

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.

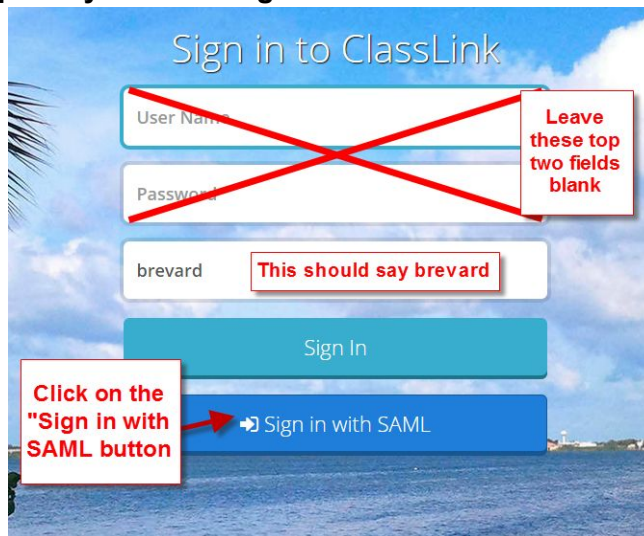
Internet Explorer- Follow steps 1-3

Chrome- Follow Steps 1-4

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

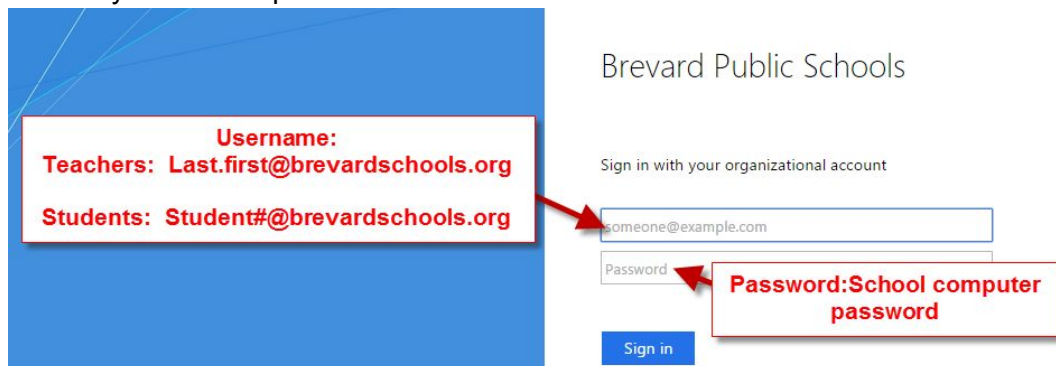


3. Click on the “**Sign in with SAML**” button - be sure to leave the top two boxes blank! **The next screen will be your Launchpad if you are using IE.**



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"

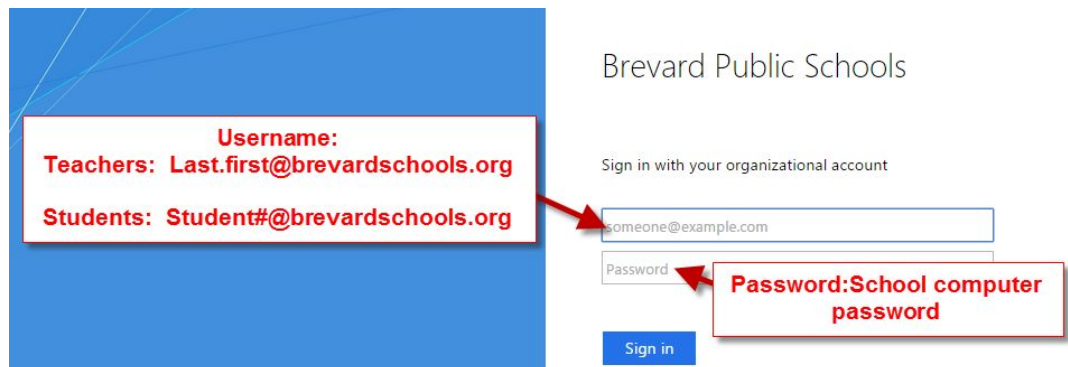


3. Click on the "Sign in with SAML" button



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)

