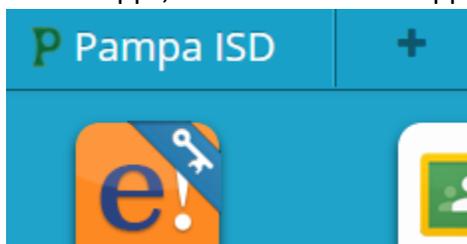


ClassLink

ClassLink is a Single Sign On application that connects users to the websites they visit. The username and password are stored and protected through the system. When an app is selected, the user is automatically logged in to the program. There is a web version at apps.pampaisd.net. The app version, Pampa Portal, is for Android and iOS. ClassLink also allows the user to access and edit files from Office365, Google, and Local Drives (X Drive, etc.) from any location with an internet connection.

Adding Apps

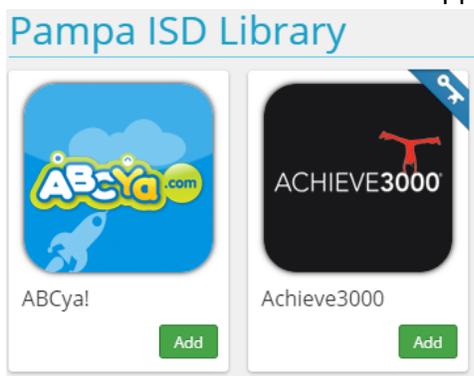
1. Go to <http://apps.pampaisd.net>
2. Login with your username and password (up to 20 characters)
Firstname.Lastname
Same Password as email
3. The dashboard appears with some applications that have been pushed out from the district level
4. To add apps, select the + in the upper left corner



5. Teachers, Staff, and Administrators can search anywhere in the App Library for a program to add. There are 4 main areas to browse: Featured, Most Popular, One-Click Single Sign On, and Pampa ISD Library. Some of these areas have multiple pages, so you can scroll to the bottom and click the arrow to view the next page of applications.

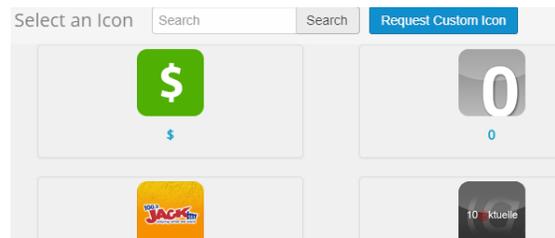
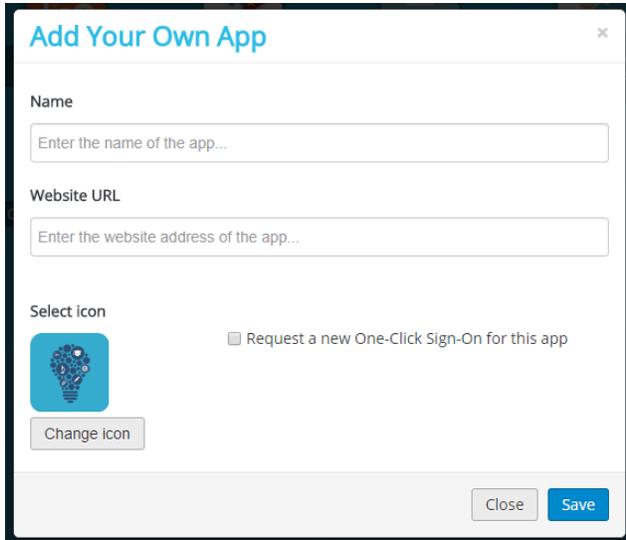


6. Click on a category to view the available apps. Select Add and the app is placed on your dashboard. There is also a search box in the upper right corner to look for apps.

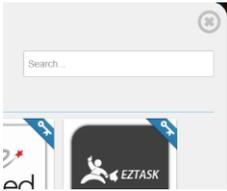


7. Note some icons have a key in the upper right hand corner. The key means that the program will store the login information for that site. Use this option as much as possible if an app has both choices. The apps without the key will just be shortcuts to the site. The user would have to enter their login information every time for apps without the key icon.
8. If an app does not currently exist, click the Add Your Own App button. Enter the name of your app and the website URL. If you would like the app to always remember the login information, check the box to

“Request a new One-Click Sign-On for this app.” Select Change Icon and select an icon from the Library or choose the option to Request Custom Icon. Select Save when finished.

