
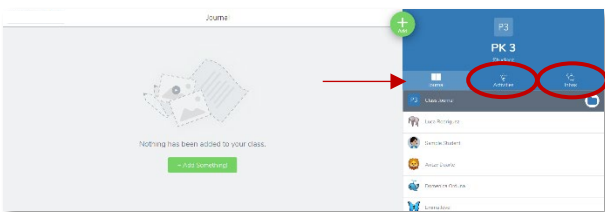
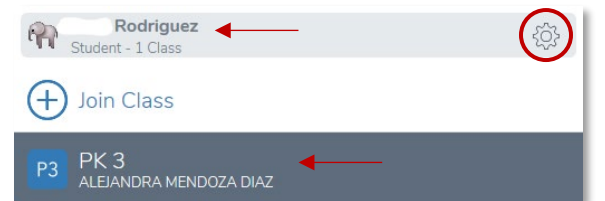
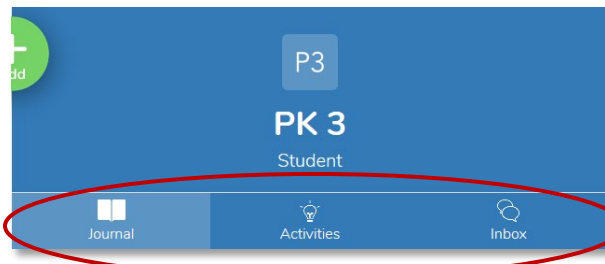
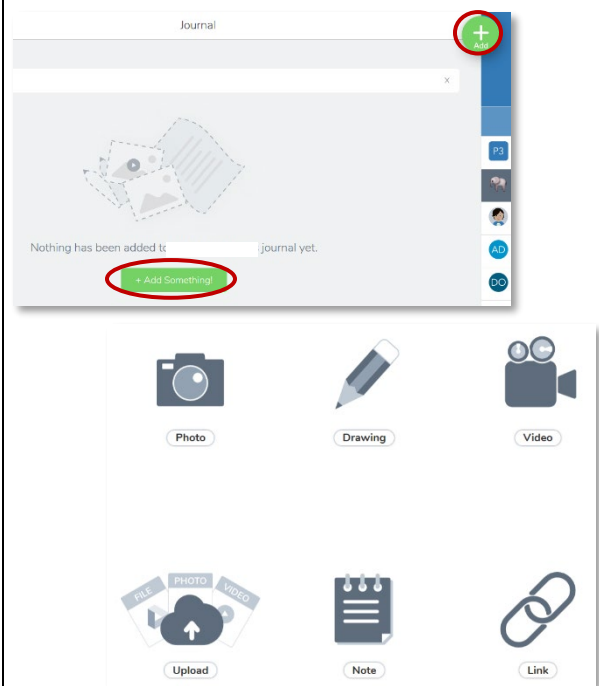


Instructions	Screenshots
Logging In & Getting Started	
<ol style="list-style-type: none">1. Open your browser (preferably Google Chrome) and navigate to https://launchpad.classlink.com/stafford2. Log in to ClassLink by entering your computer username and password:<ol style="list-style-type: none">a. Username: first initial + last name + last 3 of IDb. Password: same as computer password3. Select the Seesaw app to get started. <p>*Please DO NOT save passwords on Chrome when using ClassLink as it interferes with the functionality. Also, if it prompts you to install the Classlink extension, please do so. Classlink will not work without this extension.</p>	 <p>(Students using a district issued device can access Classlink through the desktop icon on the laptop or the app on the iPad)</p>
<ol style="list-style-type: none">1. Once logged in, you will see the student's Journal with any entries that other students or the teacher has added.2. You also have options to view Activities that the teacher has added for students to complete, along with any class announcements in the Inbox.	
Basic Course Navigation	
<ol style="list-style-type: none">1. In the upper left corner, you will see your child's name and avatar. Click the name to expand and reveal the teacher and grade level.2. You can also select the gear icon to check Account Settings, but nothing should need to be adjusted here.	
<ol style="list-style-type: none">3. You will see three icons to the right of the page: Journal, Activities, and Announcements.<ol style="list-style-type: none">a. Journal: Contains activities that the teacher or other students have posted (see section on adding journal activities)b. Activities: Interactive activities that teachers will add for students to completec. Inbox: class announcements that the teacher shares with the class	

Adding a Journal Entry

1. Students can add a new journal entry one of two ways:
 - a. Click the *green plus sign* in the upper right corner
 - b. Click **Add Something!** Located in the middle of the page
2. You can now post work in several ways:
 - a. Photo: Take a picture with your device camera
 - b. Drawing: Use the drawing tools to create a picture or illustration
 - c. Video: Record video with your device camera or upload a video
 - d. Upload: Add a file from your computer or cloud drive
 - e. Notes: Type notes on lined paper
 - f. Link: Add a link to a website



Submitting Assignments & Checking Announcements

1. Click **Activities** to see any activities that the teacher has posted for students to complete. You will see a *green circle with a check* for completed activities and an *orange dotted circle* for activities that are in progress.
2. Click **Inbox** to view any announcements the teacher has posted in your class.