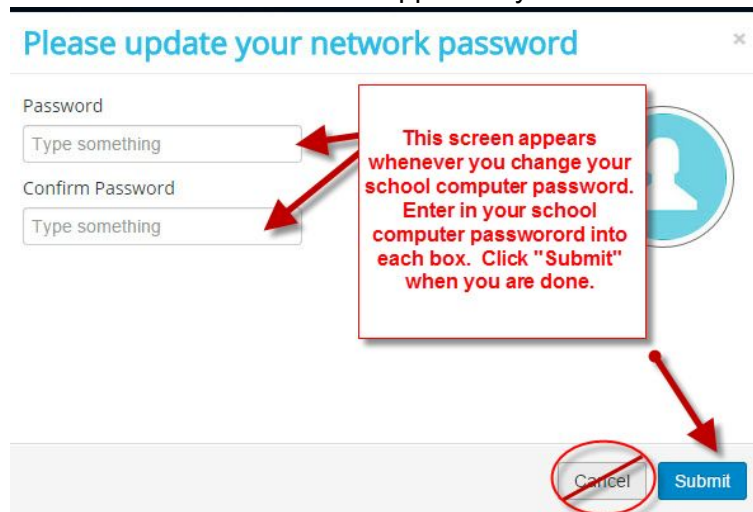
Student Password: Your school computer password

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.



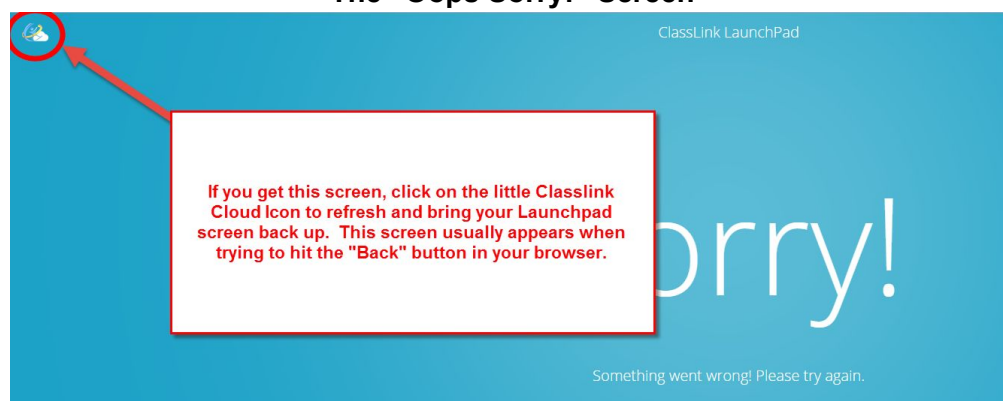
Launchpad Keeps Spinning

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



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.

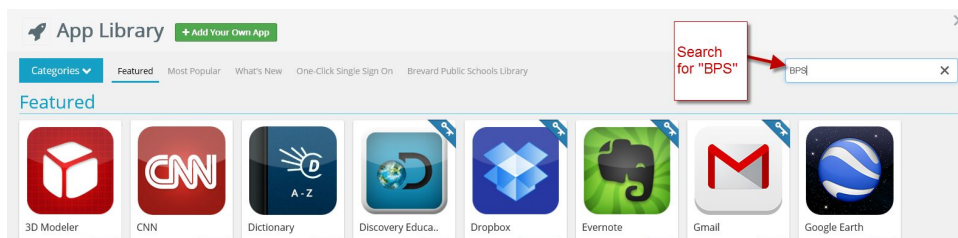
Adding Single Sign-on (SSO) Textbooks Apps to Launchpad (MOST* SSO Apps start with BPS)

Click the plus sign in the top left corner of your Launchpad screen



Search for BPS

- All Single Sign-on textbooks will start with BPS



Special Note About Discovery Education:

ALL users already have the new **BPS Discovery Streaming app** on their Launchpad page.



