

# LaunchPad™ Teacher Reference Guide



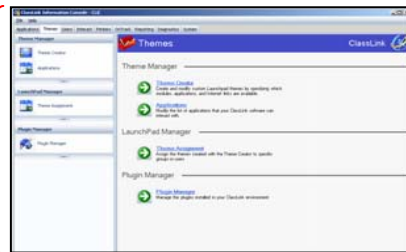
## Overview of LaunchPad™

LaunchPad™ is the centralized point of access to your Universal Learning Environment. Teachers and students login to see a customized, dynamic desktop from which all applications can be easily accessed from any computing device in the school, community or home.

1

### Administrators can:

- Customize the LaunchPad™ with grade/subject appropriate learning links and applications
- Manage user accounts quickly and reliably



2

### Teachers can:

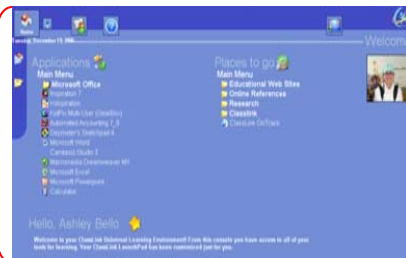
- Collaborate on lesson plans
- Facilitate real-time virtual conferencing with students
- Automatically assign specific events to student calendars



3

### Students and Parents can:

- Have anytime, anywhere logon access, including from home
- Check upcoming events on a regular basis
- Maintain and organize an active home folder



## Accessing Work

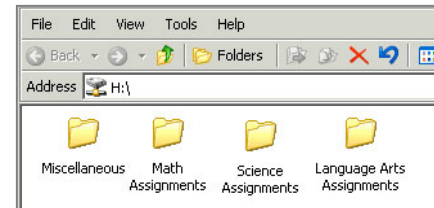


There are several locations where you may store and access your work. Any work saved within ClassLink will be accessible from home. With ClassLink, enjoy seamless access to all personal files as well as all software applications while on campus as well as virtually anywhere in the world.



1

Select the **Home Folder** module from the taskbar.



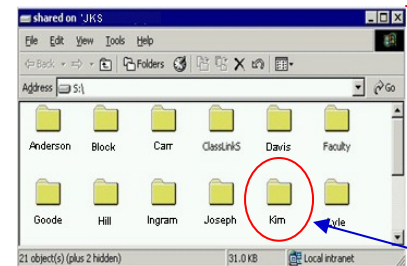
2

The **Home Folder** acts like a personal filing cabinet. When saving work in an application (Word, Excel, etc) always choose the H: drive.



3

Select the **Shared Folder** module from the taskbar.



4

The **Shared Folder** is a public directory that can be viewed by students and faculty. If interested in 'posting' an assignment, save it to the **Shared Folder**.

5

Teachers should each create a folder within the **Shared Folder**. Students can easily locate their teacher's assignments and class work in this folder.

[classlink.com/sites/catskills](http://classlink.com/sites/catskills)

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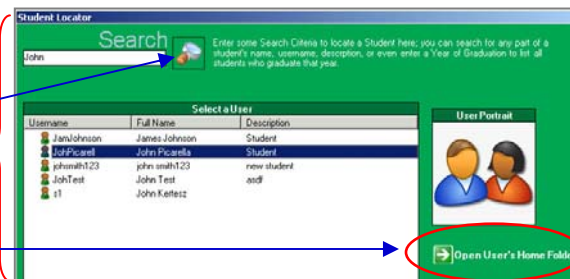
## Monitor Student Work

Once a student has completed an assignment, a teacher can access a student's folder to 'correct or review' the completed assignment.

- 1 Select **Student Locator** module on the LaunchPad.



- 2 Enter the name of the student and select the magnifying glass button.



- 3 Highlight the student folder and select **Open Student's Home Folder**.



## Monitor Printers and Servers



With ClassLink, easily manage all of the printers within the ClassLink network.



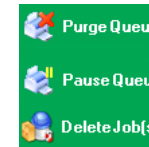
- 1 Select the **Printer Manager** module.

The Selected Printer is: <no printer selected>

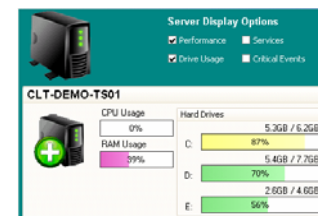
Computer Name	Printer Name	Documents	Status
CLT-DEMO-DC01	\\CLT-DEMO-DC01\Demo Printer	0	Ready
CLT-DEMO-TS01	\\CLT-DEMO-TS01\HPLJ4100N-Demo	0	Ready
CLT-DEMO-TS01	\\CLT-DEMO-TS01\Color A	0	Ready
CLT-DEMO-TS01	\\CLT-DEMO-TS01\Microsoft Office Do...	0	Ready
CLT-DEMO-TS01	\\CLT-DEMO-TS01\Tektronix Phaser 85...	0	Ready
CLT-DEMO-TS01	\\CLT-DEMO-TS01\Printer2	0	Ready
CLT-DEMO-TS01	\\CLT-DEMO-TS01\Printer1	0	Ready

- 2 Search for a specific printer and highlight it.

