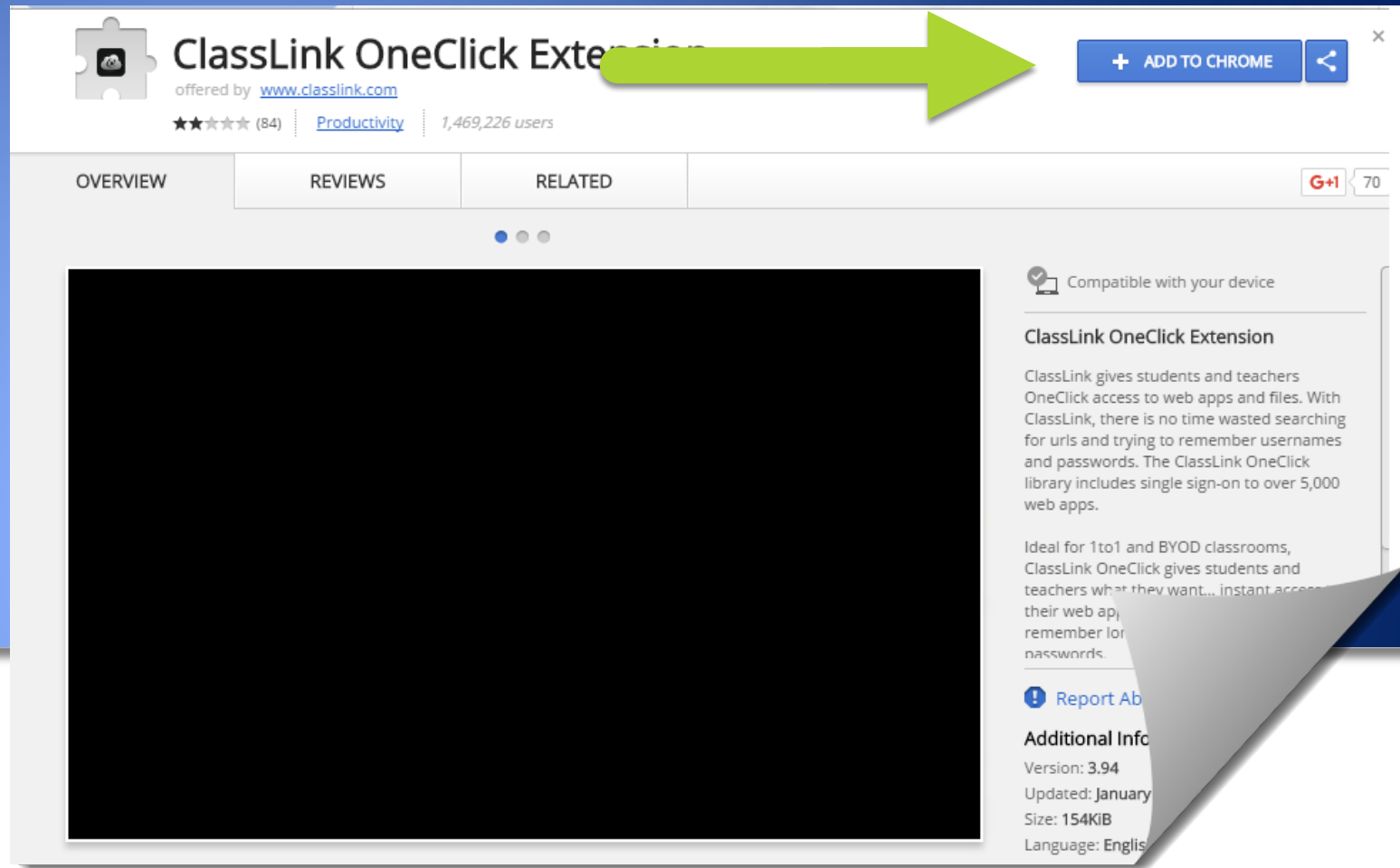
Continue to website

Check in

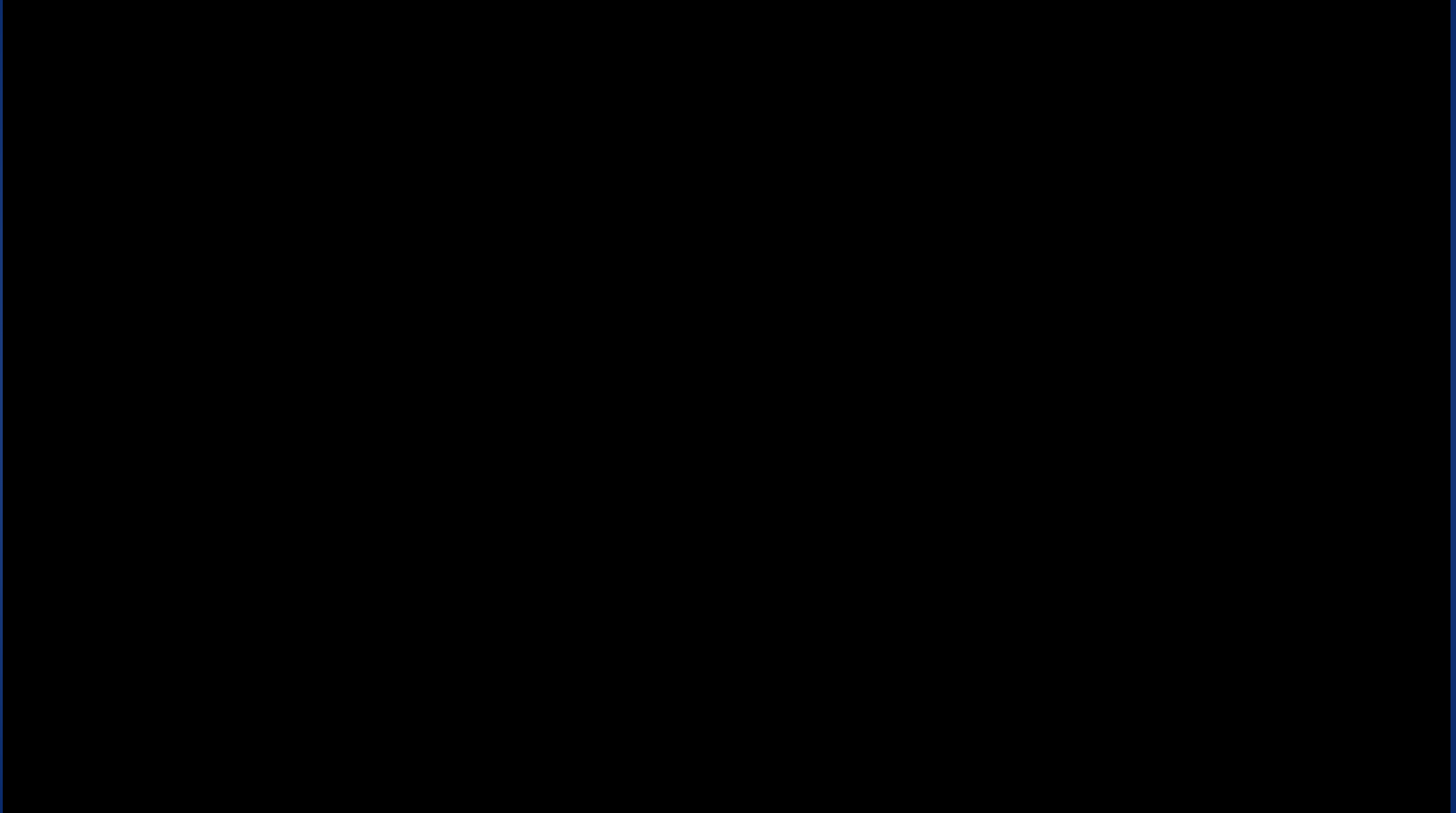
Install Extension

T3i: Installing extension on non-LCS computers

- This will open the browser store and allow you to install the extension



T3i: Installing extension on non-LCS computers





Apps

▶ Adding an App

- ▶ - Use the + symbol to open App Library

▶ Custom Apps

- ▶ - In Library, choose Add your own App

▶ Updating Password Locker

- ▶ - In My Profile -> Password Locker, press Edit under locker actions

▶ Edit Mode

- ▶ – Select notepad symbol by search box or Rt-click and choose Edit Mode





Apps

- ▶ **Rearranging Apps**
 - ▶ – In Edit Mode, Drag icon to new location.
- ▶ **Creating Folders**
 - ▶ – Drag one icon on top of another, or click New Folder in Edit Mode.
- ▶ **Deleting Apps not Assigned**
 - ▶ – In edit mode, press the red “X” by non-assigned apps.
- ▶ **Installing Extension**
 - ▶ – SSO apps will ask to install the Launchpad extension. Select do not ask again and install.





Topic 4: My Files

- ▶ **Class Link Sign-in**
- ▶ **My Profile**
- ▶ **Apps**
- ▶ **My Files**
- ▶ **My Classes**

Focus Points-

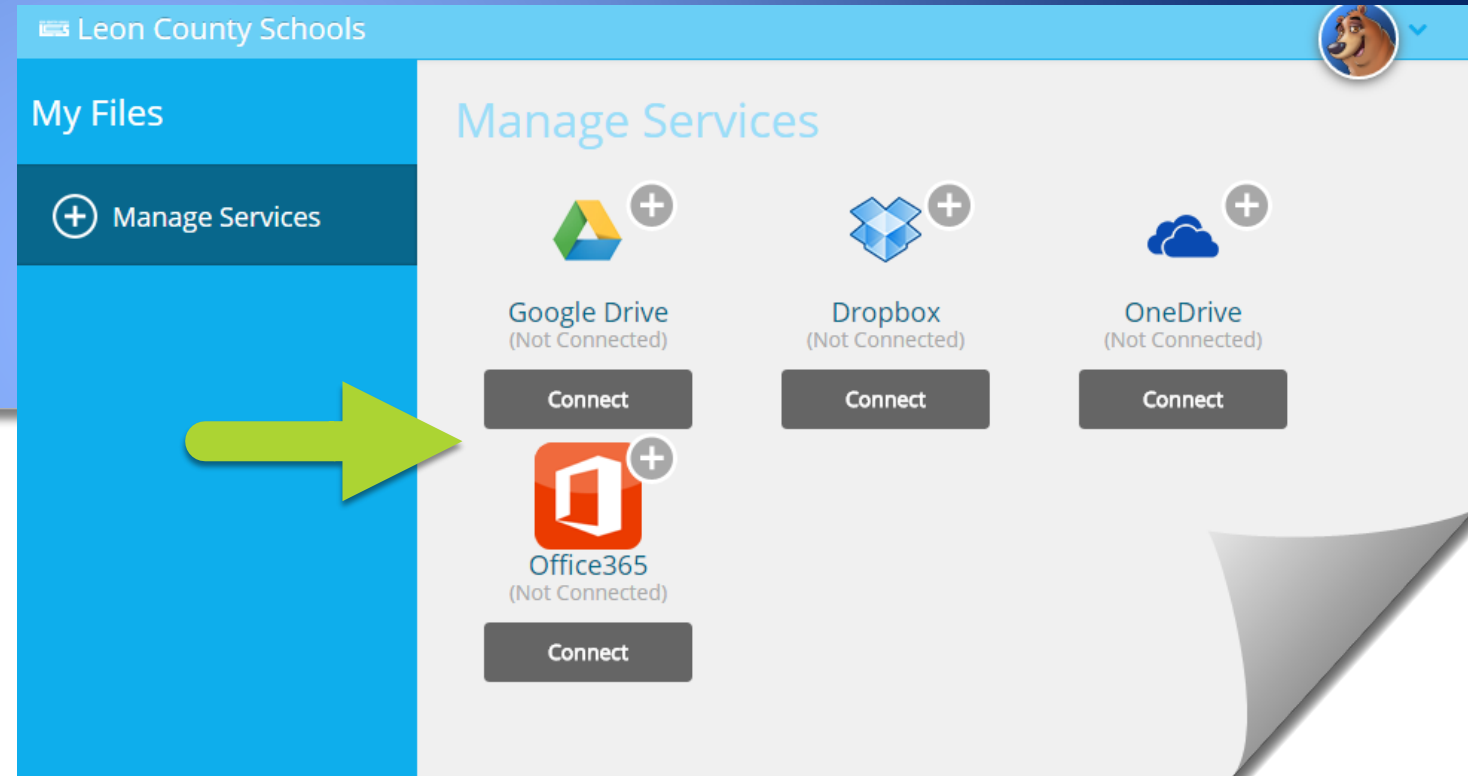
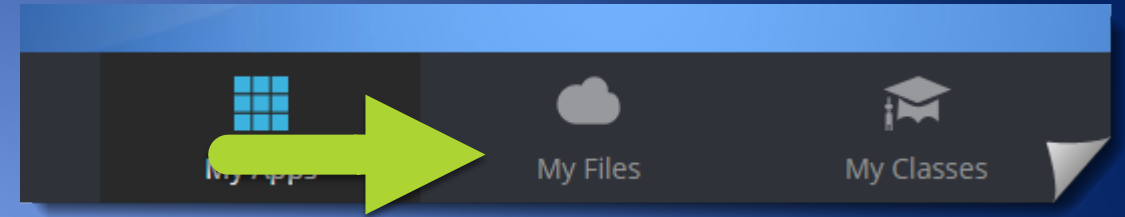
- ▶ **Connecting Services**
- ▶ **ClassLink Agent – non-LCS computers**
- ▶ **Opening Network / Cloud files**
- ▶ **Editing and Saving Files in Office 365**
- ▶ **Copying files between services**

My Files

- ▶ **My Files is your place to access, edit, and store ALL of your files and folders located on your school network and cloud drives from any device.**
- ▶ **When you click on My Files, it will open up in its own tab. You will see a tree view of your storage locations on the left.**
 - ▶ **You will be able to see all of your files and documents that you work on at school. You can view, edit and save these files, from ANY device, instantaneously!**
 - ▶ **You have the ability to use an online editor (Office Online or Zoho) or a local application to see your files.**
 - ▶ **Also, you have the ability to connect your cloud storage applications you already use such as Google Drive, Dropbox, Office365 and OneDrive.**

T4a: Connecting Services

- ▶ Open My Files from the bottom section of ClassLink
- ▶ ClassLink will open the Manage Services area where the allowed connections can be configured with the appropriate credentials



T4a: Connecting Services

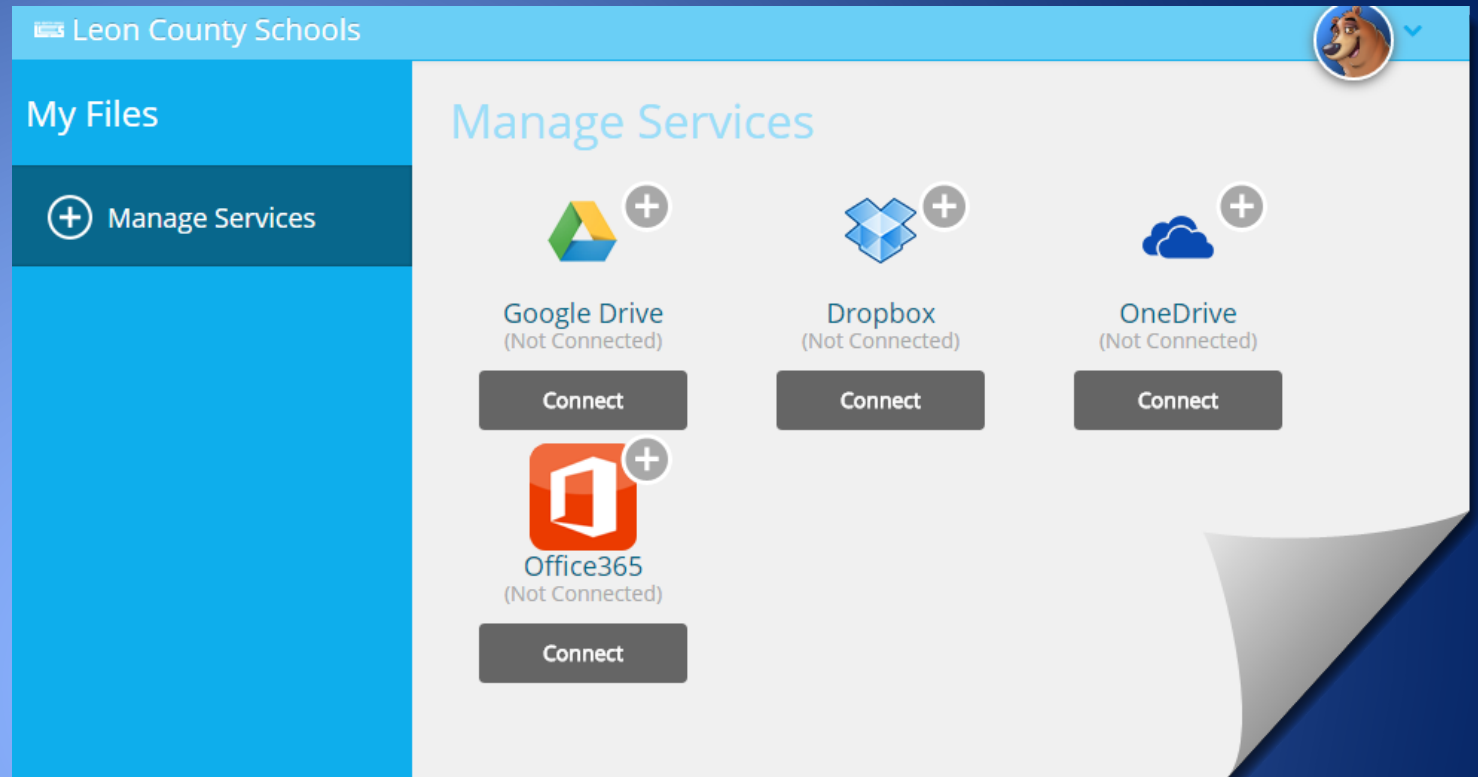
► Each service will have its own separate credentials that need connecting

► Google Drive

► Drop Box

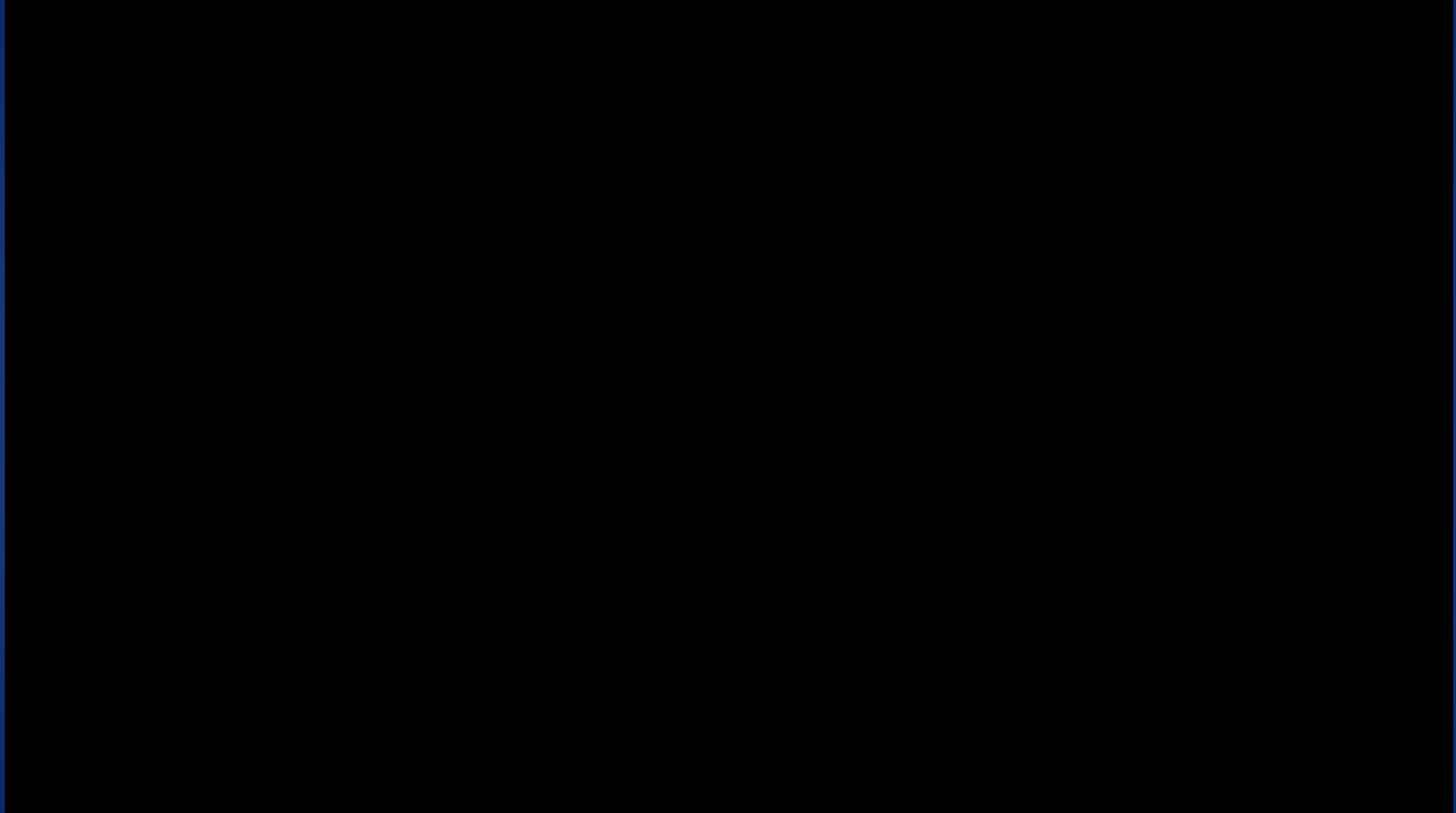
► OneDrive* (*Personal*)

► Office365**



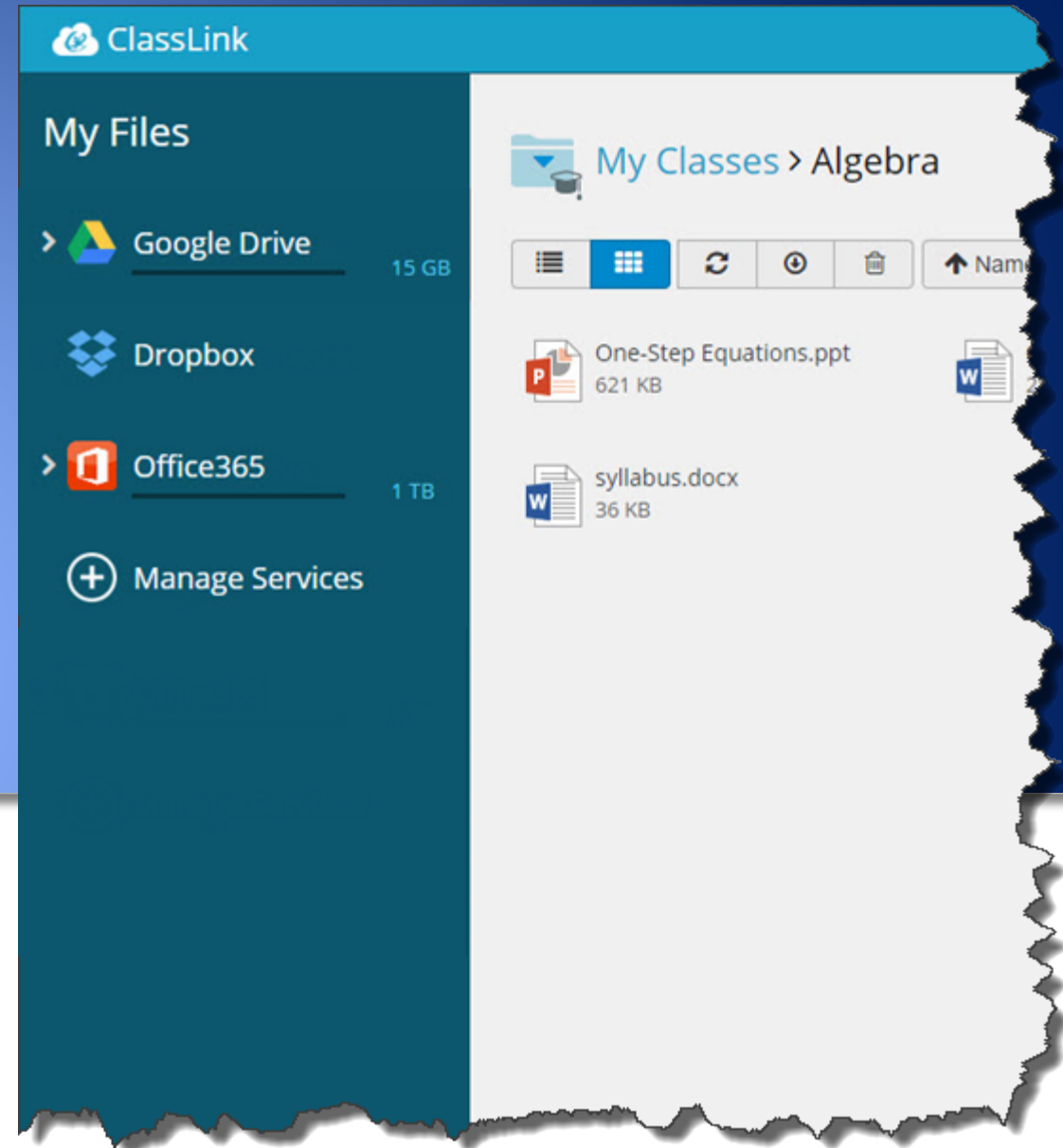
- **IMPORTANT NOTE!! OneDrive is your PERSONAL home acct for those that have a MSN, Live, Hotmail, or personal O365 subscription that you are paying for yourself.*
- ***Office365 is your Leon County School Work acct you use as an employee or Student school issued acct*

T4a: Connecting Services



T4b: ClassLink Agent – Non-LS computers

- ▶ ClassLink Agent (*Mac and PC*) GREATLY improves the local editing experience! ClassLink Agent is a small applet that is locally installed on your computer and it eliminates the need for Java. Local editing of files is lightning fast!
 - ▶ ClassLink Agent stays in your task tray and you can click it to see status of current files and history of previous ones.
 - ▶ ClassLink detects if Agent is installed and falls back to Java where it is not available.
 - ▶ Provides notifications on upload/download completion.
 - ▶ One click access to documents that fail to upload properly.
 - ▶ Using the ClassLink Agent also means no more Java updates



T4b: ClassLink Agent – Non-LS computers

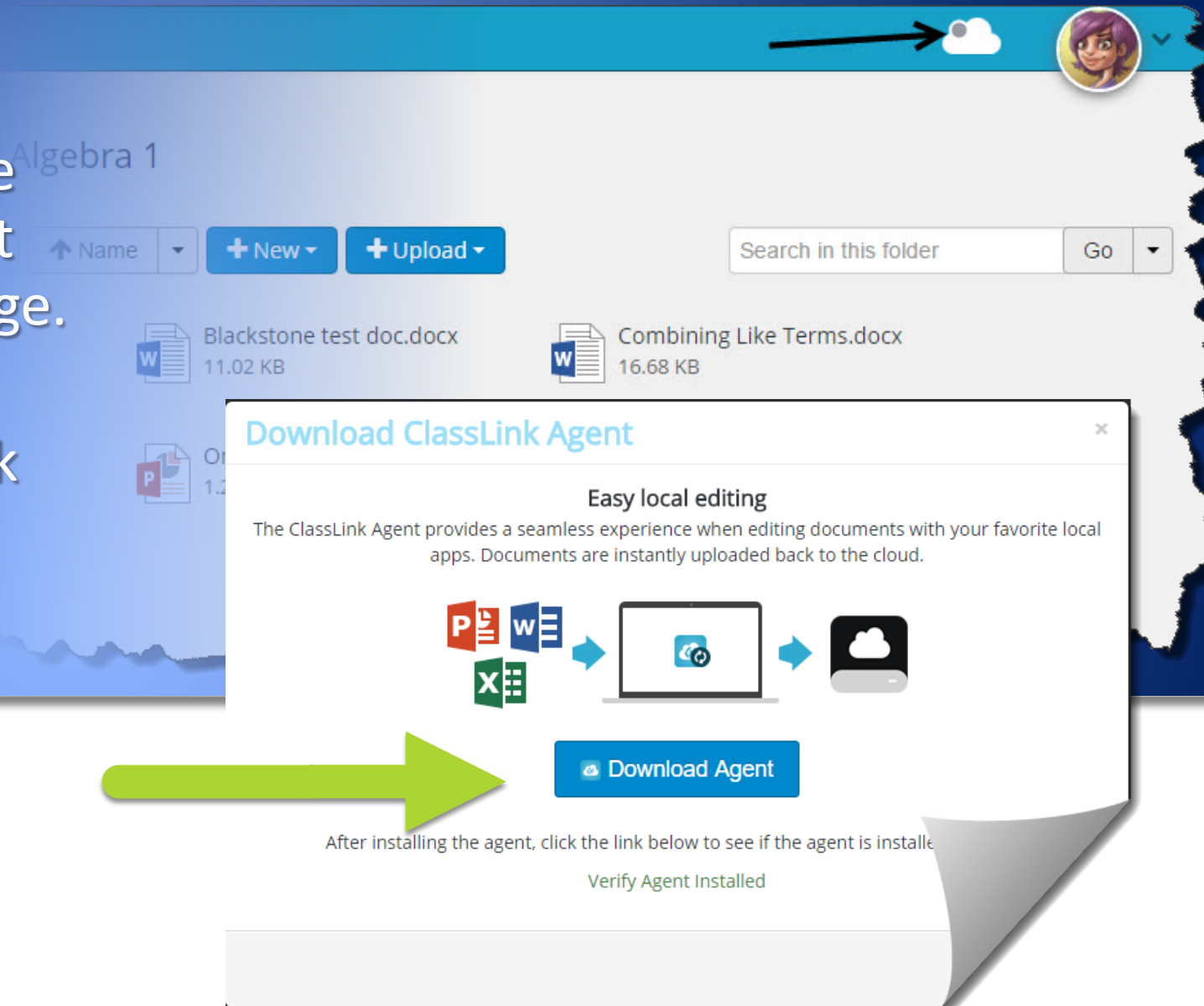
Steps to install ClassLink agent

Step 1

- Locate, then click the grey circle in the My Files module found at the top right of the My Files page.

