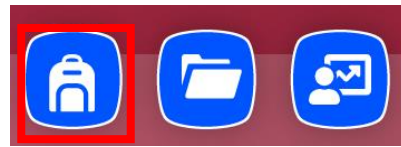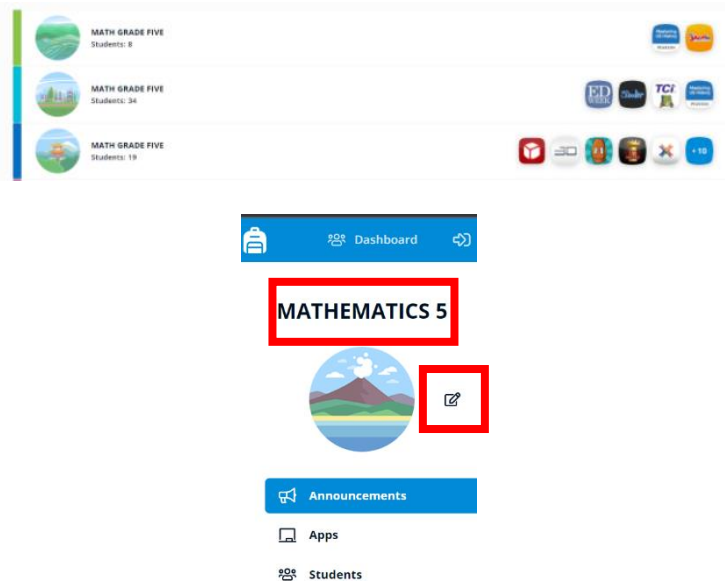# ClassLink

LaunchPad: My Classes

The My Classes feature includes a separate section for instructors (Instructor Dashboard) and students (Student Dashboard). The Instructor Dashboard allows teachers to manage classes by customizing applications for students to access through their backpacks. It also gives teachers access to student application usage analytics.

Instructor Dashboard

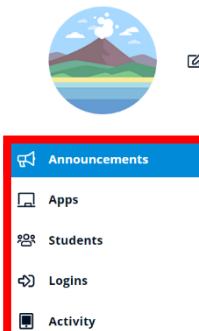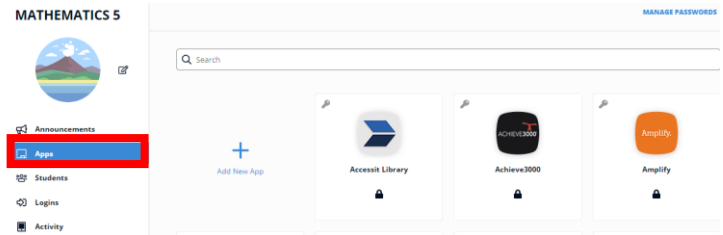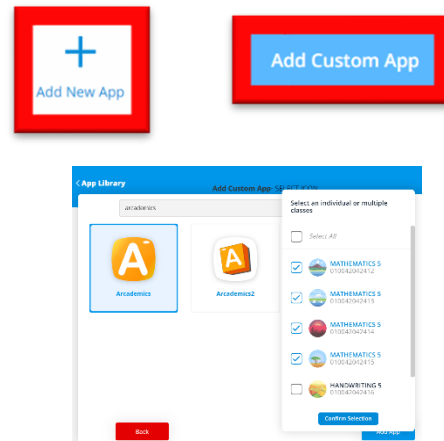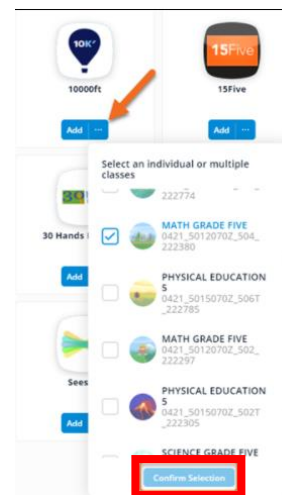|	
1. From the Favorites Bar of the My Apps screen, click on the ***backpack icon***.	
2. When you click on ***My Classes (backpack icon)***, you are in the teacher console. Here you will see a list of all classes that you are an instructor. You can also see student and app count here. When you click on the ***name of a class***, you have the option to provide a nickname by typing the alternate name in the text box. You can click on the edit icon to change the color and/or icon for the class.	
3. On the dashboard's left navigation, you will see: Announcements, Apps, Students, Logins, and Activity.	