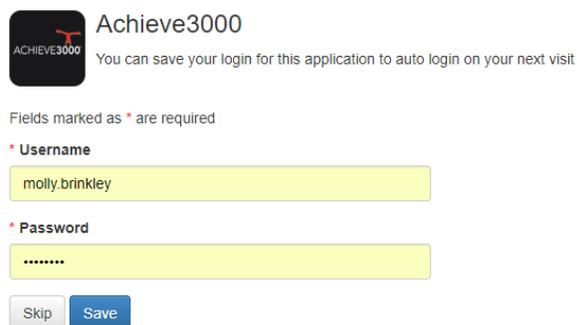


9. After selecting the apps, click the grey x and return to the dashboard.

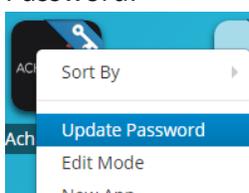


10. When you click an app, the program will request the username and password the first time if it does not automatically login. Enter the information needed and click Save. If you entered the incorrect information, see below to change the stored username and password.

Would you like to save your login?



11. After initial login, the app will continue to use the stored login information to open the program.
12. Some applications, like most textbooks, will use a program called One-Roster to automatically log the person in to the program based on their ClassLink login. When the person clicks the app, no login information is required and the user is automatically in the program.
13. If the incorrect information is used, return to the dashboard and right click on the app. Select Update Password.



14. A new window will appear. Select Edit.

Extension Locker - Achieve3000

Add

Locker	Action
Default	Edit Delete

15. In the credentials area, re-enter the username and password. Click Save.

Credentials

Username

molly.brinkley

Password

16. Now click on the app to verify the correct information was used.

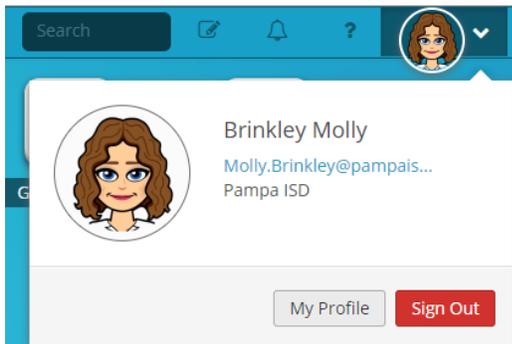
Editing the Dashboard

1. To locate an app, just start typing while on the dashboard. The apps that match will appear. You can also click in the Search box in the upper right corner.

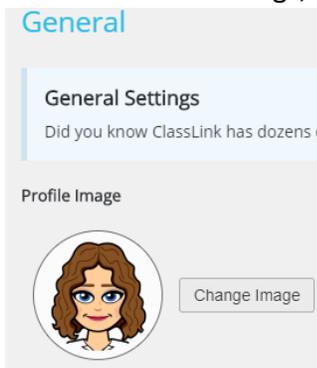


2. Any system or district notifications will appear from the bell icon when you open ClassLink. You must close the notifications before selecting any apps in the program. These notifications could include links or information.

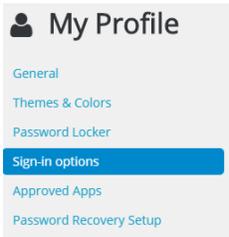
3. In the upper right corner, click on the drop down and select My Profile.



4. In the General Settings, select Change Image. You can select any image or upload your own and save.



5. On the left side, select Sign-In Options.



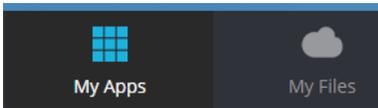
6. Click the blue connect button to the right of the Google Account and login. This is also ideal for students as well. Once they connect, they can just click on Sign In with Google instead of entering their username and password.



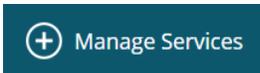
7. On the left side, select Password Recovery Setup. You may enter any of the password authentication methods to recover your password. It is recommended to use your phone number or the three questions at the bottom of the screen.
8. Click the green Save Questions button.

Accessing Files

1. In the center of the screen, across the bottom, click on My Files.



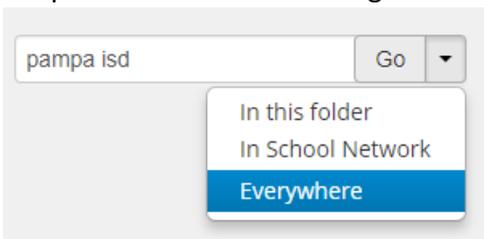
2. A new window will appear.
3. On the left side select Manage Services



4. Select the Connect Button and enter your login information to access files from these locations.



5. Click on School Network on the left side. Double click the Home Folder, this is the X drive.
6. Any files from the School Network, Google, Office, or Dropbox may be opened, moved, or deleted from here. If an Office document is opened, it may be edited online and when saved it stores back to the same file.
7. The search in the upper right corner will search for the file in the current folder. Click the drop down and select Search Everywhere to look for that file name in any of the School, Google, Office, or Dropbox files. Click Go to begin the search.



8. While viewing files, click New or Upload or immediately add files.