Step 2

- A new window will appear. Click the Download Agent box to download the agent msi file.

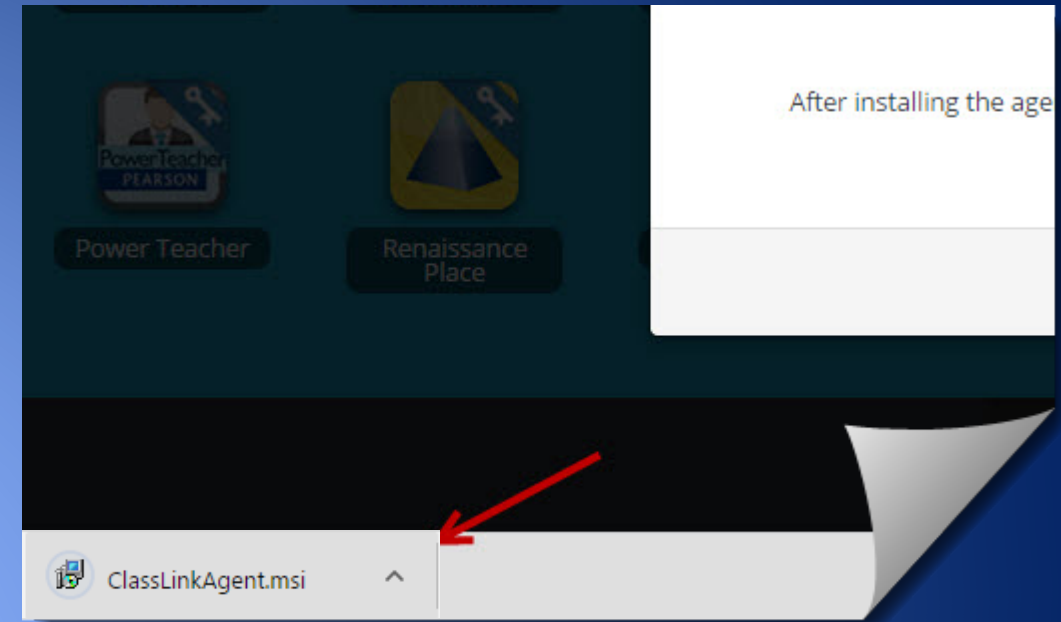


T4b: ClassLink Agent – Non-LCS computers

Steps to install ClassLink agent

Step 3

- ▶ To begin installing the agent, click on the msi file at the bottom of your screen.
- ▶ To continue installing the agent, click 'Run'

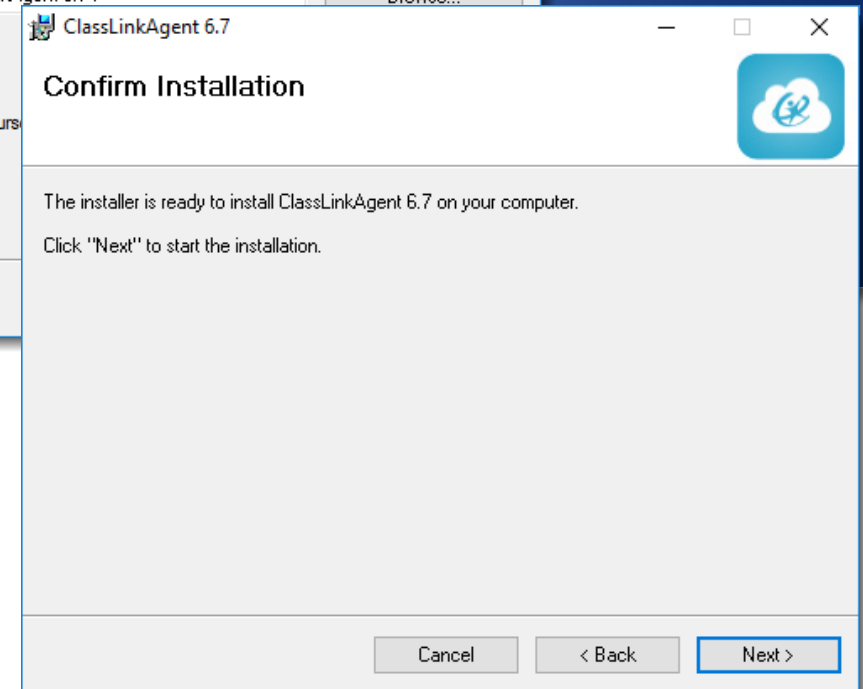
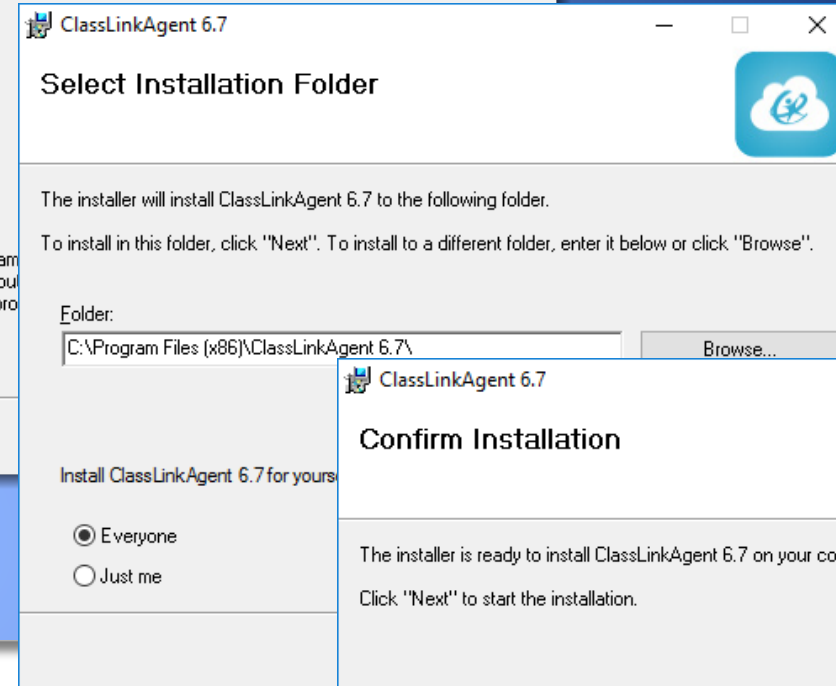
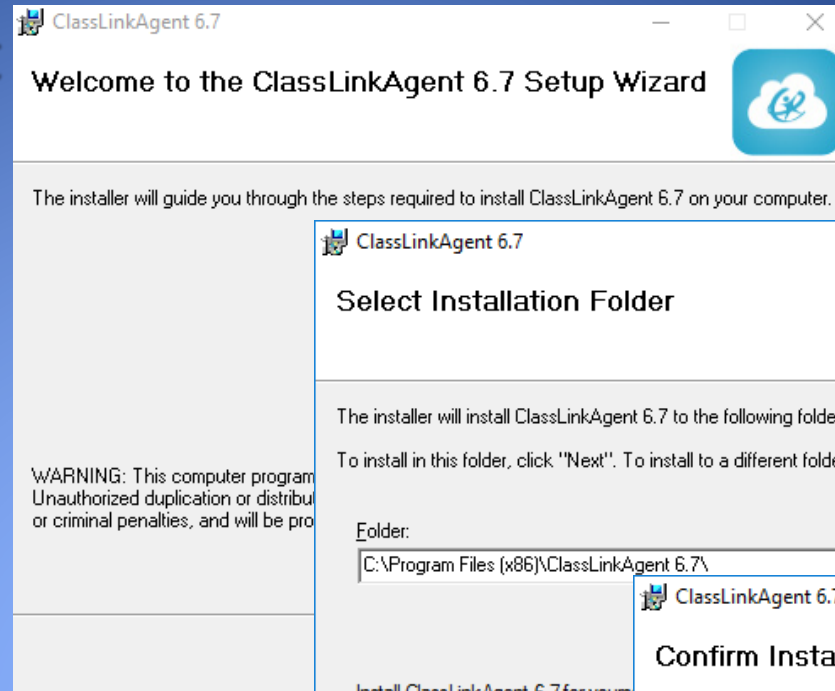


T4b: ClassLink Agent – Non-LS computers

Steps to install ClassLink agent

Step 3

- Click 'Next' 3 times in the installation window



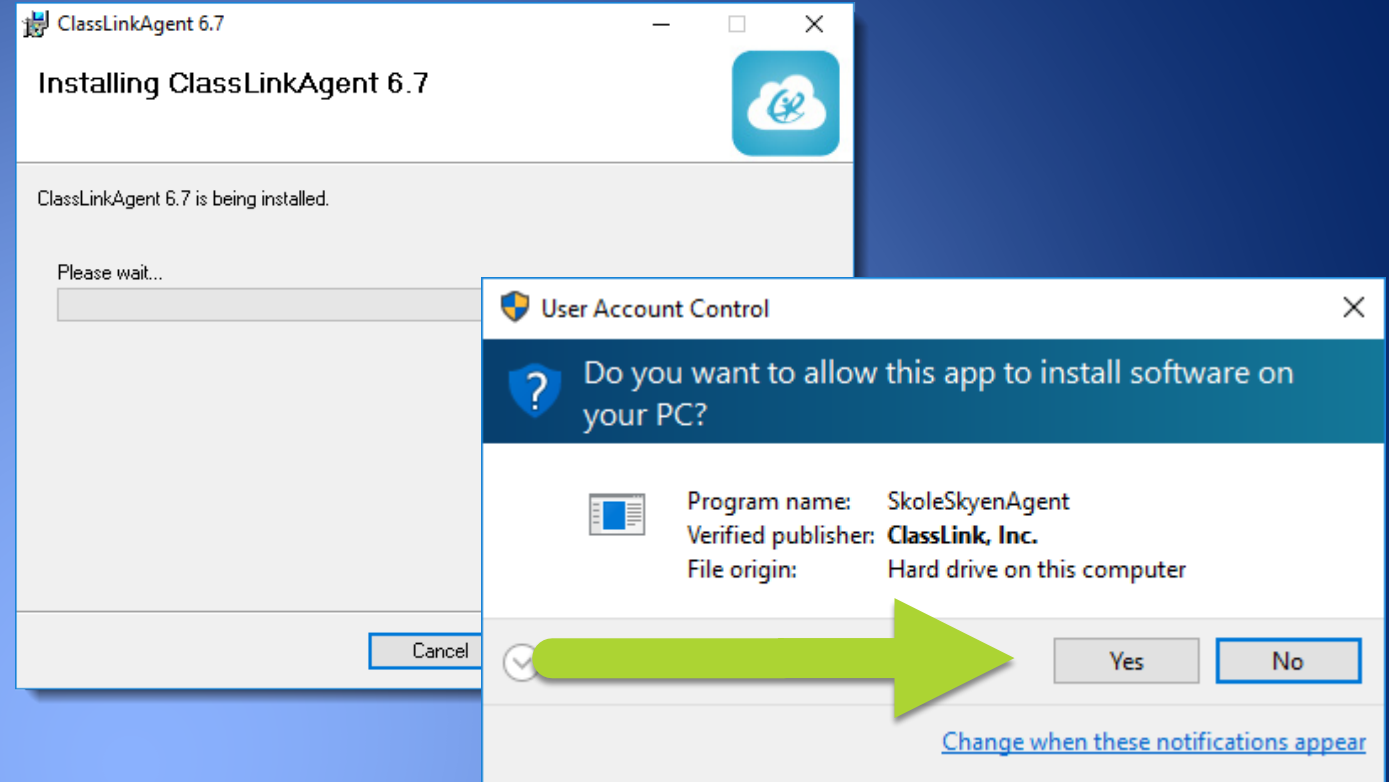
T4b: ClassLink Agent – Non-LS computers

Steps to install ClassLink agent

Step 3

- ▶ When it begins to install, it may request permission to make changes to your hard drive
- ▶ Click **YES**

Yes

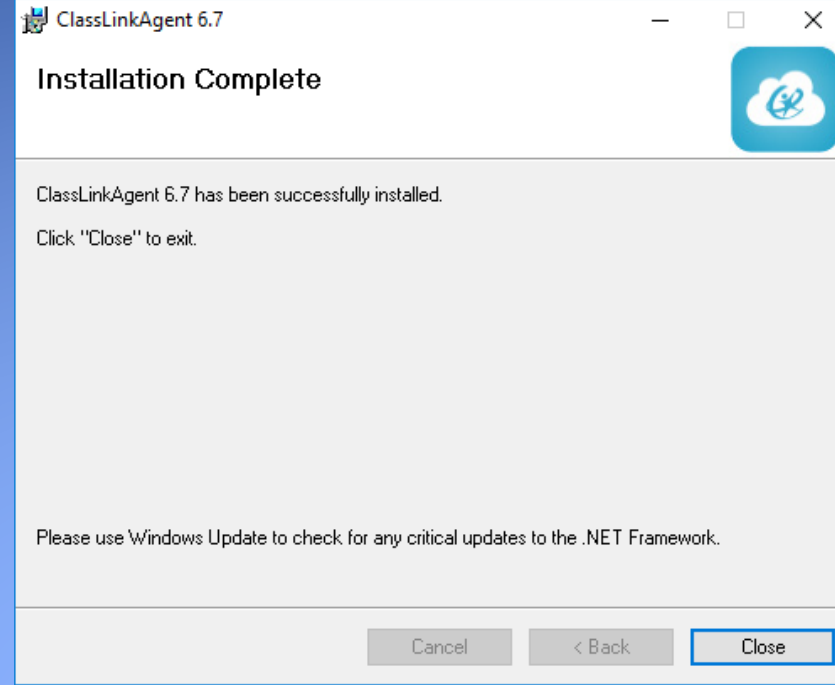


T4b: ClassLink Agent – Non-LS computers

Steps to install ClassLink agent

Step 4

- Once installed, return to the Download Agent window, then click '**Verify Agent Installed**'



 Download Agent

After installing the agent, click the link below to see if the agent is installed

[Verify Agent Installed](#)

T4b: ClassLink Agent – Non-LS computers

Steps to install ClassLink agent

Step 4

- ▶ You will receive one of 2 possible results

- ▶ **Agent not installed**

✘ Agent not installed

- ▶ **Agent installed**

✔ Agent installed

T4b: ClassLink Agent – Non-LS computers

Steps to install ClassLink agent

Step 5

- ▶ If not installed correctly, repeat the previous steps
- ▶ If the agent is installed correctly Click close.
- ▶ The My Files module will have a GREEN circle

✗ Agent not installed

✓ Agent installed

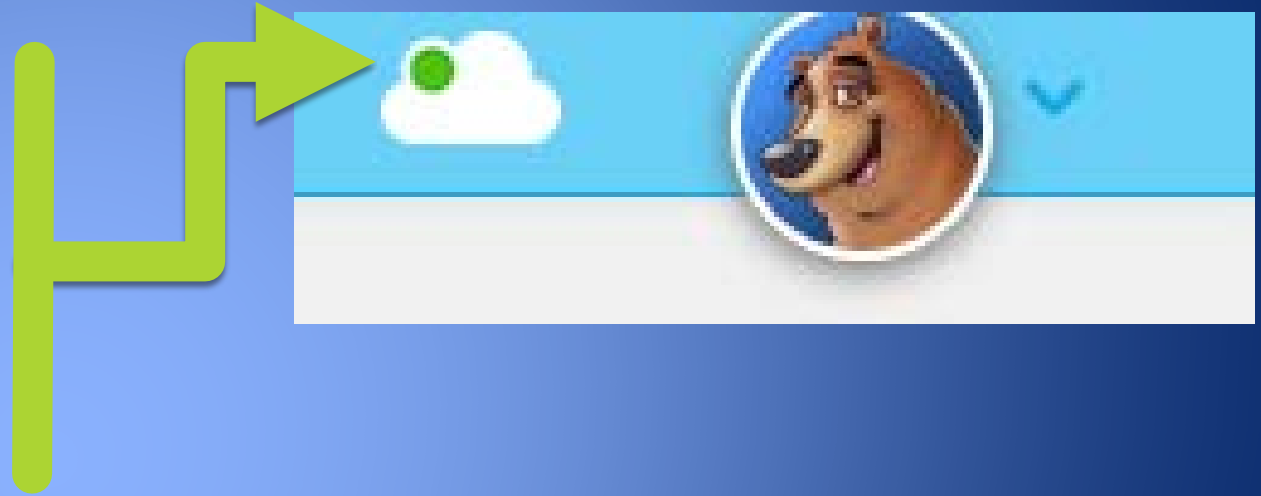


T4b: ClassLink Agent – Non-LS computers

Important!

Different circle colors have different meanings.

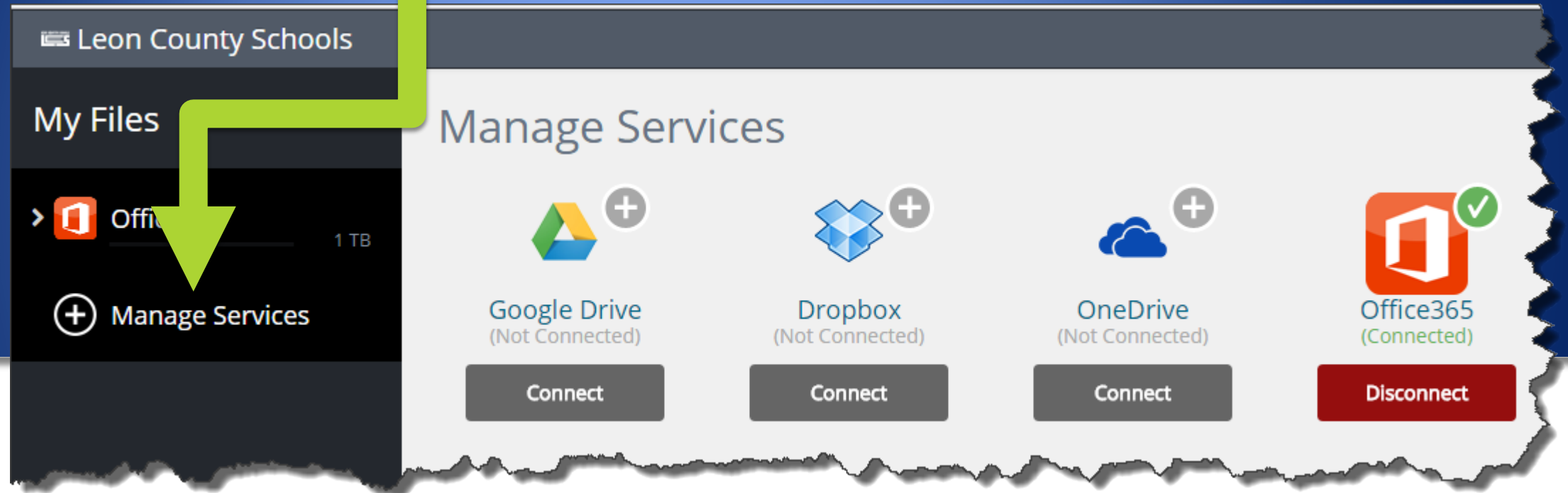
- ▶ **Grey:** Agent not installed yet.
- ▶ **Yellow:** Agent update available.
- ▶ **Red:** Agent update required.
- ▶ **Green:** Agent installed.



T4b: ClassLink Agent – Non-LS computers

Great!

Now that the agent is installed, go connect all your services!

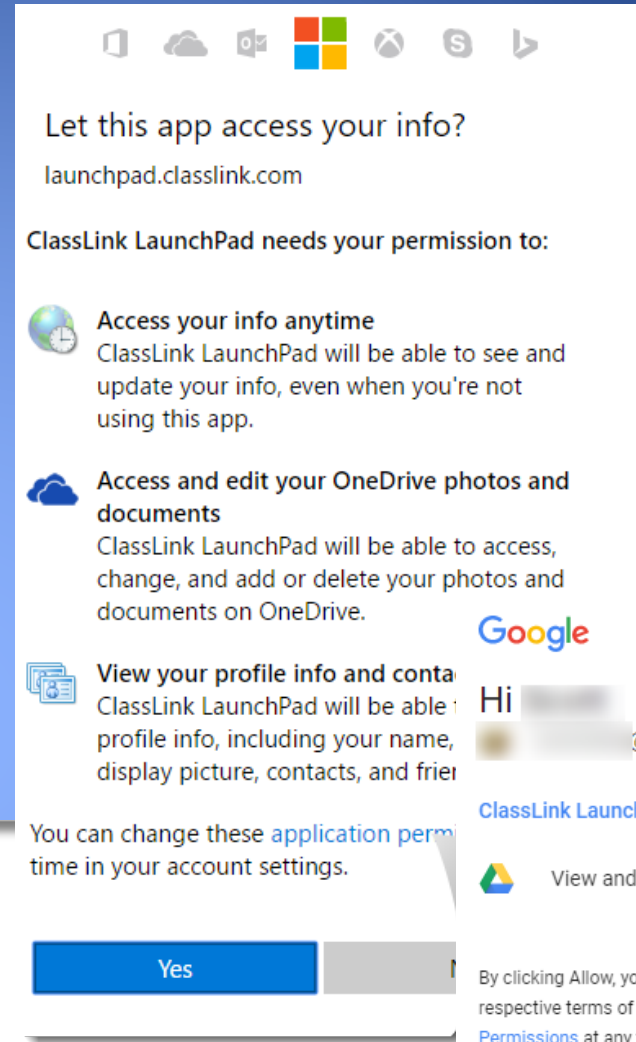


T4b: ClassLink Agent – Non-LS computers

Important Note:

Services will require that you allow the web based service Launchpad.classlink.com to have specific permissions to access things such as:


- ▶ Info
- ▶ Photos and Documents
- ▶ Profile and contact



Google

Hi [redacted]@gmail.com

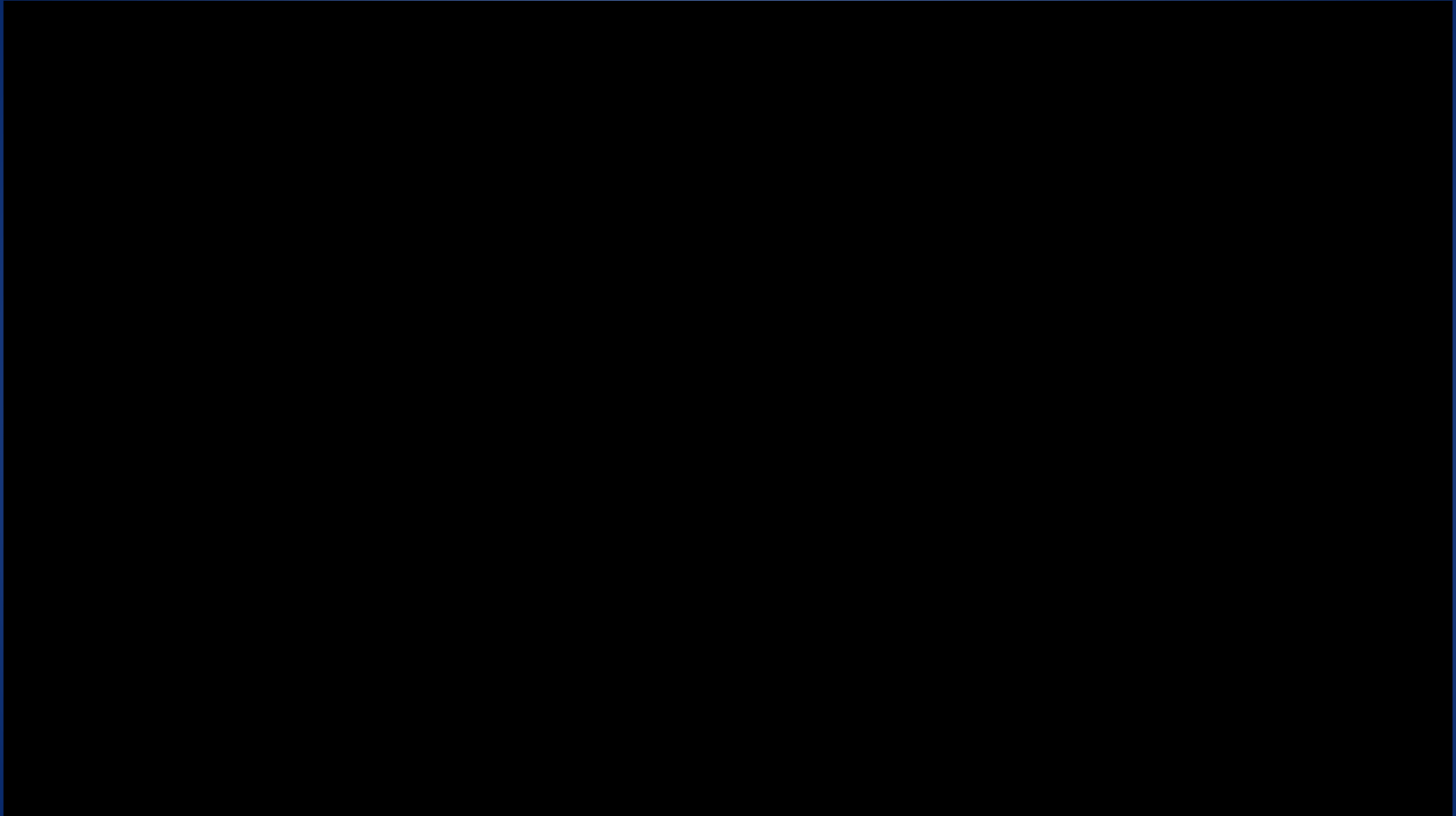
ClassLink LaunchPad would like to

 View and manage the files in your Google Drive

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Permissions](#) at any time.