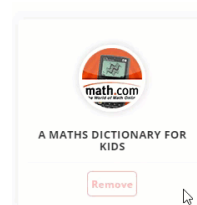|	
4. Click on the *Apps* to get a more detailed view of the apps assigned to a particular class.	
5. Click on *Add New App* to bring up the Calcasieu Parish SD Library. This will allow you to select which application to add to your class(es). If the app that you want to assign is not in the library, you can click on *Add Custom App*. Here you will input a name for the app, the weblink, add an icon and then click *Add App* in the bottom right corner. You will get a dropdown menu to assign it to your classes. *Note: This is the only time that you can assign to multiple classes without repeating the steps above.*	
6. To add the app from the Calcasieu Parish SD Library, click on the *ellipses* (…) to bring up a dropdown menu that will allow you to assign an app to a particular class or multiple classes at one time. Then select *Confirm Selection.*	
7. Click on the *app* to launch it. Hover over the app and click *Remove* to remove the app.	

8. Click on **Students** to see a list of all students enrolled in the class.

   You can also click on the **Analytics button** to the right to see student login and application data for each individual user. When you click on each individual student, you can also click to see student analytics and print or reset their QuickCard.

9. Clicking on **Logins** will display information on which students have logged into LaunchPad. A checkmark will appear if the student has logged in, and the top of the column will show a percentage and ratio of the entire logged in class. It is also possible to export a CSV file of the data in this table. To export a report, click the **Export Week** button. This will create a CSV file of the login report for the selected week.

10. Click on **Activity** to show the amount of time each student spent using apps. This data can be exported by clicking on the **Export Week** button.

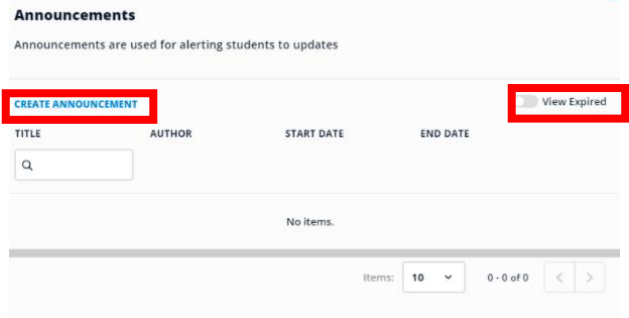|	
11. You can also click on a *specific day* for a student's app usage to view more details of the student's app activity for the day.	**Usage Summary** MONDAY OCT 12, 2020 Messie Abernathy 314891821 Student NAME TIME SPENT TypingClub 2'507 0h 16min 30sec
12. Click on the *Login Summary* tab from the menu at the top of the screen to view a summary of the time students spent on each app. The higher the percentage the darker the blue will be.	CLASS Monday Mar 2, 2020 Tuesday Mar 3, 2020 Wednesday Mar 4, 2020 Thursday Mar 5, 2020 Friday Mar 6, 2020 66% 42% 66% 80% 63% 56% 56% 63% 71% 52%