Adding apps:

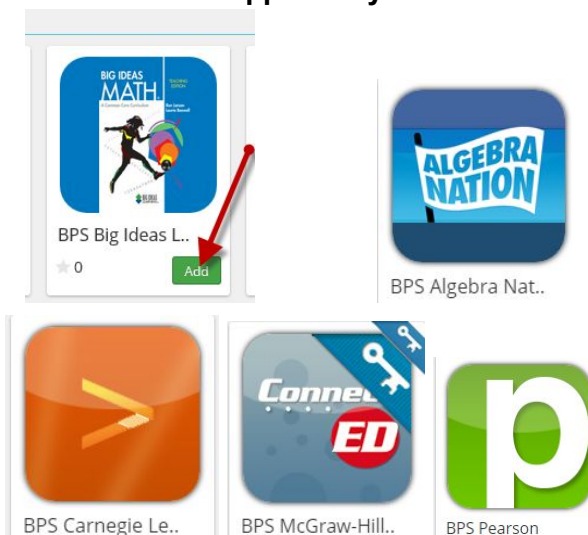
Select the textbook App that you want and click the “Add” button

A message that tells you that your App has been added successfully will briefly appear in the upper right hand corner.

Close out the App Library and return to your main Launchpad screen

Your App should now be on your Launchpad landing page

Add the Apps that you want



Assigned apps

Please note that the following apps are already assigned to teachers and students and do not need to be added



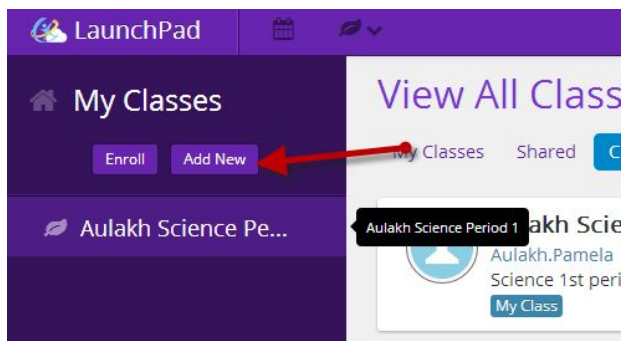
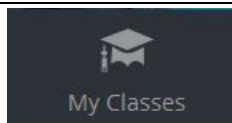
Still having trouble getting to Launchpad and/or adding apps? Check out our video at
<https://youtu.be/7OaA-QiRR1o>

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"**

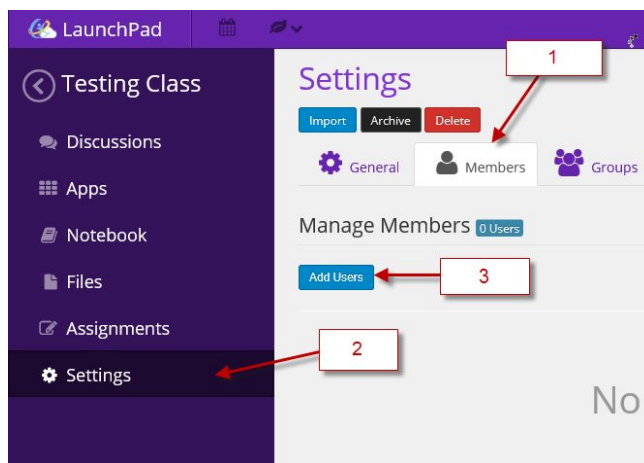
A screenshot of the "Create New Class" form. It has fields for "Class Name" (with placeholder "Enter a name..."), "Class Color" (with value "#2f69b3"), and "Class Description". Red arrows point to each of these fields. There is a "Cancel" button and a "Submit" button at the bottom right.