DENY

T4b: ClassLink Agent – Non-LCS Computers



T4b: ClassLink Agent – Non-LS computers

ClassLink Extension Installation Instructions

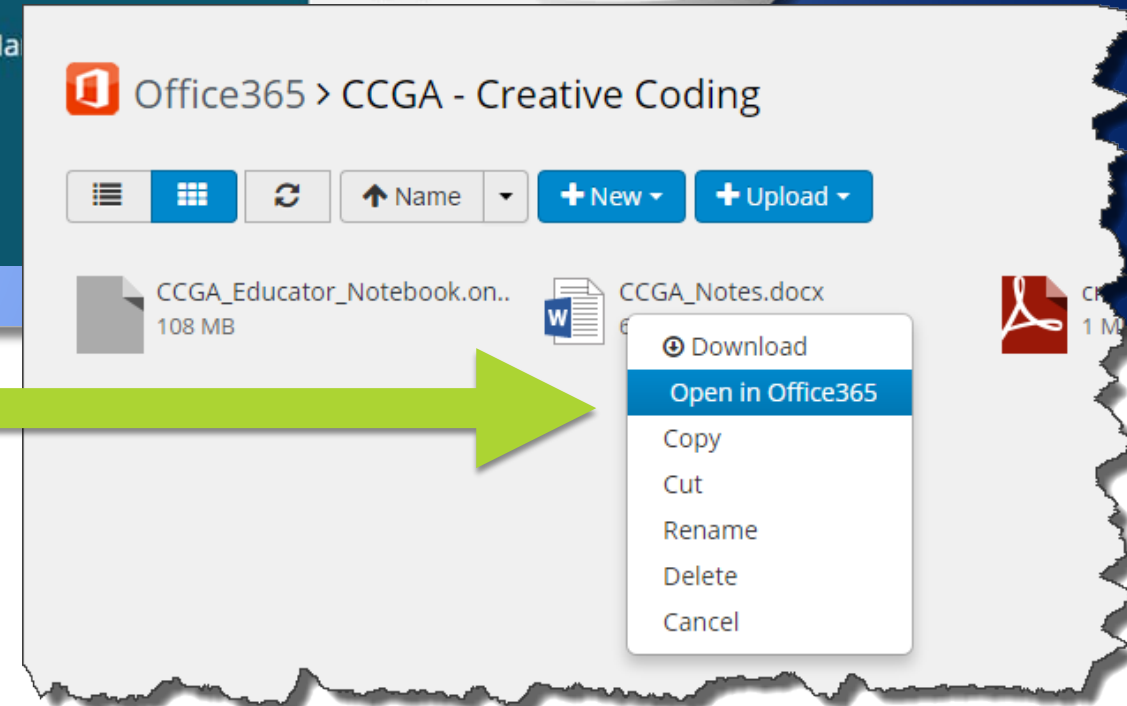
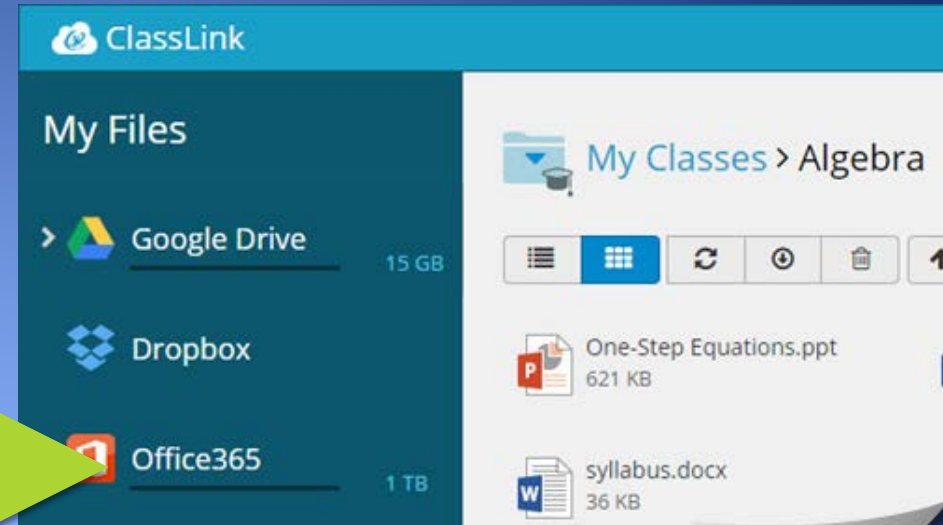
- ▶ **Chrome** - https://classlink.com/docs/documents/ClassLink_Chrome_Extension_Install.doc
- ▶ **Firefox** - https://classlink.com/docs/documents/ClassLink_Firefox_Extension_Install.doc
- ▶ **Internet Explorer** - https://classlink.com/docs/documents/ClassLink_IE_Extension_PC_Install.doc
- ▶ **Safari** - https://classlink.com/docs/documents/ClassLink_Safari_Extension_Install.doc

ClassLink Agent Installation Instructions

- ▶ **PC** - https://classlink.com/docs/documents/ClassLink_Agent_PC_Install.doc

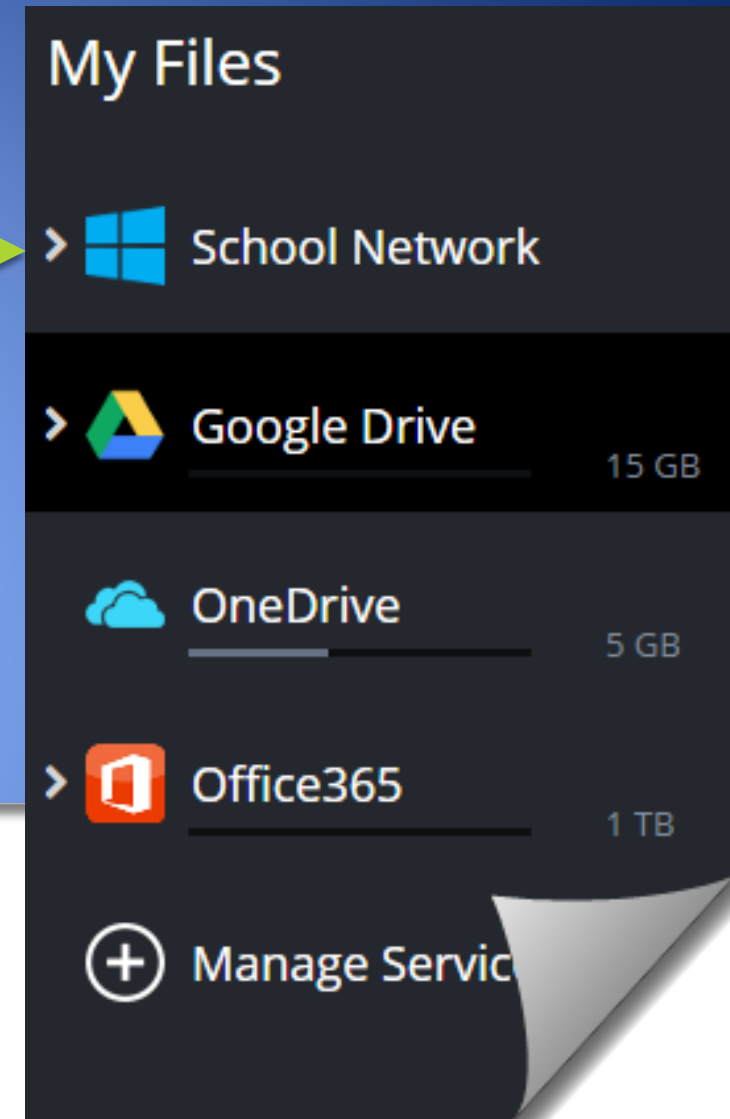
T4c: Opening Network / Cloud service files

- ▶ After connecting your Office365 (or any other available services), under **My Files** you will be able to access any of the files within those separate services in the left bar
- ▶ Files within Office365 are your WORK OneDrive files.
- ▶ These can be easily opened by right clicking on them and opening in Office 365



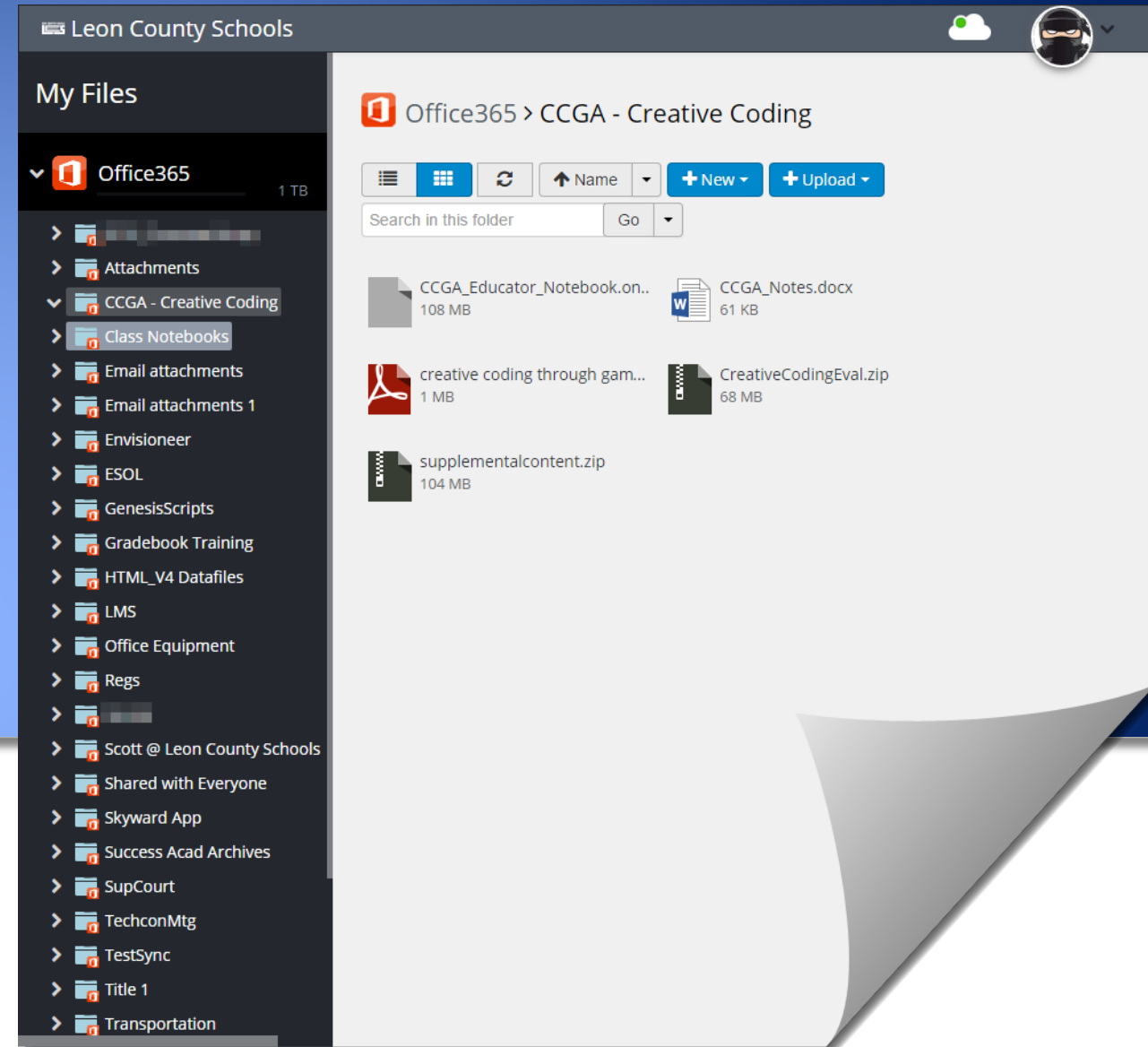
T4c: Working with Network / Cloud service files

- ▶ Unlike the other connected services, the School Network drive is not a service you configure yourself.
- ▶ If you have local network file storage on a school based server set up for your AD account (*Commonly known as your **U:** drive*), it will automatically attach your school network folder to show with your other services.
- ▶ You can work with your school files and edit them within O365 without needing to use VPN to access the school network



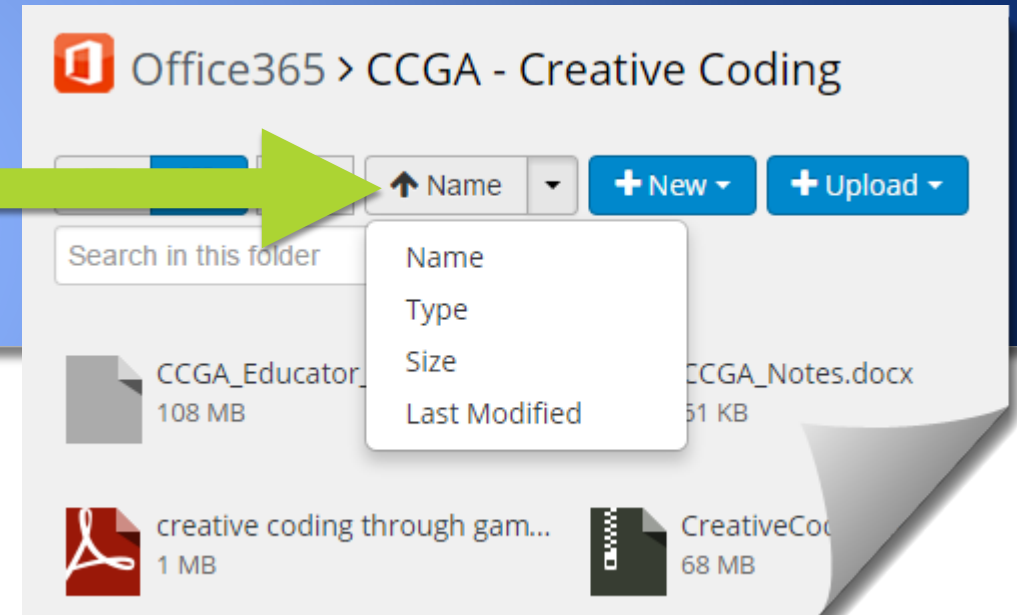
T4c: Working with Network / Cloud service files

- ▶ Files within Office 365 are able to be easily opened and edited directly from ClassLink.
- ▶ These files are also able to be easily copied from one service to another the same way you move files from one folder to another within your local computer



T4c: Working with Network / Cloud service files

- ▶ Files are able to be easily viewed by list or grid view
- ▶ You can sort the files by
 - ▶ Name
 - ▶ Type
 - ▶ Size
 - ▶ Last modified date

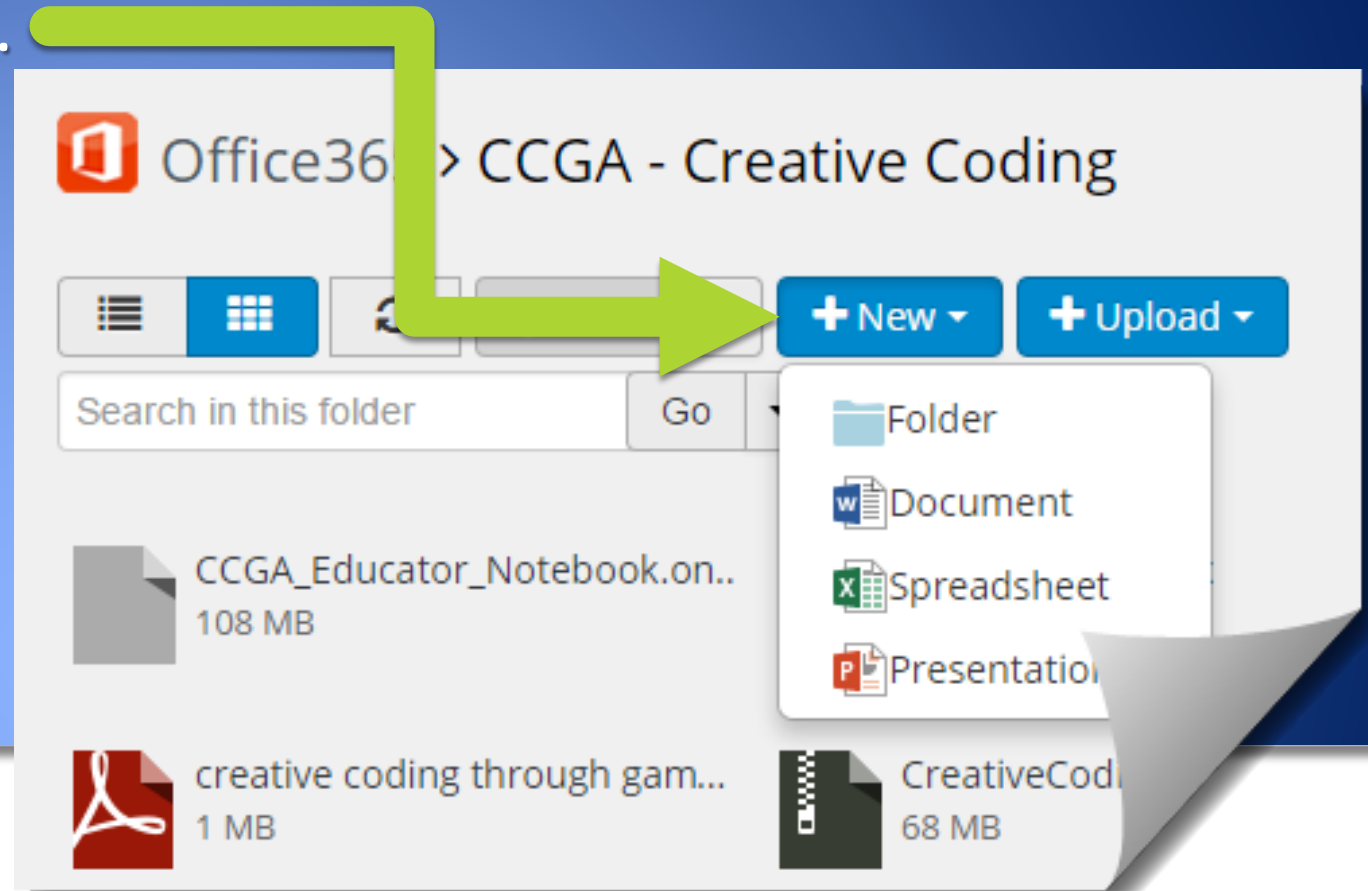


T4c: Working with Network / Cloud service files

- ▶ New files or folders can be created using the **+New** button.

You can make

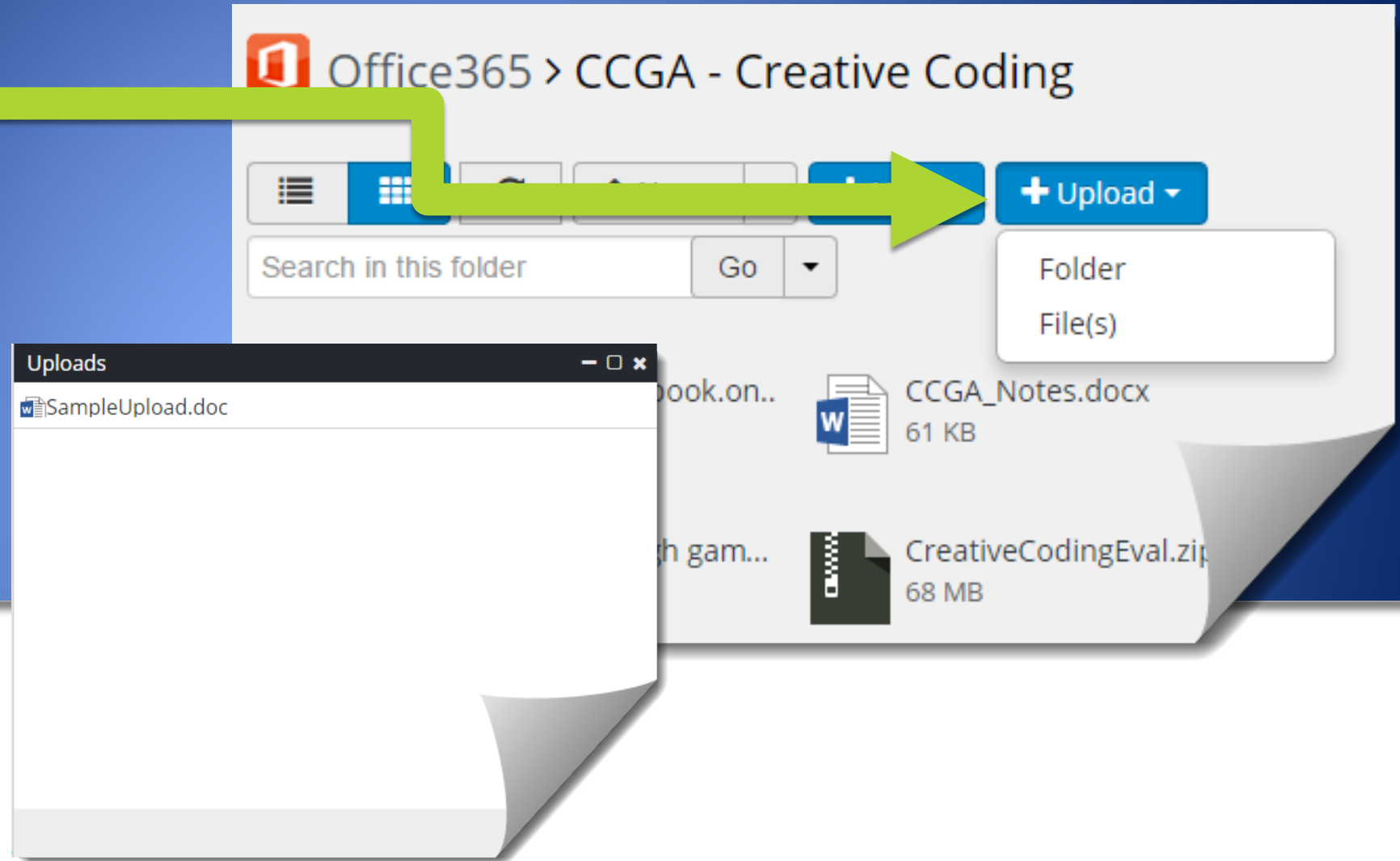
- ▶ Documents
- ▶ Spreadsheets
- ▶ Presentations
- ▶ Folders



T4c: Working with Network / Cloud service files

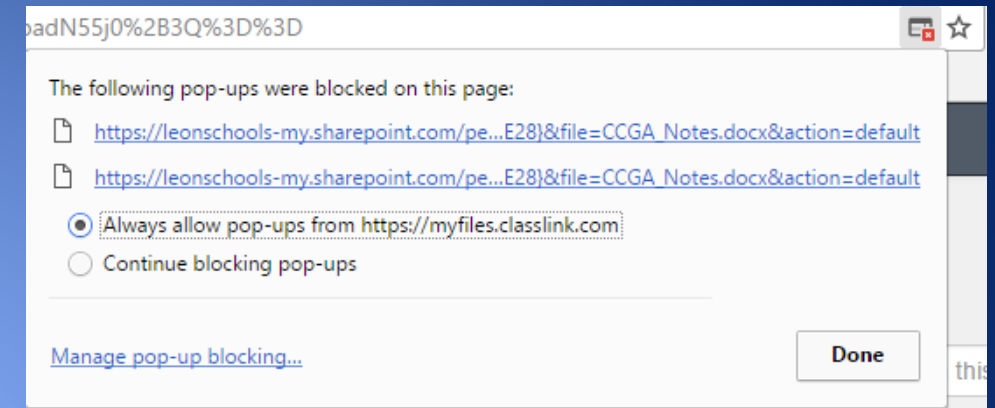
► Uploads can be done by

- File(s)
or
- Folders

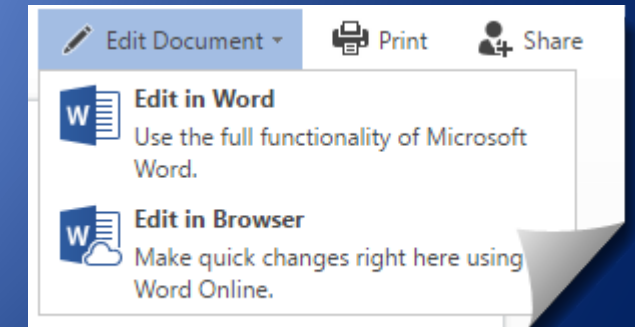
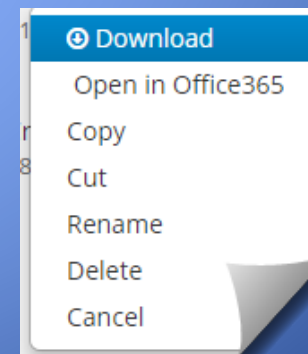


T4d: Editing and Saving Files in O365

- ▶ Browse to any file that you want to open
- ▶ When you click on the file, the following things may happen:
 - ▶ Office files - Click the files and they will be opened in office online automatically*.
 - ▶ Any File - If you would like to open the file locally on your computer you can either right click and select “**Download it**”, or
 - ▶ Within O365 OneDrive - You can right click the document and choose the “**Edit in**” option and choose the application.



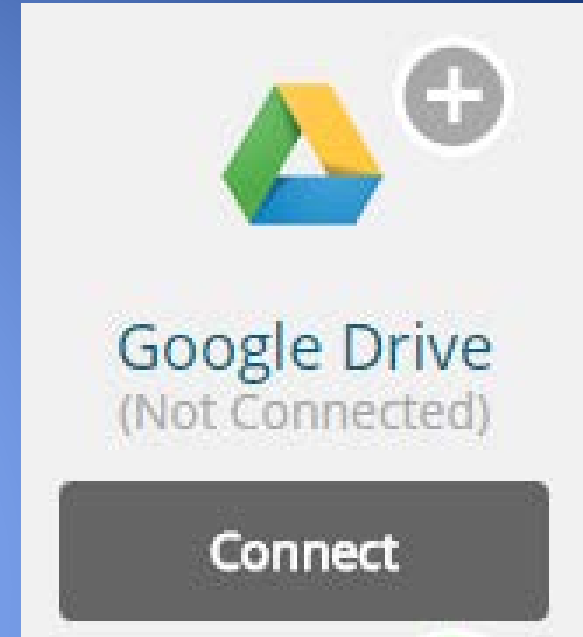
Since this file is originating from the Internet, your pop-up blocker may prevent it from opening properly until you allow the pop-up. You should choose “always allow pop-ups from <https://myfiles.classlink.com>”** to prevent having to allow this everytime.*



T4d: Editing and Saving Files in O365

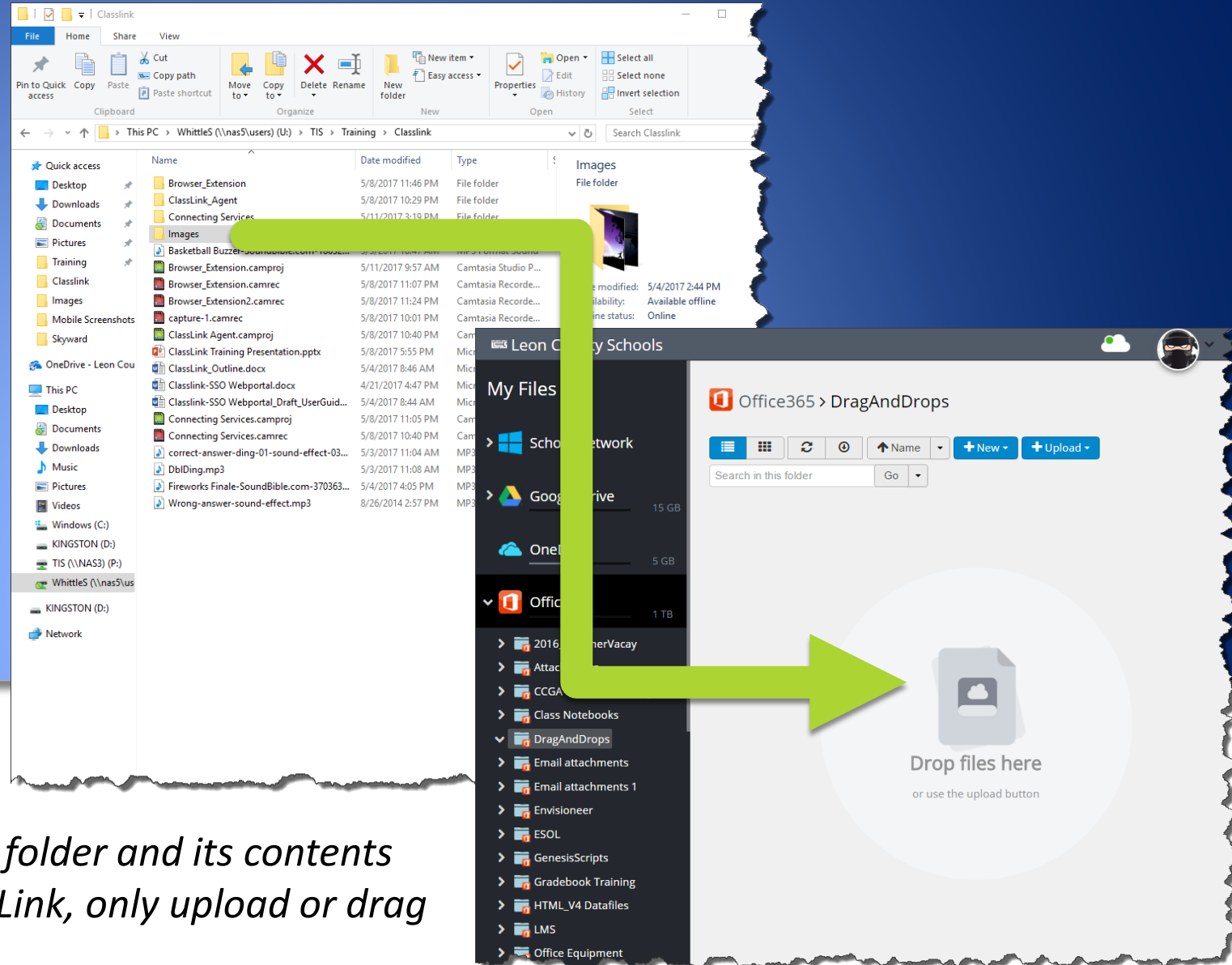
Google Drive

- ▶ Documents being opened from your Google Drive will be opened using Google since that is the original location.
- ▶ 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.



