



rcoa
REGENT CHRISTIAN ONLINE ACADEMY

ClassLink

GUIDE TO USING CLASSLINK AT RCOA

What is ClassLink?

ClassLink is a service that RCOA has partnered with to provide OneClick single sign-on into web and Windows applications. It is accessible from any computer, tablet or smartphone (may not be available on public devices e.g., library, hotel etc.).

In short:

- One location for all of your web-based tools
- Saves passwords for you
- Students have their very own access and customized screen.

Content	Page
How to Login to ClassLink	1
Login to ClassLink- No @rcoa email	1
Login to ClassLink- With an @rcoa.ca email	3
Adding a browser extension	5
Adding the Browser extension (Chrome)	5
Adding the Browser extension (Firefox)	6
Adding the Browser extension (Internet Explorer)	7
Adding the Browser extension (Safari)	8
What you will See	9
Tool Bar	9
My Profile Settings	10
Settings- General	11
Settings- Themes	12
Settings- Passwords	13
Using ClassLink	14
What if the Password is Incorrect?	16
Adding a New App	18
Adding a Password Locker	19
Final Notes	21

How to log in

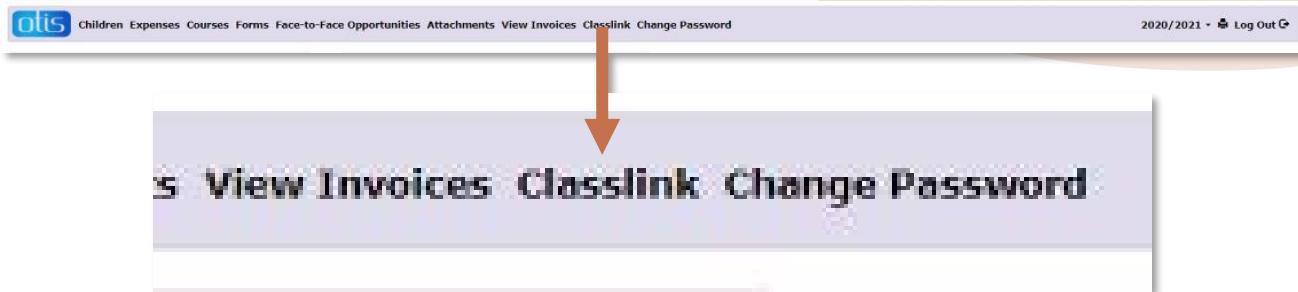
There are a couple different ways to login to ClassLink.

If you do not have an @rcoa email address you have a username and password in OTIS.

If you have an @rcoa email address (grade 8-grade 12, faculty) you will login using your Microsoft O365 account. (go to page 5)

No @rcoa.ca email

If you do not have an @rcoa.ca email address, log into OTIS. Along the top menu bar you will see a spot that says "ClassLink" click here.

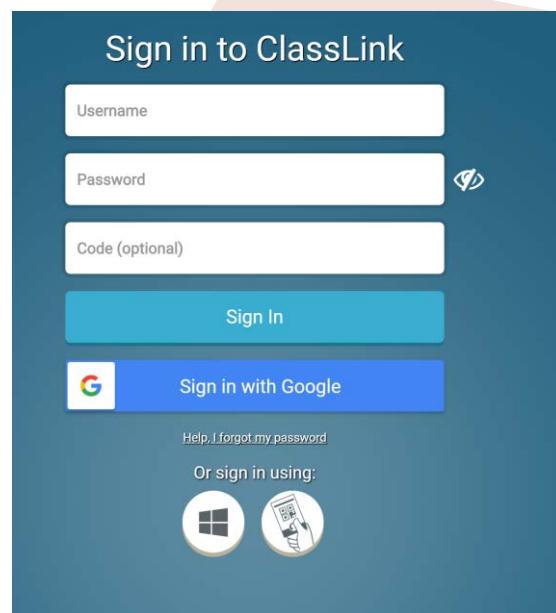


A new screen will open and you will see your username and password. Take note of these usernames and passwords.

Note: there is a parent log in and each child will also receive a separate log in.

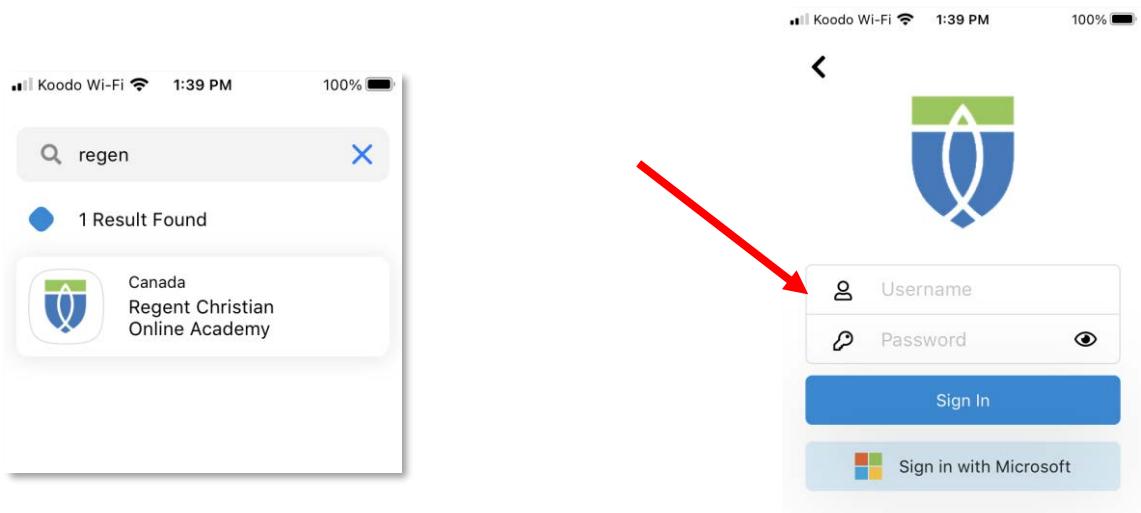


ClassLink will open in your internet browser. Enter the Username and Password that you have in OTIS into the spaces provide on the ClassLink sign in page.



ClassLink also has a mobile app that can be downloaded to through the Apple App Store or through Google Play.

