

Classlink QuickCard App



Prepared for
Leon County Schools

Date: March 21, 2018
Version 1.0

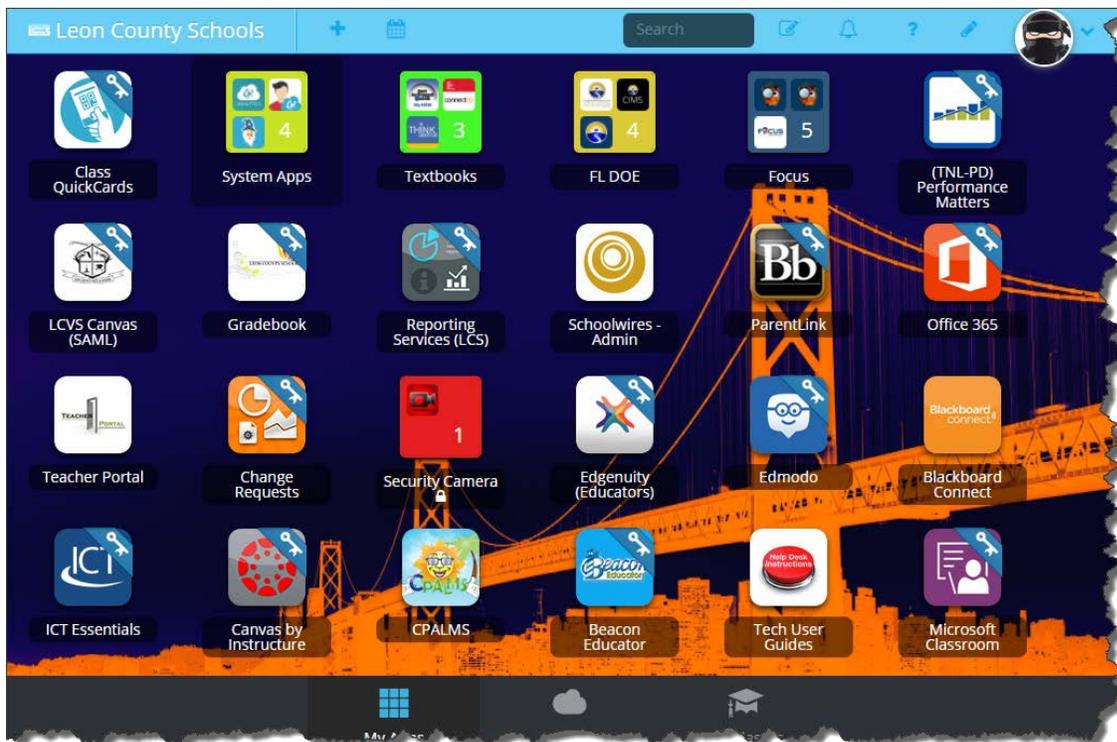




TABLE OF CONTENTS

QuickCard app for Teachers.....1

 Using the app.....1

 If you don't see the QuickCard app:.....1

 Managing individual QuickCards3

 I can't find one of my classes/students!.....3

DOCUMENT CONTROL

Author		Scott Whittle	
Title		Classlink QuickCard App	
File Name		Classlink-Quickcard Appl.Docx	
Milestone		End User Training	
Last Edited		3/21/2018 11:39 AM	
Number of Pages		4	
Version	Revision Date	Revision Comments	Author
1.0	3/21/2018	Created Document	Scott Whittle

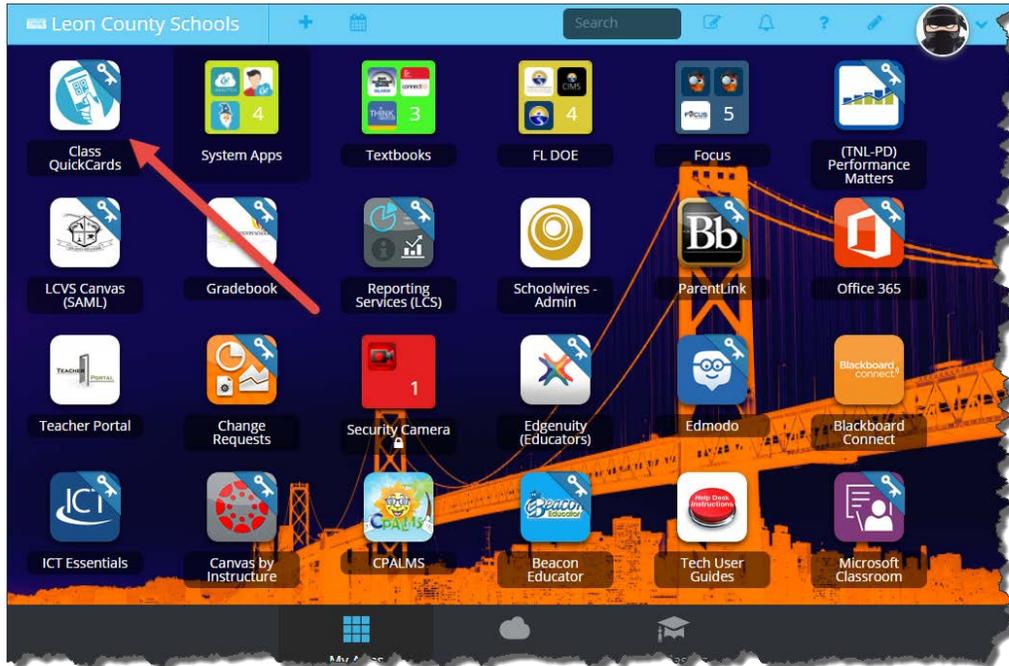


QuickCard app for Teachers

Teachers now have the ability to manage QuickCards for students in their classes!