T4d: Copying between services

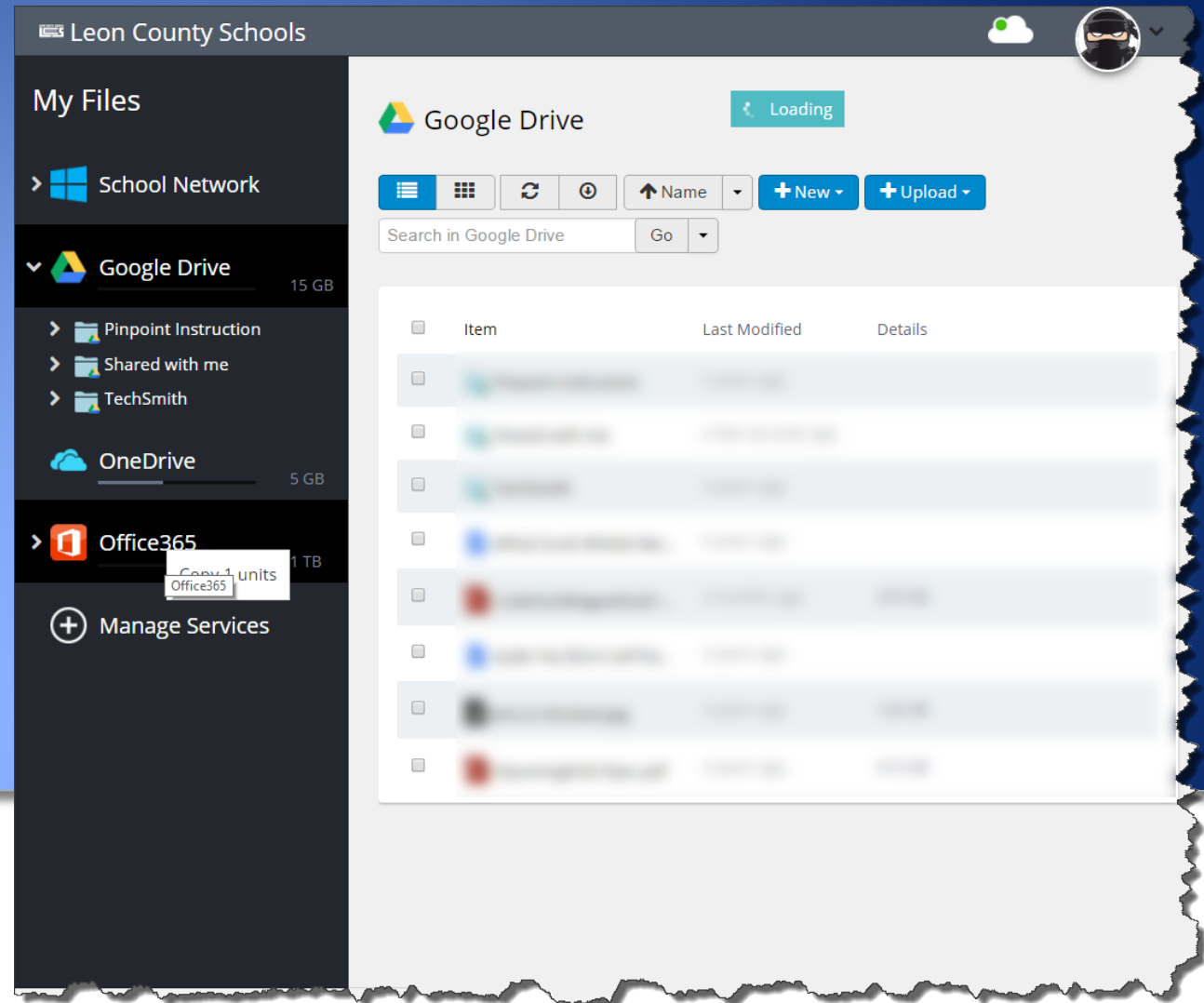
- ▶ To copy between services, you can simply drag and drop any individual file*
- ▶ To move a folder, either drag and drop a folder from a window open on the local computer or use the upload button



**You can not drag and drop a folder and its contents between services within ClassLink, only upload or drag from within a local window.*

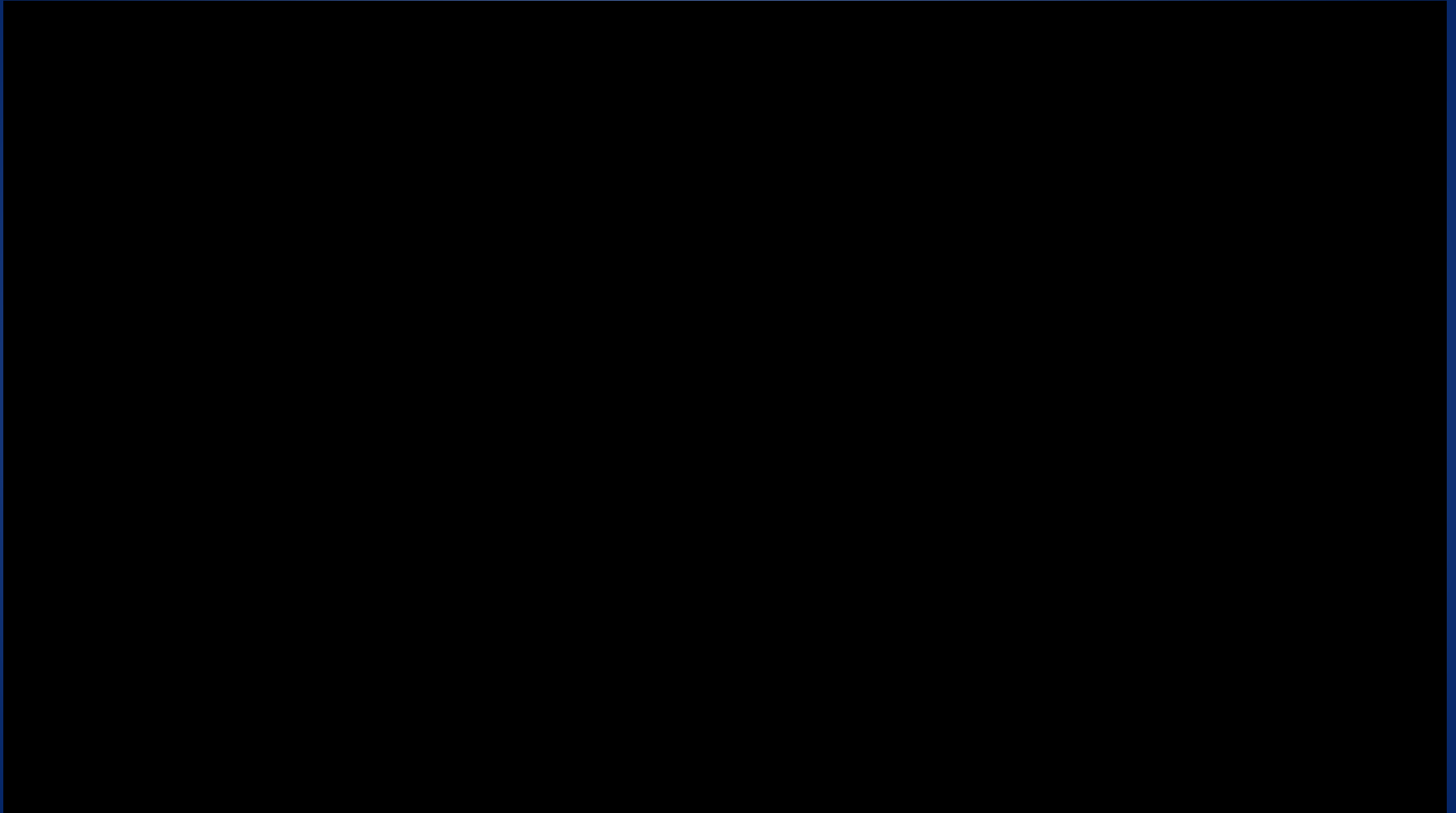
T4d: Copying between services

- ▶ Dragging and dropping to a subfolder is as simple as dropping a file on the folder
- ▶ If you want the files dropped into the “**Home**” or Root folder, make sure to let the screen refresh and then drop it into the window to the right side.*



**See video on next slide for dropping files*

T4d: Copying files between ClassLink Services





Apps

► Connecting Services

- - Click **My Files** – Can Connect network School Network (U://) - Google Drive - Dropbox – Personal OneDrive - or LCS O365 OneDrive

► ClassLink Agent

- - Agent is used to allow sign in functionality for services such as Dropbox and some others

► Opening Network Files

- - If you have a U:// drive in AD, this is where you can access your files without using VPN





Apps

- ▶ **Editing and Saving files in O365**
 - ▶ – Office files can be either downloaded or opened in O365
- ▶ **Copying files between services**
 - ▶ – Drag single file from one service folder to another service folder – Remember Root location must be dropped in left pane. Can't copy whole folder between services - must upload folders





Topic 5: My Classes

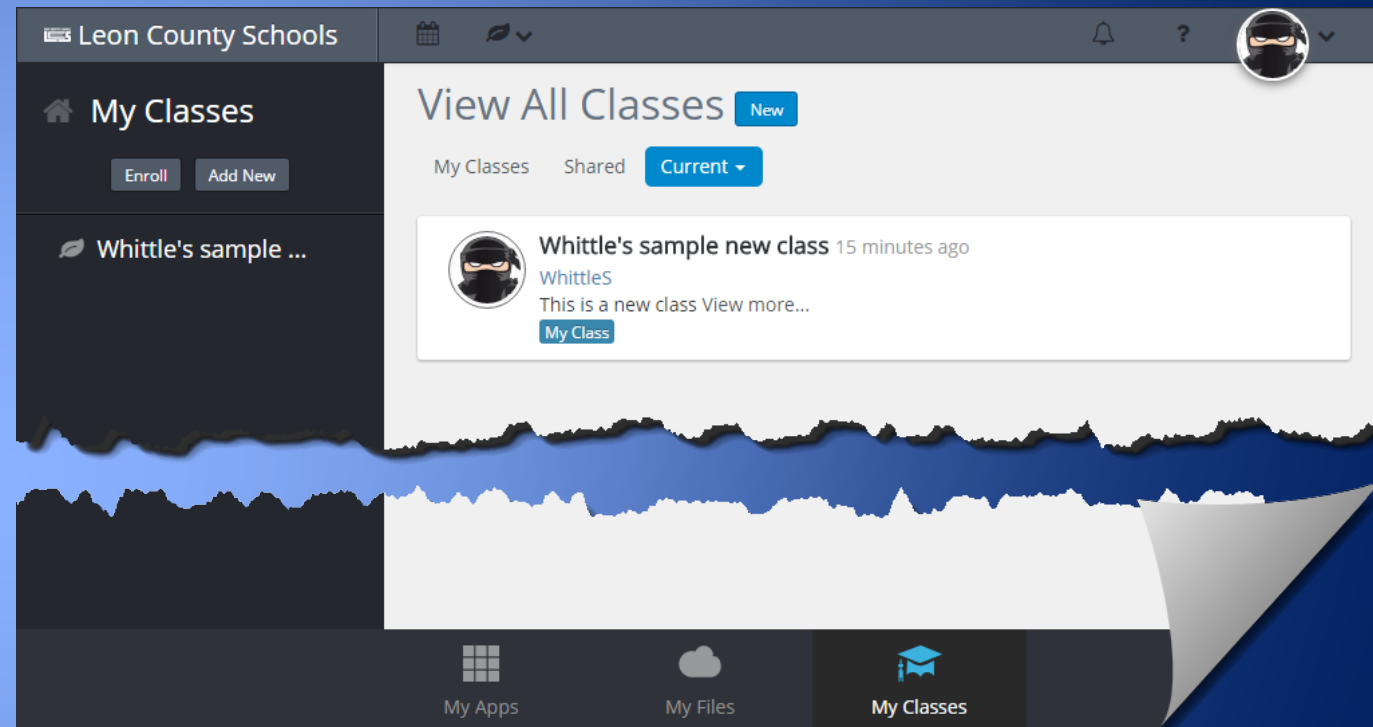
- ▶ **Class Link Sign-in**
- ▶ **My Profile**
- ▶ **Apps**
- ▶ **My Files**
- ▶ **My Classes**

Focus Points-

- ▶ **Creating a class**
- ▶ **Settings**
- ▶ **Discussion**
- ▶ **Class Apps**
- ▶ **Notebook (maybe)**
- ▶ **Assignments (maybe)**
- ▶ **Inbox**
- ▶ **Calendar**

T5a: Creating a class

- ▶ My Classes provides a place for teachers to collaborate and deliver instructional resources to students.
- ▶ Click on the 'My Classes' icon on the bottom of the screen
- ▶ You will now be able to see the classes you have already and you have the ability to create new ones.

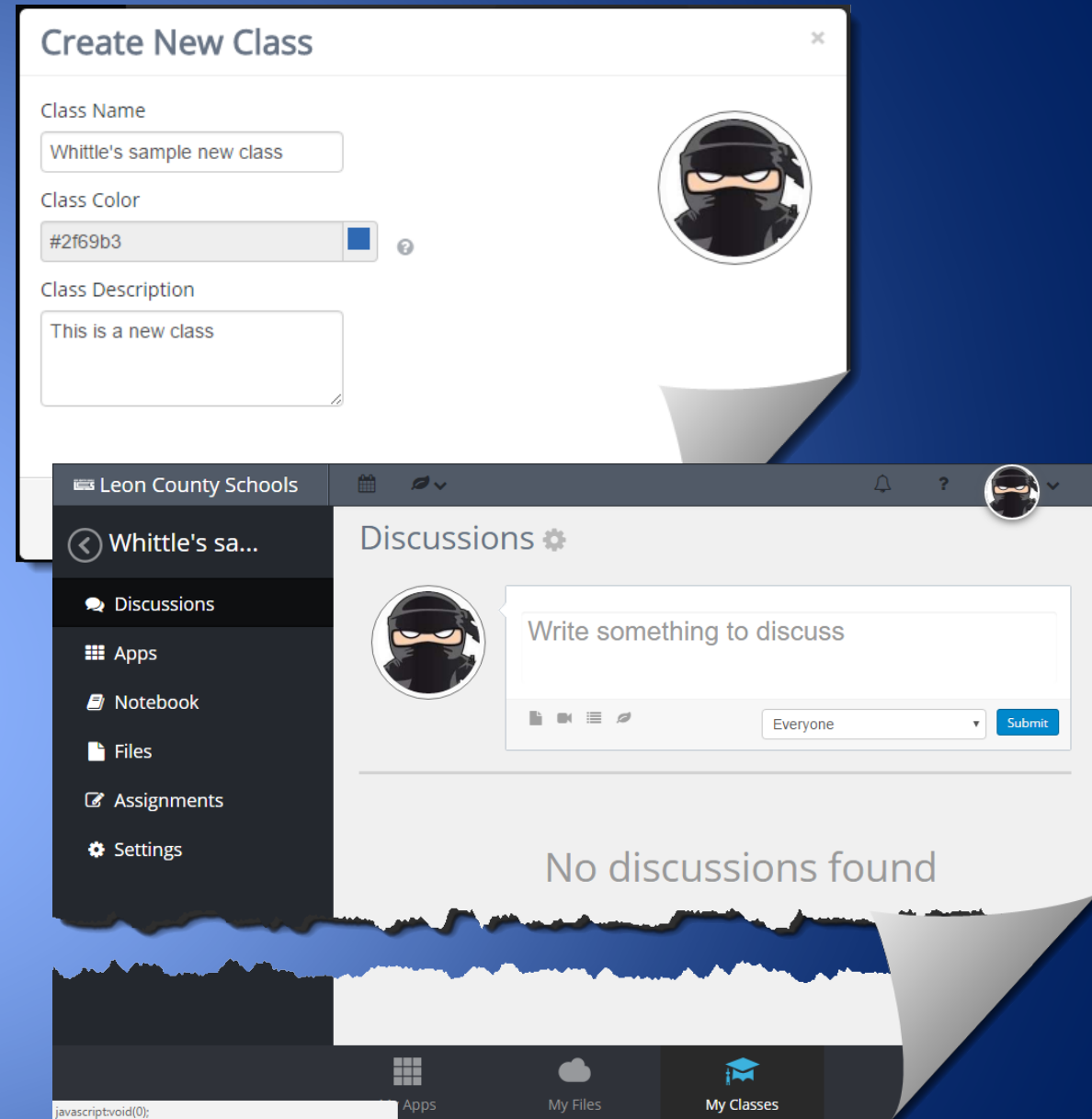


T5a: Creating a class

- ▶ To create a class, click Add New. You will then be prompted for a few pieces of basic information like the Name, Color (*The color option is for how the class will look on the calendar.*) and description.

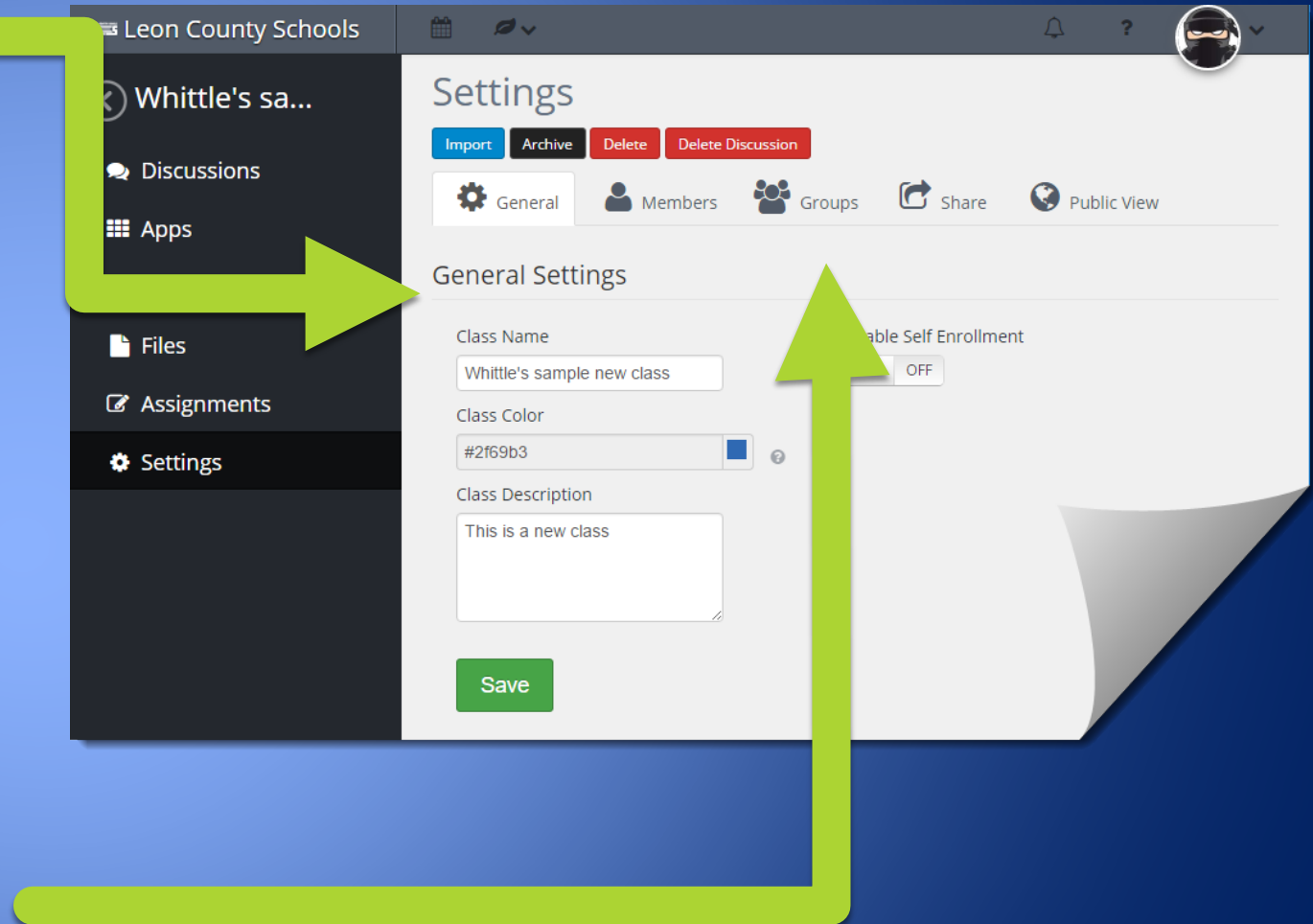
Heads Up! - Make sure to put in a good description because it will be the first thing users see when searching for a class or using the iPad app.

- ▶ After creating the class, you will immediately be redirected to the class and the first module, Discussion.
- ▶ The first thing you will want to do is change your class settings.



T5b: Settings - General

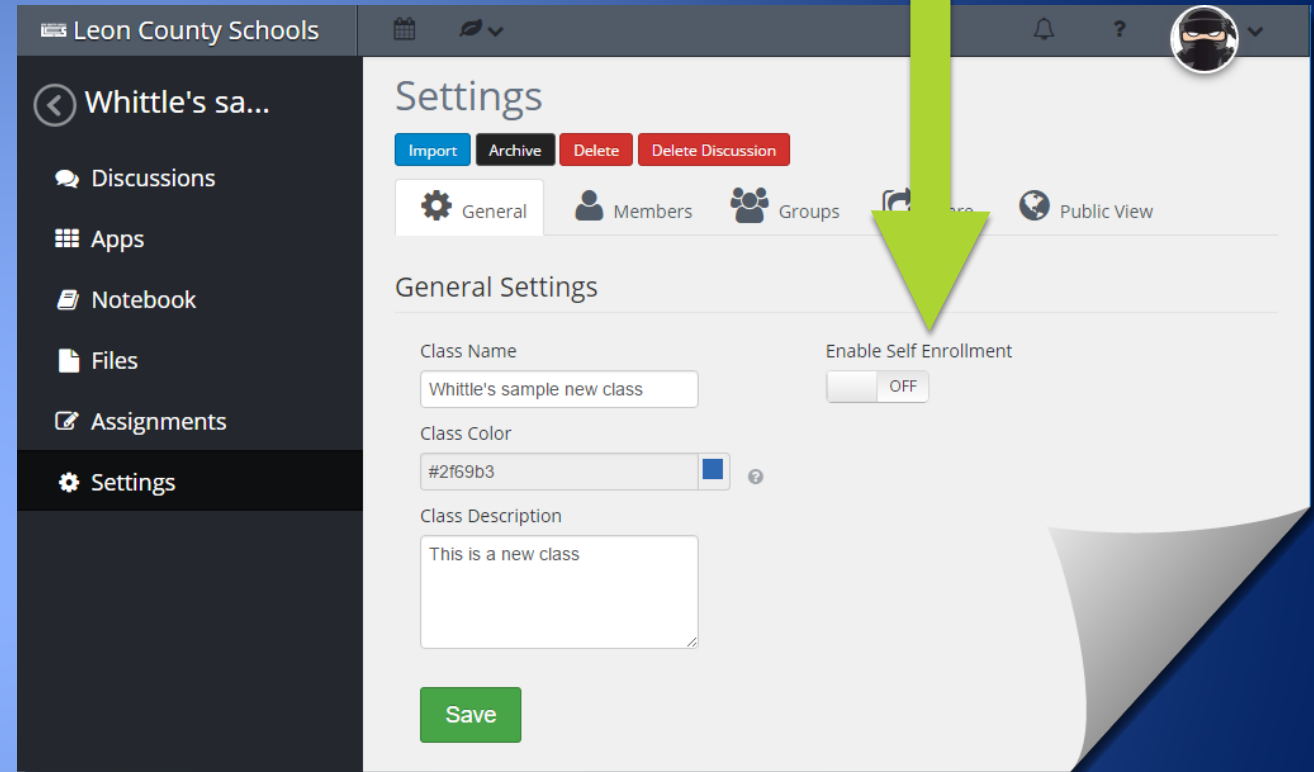
- ▶ Ability to change class name, color and description.
- ▶ Teachers can:
 - ▶ enable self-enrollment,
 - ▶ add students as members,
 - ▶ create student groups,
 - ▶ share the class with other teachers, and
 - ▶ enable the specific areas of My Classes to be public for those outside of the class.



T5b: Settings – Self Enrollment

Enabling Self Enrollment

- ▶ You can allow students to enroll themselves in your class under the **'Settings'** tab.
- ▶ Once in settings, check the **'Enable Self Enrollment'** box.
- ▶ You also have an option of selecting an enrollment password for added security. This will ensure that only the students with the password are able to enroll in your class.



T5b: Settings – Self Enrollment

Enabling Self Enrollment

- ▶ **Password Protect:** You can create your own password. Students select your class from a list and enter the password when prompted.
- ▶ **Enrollment Key:** This opens your class to individuals using ClassLink in schools and districts outside of yours if you provide them with the password.

Enable Self Enrollment

☐ OFF

☒ ON

☐ Enable Password For Enrollment

Password

Tip! Use enrollment keys for inter-district enrollment

Enrollment Key

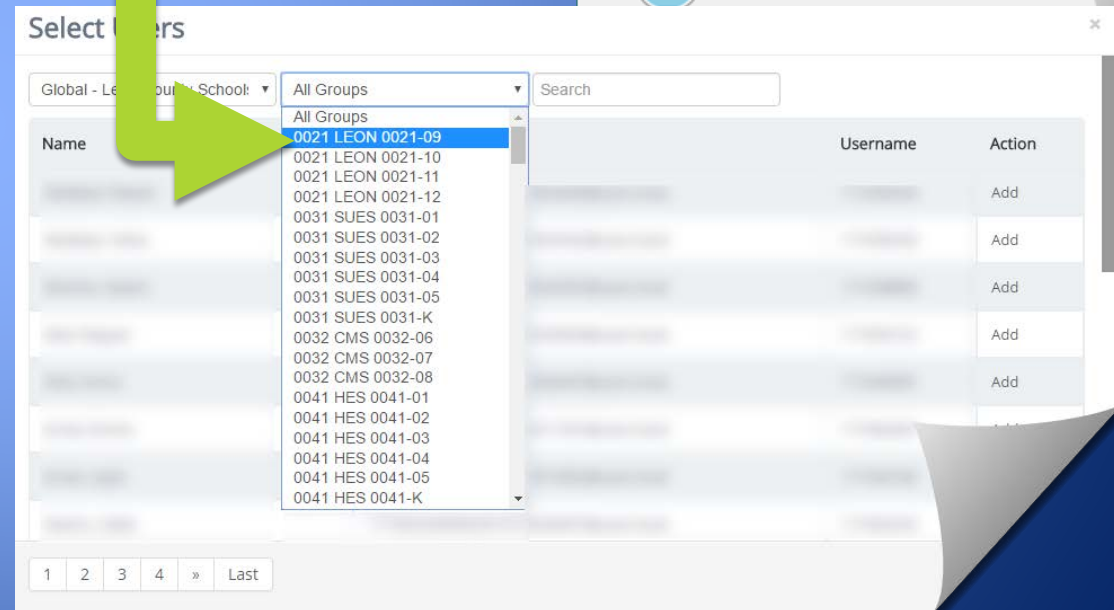
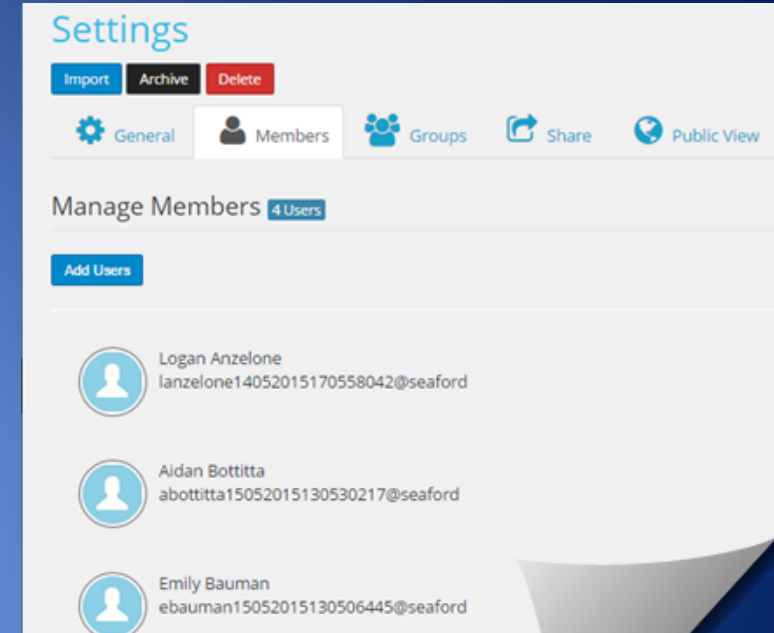
06XVRDYT7N

Generate Enrollment Key

- *Tip One: An enrollment key will override a password if you have both enabled in your class settings.*
- *Tip Two: A password and enrollment key are two different things. You cannot enter a password in the enrollment key search window when enrolling in a class.*

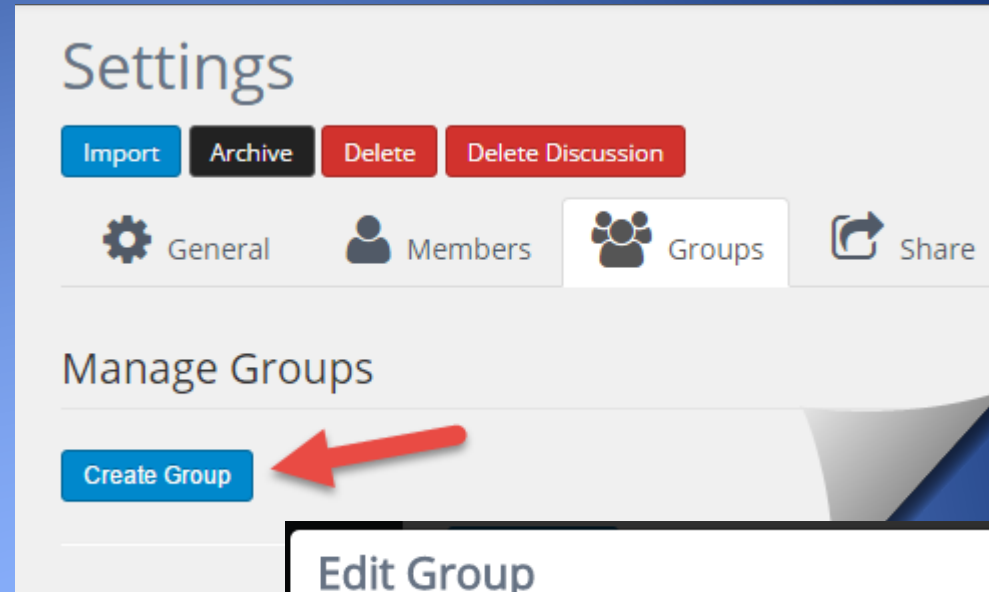
T5b: Settings - Members

- ▶ Members are the STUDENTS you want to add to the class
- ▶ Under the Members tab, you can enroll your students in your class.
Heads Up! – You can filter users by groups – Groups are sorted by School and grade level for ease
- ▶ Simply click **'Add Users'** and search for your students.
- ▶ Click **'Add'** next to each student that needs to be in the class.