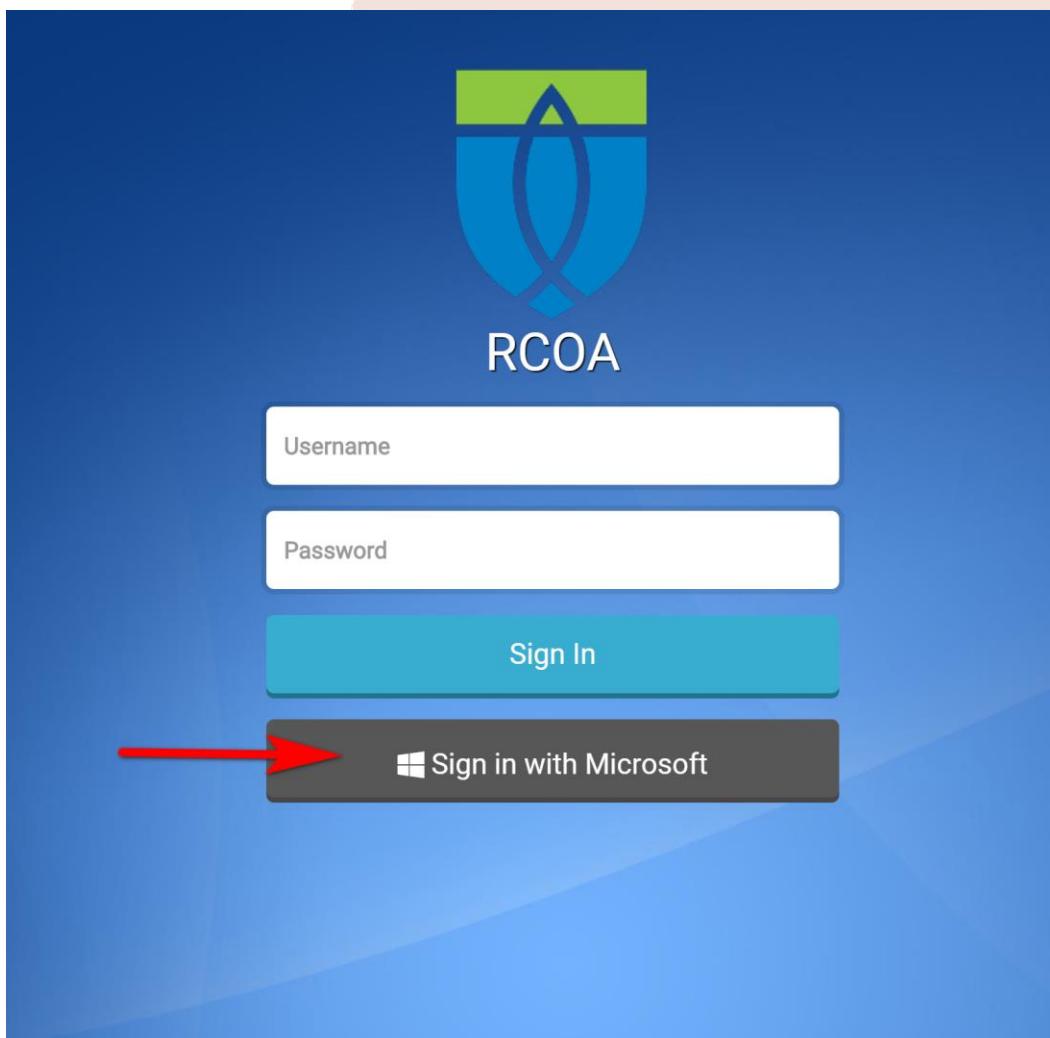
When you first open the ClassLink App you will need to find the RCOA log in page. To do this, in the search bar type "Regent Christian Online Academy". As you are typing it will narrow the choices down until you see the selection for RCOA. Click on that selection and enter your username and password.



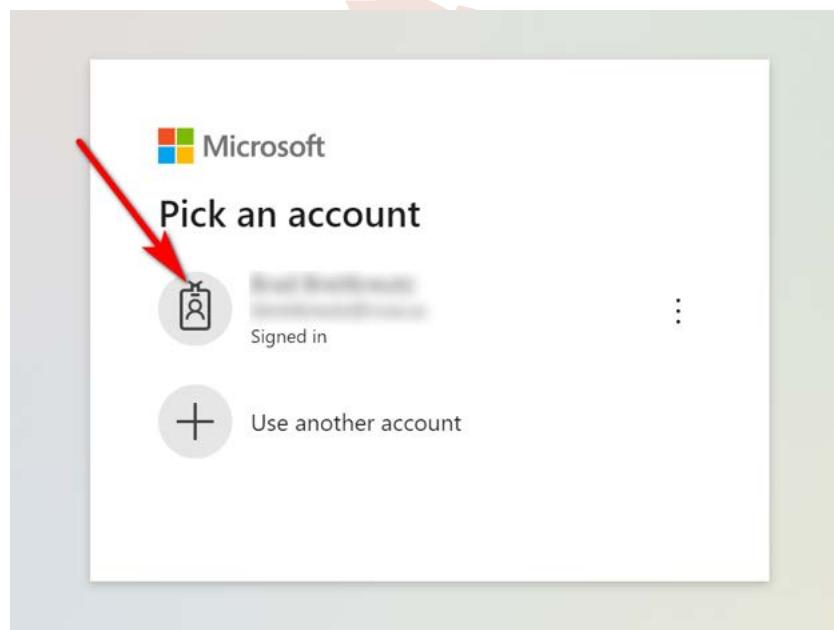
With an @rcoa.ca email

The first time you log into ClassLink you will need to go to: myclasslink.com/rcoa in your internet browser.