Using the app

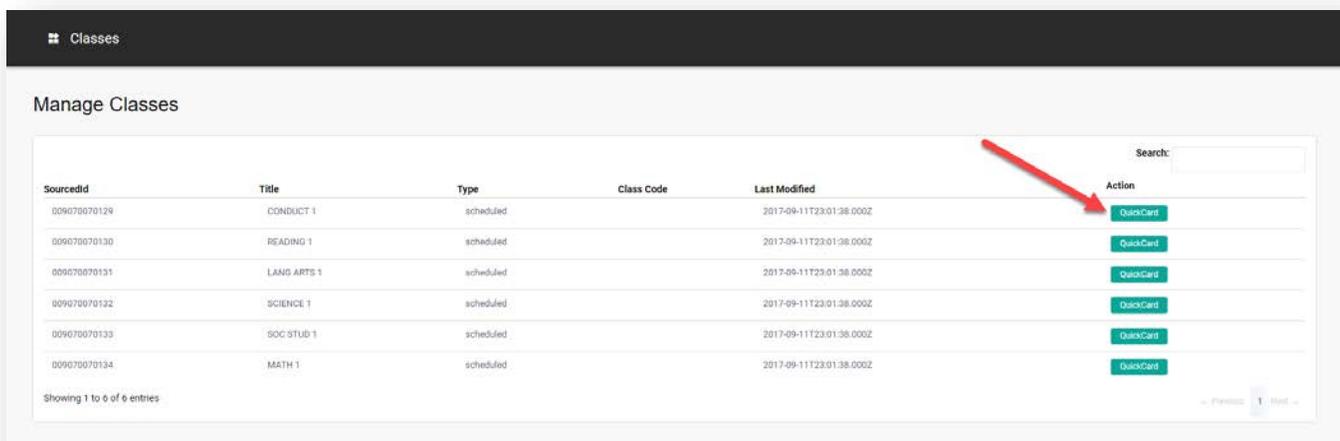
1. To start, open the Class QuickCards app.



If you don't see the QuickCard app:

Contact your Techcon and have them make sure the app is assigned to you.

- On opening the app, you will see information on the classes you are teaching.
- Click the "QuickCard" button for the class whose QuickCards you want to manage,





Classlink QuickCard App

You will then see information on the students enrolled in that class. Clicking "Generate QuickCard" will create QuickCards for all students in the class. Clicking "Print" will print out all the QuickCards for that class.

Generate QuickCard-009070070131 x

Search:

Portrait	SourcedId	Username	First Name	Last Name	Email	Action
	7119887	EA7119887	EMMANUEL	ANDERSON		
	7119928	DB7119928	DESTINY	BRADBURN		
	6919989	AC6919989	ALLEN	COLEMAN		
	6119875	SG6119875	SHYTRAVEON	GARNER		
	7119940	AJ7119940	ARIYAH	JACKSON		
	7919938	TL7919938	TRAVEON	LEE		
	7119965	JR7119965	JAZYA	ROBERSON		
	6119926	LS6119926	LYRIC	STEWART		
	6759940	SW6759940	SHAMIAH	WHALEY		
	7919989	KW7919989	KENNETH	WILLIAMS		
	6119955	ZW6119955	ZAVION	WILSON		



Classlink QuickCard App

Managing individual QuickCards

Generate QuickCard-009070070131

Generate QuickCard | Export Data | Print

Search:

Portrait	SourcedId	Username	First Name	Last Name	Email	Action
	7119887	EA7119887	EMMANUEL	ANDERSON		
	7119928	DB7119928	DESTINY	BRADBURN		
	6919989	AC6919989	ALLEN	COLEMAN		
	6119875	SG6119875	SHYTRAVEON	GARNER		
	7119940	AJ7119940	ARIYAH	JACKSON		
	7919938	TL7919938	TRAVEON	LEE		
	7119965	JR7119965	JAZYYA	ROBERSON		
	6119926	LS6119926	LYRIC	STEWART		
	6759940	SW6759940	SHAMIAH	WHALEY		
	7919989	KW7919989	KENNETH	WILLIAMS		
	6119955	ZW6119955	ZAVION	WILSON		

Callouts: Reset card (green), Print card (yellow), Delete card (red)

In addition to being able to generate and print QuickCards for all users, you can also do the same for individual students. The green button will reset a student's QuickCard (or create one, if they do not already have one). The yellow button will print out that student's QuickCard and the red button will delete the QuickCard.

I can't find one of my classes/students!

If you cannot find one of your classes, or one of your students is not in a class, contact an administrator. It is likely that there are problems with your Roster Server data.