- 3 **Purge** the entire queue, **Pause** printing jobs, and/or **Delete** a specific print job.



- 4 Select the **Server Monitor** module.



- 5 Review the **Usage** and **Performance** of your ClassLink servers.

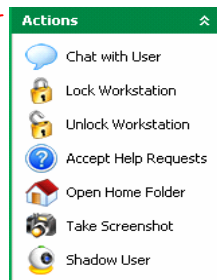
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## Working Together

ClassLink InterACT is a powerful utility that allows teachers to interact and collaborate with students and select colleagues across the network.

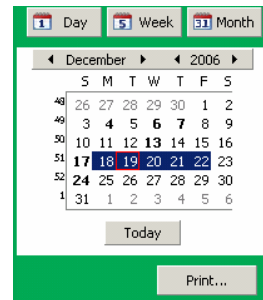
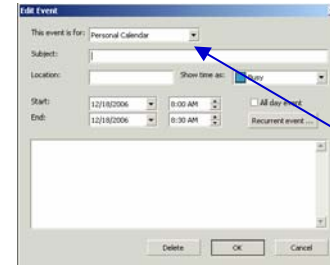
- 1 Select the **Interact** module from the taskbar.
- 2 Select or filter a user from the list of students and teachers currently active on the server. Select **Chat with User**. Type the message in the box below. Send files or even invite multiple users' to a conversation.
- 3 Select a user from the list with whom to share a screen. Select **Shadow User**. To end a shadow session, select **ctrl \***.
- 4 Select **Accept Help Requests** to answer student questions. Select **Ignore Help Requests** if you are unable to answer questions at that time.
- 5 Teachers can lock a student's workstation, shadow a user's screen, open up a student's home folder, and take a screenshot of the user's screen.



## Assign Events

Teachers can create events for specific students. Students will be able to check for upcoming events and due dates from their LaunchPad. Students can create and edit personal events.

- 1 Select the **Event Calendar** module from the taskbar.
- 2 Right click anywhere in the time slots to add a **New Event**. Fill in the New Event Fields – Subject, Location, Start and End Time, Details, etc.
- 3 Assign the new event to a **Class or Group** by selecting the appropriate calendar from the drop down box. Then select **Ok**.
- 4 To view events, select the **Day, Week or Month View**. If there is an event on a particular day, it will display in bold on the small calendar to the left. The actual events will display to the right in a color-coded manner.



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## Manage Groups

Add students to specialized learning groups and review class rosters.

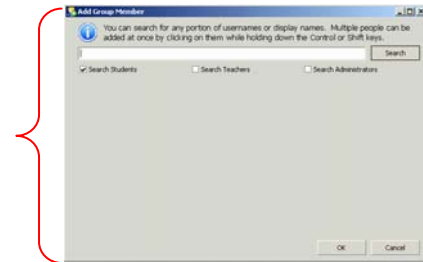
- 1 Select the **Groups** module from the taskbar.



- 2 Select a **Class** to review the roster and number of enrolled students. Select a **Group** to review the members of your specialized learning groups.

Member ID	First Name	Last Name	First Name	Last Name
1000000001	John	Smith	John	Smith
1000000002	Jane	Smith	Jane	Smith
1000000003	John	Smith	John	Smith
1000000004	Jane	Smith	Jane	Smith
1000000005	John	Smith	John	Smith
1000000006	Jane	Smith	Jane	Smith
1000000007	John	Smith	John	Smith
1000000008	Jane	Smith	Jane	Smith
1000000009	John	Smith	John	Smith
1000000010	Jane	Smith	Jane	Smith

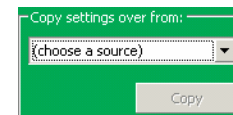
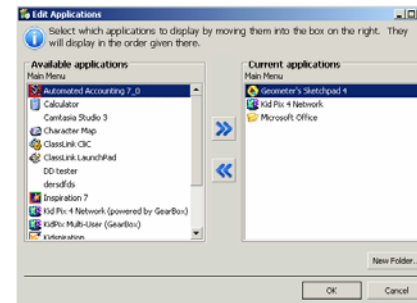
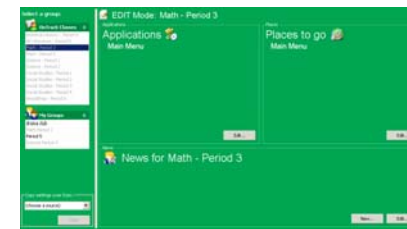
- 3 To create a Group, select **New** under **My Groups**. Give the Group a name. Then select **Add** to choose students for this particular group.