On this screen click the grey button that says “Sign in with Microsoft”

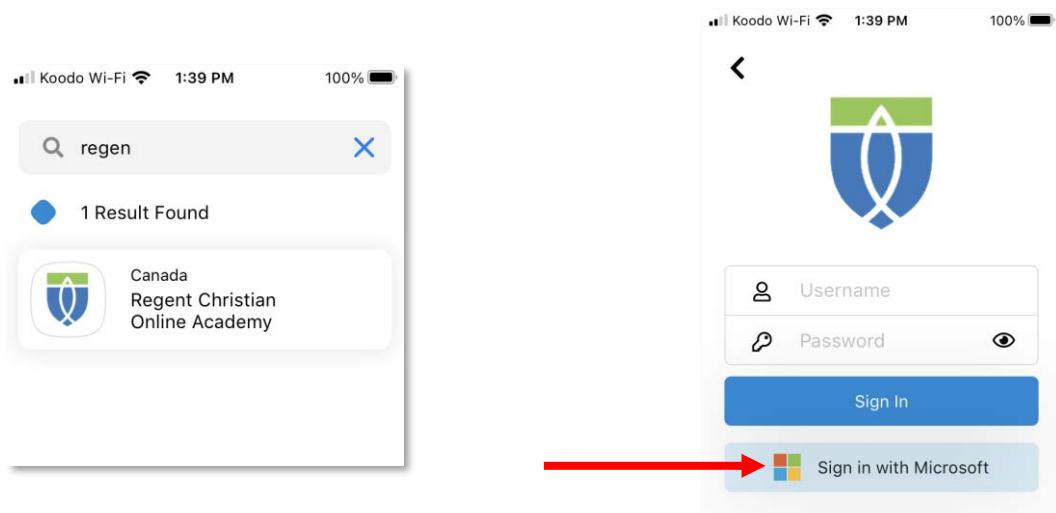


Click on your @rcoa Microsoft account. If asked for your password, enter your Microsoft password into the space provided.



ClassLink also has a mobile app that can be downloaded to through the Apple App Store or through Google Play.

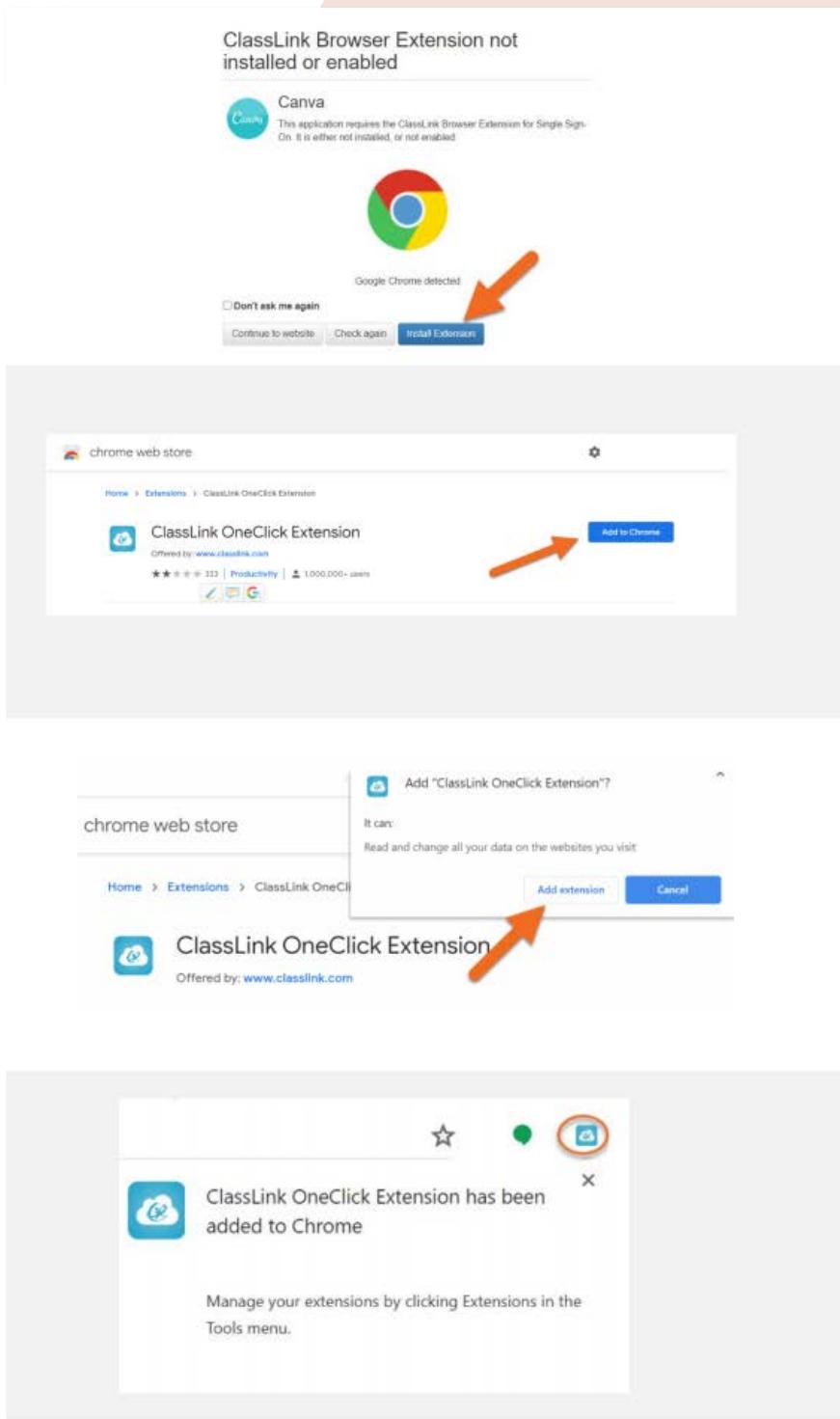
When you first open the ClassLink App you will need to find the RCOA log in page. To do this, in the search bar type “Regent Christian Online Academy”. As you are typing it will narrow the choices down until you see the selection for RCOA. Click on that selection and click on “Sign in with Microsoft”. Enter your @rcoa email and password.



Adding the Browser Extension

In order for ClassLink to work on your computer you need to install a browser extension.

