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Classlink QuickCard App

Prepared by
Leon County Schools

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Classlink QuickCard App

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1.2	08/31/2022	Added highlighted warning reminder that all students MUST sign in at least once prior to teacher being able to generate a QR code	Scott Whittle

QuickCard app for Teachers

Teachers now have the ability to manage QuickCards for students in their classes!

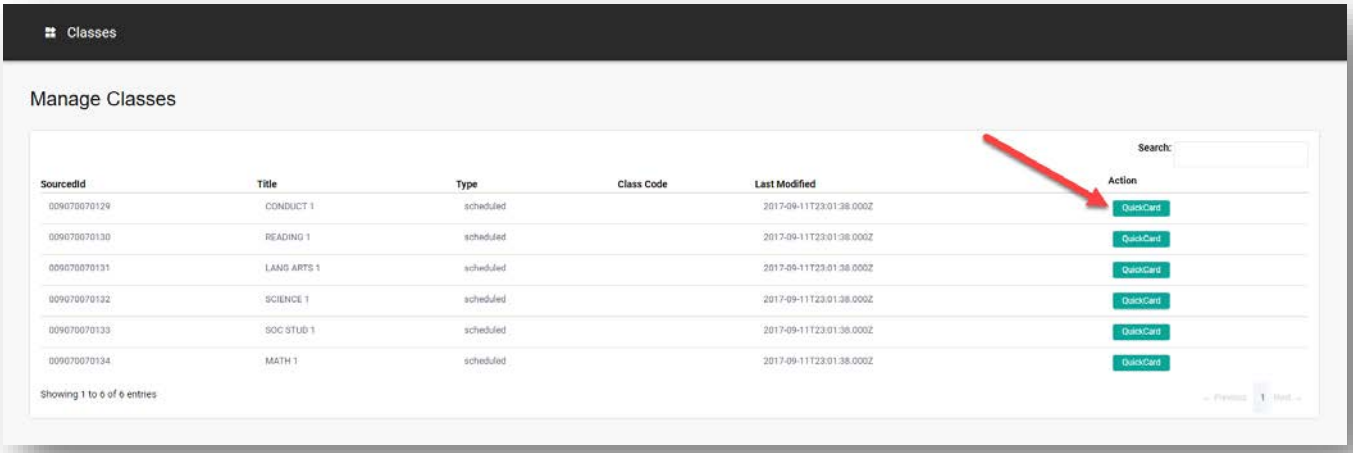
Using the app

1. To start, open the Class QuickCards app.

Missing the QuickCard app:

Contact your Techcon and ask them to make sure you are in the XXXX-ClassLink-QR AD security group.

- On opening the app, you will see information on the classes you are teaching.
- Click the "QuickCard" button for the class whose QuickCards you want to manage,



You will then see information on the students enrolled in that class. There are a few possible scenarios you will see with the students in your list

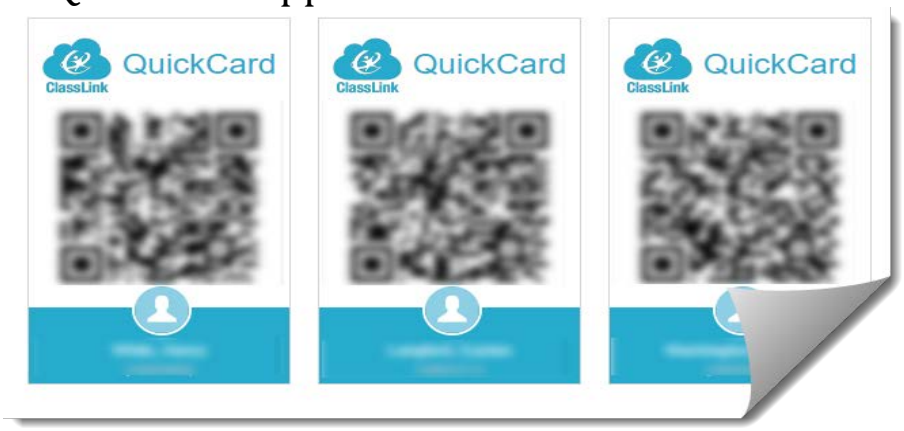
QR Card scenarios:

