

Vestal Classlink Launchpad Quick Reference Guide

What is Classlink LaunchPad?

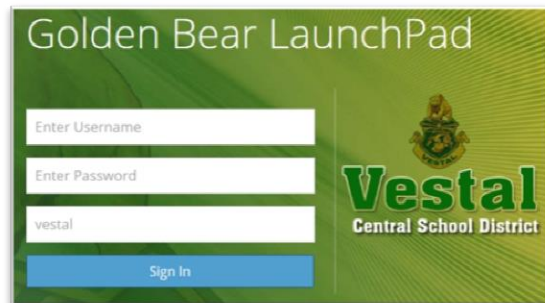
- Homepage for you to:
 - Create shortcuts to websites you frequent
 - Also has the ability to authenticate sites so you add your passwords once and then after that you can click and go. (This will work for Schoology, My Learning Plan, Outlook...)
 - Access your district documents from any Internet enabled device

Where do I access Vestal's Classlink Launchpad?

**Classlink works better within Mozilla Firefox or Chrome Internet Browser.

<https://launchpad.classlink.com/vestal>

From here enter your district username and password and click 'Sign In'.

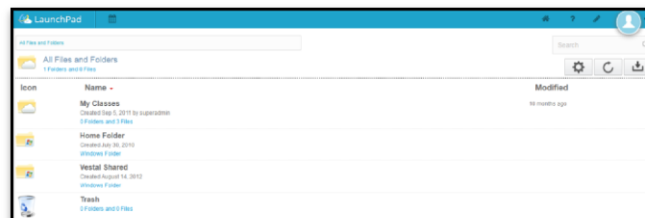


On the bottom of the window you can see where you can click to access 'My Apps' or 'My Files'.

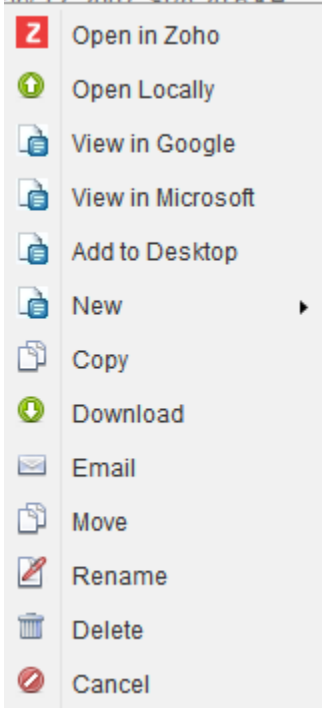
My Apps (shortcuts to websites)

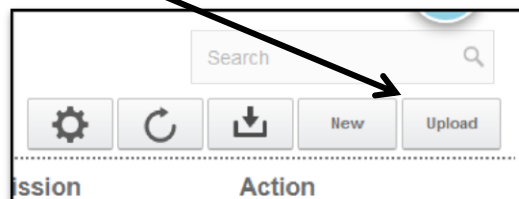


My Files (access to your documents)



Important notes on accessing your district documents:

- You can access your district documents from two different areas within launchpad:
 - Go to 'My Files' on the bottom, then 'Home Folder'
 - Click on 'My Files' on the Apps page
 - Classlink offers you access to your documents to either:
 - Open in Zoho (an online editor for quick and simple revising) When saved in Zoho it will save directly back to your 'My Files'.
 - Open Locally: This allows you to open it on the device you are using. To do this you will need to have the program available. (ie if it is a SMART Notebook file you will need SMART software on your device, if it is a Microsoft Word document you will need Word on your device)
 - View in Google: Allows you to view it in Google and then add to your Google Drive to edit.
 - View in Microsoft: Allows you to view it in Office 365, as well as save, share, print or download.
- 
- Add to Desktop
 - New (allows you to create new folder, word, excel or PowerPoint document)
 - Copy (makes a copy)
 - Download (download to your device)
 - Email, move, rename, delete and/or cancel
- You can access the above menu by right clicking on a document or going to the arrow under 'Action' to the right of the document.
 - **PLEASE NOTE:**
 - If you delete a document from Launchpad it will be deleted from your district documents.
 - If you download, or save the document locally on your device, and want the new version to be available at school you will need to upload the new version back to your folder by clicking the 'Upload' button.

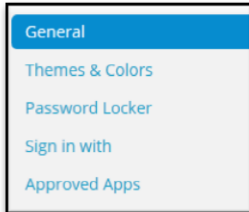
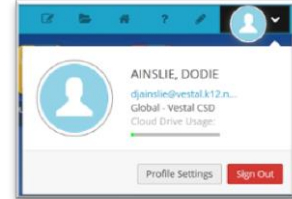


Authenticating your shortcuts:



When you go to 'My Apps' you will see some shortcuts already added for you. Those that require a password and can be authenticated will have a key on the right corner.

To authenticate an app go to the down arrow on the top right and select 'Profile Settings'.



Then select 'Password Locker' from the menu on the left.

Click 'Edit' to the right of the app you would like to add a password to.

Click 'Add' to add your password.

In the following window (see below) you will need to add a 'Locker Name' (can be your username), your username and password. You will not need to add anything to 'After login go to this address'.

A screenshot of a web form titled 'Extension Locker - My Learning Plan'. The form has two main sections: 'Locker name' and 'Credentials'. In the 'Locker name' section, there is a text input field containing 'djainslie' and another empty text input field. In the 'Credentials' section, there is a 'Username' input field containing 'djainslie' and a 'Password' input field with masked characters and a toggle icon.

Click save and you should see 'completed' next to your app.

****Please note:** You may be asked to download an extension for this feature to work. If so, you will be able to download it and add it to your browser.