

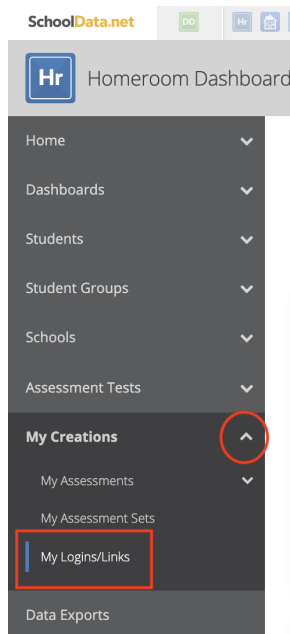
Homeroom Dashboards - Logins & Links

Logins & Links

Use the Logins & Links Widget to manage your personal list of links and logins. A link is simply a quick way to access any external websites, such as your district’s website, your SIS (Skyward, Powerschool, etc.) or an assessment platform you use regularly. A login is also a link, but it also stores a username and password, so that you can automatically sign in to any external site that requires those credentials. Homeroom may come with logins & links already set for you by your District.

Add a Login or Link

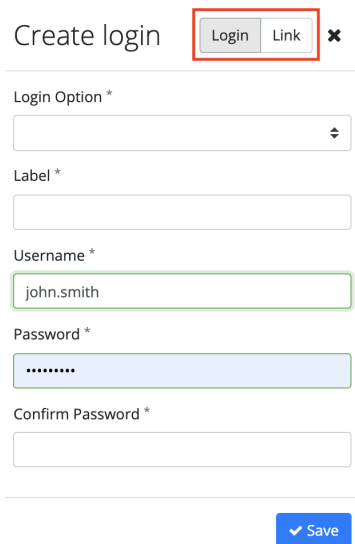
Start by finding ‘My Creations’ in the left navigation bar and clicking the down arrow to the right, this gives you more options, one of which is ‘My Logins/Links’.



First time users will see a landing page. To add a Login or Link, you can ‘Click here to create your first.’ or you can click the Actions button to the right and choose ‘Create New Login / Link’



Notice the header has a button for Login and one for Link. When you first come to the screen you are in the Create Login screen. If you'd like to create a link, click the Link button.



Create login Login Link ✕

Login Option *

Label *

Username *
john.smith

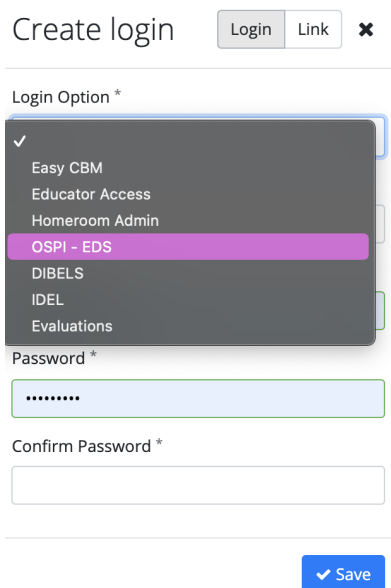
Password *

Confirm Password *

Save

Adding a Login

When the Create screen opens it is in the Create Login screen. Here you can select from the drop down menu under 'Login Options*'. The Logins available are those approved by your District, so if you're not given options, this functionality is not yet available to you. Please add a Link instead, or email support@schooldata.net and request a Login be set up for your district.



Create login Login Link ✕

Login Option *

- ✓ Easy CBM
- Educator Access
- Homeroom Admin
- OSPI - EDS
- DIBELS
- IDEL
- Evaluations

Password *

Confirm Password *

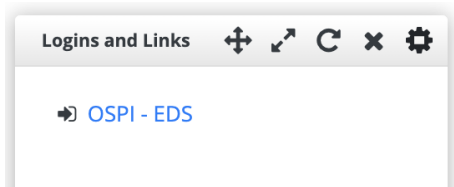
Save

Once you've chosen a Login, the screen will auto populate a Label, Username and Password. Update the Label to anything that is memorable to you. Make sure the Username and Password are those associated with the Login Option you have chosen. Type in the password one more time under 'Confirm Password*' and click the Save button. You'll now see your Login on a list that will contain all of your Login and Links.

LOGINS/LINKS
My Logins and Links ⚙️ Actions ▾

Link Name	URL	Type	
OSPI - EDS		login	⚙️

You'll also see the Login in your Login & Links container on your Dashboard. Clicking the link will take you to the website and automatically log you in.



Notice the icon that prefaces the label. This is the Login icon and will help you differentiate a Login from a Link in your Logins and Links container.

Adding a Link

When the Create screen opens it is in the Create Login screen. Click the Link button.

Create login Login Link ✕

Login Option *

Label *

Username *

Password *

Confirm Password *

✔ Save

Here you can paste in the URL of the website you'd like to add as a Link. Copy it from your web browser and paste it into the 'URL*' box. Now add a Label that will display on the Logins and Links container and click the Save button.

Create link Login Link ✕

URL *

Label (optional)

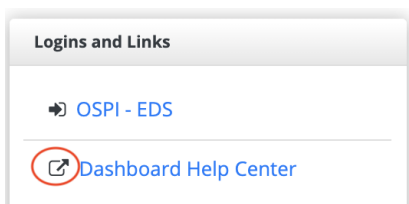
✓ Save


You'll now see your Link on a list that will contain all of your Login and Links.