T5b: Settings - Groups

- ▶ Under the Group tab, you can create groups for the students in your class.
- ▶ Click **'Create Group'** to make a new group, you will have to enter the name of the group, a color and a description.

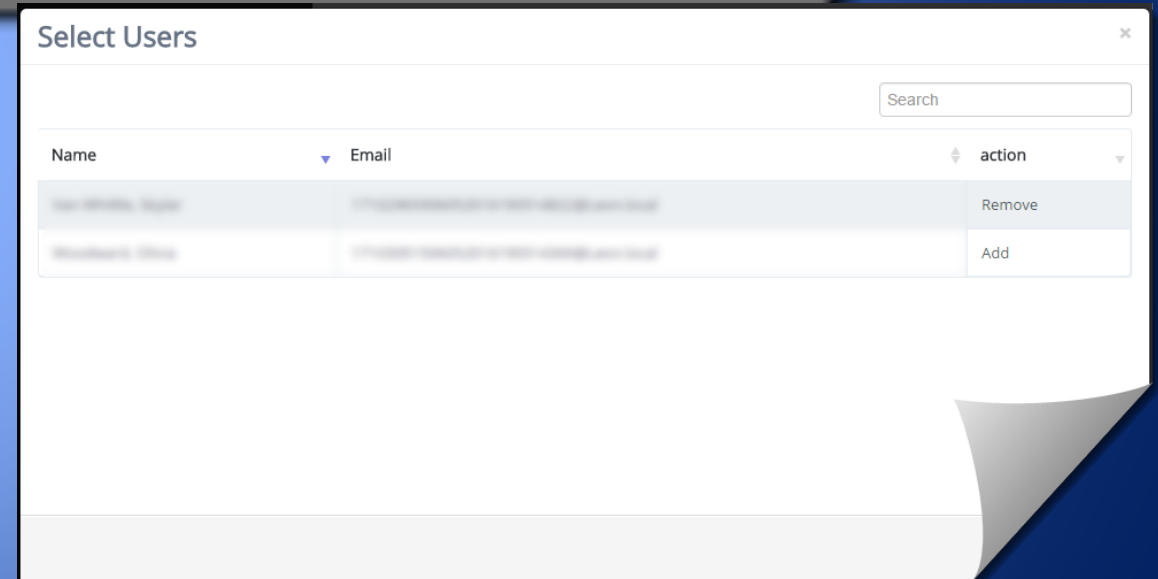
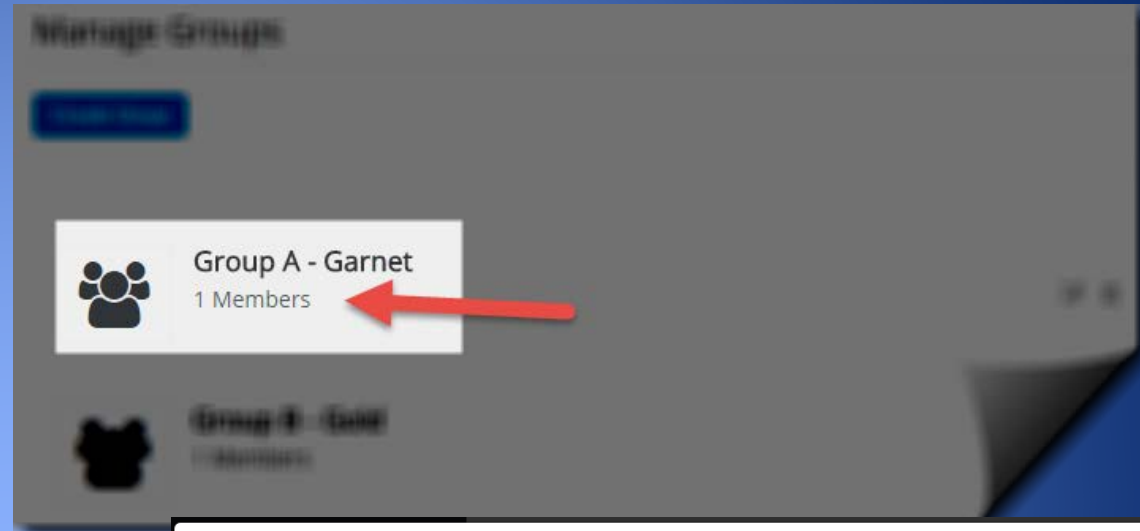
A screenshot of an 'Edit Group' dialog box. It has a title bar with a close button (X). The form contains three fields: 'Name' with the text 'Group A - Garnet', 'Class Subgroup Color' with a color picker showing '#993131' and a red color swatch, and 'Description' with the text 'This is the Description for Groups A'. On the right side of the dialog is a circular profile picture placeholder showing a cartoon character wearing a black mask and hood. At the bottom right, there is a 'Cancel' button.

T5b: Settings - Groups

- ▶ Next, click on the number of members below the name of the group to add members from your class.

Heads Up! – You can only add students you have already added to your class first!!

- ▶ Students can be a part of multiple groups.

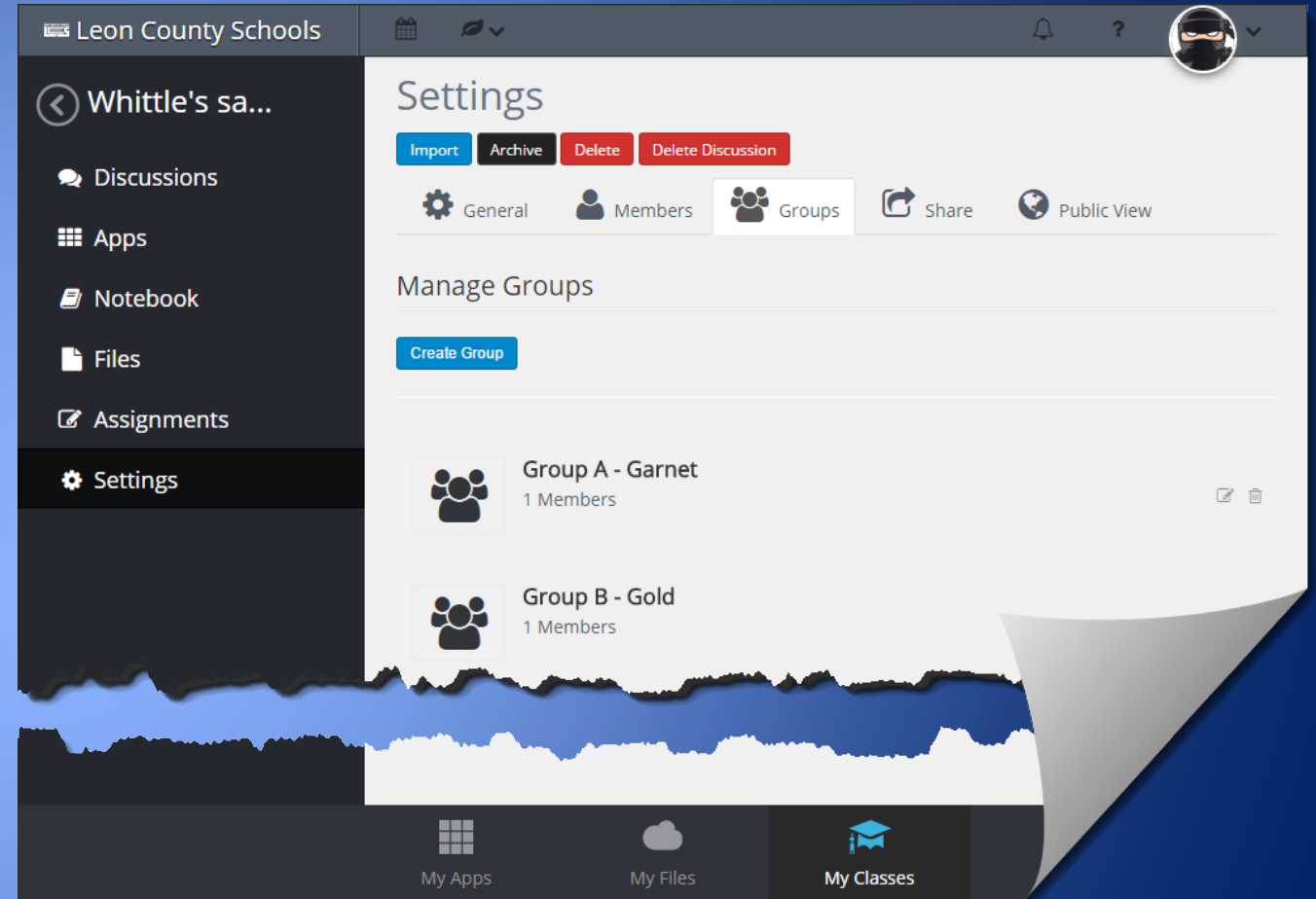


T5b: Settings - Groups

- ▶ Students can be a part of multiple groups.
- ▶ You can edit groups by clicking the notepad next to the group name

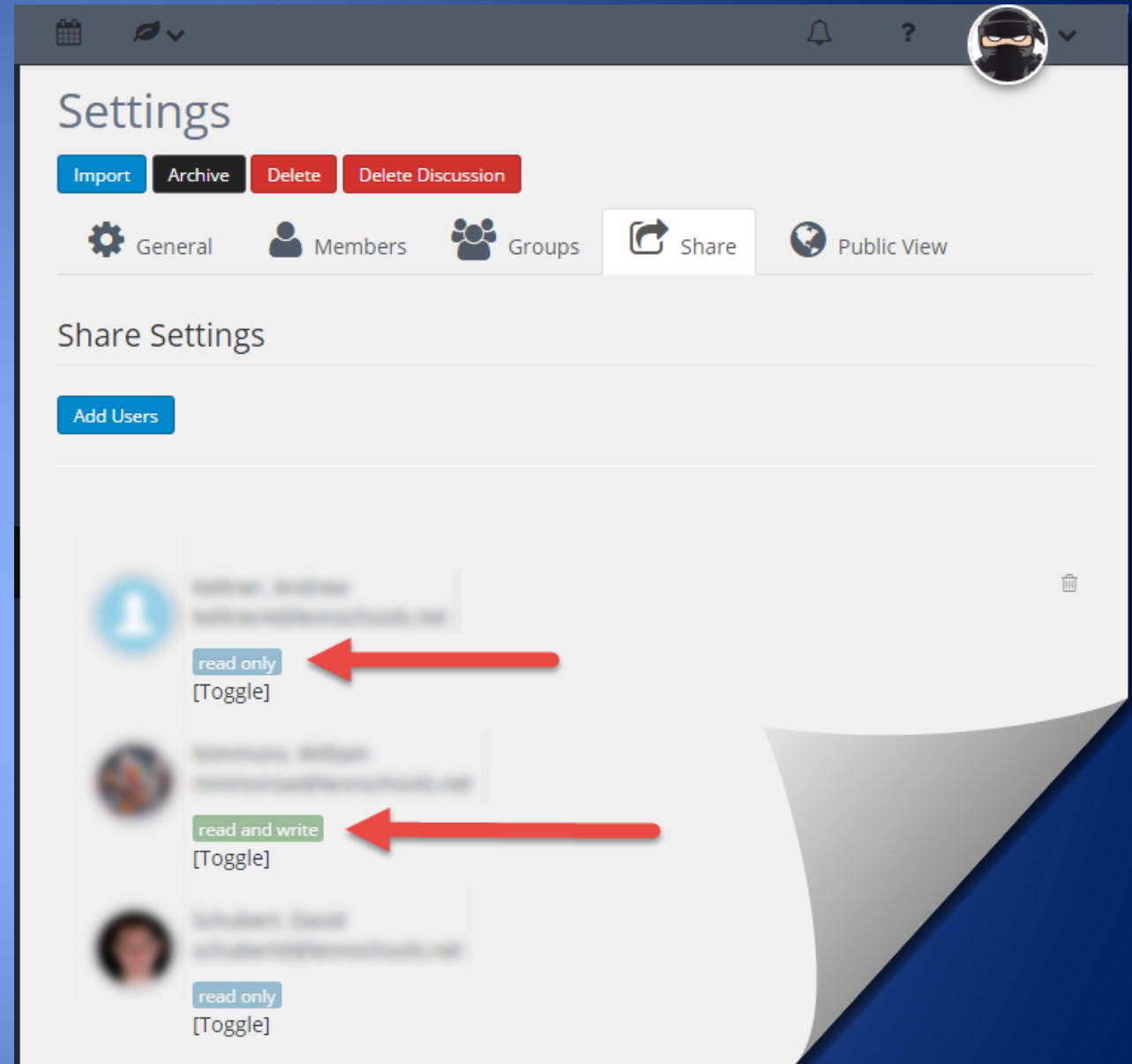
Or

- ▶ you can delete a group by pressing the trashcan



T5b: Settings - Share

- ▶ Under the Share tab, you can share your class with other teachers in your district.
- ▶ This is a great option for co-teachers or classes that have a push in/pull-out.
- ▶ You will both be able to access this class
- ▶ Click **'Add Users'** to add teachers from your district.
- ▶ Once they are added you can toggle between giving them permission
 - ▶ to **read only** what's in the class or
 - ▶ to **read and write**, which means they can read, edit, and add material to the class.
- ▶ You just need to click **'Toggle'** below the user to switch between options.



T5b: Settings – Public View

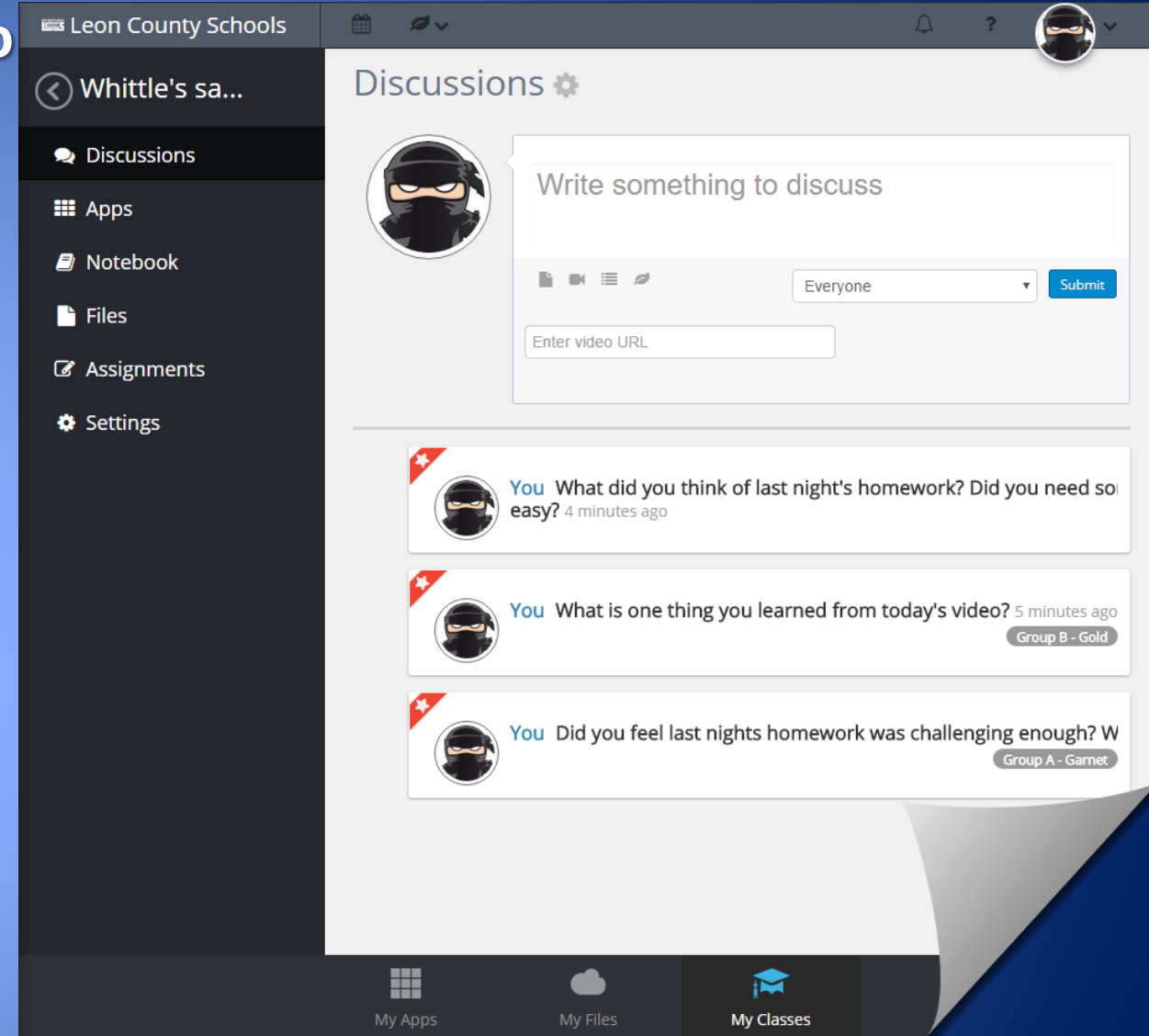
- ▶ The Public View will give you a public URL that you can hand out to parents in order for them to see what is going on in the class.
- ▶ You can turn different sections on and off such as Apps, Notebook, Files, and Assignments.
- ▶ The apps will not be single sign on and the Discussion board will never appear in the public view.

The screenshot shows the 'Settings' page for a ClassLink account, specifically the 'Public View' tab. At the top, there are navigation buttons: 'Import' (blue), 'Archive' (black), 'Delete' (red), and 'Delete Discussion' (red). Below these are tabs for 'General' (gear icon), 'Members' (person icon), 'Groups' (group icon), 'Share' (share icon), and 'Public View' (globe icon). The 'Public View' section displays a 'Public View URL' in a yellow box: <http://classes.classlink.com/775#class/72770>. Below the URL is an 'Enable' toggle switch set to 'ON'. A section titled 'Select the modules you want to make public' contains four toggle switches, all set to 'ON': 'Apps', 'Notebooks', 'Files', and 'Assignments'. At the bottom is a green 'Save' button.

T5c: Discussions

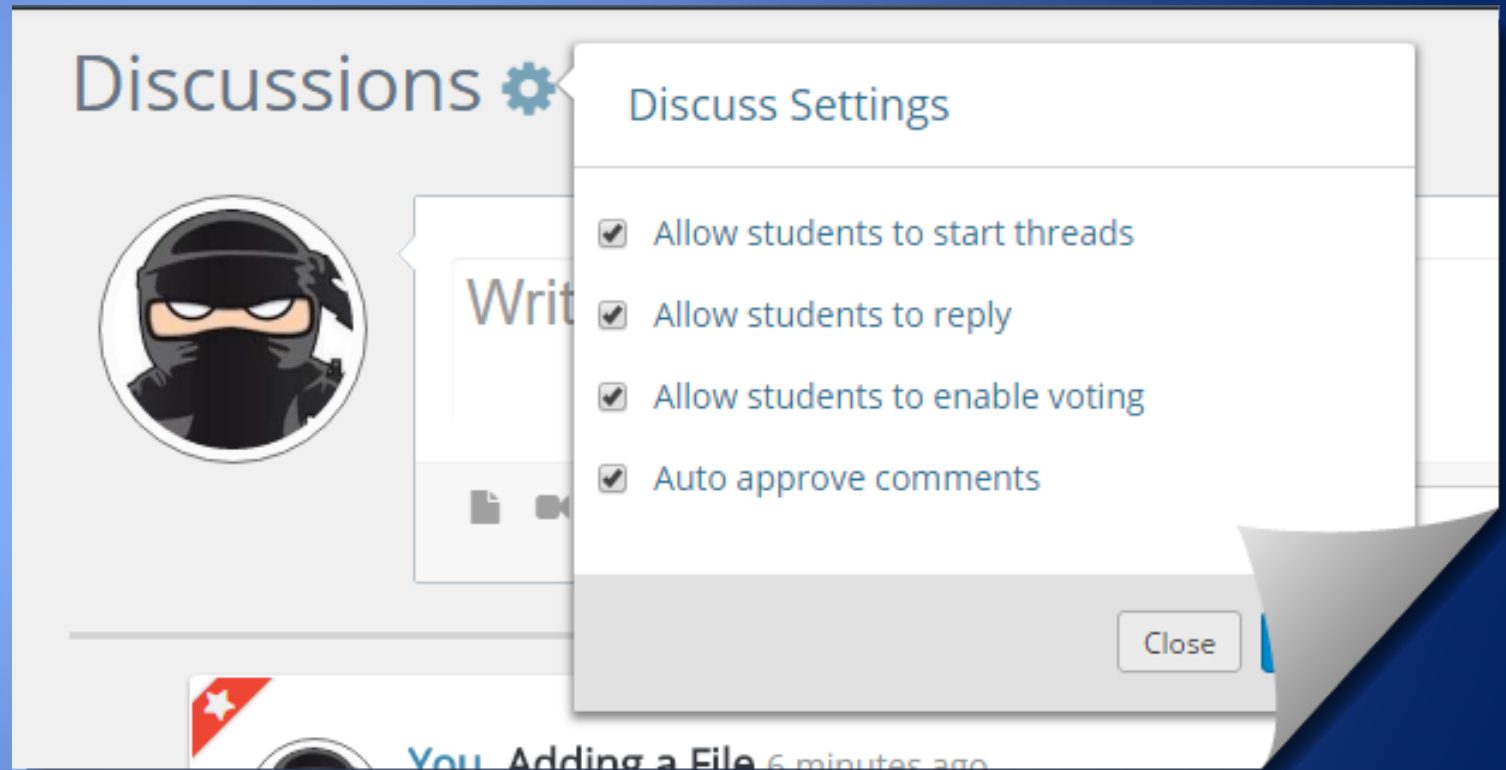
Interactive discussion boards allow you to engage students with questions, polls, attach files and videos. You can do the following:

- ▶ You can choose to send the discussion to the whole class or to specific users or groups.
- ▶ Attach a file
- ▶ Insert a video: Works well with TeacherTube, YouTube, Vimeo. Url is needed
- ▶ Create a poll: True and False or Multiple Choice
- ▶ Attach a page (lessons from notebook)
- ▶ Use an interactive whiteboard



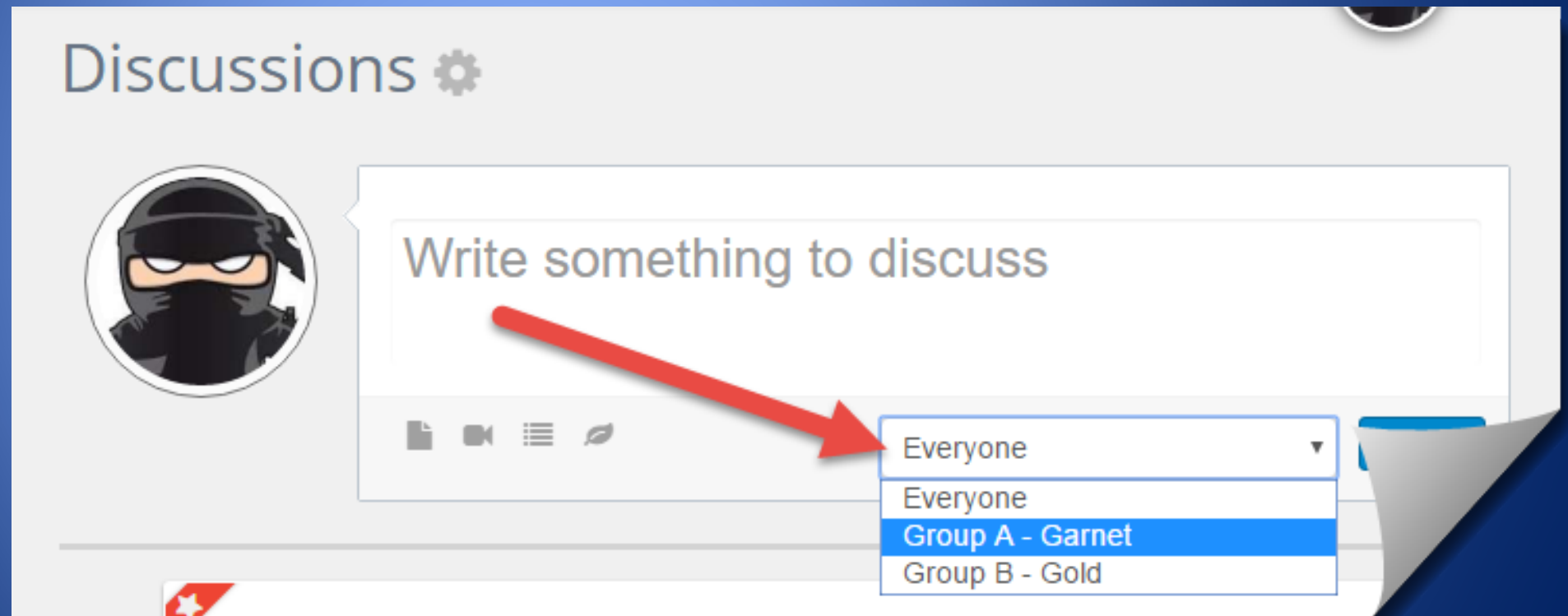
T5c: Discussions - General Settings

- ▶ You can choose to enable or disable any of these features.
- ▶ If you want to be able to approve comments before they are posted be sure to uncheck the last option to 'Auto approve comments'



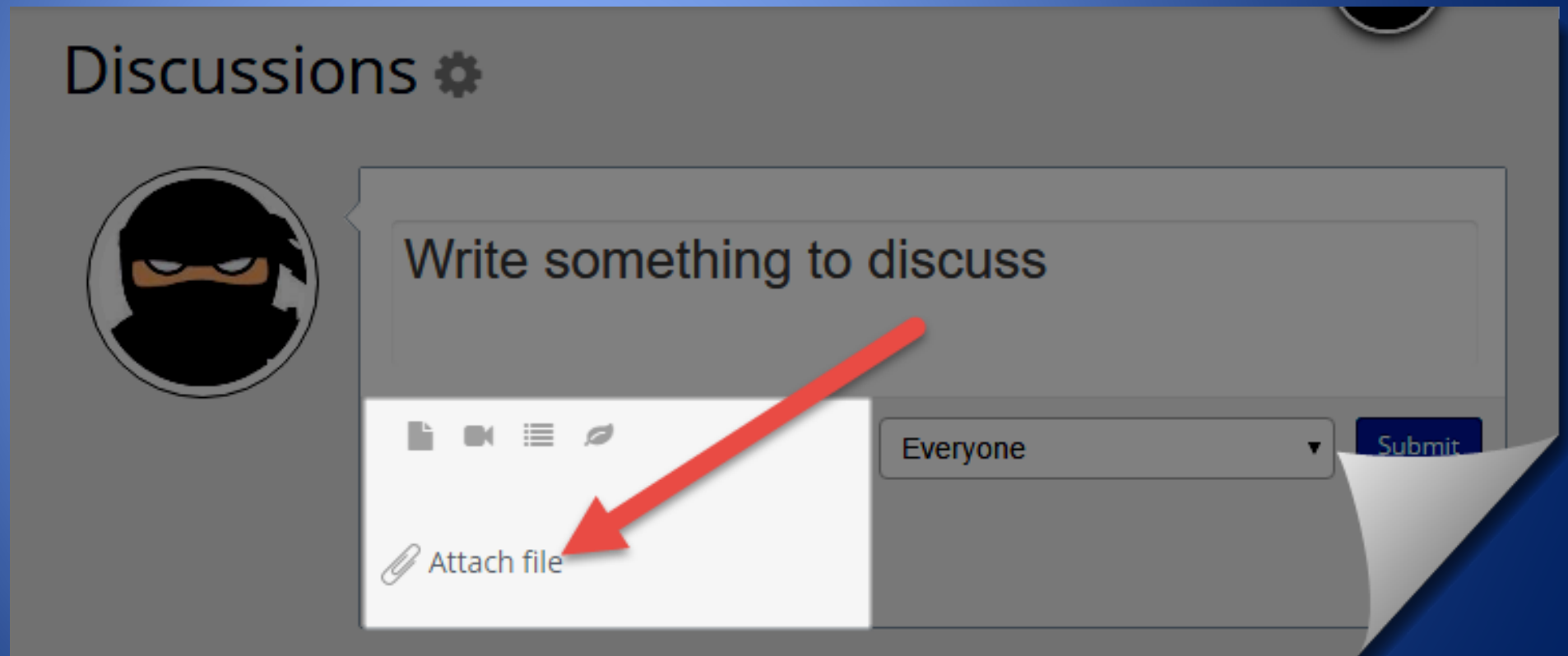
T5c: Discussions – Setting groups

You can choose to set each discussion to the whole class or just to specific users or groups.



