How to Use Launchpad

https://goo.gl/k0qe2g  Help video at: https://youtu.be/7OaA-QiRR1o

Accessing from School - Teachers and Students
Please read these directions carefully.

**Internet Explorer- Follow steps 1-3**

**Chrome- Follow Steps 1-4**

1. Go to Brevard Public Schools
2. Hover over the “Links” tab at the top and select “Launchpad”

3. Click on the “Sign in with SAML” button - be sure to leave the top two boxes blank! The next screen will be your Launchpad if you are using IE.

If you are using Chrome, Firefox, or Safari, continue to step 4.

4. On the next screen, enter in your BPS email address and school computer password. The next screen will be your Launchpad screen.
Accessing Launchpad From Home - Students and Teachers

1. Go to Brevard Public Schools
2. Hover over the “Links” tab at the top and select “Launchpad”
3. Click on the “Sign in with SAML” button
4. On the next screen, enter in your username and password.

Note: You will receive this screen from home regardless of the browser you are using!

Student Username: Yourstudent#@brevardschools.org  (example: a student with the student number of 1234567 will have a username of 1234567@brevardschools.org)

Student Password: Your school computer password

Still having trouble getting to Launchpad? Check out our video at https://youtu.be/7OaA-QiRR1o
## Troubleshooting and other Launchpad Information

### Confirming your Network Password
The first time a user logs into Launchpad, they will be asked to confirm their network password. **Clicking “Cancel” will prevent SSO access.** On this screen, please enter in your school computer password and confirm it. Click “Submit” when done. This screen will appear any time a user changes their password.

![Password Confirmation Screen](image.png)

### Launchpad Keeps Spinning
**Cleaning out your temporary browser files** helps resolve the “Launchpad isn’t doing anything” error. See your Tech or click the links below for help with specific browsers.

- [Clearing your Browser history in IE](#)
- [Clearing your Browser history in Chrome](#)

### The “Oops Sorry!” Screen
If you get this screen, click on the little Classlink Cloud icon to refresh and bring your Launchpad screen back up. This screen usually appears when trying to hit the “Back” button in your browser.

![Oops Sorry Screen](image.png)

### My student doesn’t have a Launchpad Account
In order to access Launchpad, students must first log on to a school computer as themselves and change the default password that all students accounts are set to at the beginning of the year.

### My student has the wrong school tied to his Launchpad
If your student has the wrong school tied to his Launchpad account, please email aulakh.pamela@brevardschools.org with the student name.
## Adding Single Sign-on (SSO) Textbooks Apps to Launchpad
(MOST* SSO Apps start with BPS)

<table>
<thead>
<tr>
<th>Click the plus sign in the top left corner of your Launchpad screen</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com" alt="Launchpad" /></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Search for BPS</th>
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<tbody>
<tr>
<td>● All Single Sign-on textbooks will start with BPS</td>
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<table>
<thead>
<tr>
<th>Special Note About Discovery Education:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL users already have the new <strong>BPS Discovery Streaming app</strong> on their Launchpad page.</td>
</tr>
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<table>
<thead>
<tr>
<th>Adding apps:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the textbook App that you want and click the “Add” button</td>
</tr>
<tr>
<td>A message that tells you that your App has been added successfully will briefly appear in the upper right hand corner.</td>
</tr>
<tr>
<td>Close out the App Library and return to your main Launchpad screen</td>
</tr>
<tr>
<td>Your App should now be on your Launchpad landing page</td>
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<table>
<thead>
<tr>
<th>Assigned apps</th>
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<tbody>
<tr>
<td>Please note that the following apps are already assigned to teachers and students and do not need to be added</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add the Apps that you want</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the App you want and click the “Add” button</td>
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</tbody>
</table>

Still having trouble getting to Launchpad and/or adding apps? Check out our video at https://youtu.be/7OaA-QiRR1o
Creating Classes and Assigning apps to Your Launchpad Classes

You can create classes in Launchpad and assign specific Apps to your students.

Click on “My Classes”

Click on “Add New”

Customize your class information
And click “Submit”

To add students on the next screen, click on your class name you want to manage and then
1. Settings
2. Members
3. Add Users

On the next screen, search for your student and click the “Add” in the action column.

IF one of your current students is not in Launchpad, email Aulakh.Pamela@Brevardschools.org with the student information.
To assign Apps to your class
1. Click on Apps
2. Click on the Settings icon next to Apps
3. Click on Edit Mode
4. Add and customize the Apps you want your students to see
5. Click “Done Editing” when you are done!

Currently you are not able to assign the textbook apps to created classes in Launchpad.

Search for the app and add it to your class. Students will see it when they log in, select My Classes, and pick your class from the list!
**BPS Launch App for Mobile Devices**

<table>
<thead>
<tr>
<th>The app is called BPS Launch</th>
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<tbody>
<tr>
<td><img src="image" alt="BPS Launch App" /></td>
</tr>
</tbody>
</table>

**On this main screen, use the following credentials sign in:**

**Username:**
- Teacher: Lastname.Firstname
- Student: Student #

**Password:**
- Teacher: School computer password
- Student: School computer password

**Click “Sign In”**

You will then be taken to your Launchpad

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**Additional Log-in:**

If you receive an additional log-in screen while trying to access one of your apps, use the following information:

**Username:**
- Teacher: Lastname.Firstname@brevardschools.org
- Student: Student#@brevardschools.org

**Password:**
- Teacher: School computer password
- Student: School computer password

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**Brevard Public Schools**

Sign in with your organizational account

- **Username:** someone@example.com
- **Password:**

  ![Brevard Public Schools Sign in](image)