

CLASSLINK

Basic Introduction

What is it?

ClassLink is a dashboard that allows you to access your H drive from home, and can save *most* usernames and passwords for the district subscription services. It solves the problem of too many passwords, and accessing school drives from other locations.

How do I log in?

- Launch your favorite web browser (Google Chrome, Safari or Firefox) and enter this link:
<https://launchpad.classlink.com/fairfieldschools>
- Sign in using you regular FPS network login information

What is on the initial screen?

- You will see icons for the programs and databases available through Fairfield Public Schools.
- You will also see icons for our school homepage, the Virtual Library, and the library catalog (Search Library).
- Access your H drive through the **MY FILES** icon
- Many passwords are already stored in your ClassLink dashboard. Other apps will initially prompt you to enter your password information.



How do I access my drive remotely?

Click on **My Files** icon. Or from the bottom of the screen, select **My Files**, and open your H drive.

You are editing/creating documents and folders in your H drive. No uploading or downloading is necessary.

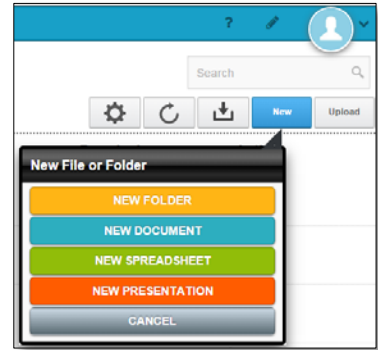
How do I open and edit an existing document in my H drive?

- Click on an existing folder to open it
- Click on an existing document
- Open in **ZOHO** -- this is the simplest way to edit a document.
- Select **File > Save**. You will see a quick message that states "*Document saved successfully*"
- Close the document by clicking on the tab at the top of the screen
- Return to the **H drive** by following the "breadcrumbs" path at the top of the screen
- You could also **DOWNLOAD** a file to your home computer if needed



How do I create a folder or a document in my H drive?

1. Locate the tool buttons on the upper right side of your screen
2. Select **NEW FOLDER** or **NEW DOCUMENT**
3. Name the folder or document and click **SAVE**
4. If it is a document, select **SAVE & OPEN ZOHO**. It will then create the file. Click on the file, select **OPEN IN ZOHO**, edit document and save.
5. You can also create a SPREADSHEET or PRESENTATION in ZOHO, following steps 1- 4 as listed above.



How do I edit my Class Link Page?

Click on **EDIT MODE** (paper and pencil icon) at the top of the Apps page

When in edit mode, you can

- o Rearrange icons by dragging them around the screen. You may have to drag an item up or down one row at a time.
- o Drag Apps you rarely or never use to the bottom of the page
- o Create folders and drag icons into the folder
- o Get new Apps -- you can add personal Apps and store credentials for each App.

Here is a list of resources and password information available at this time

CLASS LINK ICON NAME	PASSWORD ACTION
Big Ideas Math	Textbook -- Instructions to follow
BrainPop	District load -- no action required
Class Zone	Textbook -- Instructions to follow
Culture Grams	District load -- no action required
Freedom Flix	ACTION REQUIRED Must first create personal account. See Virtual Library
Gale Databases -- All	District load -- no action required
Google Drive	ACTION REQUIRED stores only user name. Type password, save to browser
Infinite campus	District load -- no action required
Issues and Controversies	District Load -- No action required. MS level
Issues and Controversies n American History	District Load -- No action required. MS level
My HRW Online	Textbook -- Instructions to follow
My hrw.com	Textbook -- Instructions to follow
Naviance	ACTION REQUIRED. Enter account, user name and password
Overdrive -- ebooks and audio books	ACTION REQUIRED -- enter six digit student ID number
Social Studies Ancient Civilization	Textbook -- Instructions to follow
Typing Pal	Contact your 6 th grade computer teacher or school's Typing Pal admin