ClassLink Chrome PE Extension Installation

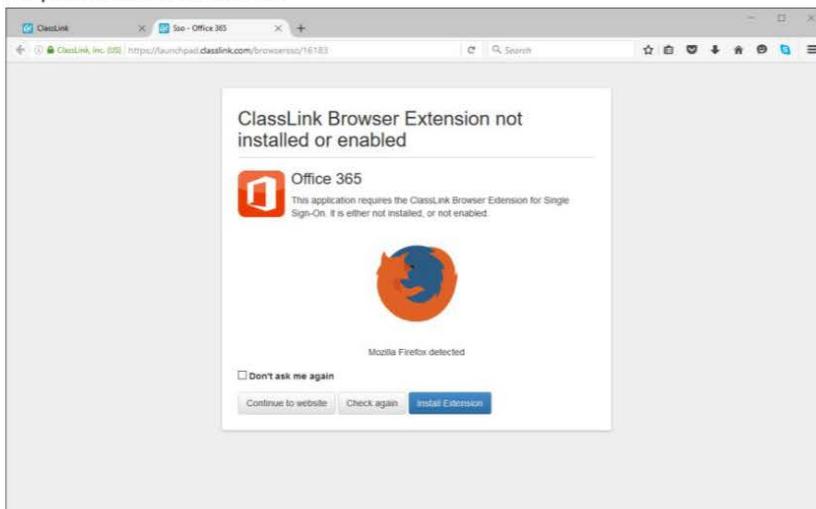


Adding the Browser Extension

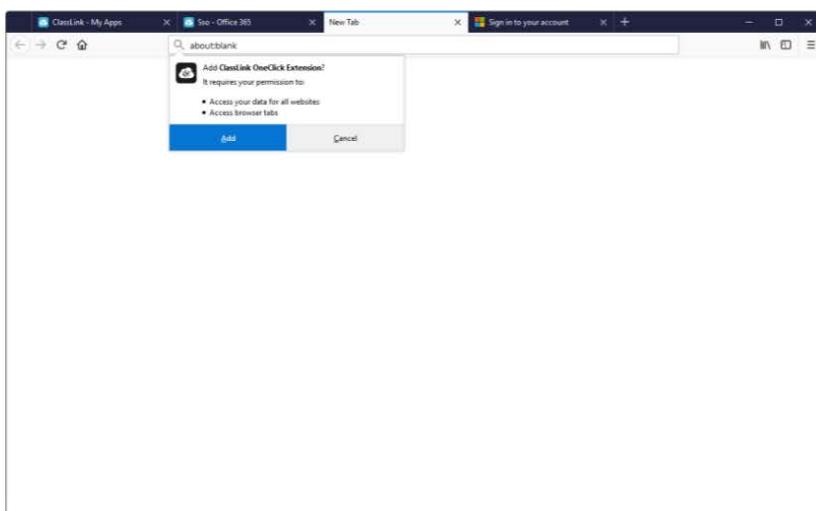
ClassLink Firefox PC Extension Installation

The ClassLink Extension is used to access some Single Sign-on applications.

1. To download the extension you will be prompted when you click on an application that requires the extension.



- 1b. If you are not prompted for the installation, go to the Firefox Add-ons website <https://addons.mozilla.org/en-US/firefox/> and search for 'ClassLink' in the top right search box. Click on the 'ClassLink OneClick Extension' Link. Then click 'Install'.
2. Click 'Install Extension'.
3. Click the Blue 'Allow' button. (if needed)
4. Click 'Add' in the pop up box on the top left. Another pop up will let you know the extension is installed.

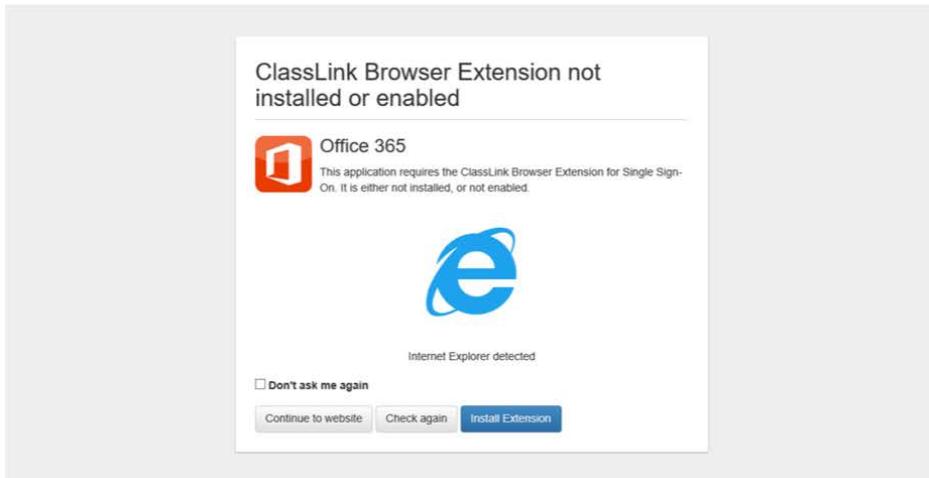


Adding the Browser Extension

ClassLink IE PC Extension Installation

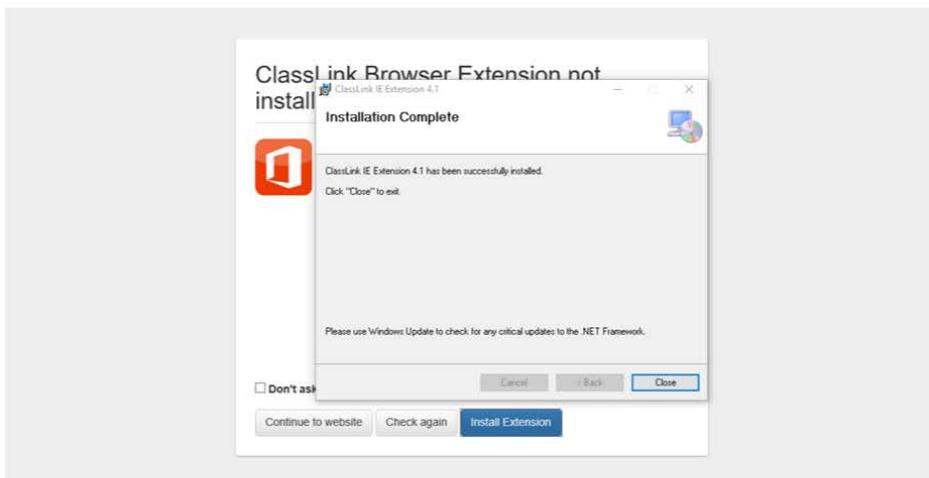
The ClassLink Extension is used to access some Single Sign-on applications.