LOGINS/LINKS
My Logins and Links ⚙ Actions

Link Name	URL	Type	
OSPI - EDS		login	⚙
Dashboard Help Center	https://support.schooldata.net/hc/en-us/categories/36000	link	⚙

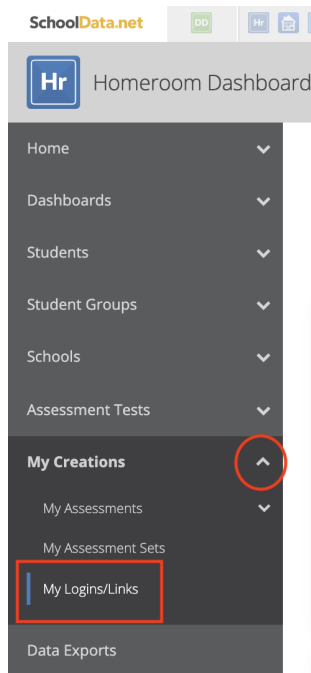
You'll also see the Link in your Login & Links container on your Dashboard. Clicking the link will take you to the website.



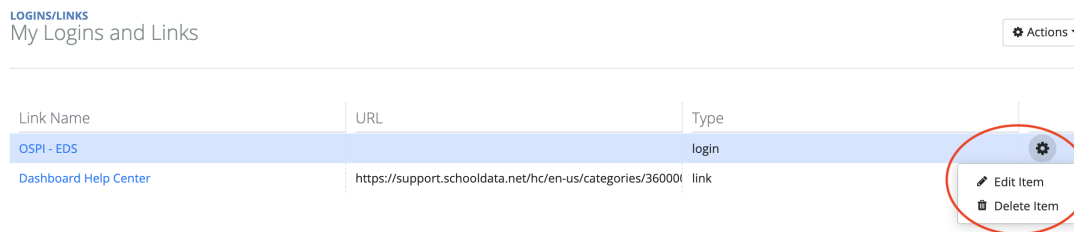
Notice the icon that prefaces the label.  This is the Link in icon and will help you differentiate a Login from a Link in your Logins and Links container.

Edit/Delete a Login or Link

Start by finding 'My Creations' in the left navigation bar and clicking the down arrow to the right, this gives you more options, one of which is 'My Logins/Links'.



Once you've clicked My Logins/Links, you'll see a list of your Logins and Links; find the one you'd like to edit or delete. Click the gear icon to the right. This will give you an option to Edit Item or Delete Item.



Choose the option you'd like to perform. The Edit Item options will open the prefilled Create Login or Create Link form where you can edit the data and save your changes. ****Note:** if you edit a Login you'll need to reenter the password. If you make any other changes and don't reenter the password, the form will save your password as blank and the Login will not work.

Container Tools

Notice when you hover over the container with your cursor that there are tools available in the bar at the top of the container.

The following is a brief description of each of those tools.



Rearrange

Click and hold this icon to “drag and drop” or rearrange the order of containers on your dashboard.



Maximize

Click on this icon to quickly expand the container for a better view. Click on the resulting icon with the arrows pointed in to minimize.



Refresh

If you have navigated away from the default view in your container, or changed the data settings, you can click on this icon to refresh and return the container to the default data settings.



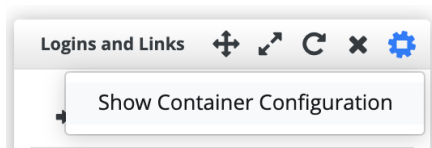
Close

If you wish to hide, or remove a container, click on this icon. See below for how to add a container back once you’ve removed it.



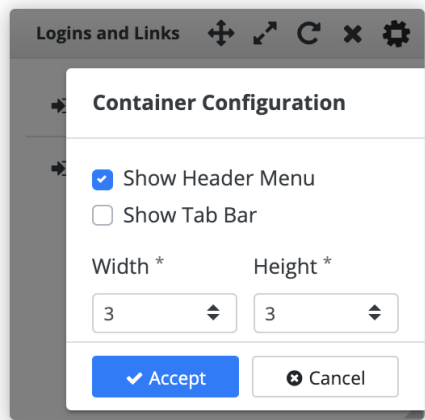
Container Actions & Options

This gives an option to “show container configuration”.

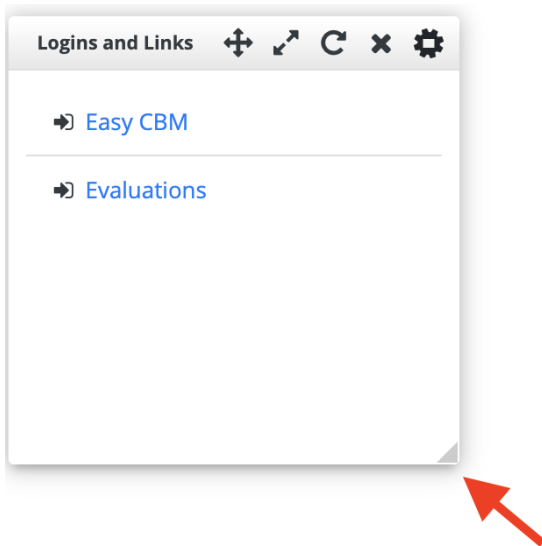


The configurations include:


- Show Header Menu (which will hide the container header)
- Show Tab Bar (which isn't needed in this widget)
- Width (of the container)
- Height (of the container)



If you'd like to change the Width or Height of the container, it might be easier to resize it by hovering over the lower right corner with your cursor, then drag and drop to resize.



Removing / Adding a Container

If you've closed or hidden a container by clicking the Close  button on the container header, and you'd like it back, click the gear icon in the top right. This will give you the Dashboard Actions and Options, which include a list of the Available Widgets. Notice Logins and Links is unchecked. Check the box and it will once again display on your dashboard.