QR code "*User has not been synchronized into ClassLink*" error

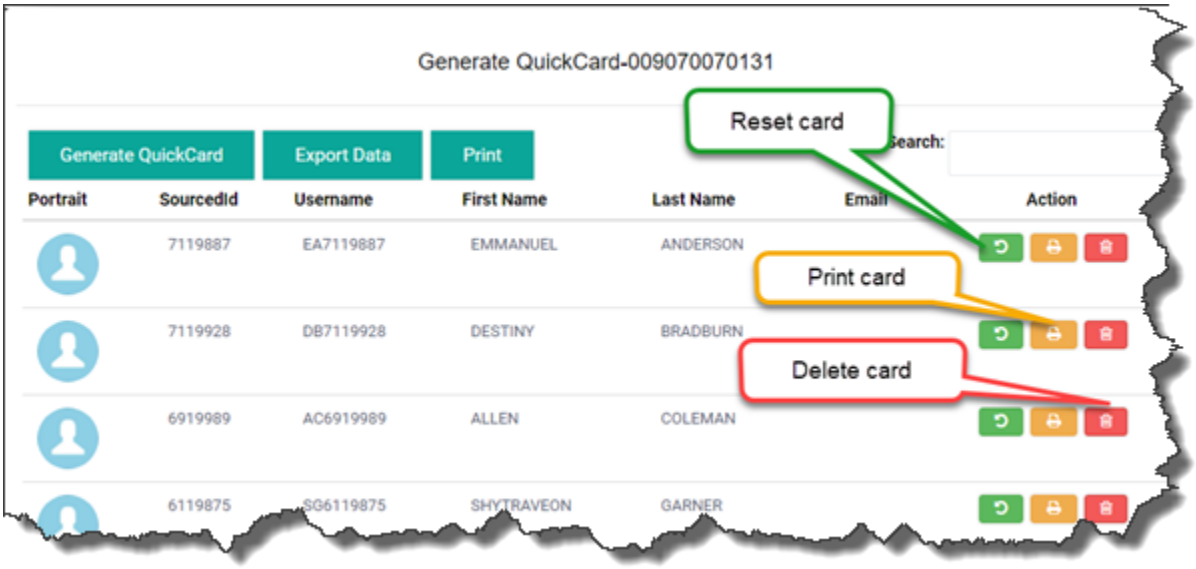
Important! *This is a critical element to prevent issues going forward! Prior to trying to generate any QR codes, look for ANY student that only has a Black "Reset" arrow (See last student in screenshot below as a sample) – this means they have NEVER logged into ClassLink with their LCS Network credentials previously.* ***ALL students*** *(or at least the teacher doing it on their behalf)* ***MUST at some point in time have signed into ClassLink at least ONE (1) time using their official network credentials prior to being able to generate a QR code for that student.*** *(Scenario #3 below)*

1. **Have a QR** - If they *already* have a QR, they will have a **checkbox** and a **set of three (3) buttons** on the end (*highlighted in* ***Yellow***)
2. **Need a QR -**If they *need* a QR code, they will **NOT** have a checkbox and will **only have a single button** at the end (*Highlighted in Red*). The teacher just needs to press the **Generate QuickCard** button and it will create QR codes for all the missing students and refresh the screen automatically and show the new ones.
3. **Can NOT generate a QR** - If a student has a **black reset arrow** and they hover over it, it will say that "*User has not been synchronized into ClassLink*"., That means they not **first logged in to ClassLink with that students' credentials to make the connection prior to trying to generate a QR code** for that specific student.

- Clicking "**Generate QuickCard**" will create a QuickCard QR for all students that are missing one.
- Clicking "**Print**" will print out all the QuickCards for that class. (*Recommend 9 cards per sheet*)



Managing individual QuickCards



In addition to being able to generate and print QuickCards for all users in mass, you can also do the same for individual students.

- The GREEN button will **reset** a student's QuickCard to a new QR code (*useful if it's been lost or stolen/compromised*). ***Note:*** *This will require a new card be printed*
- The ORANGE button will print out that student's QuickCard
- The RED button will delete the QuickCard to disable the ability to login with a QR code.

I can't find one of my classes/students!

If you cannot find one of your classes, or one of your students is not in a class, contact an administrator. It is likely that there are problems with your FOCUS data.