1. To download the extension you will be prompted when you click on an application that requires the extension.



2. Click 'Install Extension'. This will open an msi file to be run at the bottom of the page. Click 'Run'.
3. Click 'Next' 3 times on the setup wizard to continue installation.
4. Click 'Yes' to allow the extension to be installed on the computer.
5. Click 'Close' on the installation window.

To continue using ClassLink, you will need to restart Internet Explorer and log back into ClassLink.

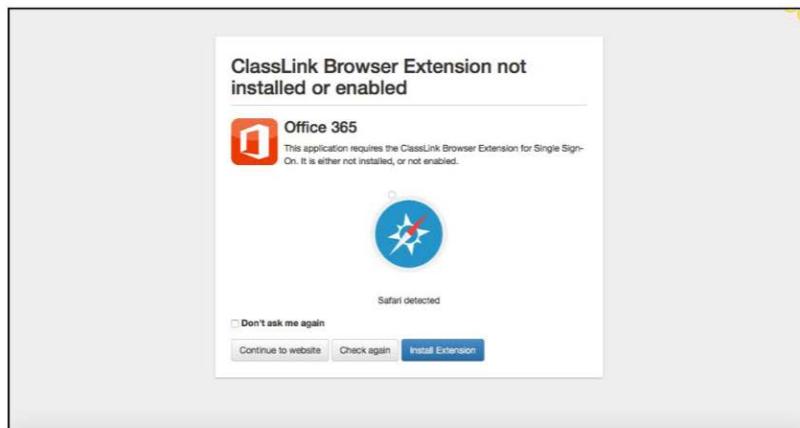


Adding the Browser Extension

ClassLink Safari Mac Extension Installation

The ClassLink Extension is used to access some Single Sign-on applications.

1. To download the extension you will be prompted when you click on an application that requires the extension.



2. Go to the Download arrow in the top right and click on the Classlink-oneclick download.
3. Click 'Trust' when asked if you are sure you want to install the extension.
4. A window will appear showing you the extension is installed.

The ClassLink LaunchPad Extension on Safari is disabled. What do I do?

After you install the ClassLink LaunchPad Extension for the Safari browser, go into the Safari Preferences menu and click on Extensions.

Enable the extension by clicking on the checkbox to the left. See the screenshot below.



What you will see

The apps that appear on your screen when you first log on will vary depending on your login. Students and parents will/could see different apps as their needs for ClassLink are different. You are however able to customize program links to your ClassLink page. This will help customize the experience for you and your needs.



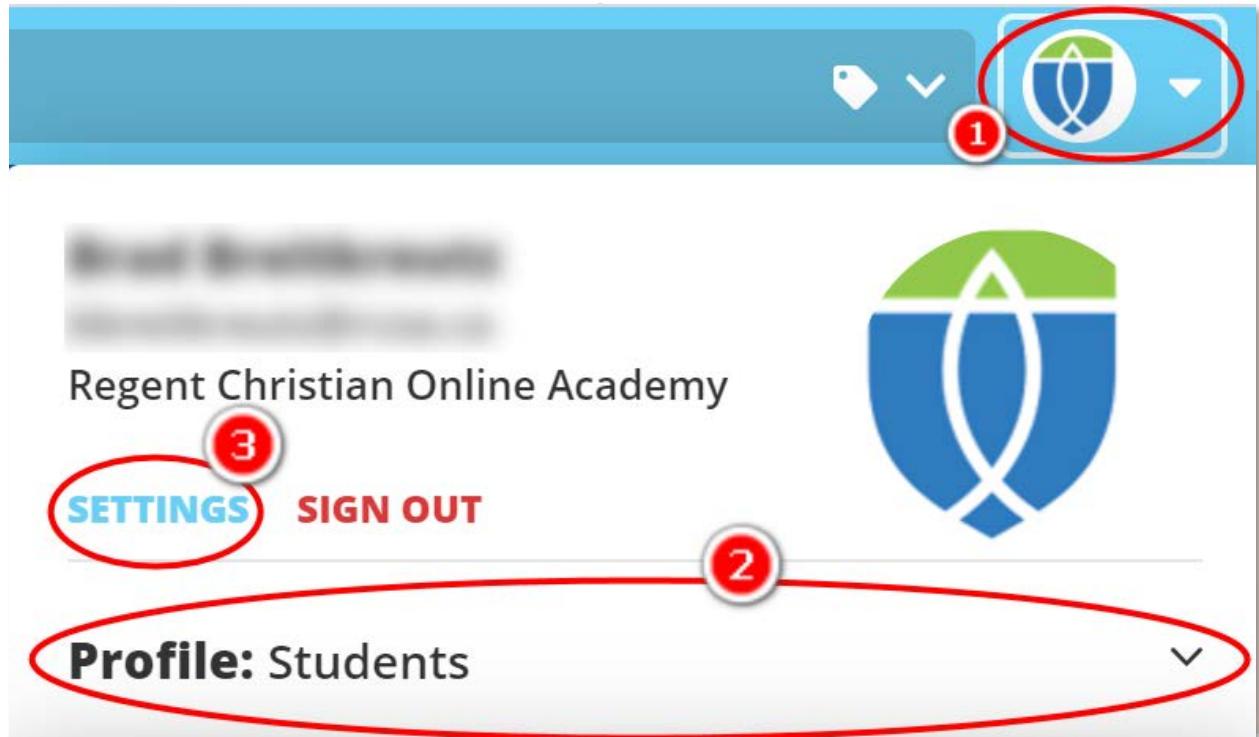
Sample ClassLink screen

Tool Bar



1. App Library: Click the + icon to access the App Library to add additional applications to your My Apps screen.
2. Edit Mode: Click the Edit icon to create folders, change the theme, app size, font style, or wallpaper.
3. Search: Allows you to search through your apps to find a specific app.

My Profile



- 1- Click here to access your "My Profile" information.
- 2- Profile: this will change based on your permissions given to you by the system administrator. The profile determines which apps you automatically have access to. It is possible you may have multiple profiles. If you see a little arrow to the right you can click and select a different profile.
- 3- Settings: Click here to change your settings.

Settings

In “My Profile” click on settings. There are six setting areas. Only General, Themes and Passwords will be discussed. The other tabs will not be used.

