ClassLink

Launchpad: Customization

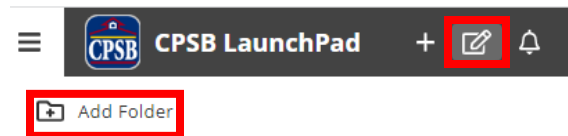### Rearrange Apps on My App Screen

Drag and drop the app icon.

Create a New Folder

Right click on the apps screen, select **Add Folder,** or click on Edit Mode in the top left corner and choose **Add Folder**.

or

Drag and Drop Apps to Create Folders

Drag the app and hover over another app to create a new folder.

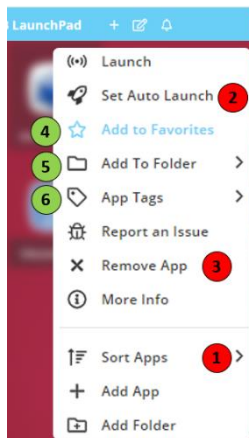## Drag and Drop Apps into Existing Folders

Drag the app and hover over an existing folder, drop app into folder.

Right-Click Options

Right cllick on the app to view the customization options without being in Edit Mode.

❶ Sort Apps ❷ Set Auto Launch ❸ Remove App
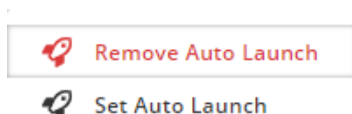
  ❹ Add to Favorites ❺ Add To Folder ❻ App Tags

Descriptions of Right Click Options:

❶ **Sort Apps**: Sort by *Name* or *Type*

❷ **Set Auto Launch**: Opens the app automatically in a new tab when you open your LaunchPad.
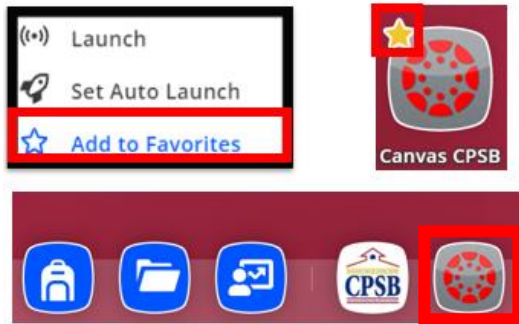
Remove App

Click on **Remove App** to delete an app you have added from the App Library. Apps can also be deleted by clicking the red x when in Edit Mode. Apps with a lock cannot be deleted, but can be added to a Folder for all apps that you do not use. My folder is called *Apps I Don't Use.*
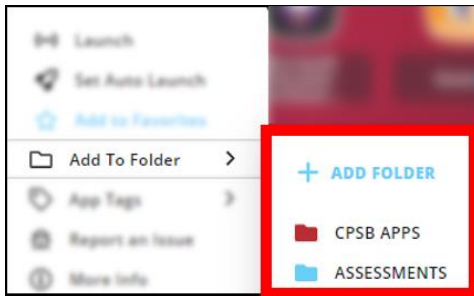

Add to Favorites

Adds a star to the app icon and adds the app icon to the Favorites Bar to the right of the Shortcuts bar at the bottom of the page.
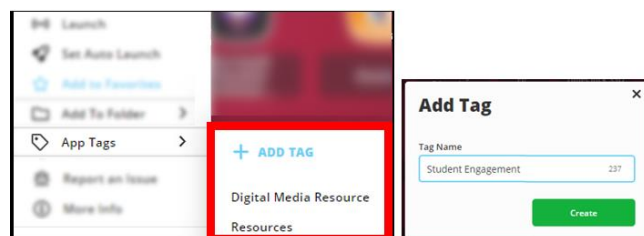

Add To Folder

Add a folder or Add the app to an existing folder.
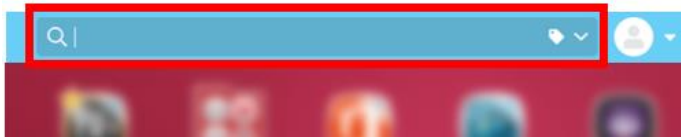

App Tags

Create Tags to categorize apps for filtering and sorting. Click on an **app**, then **Add Tag.** If this is a new tag, provide a **Tag Name** and click **Create**. You can use an existing tag for multiple apps.

Search and Filter by Tags

Search: Allows you to search through your apps to find a specific app or folder.

Filter by Tags: Creating tags allows you to filter your search for apps by using the tag feature in seach bar. You can also right-click on *an app* and choose *App Tags*.
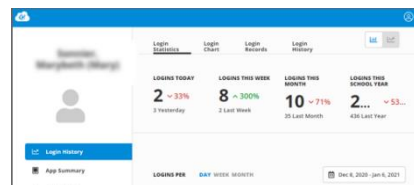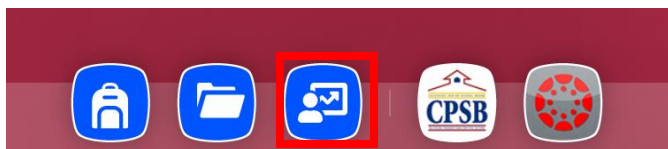

Shortcuts

The Shortcuts bar located at the bottom of the page has shortcuts to common sections of My Apps including My Files, My Analytics, and My Classes. These apps will open in a new window.

My Files allows you to connect your OneDrive files to access.

My Analytics will give you your login statistics, login chart, login records, and login history.

My Classes is where you can assign and manage apps, announcements, and view analytics for your Classes.