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.



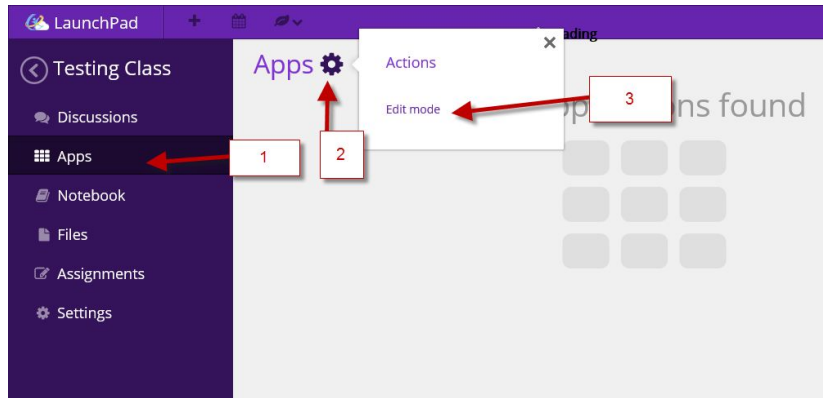
Select Users

A screenshot of the "Select Users" form. It has dropdowns for "All Buildings" and "All Groups", and a search bar labeled "Search Here" with a red arrow pointing to it. Below is a table with columns "Name", "email", "Username", and "Action". A red arrow points to the "Add" button in the "Action" column with the text "Find your student and click 'Add'".

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

The app is called BPS Launch



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

Username:

Teacher: Lastname.Firstname

Student: Student #

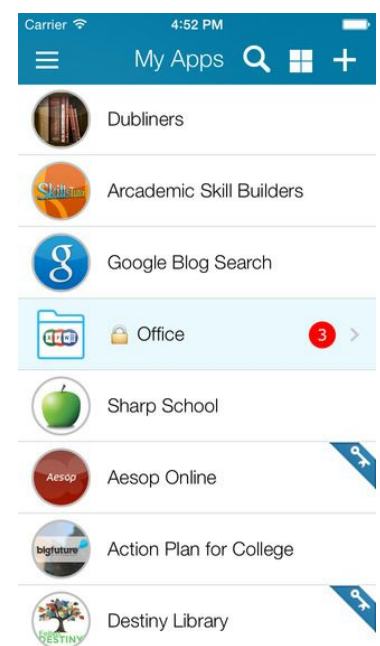
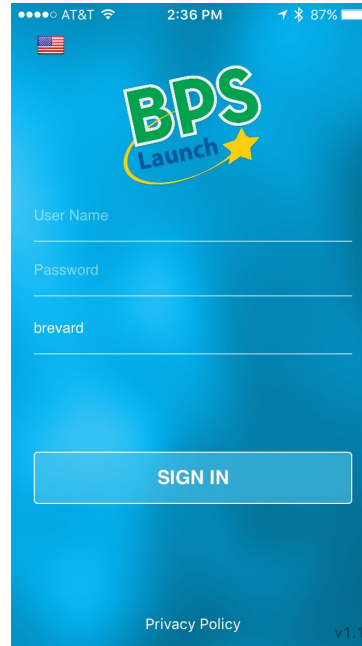
Password:

Teacher: School computer password

Student: School computer password

Click “Sign In”

You will then be taken to your Launchpad



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:

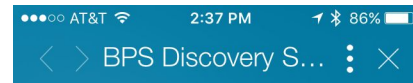
Lastname.Firstname@brevardschools.org

Student: Student#@brevardschools.org

Password:

Teacher: School computer password

Student: School computer password



Brevard Public
Schools

Sign in with your organizational account

Sign in

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[Contact our Help Desk](#)