Settings- General

My Profile Settings

General Themes Passwords Sign In Recovery Security

Profile Image  Click to change your profile image

First Name These fields are not editable

Last Name

Display Name

Email ✓

Default Language Click to change the default language

Default Time Format Click to change between 12 and 24 hour time format

If you make any changes click save

Settings- Themes

To change the theme, app size, fonts etc. Click on Themes in settings. Listed below are the default settings. Choose settings that work best for you.

My Profile Settings

X

General Themes Passwords Sign In Recovery Security

Theme

Classic ▾

Preview



Application Name

App Size

Default ▾

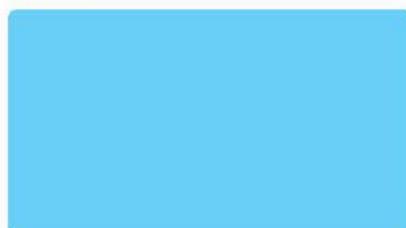
Font Style

Text Background ▾

High Contrast

Show Welcome Wizard

Palette



Custom Wallpaper



Settings- Passwords

Passwords in ClassLink are managed one of two ways. Some apps do not need you to add a password as the school has prepopulated the username and password. ClassLink will automatically log into these apps (examples: BrainPOP, MyRCOA). Other apps need you to add the username and password (just once). From then on ClassLink will automatically login to your account.

Apps that you have added a password to will show “set” Apps that are either pre-linked or need you to enter a username and password will say “Not Set”. Managing passwords will be shown a little later.

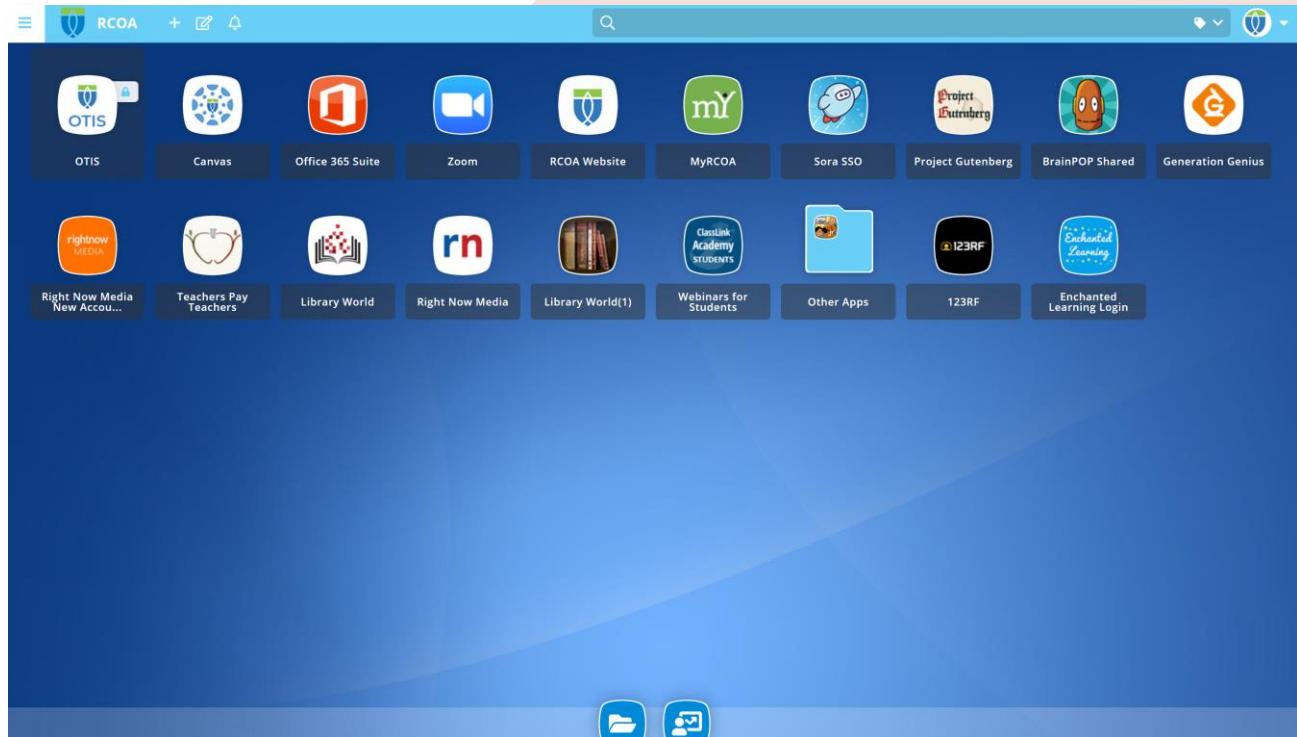
My Profile Settings

General Themes **Passwords** Sign In Recovery Security

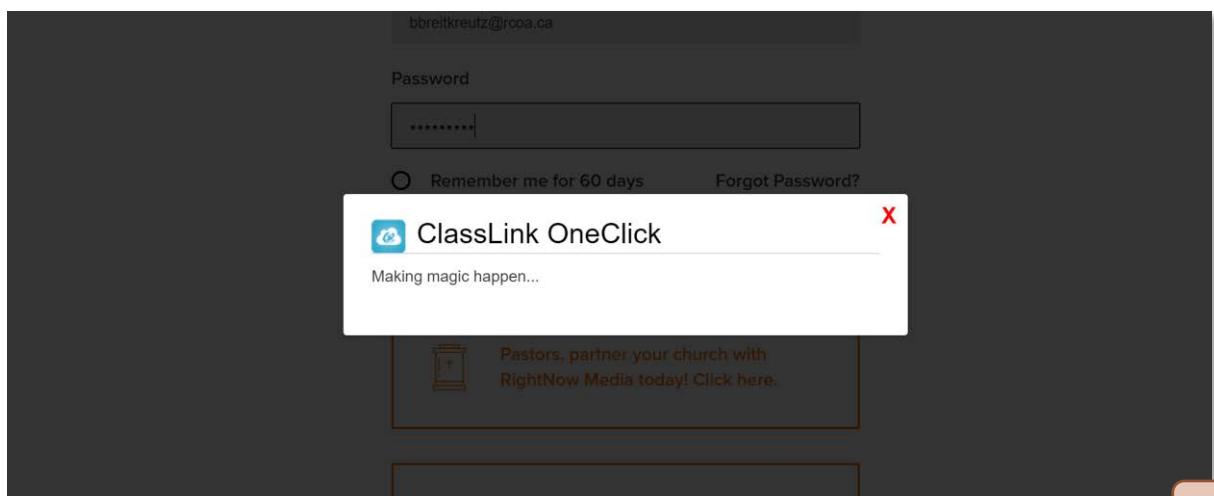
APP NAME	STATUS	
<input type="text" value="Q"/>		
 BrainPOP Jr. Provides educational movies for K-3 students. Homework Help, leveled quizzes, games and activities for kids.	Set	
 BrainPOP Shared	Not Set	
 Canvas	Set	
 Enchanted Learning Login	Not Set	
 Generation Genius	Not Set	
 Library World	Not Set	