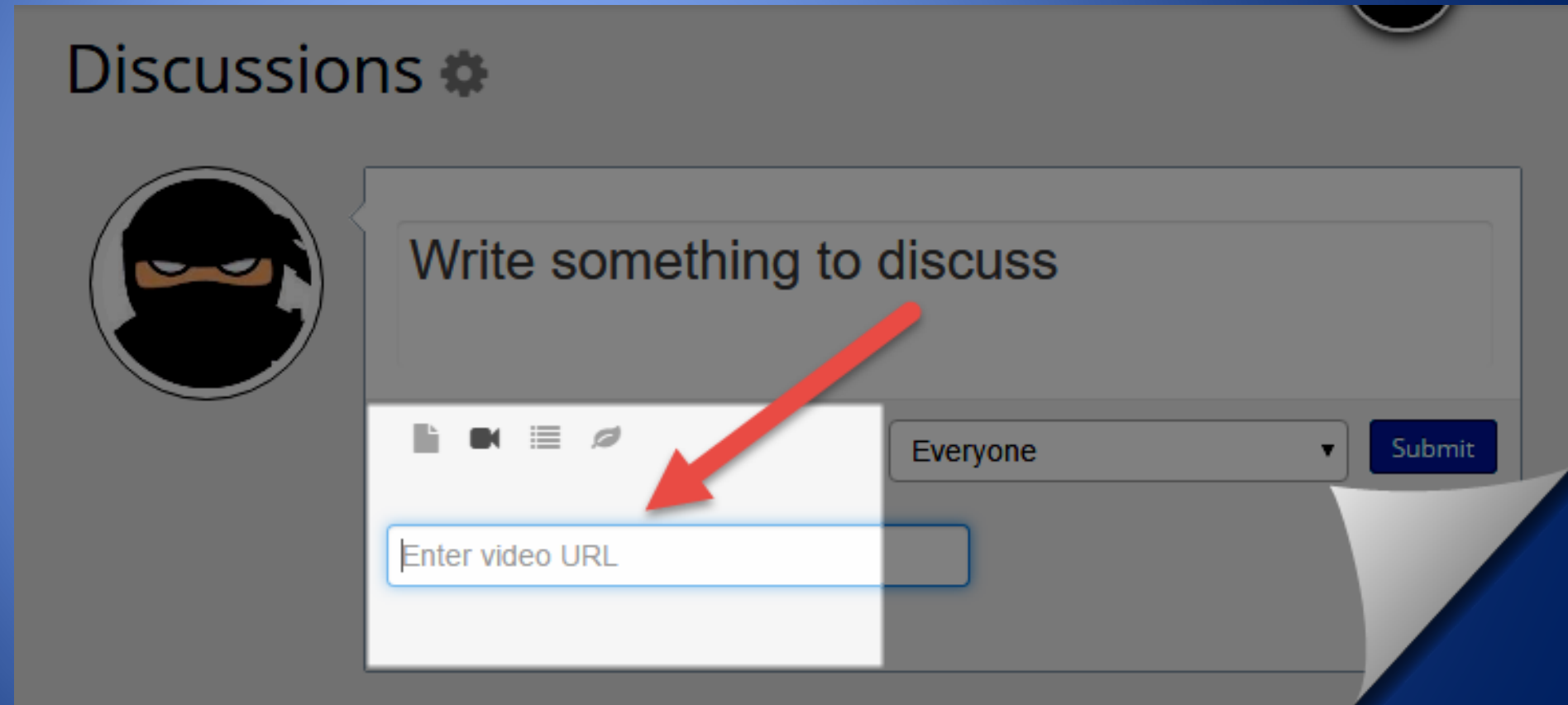
T5c: Discussions – Attaching files

You can choose attach a file



T5c: Discussions – Insert a Video

You can insert a video: Works well with TeacherTube, YouTube, Vimeo. A URL is needed for the video.



T5c: Discussions – Create a Poll

You can create a poll:

► True and False

Or

► Multiple Choice

Add Poll
or import an existing one

Enter your question

Answer options

Heads up You can reorder your answers with the ≡ icon .

≡
Enter answer...

≡
Enter answer...

≡
Enter answer...

Add more answers

☐ Allow multiple answers

☐ Show poll totals after answer

Cancel
Create Poll

T5c: Discussions – Add a Page

Attach a page

- ▶ Pages added originate from your ClassLink Notebook
- ▶ You can either Import an existing page from your Notebook

Or

- ▶ You can create new content on the fly by typing (or copying and pasting) in the editor box

The screenshot shows the 'Add Page' interface. At the top, there is a header 'Add Page' followed by a text input field containing 'or import an existing one' and a green 'Save' button. Below this, there are three main sections: 'Name' with a text input field 'Enter a name', 'Folder' with a dropdown menu showing 'Syllabus', and 'Color' with a text input field showing '#2f69b3'. Below these sections is a large text editor area. A red callout bubble points to the 'or import an existing one' text, containing the text: 'If you already have content created in your Notebook, use the "Import an existing"'. Another red callout bubble points to the text editor area, containing the text: 'If you are making content on the fly, simply add it to the content box here'. The text editor area has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color) and a rich text editor toolbar with icons for bulleted list, numbered list, indent, outdent, link, unlink, image, video, audio, and other media. Below the toolbar are three dropdown menus: 'Styles', 'Format', and 'Font'. The bottom right corner of the interface shows a 'Save' button and a 'Cancel' button.

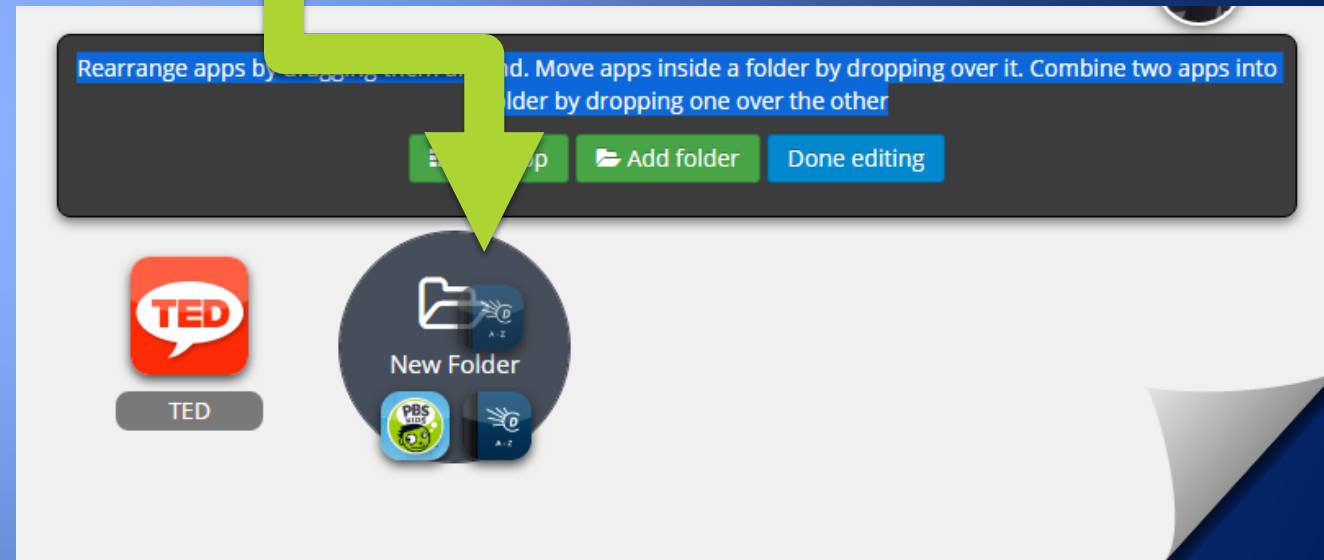
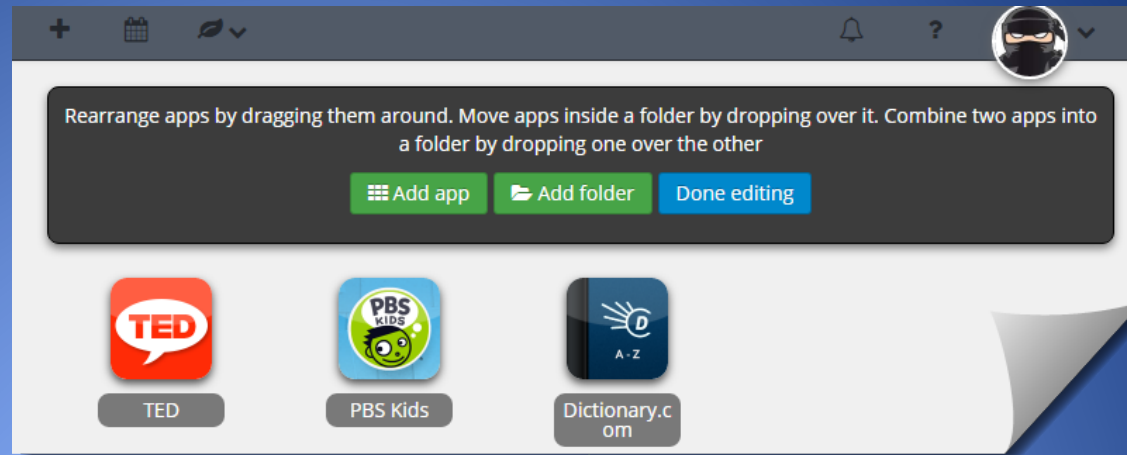
T5d: Adding Apps to Classes

- ▶ Teachers can add specific applications here that students will need for their class
- ▶ SSO's not available here
- ▶ Click on the Gear to open "Edit" mode.
- ▶ To Add Apps, choose "Add"



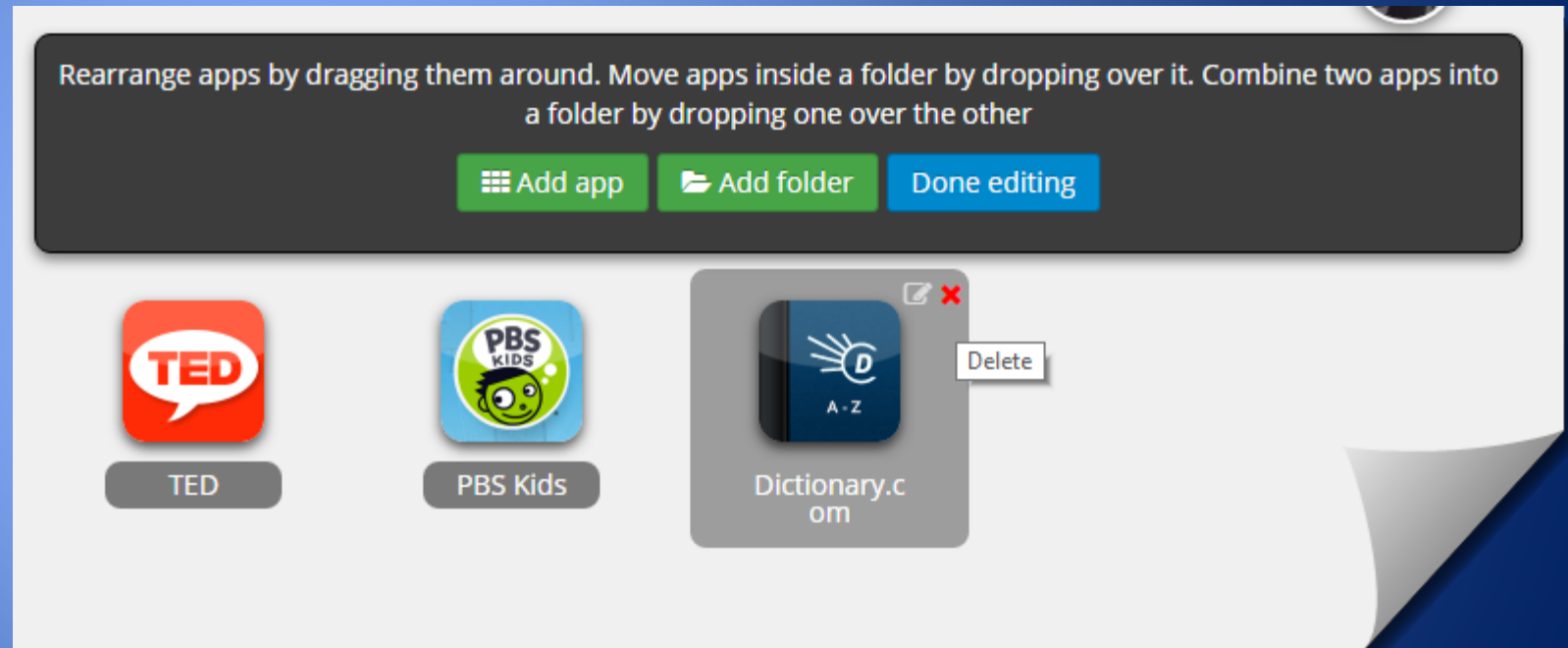
T5d: Adding Apps to Classes

- ▶ Rearrange apps by dragging them around.
- ▶ Move apps inside a folder by dropping over it.
- ▶ Combine two apps into a folder by dropping one over the other



T5d: Deleting Apps to Classes

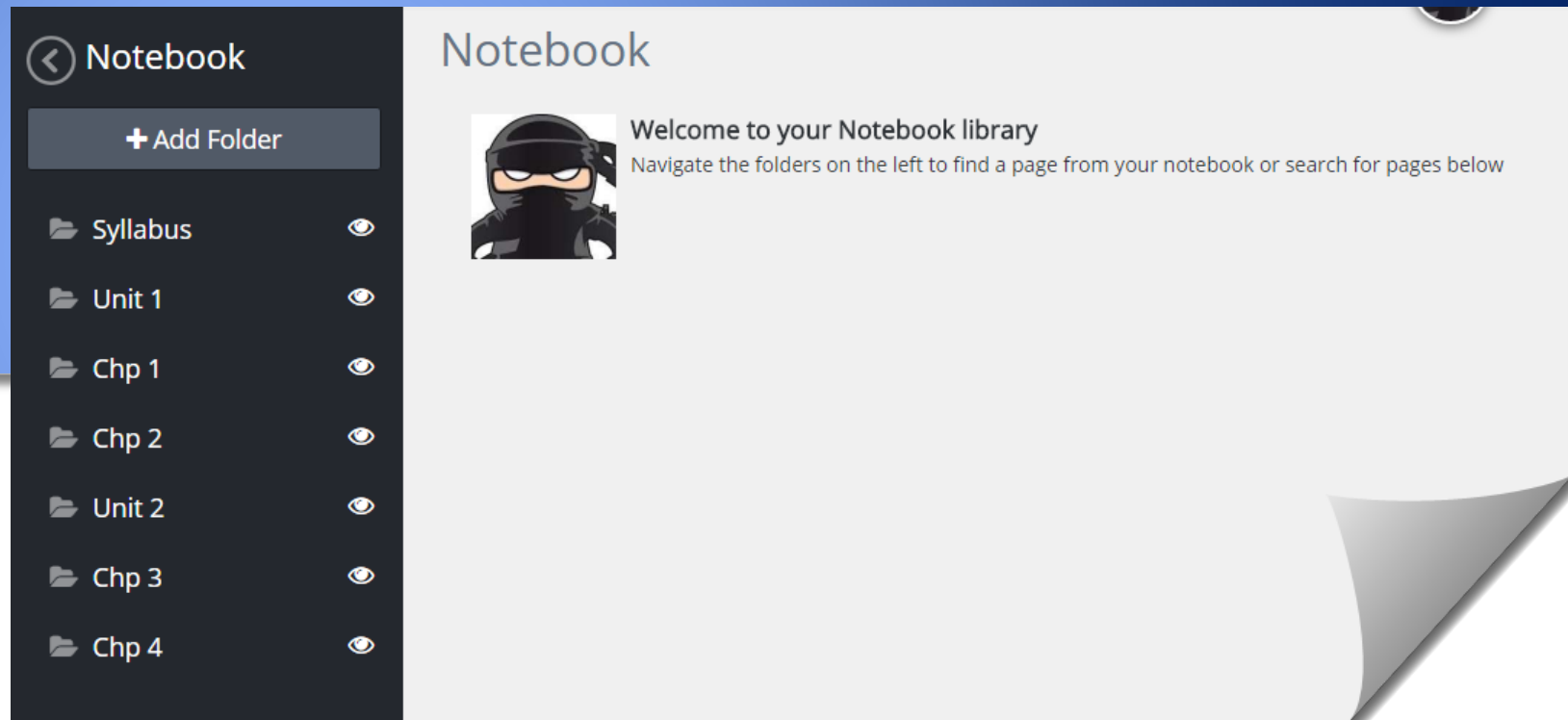
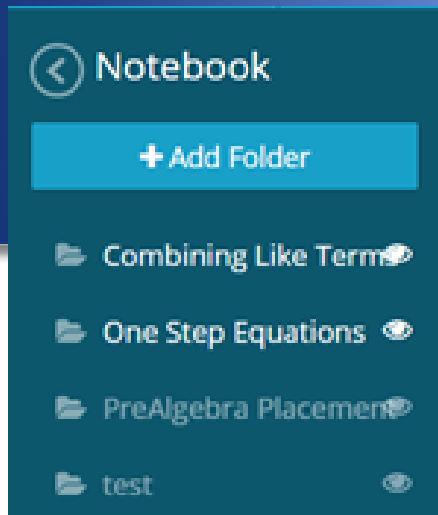
- ▶ To Delete an App, hover over the app and click the red **X**
- ▶ When you are finished, click Done editing



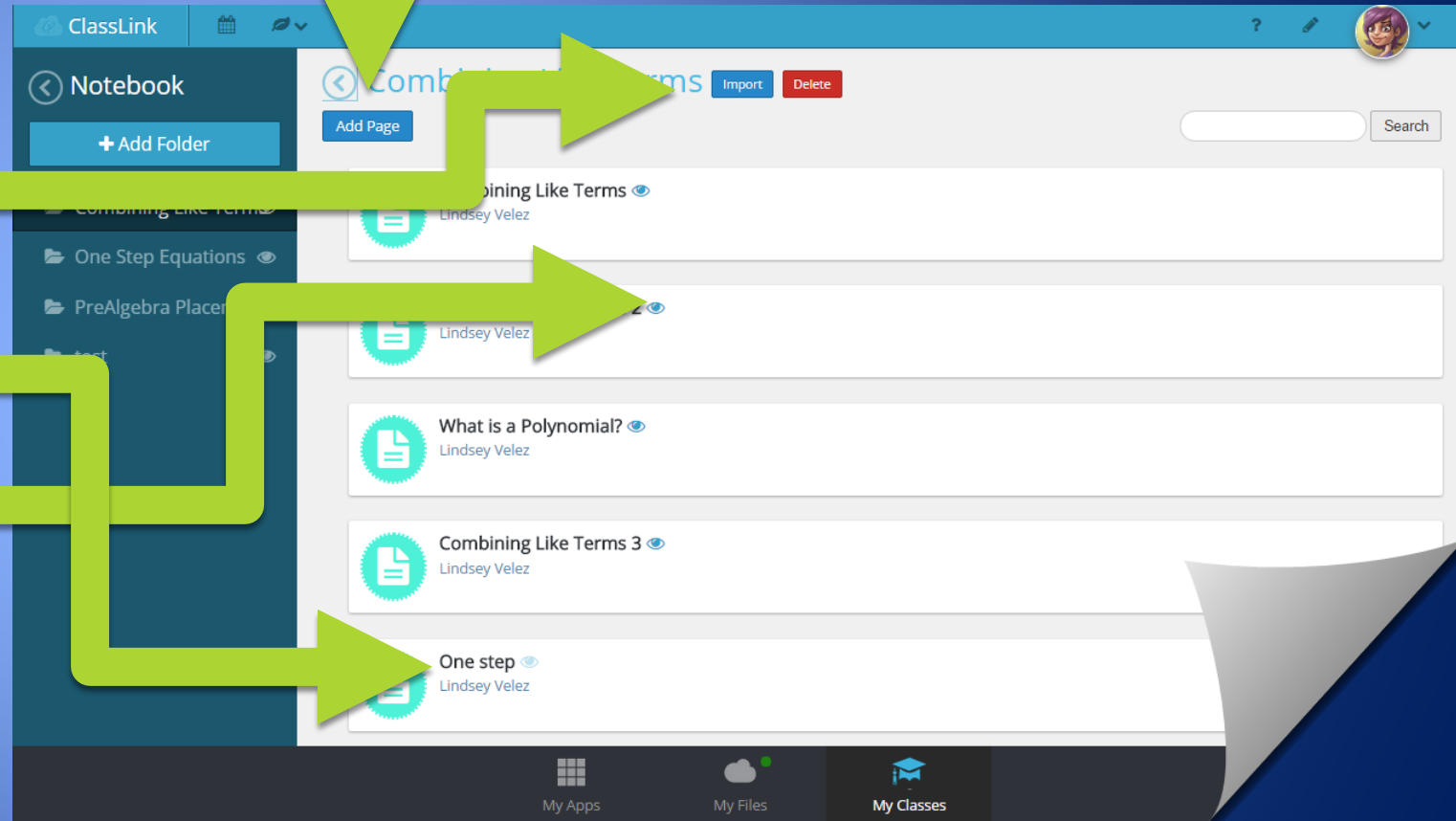
T5e: Notebook

- ▶ This is where you can add lessons.
You must create a folder before you
can add any lessons.

***Heads Up! Make folders based on
Units or specific topics.***

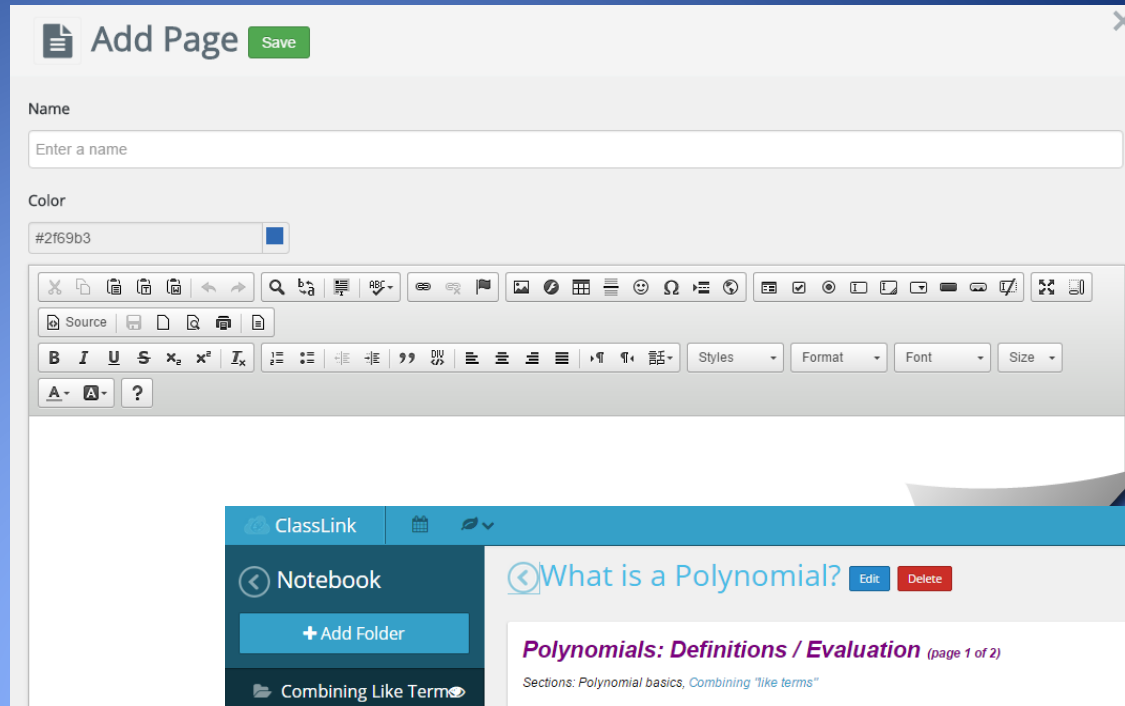


- ▶ Click Add Page to create a new lesson.
- ▶ You can import lessons from other classes.
- ▶ To Edit a lesson, just click on the name.
- ▶ To Hide a lesson, click on the eye symbol.



T5e: Notebook

- ▶ When making content for your Notebook, you can easily copy and paste content from electronic teacher resources as well
- ▶ This allows you to easily distribute materials without the need to print
- ▶ If a student was out or needs any documents, they can found attached here or printed from the class notebook if needed



ClassLink

Notebook

+ Add Folder

Combining Like Terms

One Step Equations

PreAlgebra Placement

test

What is a Polynomial? Edit Delete

Polynomials: Definitions / Evaluation (page 1 of 2)

Sections: [Polynomial basics](#), [Combining "like terms"](#)

By now, you should be familiar with **variables** and **exponents**, and you may have dealt with expressions like $3x^4$ or $6x$. Polynomials are sums of these "variables and exponents" expressions. Each piece of the polynomial, each part that is being added, is called a "term". Polynomial terms have variables which are raised to whole-number exponents (or else the terms are just plain numbers); there are no square roots of variables, no fractional powers, and no variables in the denominator of any fractions. Here are some examples:

$6x^{-2}$	This is NOT a polynomial term...	...because the variable has a negative exponent.
$\frac{1}{2}x^2$	This is NOT a polynomial term...	...because the variable is in the denominator.
\sqrt{x}	This is NOT a polynomial term...	...because the variable is inside a radical.
$4x^2$	This IS a polynomial term...	...because it obeys all the rules.