## Theme Editor

Create a customized LaunchPad theme for your classes and groups.

- 1 Select the **Theme Editor** module from the taskbar.
- 2 Select a **Class** or **Group** to create a customized LaunchPad theme.
- 3 Edit the list of **Applications**, **Places to Go** and **News** items per group and class as desired.
- 4 **Copy** the theme for one class/group and assign it to another class/group.



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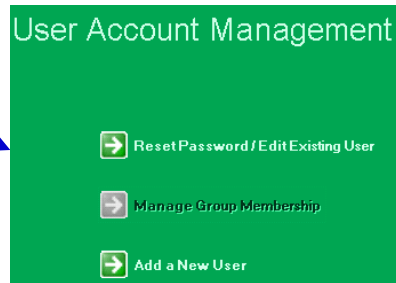
## Manage Users

Add users to the network and reset passwords with ClassLink User Manager.

- 1 Select the **User Manager** icon on the LaunchPad.



- 2 Select **Reset Password/Edit Existing User**. Search for the user and select **Reset Password**. Enter the new password and select **Set Password**.



- 3 To add a new user, select **Add a New User**. Select a template (e.g. student or teacher) and enter the details requested. Select **Add User**.



## Getting Help

ClassLink is always ready, willing, and able to assist you. If a question arises or assistance is needed concerning ClassLink, feel free to contact the ClassLink Help Desk.



- 1 From the ClassLink LaunchPad, select **Help Desk**.
- 2 **Add a New Work Order or View Open/Closed/All Tickets**.
- 3 When submitting a ticket, fill in all the details. Select **Submit** to send the ticket to the ClassLink Help Desk.
- 4 Information provided within a helpdesk ticket is critical to assisting the technicians in understanding the issue. We make every effort to address each ticket in a timely manner. A response is sent via email as soon as the ticket has been closed. This response includes an explanation of the ticket resolution.

Summary (\*):  
Call-back number:  
Priority:  
4, Low  
Type (\*):  
Description:  
Name (\*):  
Email Address (\*):  
Attachment: [Browse...] [Submit]  
(\* Denotes a required field.)

Work Order No.: 15939  
Summary: Ticonderoga  
Type: Administration  
Requestor: \_Demonstration DE  
Date Entered: 9/28/2006 3:24 PM  
Priority: 5, Project  
Technician Assigned: Ariel Frenandez  
Date Assigned: 10/13/2006 8:52 AM  
Status: Completed  
Completed: 12/13/2006 11:23 AM  
Resolution: 11/20/2006 3:03:21 PM (GMT-5:00) Eastern Standard Time, Logged by: Robert Kassabian - Account tested email sent out to SD.

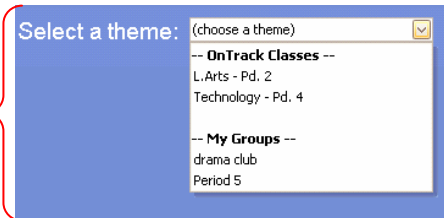
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## Student View

The customized student LaunchPad enhances communication and collaboration resulting in student achievement.

- 1 Students will have a blue LaunchPad whereas teachers have a green LaunchPad.
- 2 Students have the **Home Folder, Shared Folder, Event Calendar, Theme Selector** and **Help Request** modules in addition to **Applications** and **Places to Go**.
- 3 Students can **Request Help** from their teachers. They can type a question to their teacher who can then respond through a chat session.
- 4 Students can **Select** the theme customized by their teacher for a particular class or group.



## Remote Access

You can access your complete ClassLink LaunchPad from anywhere at anytime. This includes access to all of your applications, files and collaboration tools.

- 1 Open up the Internet. Enter the web address: **[www.classlink.com/sites/catskills](http://www.classlink.com/sites/catskills)**
- 2 Select the **First Time Setup** button to install the plug-in necessary to connect to school. Follow the easy steps to access ClassLink.
- 3 Select **Back Again** if you have connected to school before and wish to login to the system. Once downloaded, the file is stored on your computer.
- 4 Each time you attempt to connect from a new computer/location, you must repeat the step of downloading the plug-in file found under **First Time Setup**.
- 5 If AOL Parental Controls or a Pop-Up blocker/filter is enabled, disable this feature temporarily to allow for downloading the plug-in.