Using ClassLink

When you login to ClassLink you will be presented with a screen that looks similar to this:

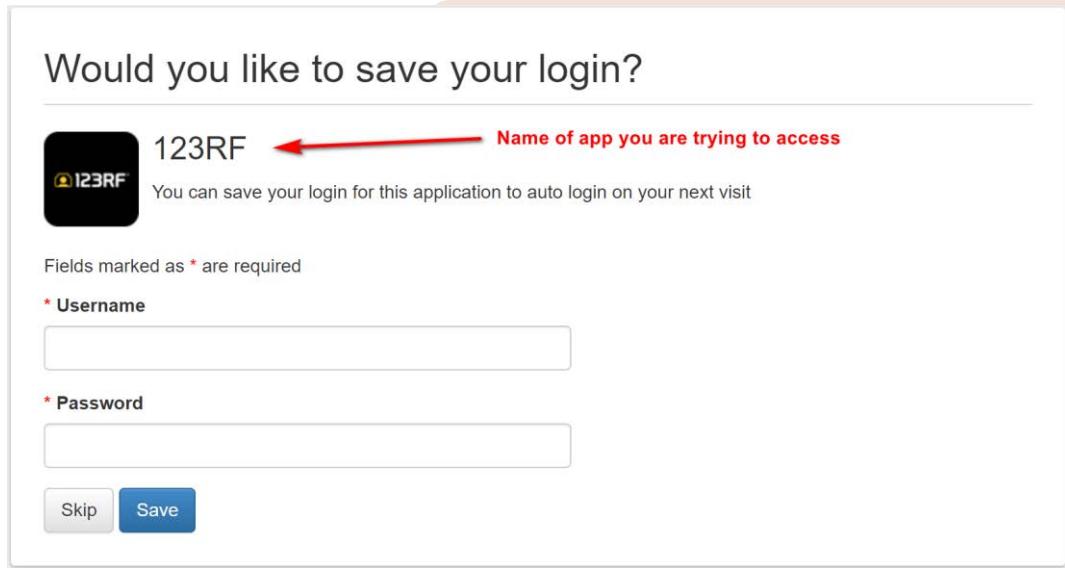


Simply click on the app you would like to access. A new tab will open in your browser taking you to the correct website. If the website has a username and password prepopulated you will see a screen that looks like this. This shows ClassLink is communicating the username and password to the service.



Using ClassLink Cont...

If you click on an app and the password has not been prepopulated or has not been added you will get a screen that looks similar to this:



Would you like to save your login?

123RF Name of app you are trying to access

You can save your login for this application to auto login on your next visit

Fields marked as * are required

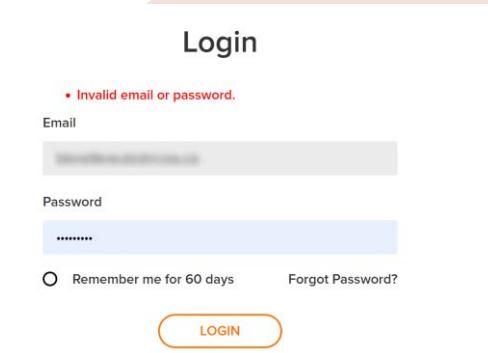
* Username

* Password

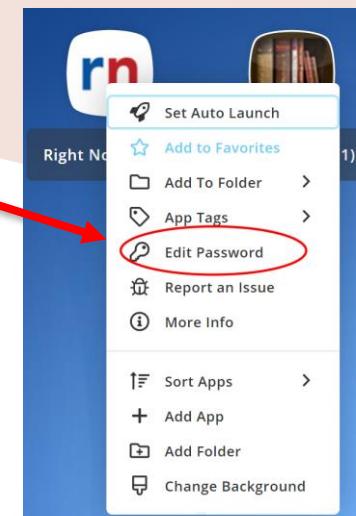
Enter your username and password into the correct fields and click save. ClassLink will remember this password for future Logins.

What if the password is incorrect?

It happens, we change a password or even type it in wrong. You try to let ClassLink do what it does and you get a message saying you have an invalid email or password.



Simply return to ClassLink and “right mouse click” over the app that has the incorrect password. Click on “Edit Password”.



The settings/ passwords section will open. Click the blue box with a pencil to change your login information.

← Right Now Media Passwords

A screenshot of a web-based application titled "Right Now Media Passwords". At the top, there is a "LOCKER" section with a search bar and an "ADD LOCKER" button. Below this is a table with one row, "Default", which has a "Edit" icon (a pencil inside a blue box) and a "Delete" icon (a red X) in a red circle. A red arrow points from the text above to this edit icon. At the bottom, there are pagination controls: "Items: 25", "1 - 1 of 1", and arrows for navigation.

What if the password is incorrect? Cont...

Right Now Media Passwords

Locker Name *

Default

Do not change these settings

After login go to this address

Credentials

Email *

bbreitkreutz@rcoa.ca

If you typed your username incorrectly
change it here.