Here is a typical polynomial:

$$4x^2 + 3x - 7$$

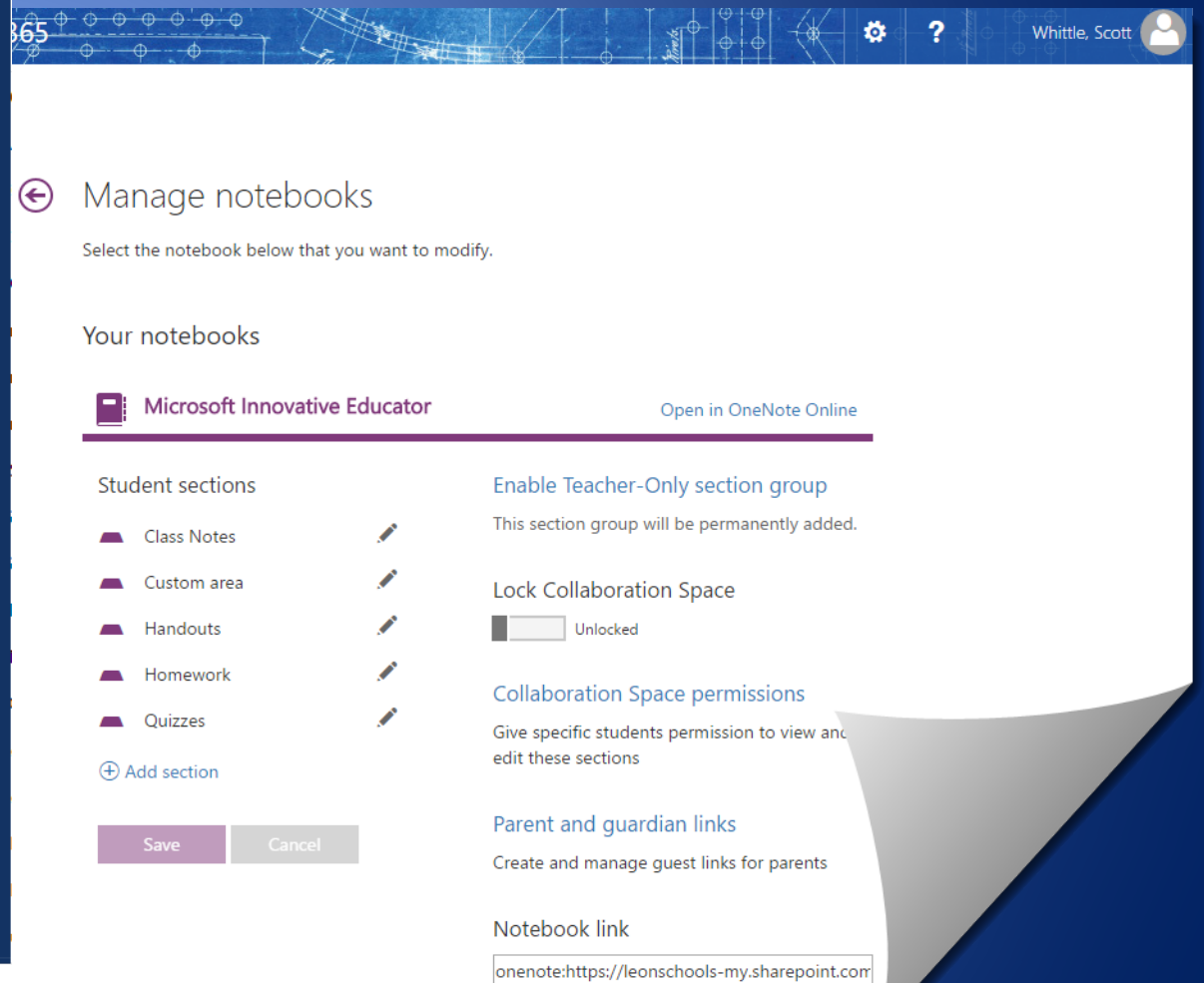
Diagram showing the structure of the polynomial $4x^2 + 3x - 7$:

- The entire expression is labeled as "terms".
- Individual parts ($4x^2$, $3x$, and -7) are also labeled as "terms".
- The first term, $4x^2$, is specifically labeled as the "leading term".

My Apps My Files My Classes

T5e: Notebook or OneNote?

- ▶ If you prefer, you can also make a Class Notebook using OneNote within your Office 365
- ▶ OneNote is a very robust method to use in a collaborative or flipped classroom environment



T5e: Notebook or OneNote?

► If you are not Familiar with OneNote, check out this 2 minute video on the next slide

Source:

<http://o15.officeredir.microsoft.com/r/rlidOneNoteGuideVideo15?clid=1033>

OneNote Online Whittle, Scott Microsoft Innovative Educator

File Home Insert Draw View Class Notebook Print Tell me what you want to do Edit in OneNote Give Feedback To Microsoft

Notebooks Find on this Page (Ctrl+F)

+ Section + Page

Welcome Welcome to the OneNote Class I

_Collaboration S OneNote for Teachers training

_Content Library OneNote for Students training

OneNote Basics

FAQ: OneNote Class Notebooks

Try out a Staff Notebook

Office Mix in Education

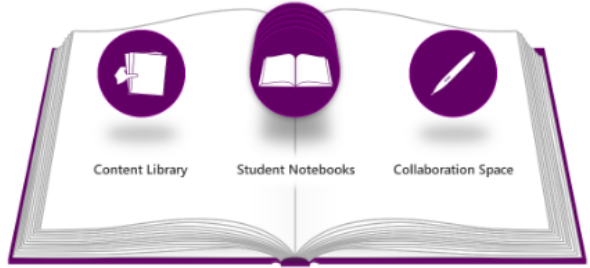
Sway in Education

Welcome to the OneNote Class Notebook

OneNote is your very own digital notebook [▶ Watch the 2 minute video](#)

Your OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** -- a private notebook shared between the teacher and each individual student. Teachers can access every student notebook, while students can see only their own.
2. **Content Library** -- a read-only notebook where teachers can share handouts with students.
3. **Collaboration Space** -- a notebook for everyone in your class to share, organize, and collaborate.




Content Library Student Notebooks Collaboration Space

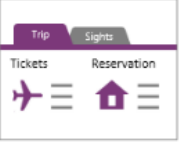
OneNote Class Notebook

Hands on - Learn why OneNote is great in the classroom: [▶ OneNoteinEducation.com](#)

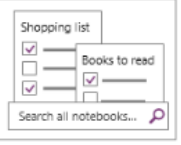
For OneNote tips, check out 30 second videos:



[▶ Write notes on slides](#)

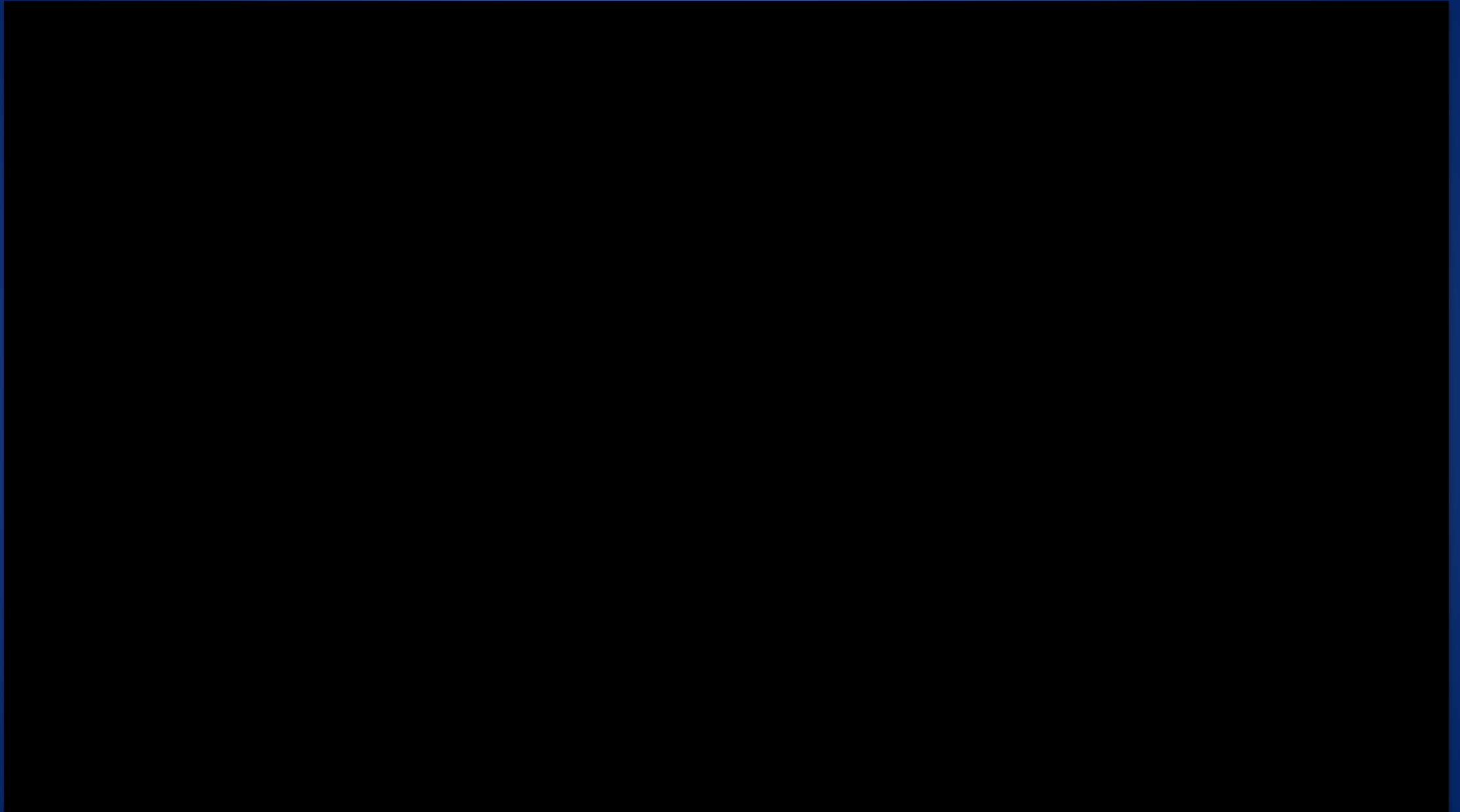


[▶ Plan a trip with others](#)



[▶ Search notes instantly](#)

T5e: OneNote demo video



T5f: Assignments – New Assignments

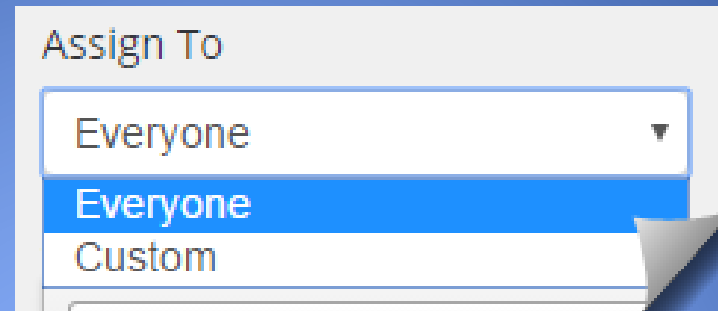
- ▶ When creating a new assignment,
 - ▶ enter a name for the assignment,
 - ▶ a due date,
 - ▶ choose who to assign it to.
 - ▶ describe the assignment below.
- ▶ You also have the option to attach files

The screenshot shows a 'Create New Assignment' form with the following fields and options:

- Assignment Name:** A text input field containing 'Sample Assignment #1'. To the right are 'Unlock' and 'Lock' buttons.
- Due Date:** A text input field containing '2017-05-16 23:59:59' with a calendar icon to its right.
- Options:** A checkbox labeled 'Allows users to submit after due date' which is currently unchecked.
- Assign To:** A dropdown menu currently set to 'Everyone'.
- Assignment Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, quote, code, and more. Below the toolbar is a text area with the placeholder text 'Here is where you type your assignment description'.
- Attachments:** A section at the bottom with an 'Attach files' button and a list of attachments. One attachment is shown: 'ClassLink_Outline.docx(18 KB)' with a red 'x' icon.

T5f: Assignments – Assigning Specific user / Group

- ▶ Assignments can be assigned to Everyone (*Default*), or just to a specific user or group.
- ▶ To assign to a specific entity, select “**Custom**”
- ▶ You can select from either
 - ▶ Assign User
 - ▶ Assign Group



Assign Group or Assign User

T5f: Assignments – Assigning Specific User

- ▶ When you assign a specific user, you will select from the list created by your members list

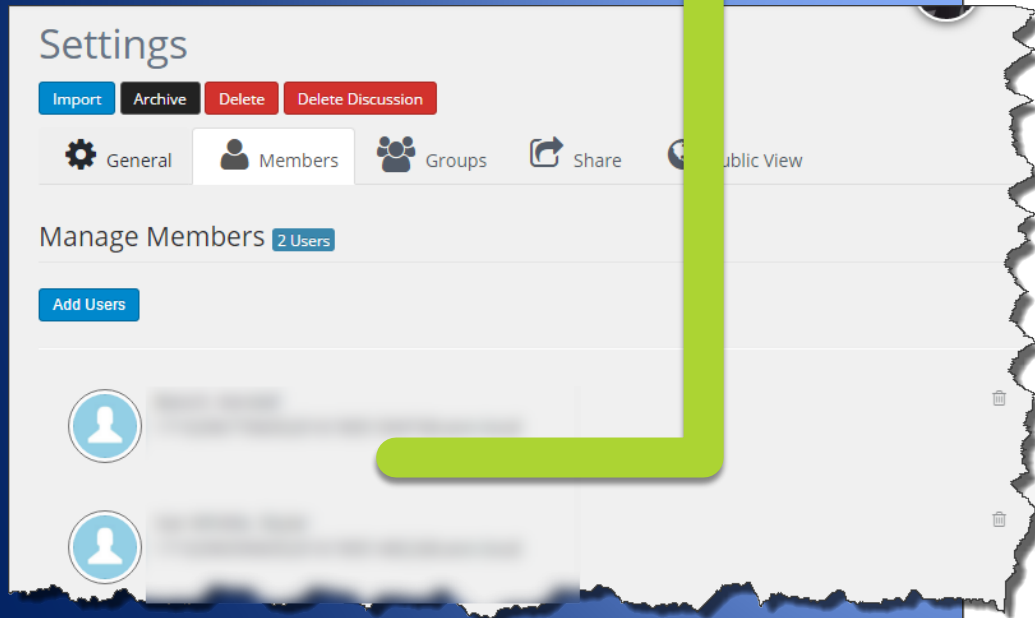
Settings

Import Archive Delete Delete Discussion

General Members Groups Share Public View

Manage Members 2 Users

Add Users

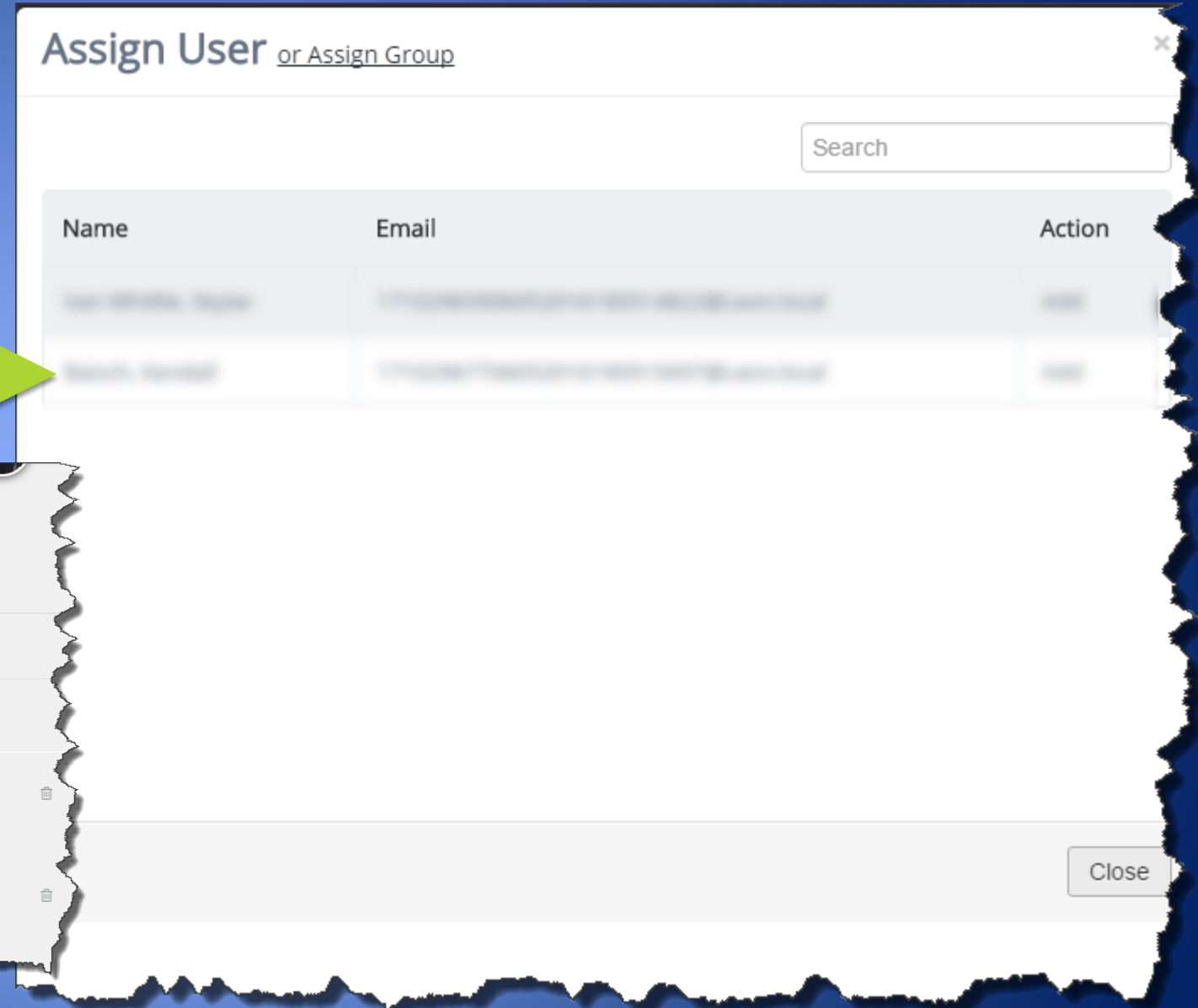


Assign User or Assign Group

Search

Name	Email	Action
[User Name]	[User Email]	[Action]
[User Name]	[User Email]	[Action]

Close



T5f: Assignments – Assigning Specific Group

- ▶ When you assign a specific Group, you will select from the list created by your Groups list

Settings

Import Archive Delete Delete Discussion

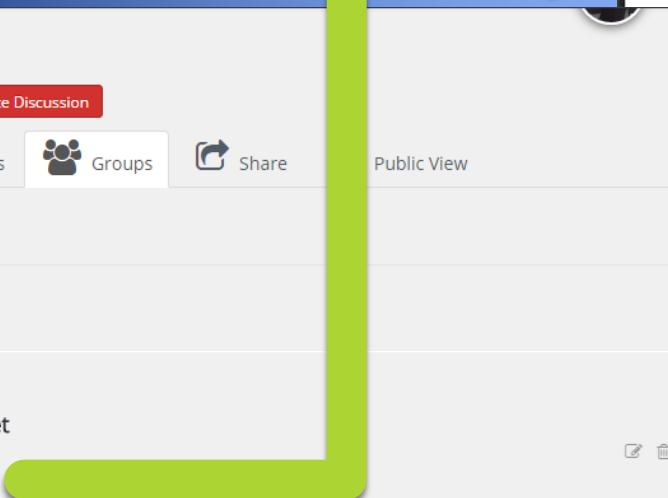
General Members Groups Share Public View

Manage Groups

Create Group

Group A - Garnet
1 Members

Group B - Gold
1 Members



Assign Group or Assign User

Search

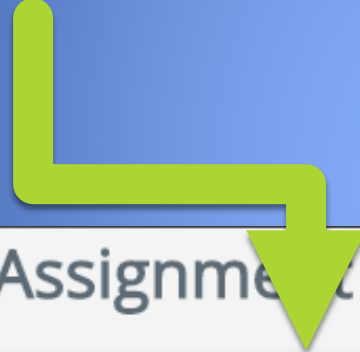
Group	Action
Group A - Garnet	Add
Group B - Gold	Add

Close

T5f: Assignments – Locking an Assignment

You can lock an assignment on the right, if you are not ready to have student work on it.

This will prevent them from being able to upload work for this assignment



Create New Assignment

Cancel
Submit

Warning This assignment is locked. Users can not upload work

Assignment Name

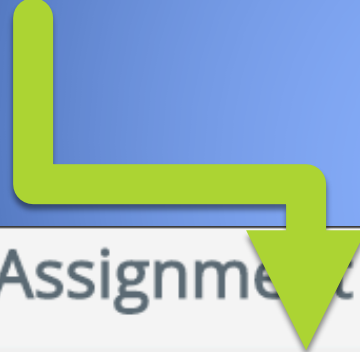
Unlock
Lock

Due DateOmit Due date

T5f: Assignments – Locking an Assignment

You can lock an assignment on the right, if you are not ready to have student work on it.

This will prevent them from being able to upload work for this assignment



Create New Assignment

Cancel
Submit

Warning This assignment is locked. Users can not upload work

Assignment Name

Unlock
Lock

Due DateOmit Due date

T5f: Assignment Summary

- ▶ Teachers can post assignments here for students to view.
- ▶ All assignments will be listed here.
- ▶ To create a new assignment, click the “**New**” button next to the Title Assignments.

Each assignment will show their set parameters (*Due date, Locked, Private, etc*)

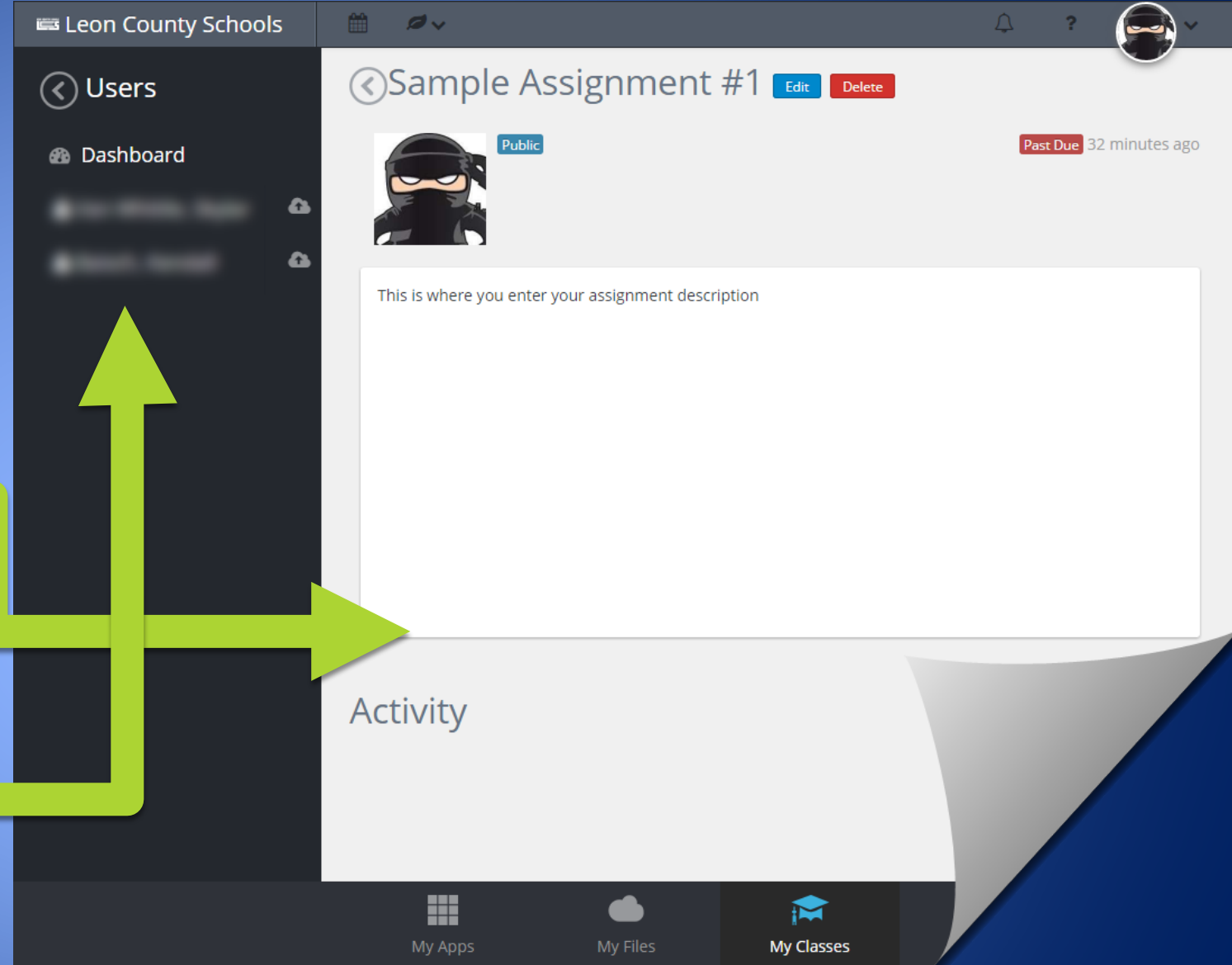
The screenshot shows the 'Assignments' page in the Leon County Schools system. The left sidebar contains navigation links: 'Whittle's sa...', 'Discussions', 'Apps', 'Notebook', 'Files', 'Assignments', and 'Settings'. The main content area lists four sample assignments:

- Sample Assignment #4 (Locked)**: Status 'Locked' and 'Public'. Due 'in 16 days'. Description: 'This is an assignment that has been locked. Student can NOT submit this assignment'.
- Sample Assignment #1**: Status 'Public'. 'Past Due' 6 minutes ago. Description: 'This is where you enter your assignment description'.
- Sample Assignment #2**: Status 'Private'. Assigned to 'Group A - Garnet'. Due 'in 10 days'. Description: 'This assignment has been assigned to a specific group so is considered "Priv...'. Attachment: 'ClassLink Training Presentation.pptx'.
- Sample Assignment #3**: Status 'Public'. Description: 'Here is where you type your assignment description'.

Green arrows highlight key features: one points to the 'New' button next to the 'Assignments' title; another points to the 'Locked' status of Sample Assignment #4; and a third points to the 'Due' date of Sample Assignment #2.