Class Announcements is a feature that allows teachers to create announcements to classes, such as when you add new apps for students to access or which apps to use for their assignments.
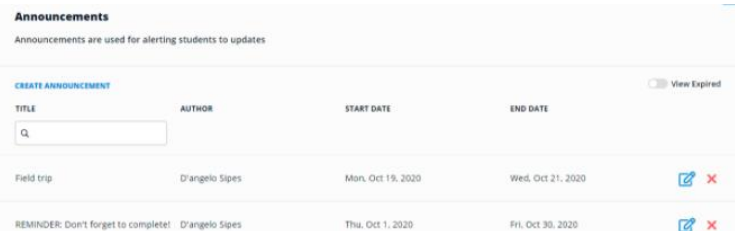
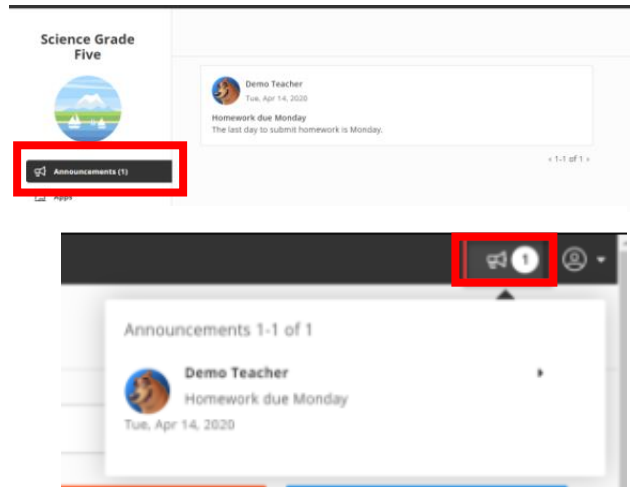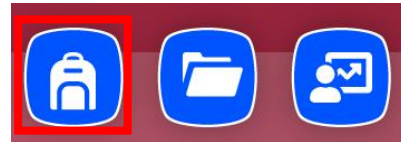|	
13. To add an announcement, click on the *announcement icon* in the top right of the Teacher Console. This will bring up the list of announcements that you have.	🎒 👥 Dashboard 🔊 Login Summary 📢 👤 ▲
14. To create a new announcement, click *Create Announcement.* You can also view expired announcements by clicking the *View Expired* toggle.	**Announcements** Announcements are used for alerting students to updates CREATE ANNOUNCEMENT View Expired TITLE AUTHOR START DATE END DATE No items. Items: 10 0 - 0 of 0 < >
15. When creating an announcement, choose which classes to create the announcement for by selecting them from the dropdown menu that appears after clicking *Select Classes.* Choose a start and end date, set the title, and content, which has a 1000-character limit.	**Announcements** Announcements are used for alerting students to updates CREATE ANNOUNCEMENT View Expired TITLE AUTHOR START DATE END DATE Field trip D'angelo Sipes Mon, Oct 19, 2020 Wed, Oct 21, 2020 ✏ ✕ REMINDER: Don't forget to complete! D'angelo Sipes Thu, Oct 1, 2020 Fri, Oct 30, 2020 ✏ ✕

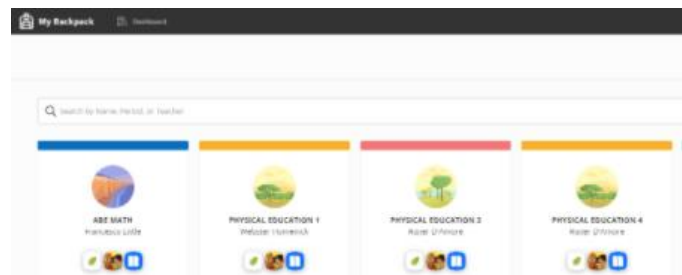|	
16. Students can see announcements for a specific class by clicking on the *Student* **Backpack,** choosing the class, and looking under the *Announcements tab or* by looking in the top right corner and clicking on the ***announcement icon.***	

Student Dashboard is a student version of the My Classes and gives students a place to see all of their classes, any Announcements, or to launch apps assigned to their classes.
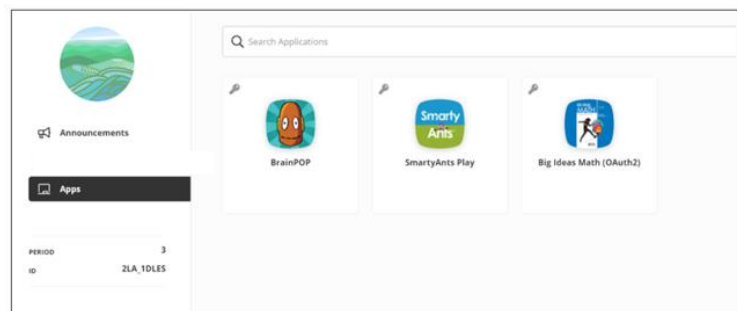
17. Click on the ***backpack icon*** in the Favorites Bar of the My Apps screen.	
18. The app will open to the Dashboard which shows the student's classes and displays icons of the applications specifically assigned to each class.	
19. The Dashboard of the student backpack provides the Announcements and the Apps section.	

20. In the **Apps** section, clicking on the class will bring up a more detailed view of all available apps for that class. Students can click on an app to launch it. They are not able to add or delete apps.