Password *

To update or correct the password
change it here

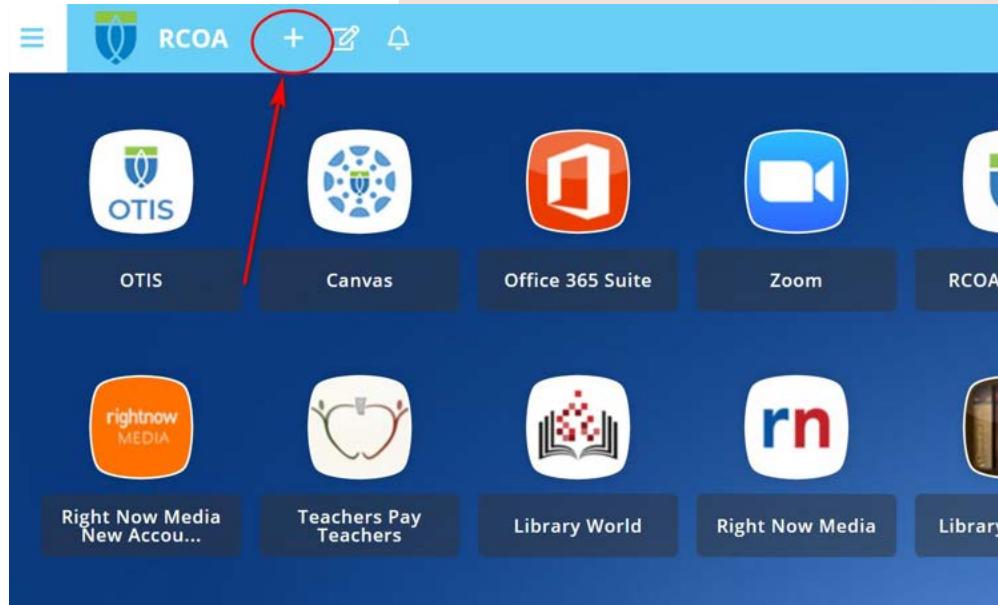
Click save when done

Go Back

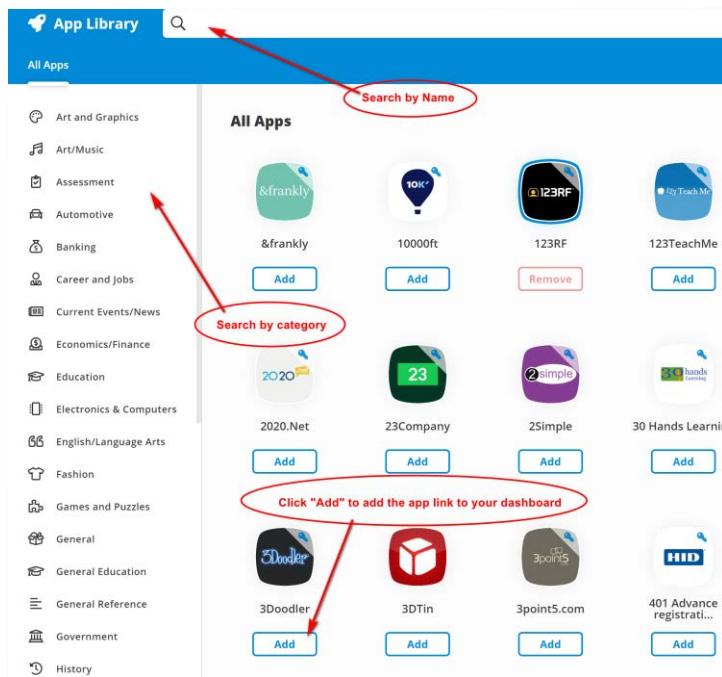
Save

Adding a New App

ClassLink gives you the ability to add a quick link to subscriptions that you currently hold. To do this click on the little + on the top of the Class Link Page.



The App Library will open. This library contains thousands of links to apps that you may want to add to your library screen. Simply find the app you want to add and click the “Add” button. You can also search apps by category or by using the search bar.



Creating a New Password Locker

ClassLink allows for multiple user logins for each app. This might be used when you have multiple accounts for the same app. For example, you have an RCOA login to Microsoft Office and a Personal login to Microsoft Office or if you have several children with different FreshGrade logins. Multiple logins can be added to your ClassLink account to help you login to the account to which you want to login.



To begin click on your "My Profile (1)" and then Settings (2)

A screenshot of the "My Profile Settings" page. At the top, there is a "General" section with a "Regent Christian Online Academy" logo and a "SIGN OUT" button. Below that, there is a "Themes" section with a "Regent Christian Online Academy" logo and a "SIGN OUT" button. The main content area has a title "My Profile Settings" and a tab navigation bar with "General", "Themes", "Passwords" (circled in red with a red arrow), "Sign In", "Recovery", and "Security".

Click on the Passwords tab

Go to the app you wish to have multiple logins. Click on the blue paper and pencil icon.



Office 365 Suite

Office 365 is a cloud-based subscription service that brings together the best tools for the way people work today. By combining best-in-class apps like Excel and Outlook with powerful cloud services like OneDrive and Microsoft Teams, Office 365 lets anyone create and share anywhere on any device.

Set



The 'Default'(1) is your primary username and password. Click "Add Locker"(2) to create a new saved login.

A screenshot of the "Office 365 Suite Passwords" page. At the top, there is a "← Office 365 Suite Passwords" button. Below that, there is a "LOCKER" section with a search bar and a "Default" entry (circled in red with a red arrow). At the bottom, there is a "Set" button and a "X" button.

Locker Name *

 ①

After login go to this address

 ②

Credentials

Email Or Phone *

 ③

Password *

 ④

(1) Locker Name- This helps identify which account you will be logging into. E.g. "FreshGrade Sam"

(2) This can be left blank

(3) Login information for the other account, usually a name or email address

(4) Your password for the other account.

(5) After you have filled out the above information make sure to click "save"

[Go Back](#) ⑤ [Save](#)

Warning! Previously logged in accounts will be chosen unless they are logged out.

Please choose an account

Default

Personal Login

Now when you click on the app in ClassLink you will be given a choice of which account you want to login as.

Please note: You will automatically be logged in to a previously chosen account unless you log out of the chosen app at the end of your session.

Final Notes

ClassLink will be available to you as long as you are a part of RCOA.

The use of ClassLink can help keep your commonly and less commonly used websites and apps easy to manage and find. RCOA hopes you enjoy and find this service helpful.

If you have any further questions please consult your HLST, Homeroom teacher, or your primary RCOA contact person.