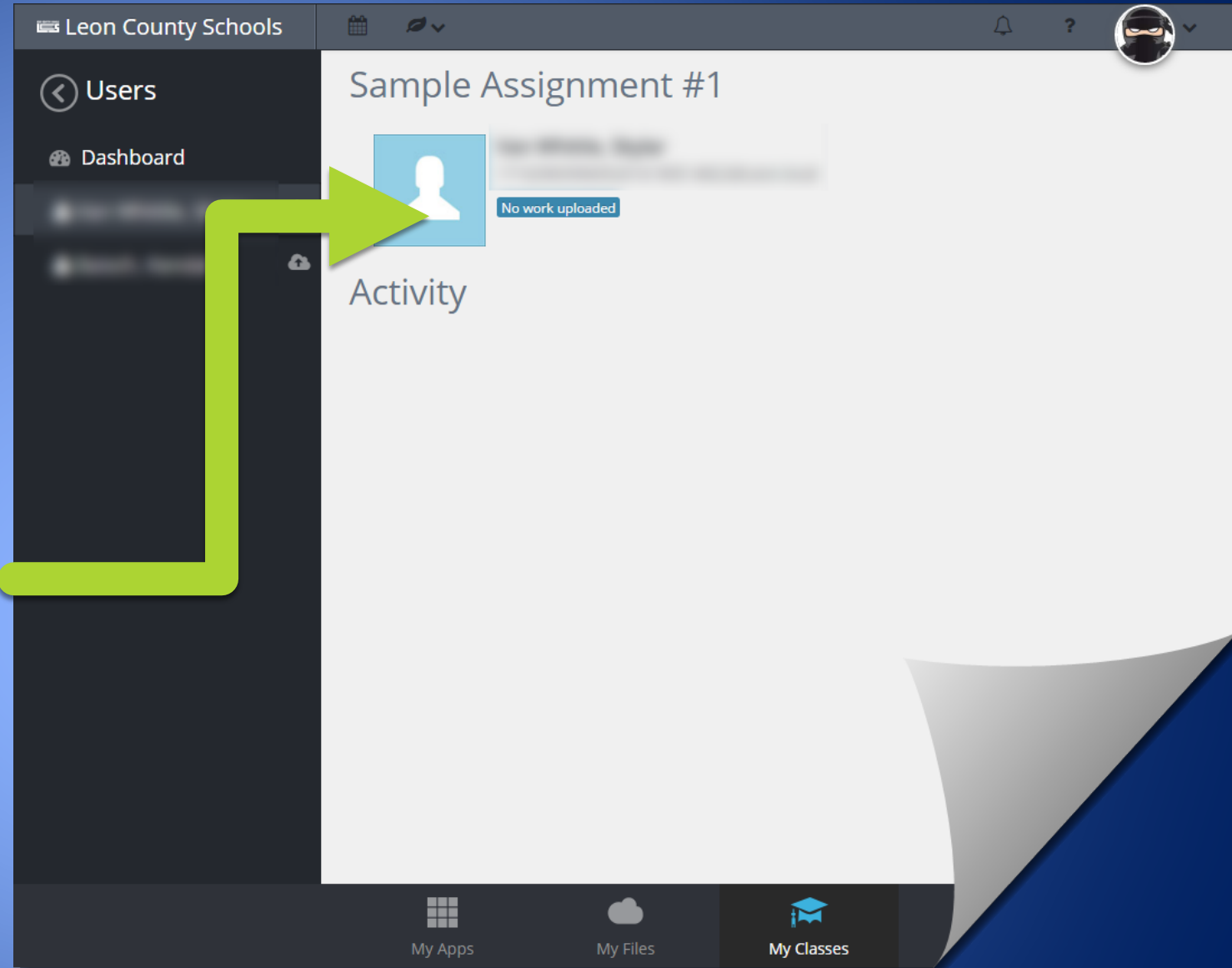
T5f: Assignments – Dashboard

- ▶ When you select a specific assignment, it opens the assignment's Dashboard
- ▶ The Dashboard shows the assignment settings and Activity
- ▶ Students who have this assignment assigned to them will appear on the left bar



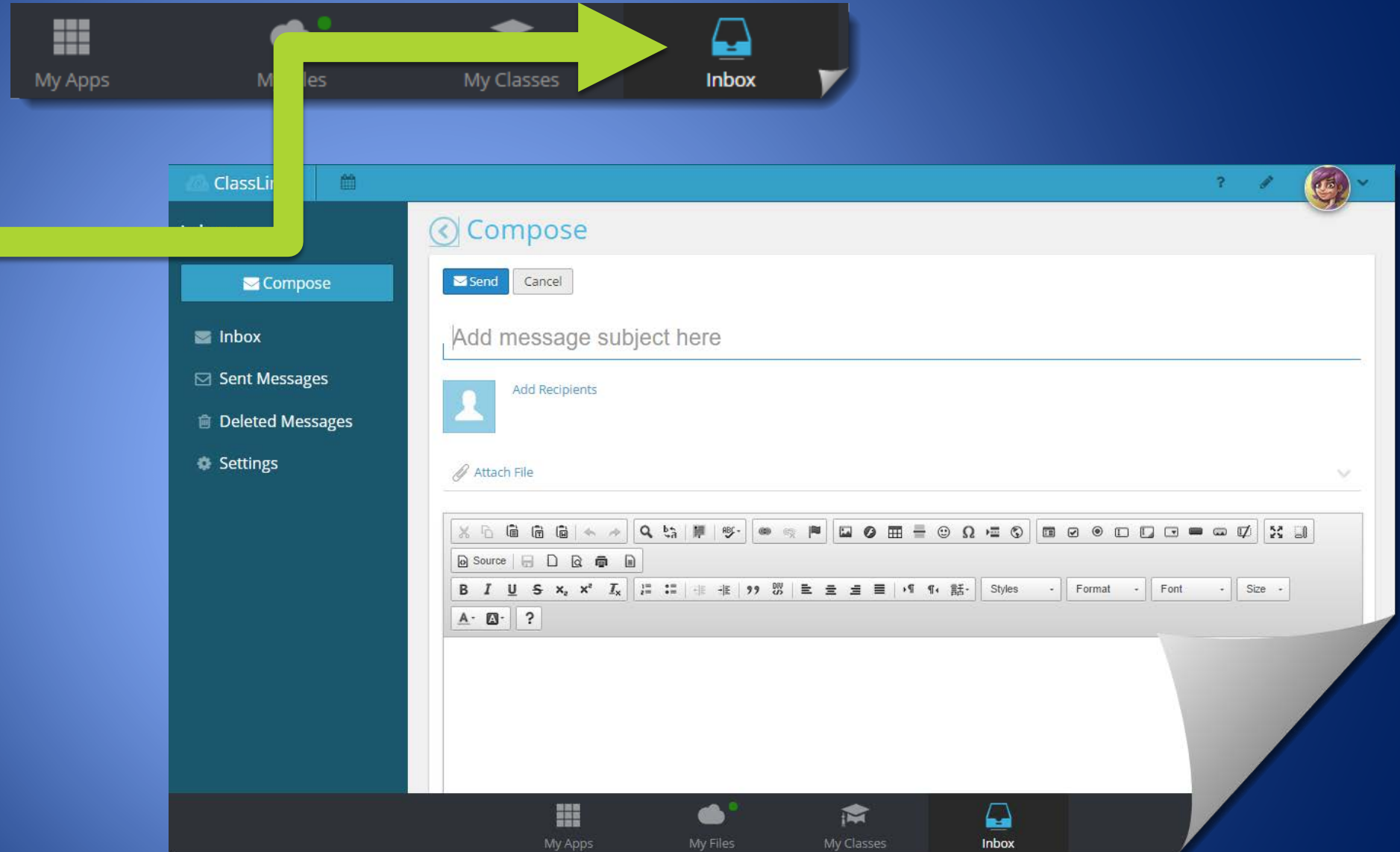
T5f: Assignments – Dashboard

- ▶ When you select a specific student on the left, it opens the student's assignment Dashboard
- ▶ The Dashboard shows the assignment status of any work uploaded and Activity



T5g: Inbox - Compose

- ▶ Once you click on Inbox, you can compose an email.
- ▶ Include a subject, your message and you can add recipients.



- To add recipients, choose the class and then the students you wish to send a message to

Settings

Inbox Notifications

Automatically receive notifications to an email address you specify by:

☒ Enable Notification

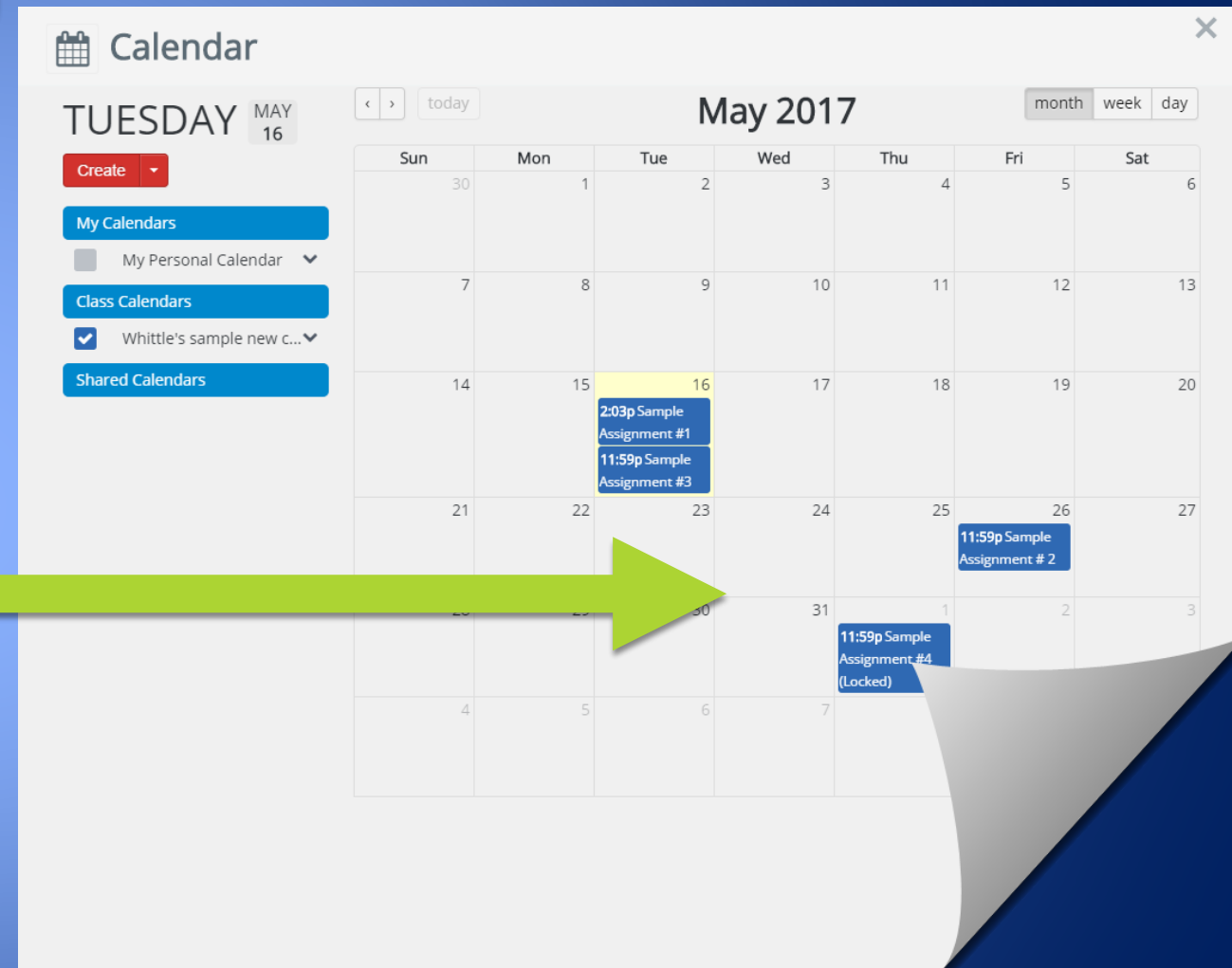
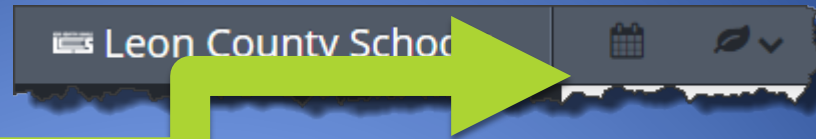
Notification Email

Inbox Signature

Append provided text to all outgoing messages.

☒ Enable Signature

- ▶ **Calendar Button:** Located top left, next to the resources.
- ▶ **Calendar View:** You can see all assignments posted.
- ▶ The color you choose when you create your class is the same color the assignment will appear in your calendar



T5h: Calendar

- Calendars can be viewed by Month, Week, Day

month week day

< > today May 2017 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		2:03p Sample Assignment #1 11:59p Sample Assignment #3				
21	22	23	24	25	26	27
				11:59p Sample Assignment #2		
28	29	30	31	1	2	3
			11:59p Sample Assignment #4 (Locked)			
4	5	6	7	8	9	10

< > today May 14 — 20 2017 month week day

	Sun 5/14	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18	Fri 5/19	Sat 5/20
All Day							
6:00a							
7:00a							
8:00a							
9:00a							
10:00a							
11:00a							
12:00p							
1:00p							
2:00p			2:03p Sample Assignment #1				
3:00p							
4:00p							


< > today Tuesday, May 16, 2017 month week day

Tuesday 5/16

All Day	
6:00a	
7:00a	
8:00a	
9:00a	
10:00a	
11:00a	
12:00p	
1:00p	
2:00p	2:03p Sample Assignment #1
3:00p	
4:00p	

T5h: Calendar types

- ▶ ClassLink includes one personal calendar and a calendar for each class you create which is shared among your students.
- ▶ To display events from each of your calendars, click the box next to the calendar of choice.
- ▶ To create a new event click 'Create'.



Leon County Schools

TUESDAY MAY 16

Create

My Calendars

☐ My Personal Calendar

Class Calendars

☒ Whittle's sample new c...

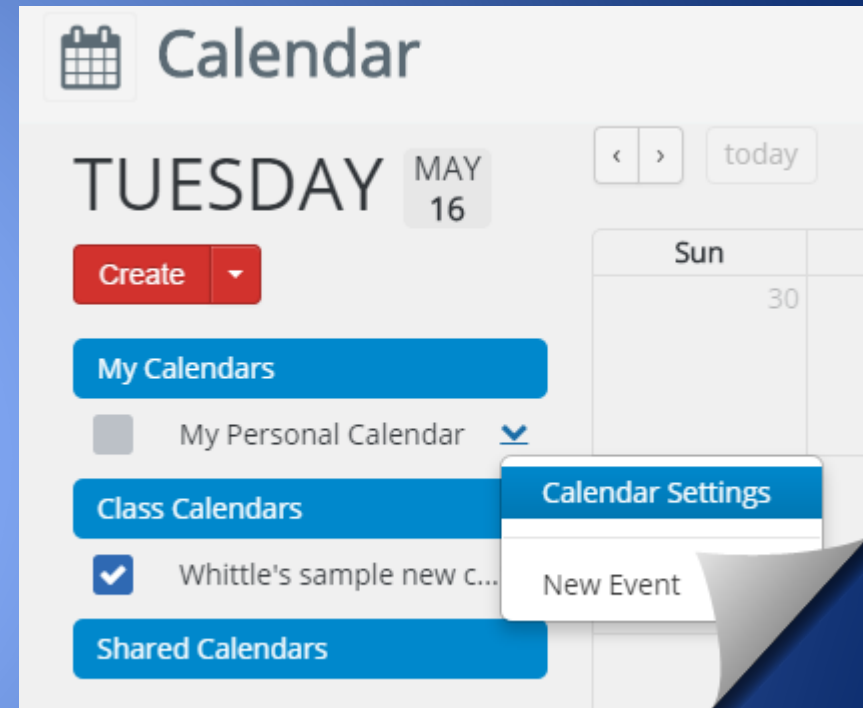
Shared Calendars

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		2:03p Sample Assignment #1 11:59p Sample Assignment #3				
21	22	23	24	25	26	27
					11:59p Sample Assignment #2	
28	29	30	31	1	2	3
				11:59p Sample Assignment #4 (Locked)		
4	5	6	7			

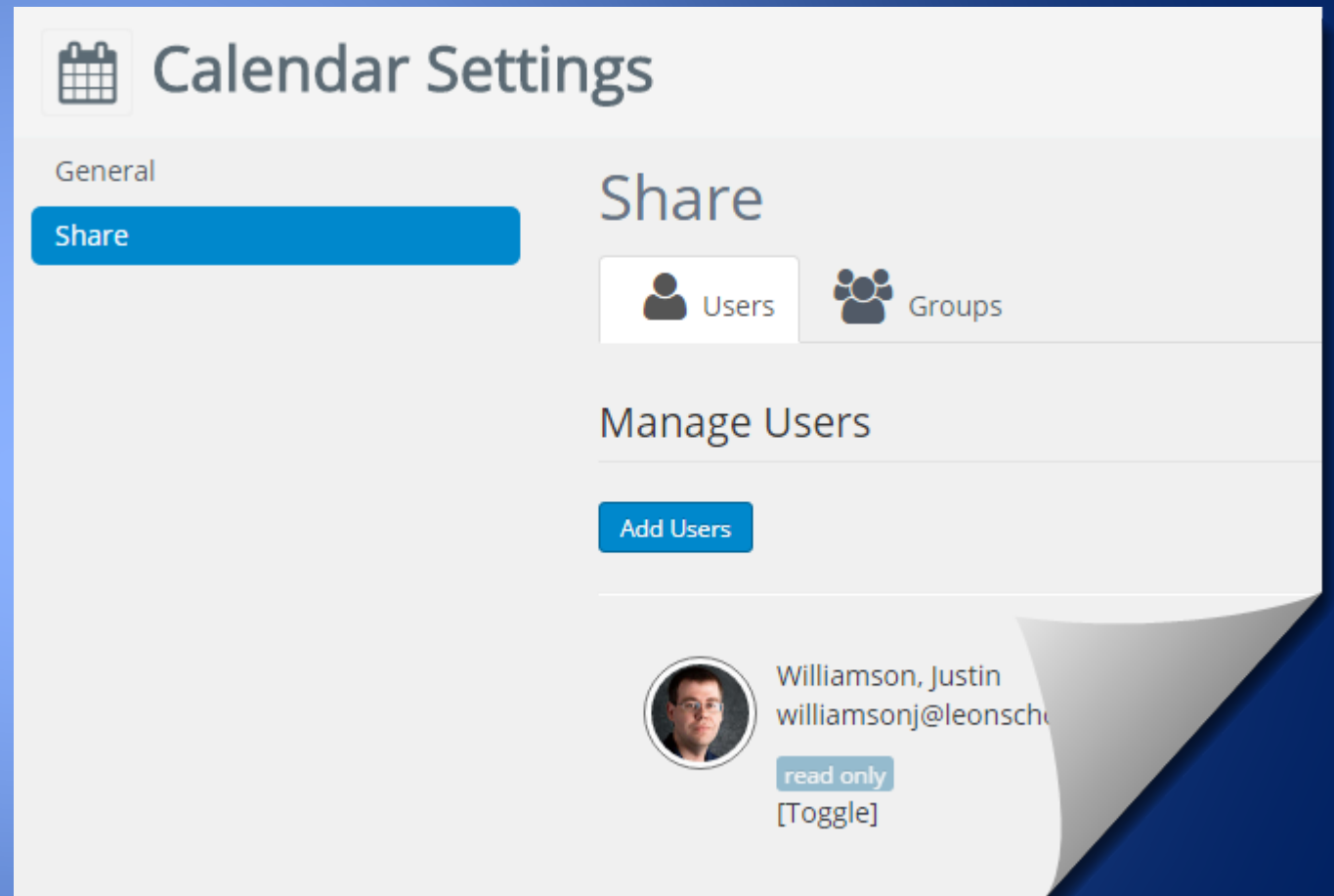
T5h: Calendar Sharing

- ▶ Share your personal calendar with your class and colleagues!
- ▶ To share your personal calendar follow these quick and easy steps.
 - ▶ Click the down arrow next to the desired personal calendar and click "**Calendar Settings**".
 - ▶ Check the Share box
 - ▶ Click Save Settings
 - ▶ Click the Share link on the left
 - ▶ Select the users or groups tab to share your calendar
 - ▶ Click the Add Users or Add Groups box
 - ▶ Toggle shared permissions: "**Read Only**" or "**Read and Write**"



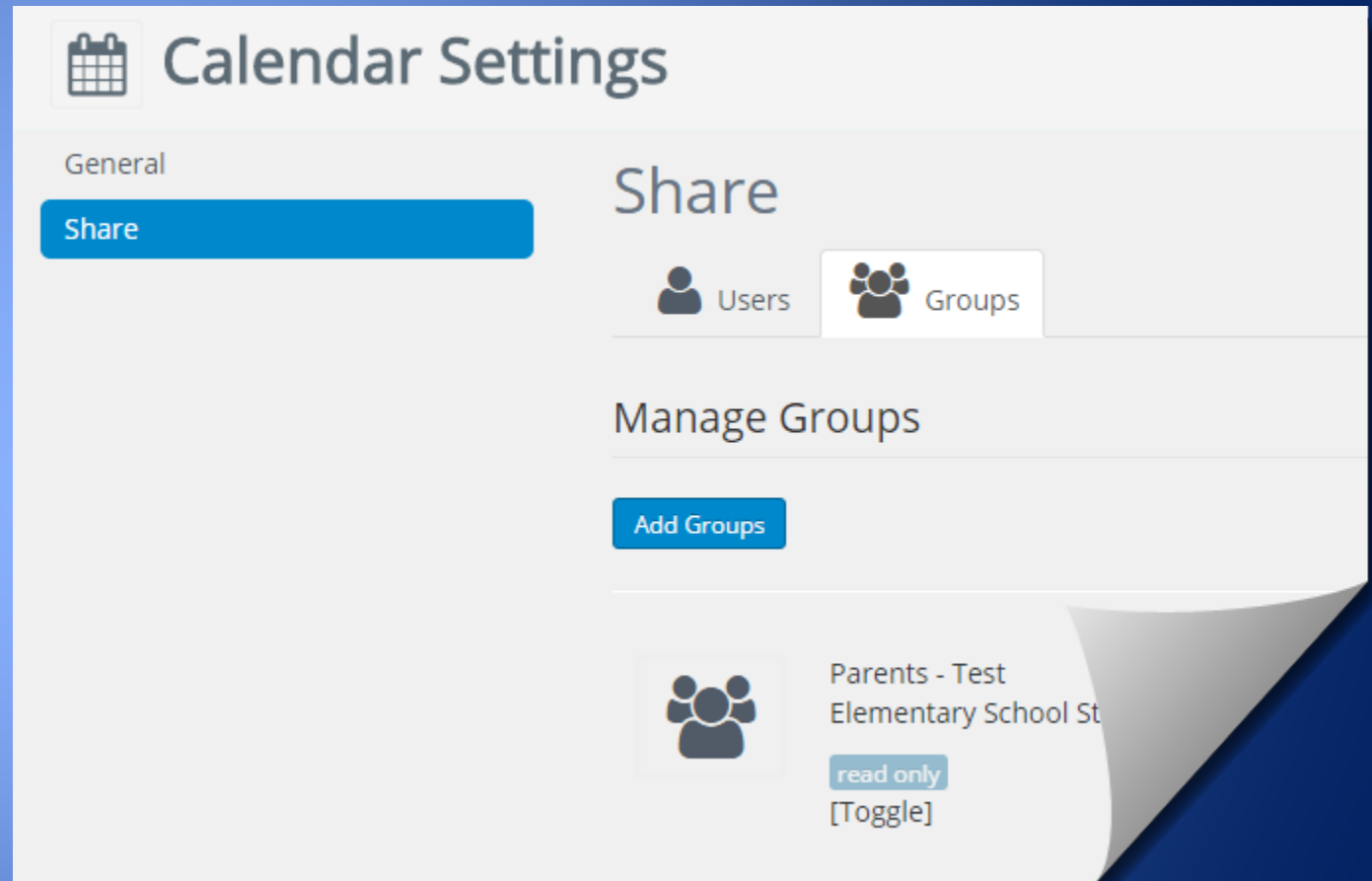
T5h: Calendar Sharing – User (s)

- ▶ You can share your calendar with a single user or multiple user(s)



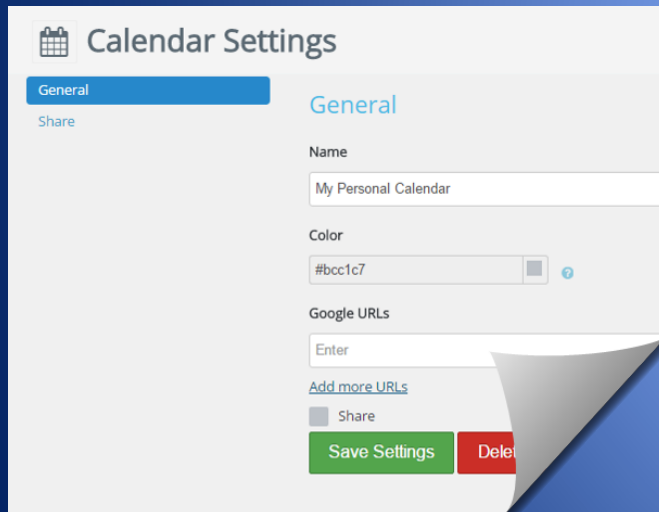
T5h: Calendar Sharing - Groups

- ▶ You can share your calendar with a single a group or group(s)



T5h: Link Google Calendar

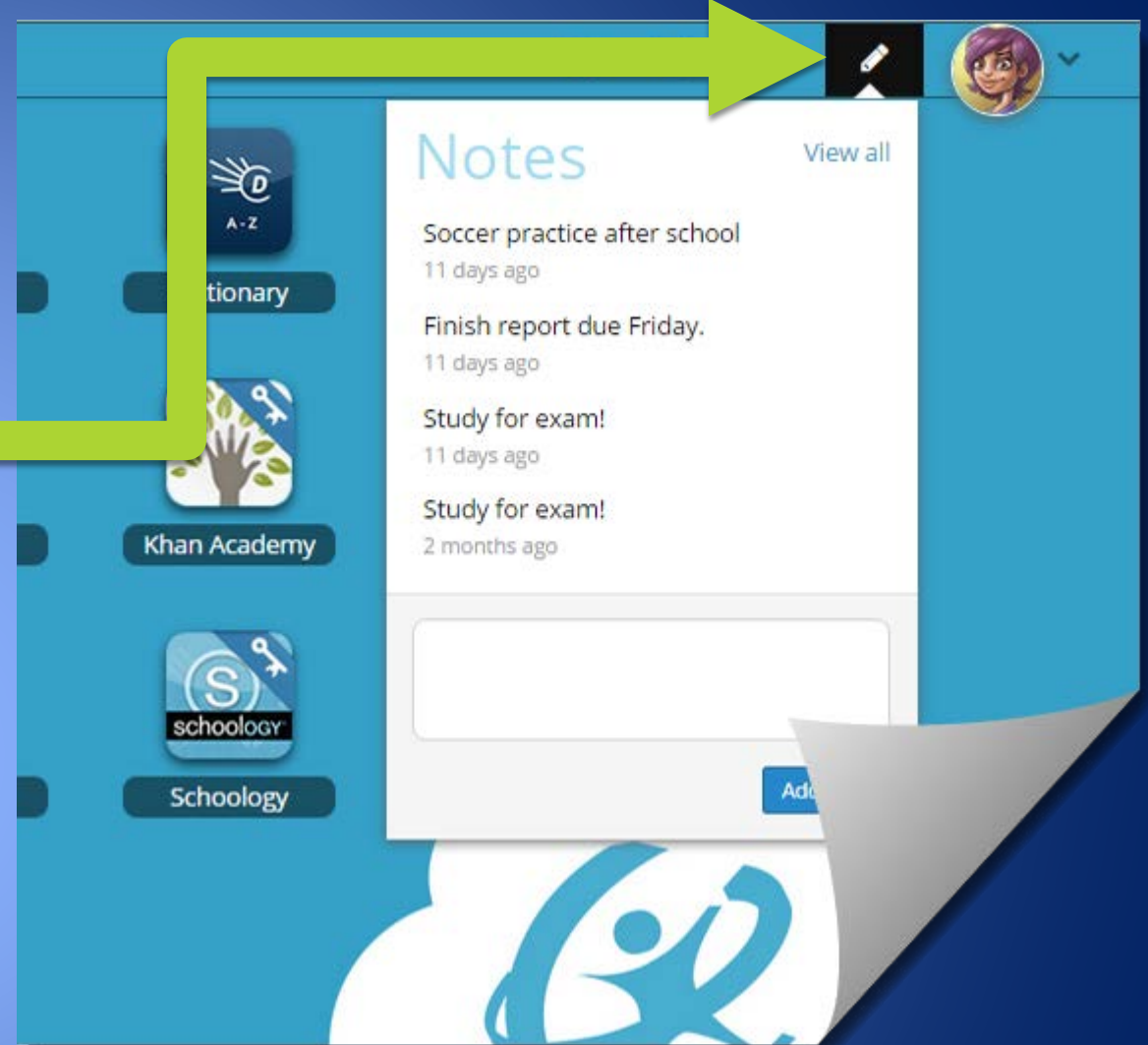
- ▶ Your Google Calendar can also be viewed from the ClassLink calendar.
- ▶ Follow the steps to the right to link your Google Calendar



- ▶ *Share your Google calendar with everyone. Follow the Google steps at the URL below*
- ▶ *Go to your Google calendar's details, locate the XML calendar address*
- ▶ *Highlight and copy the address*
- ▶ *In ClassLink calendar, open your personal calendar settings*
- ▶ *From the General Tab, paste the XML link under Google URLs*
- ▶ *Save Settings!*

<https://support.google.com/calendar/answer/37083?rd=1>

- *Ditch that yellow Post-It note pad! Create quick notes in the ClassLink notes section! Create as many notes as you need. Edit, view all, and delete notes later on.*





Training Material Downloads

- ▶ Training Guide [Download](#)
- ▶ Quick Guide [Download](#)
- ▶ New My Files Quick Guide [Download](#)
- ▶ ClassLink Extension Installation Instructions for Chrome [Download](#)
- ▶ ClassLink Extension Installation Instructions for Firefox [Download](#)
- ▶ ClassLink Extension Installation Instructions for Internet Explorer [Download](#)
- ▶ ClassLink Extension Installation Instructions for Safari [Download](#)
- ▶ ClassLink Agent Installation Instructions for PC [Download](#)