ASSESSMENT TECHNOLOGY, INCORPORATED
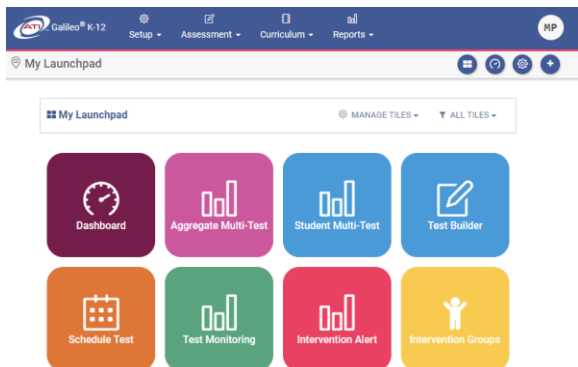
A Guide for Galileo® K-12 Online: Staff Launchpad

PURPOSE

The Galileo *Launchpad* allows users to customize Galileo to meet their needs and preferences. When logging into Galileo users are automatically brought to their *Launchpad*, made up of colorful, quick-access navigational tiles. The default set of tiles can be customized with commonly used Galileo interfaces based on the user's role as a teacher or administrator. The *Launchpad* can be personalized by adding customized categories, tiles for other Galileo interfaces, creating your own tiles with links to external websites, or deleting tiles. Color, icon and order of the navigational tiles can also be customized.
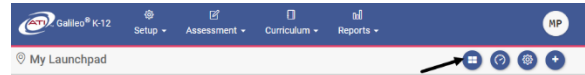
ACCESS

1. Log into Galileo.

2. The default *Launchpad* displays. (If the *Launchpad* was customized, then the customized version displays.)
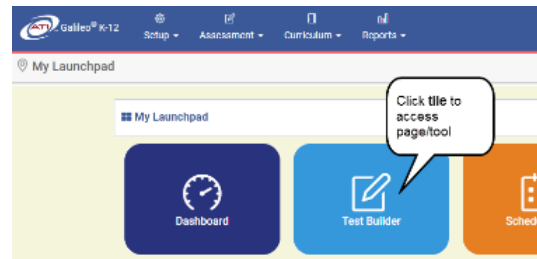

3. Or click the **Launchpad** icon accessible from anywhere in the application to navigate to the *Launchpad* page.
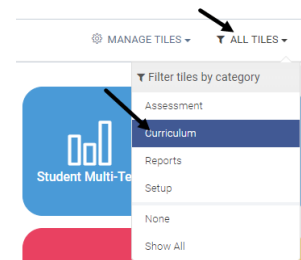

NAVIGATE TO A TILE

1. Access the *Launchpad* page. (Refer to the Access section for directions.)
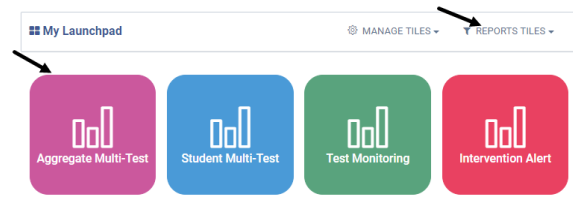
2. Click the desired **tile**.

3. You will be brought to the desired page.

FILTER TILES

1. Access the *Launchpad* page. (Refer to the Access section for directions.)

2. To filter the displayed tiles, click the **All Tiles** menu.

3. Click the desired **category** (e.g., Setup, Assessment, Curriculum, Reports). To view all tiles, click the **Show All** option.
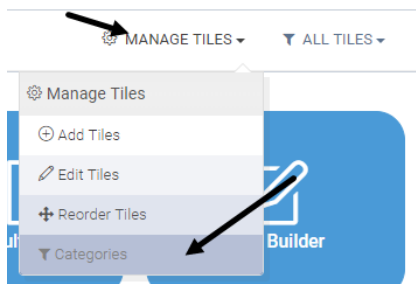
4. Only the tiles in the selected category displays.

MANAGE CATEGORIES

ADD A CATEGORY

1. Access the *Launchpad* page. (Refer to the <u>Access</u> section for directions.)

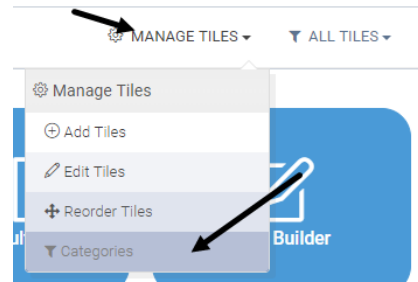2. Click the *Manage Tiles* button.

3. Select the **Categories** menu.

4. Click the *Add New Category* button.

5. Type the **Category Title**.

6. Click the *Save* button.

7. Click the *Close* button.

8. Click the *Leve Category Mode* button.

EDIT A CATEGORY

1. Access the *Launchpad* page. (Refer to the <u>Access</u> section for directions.)

2. Click the *Manage Tiles* button.
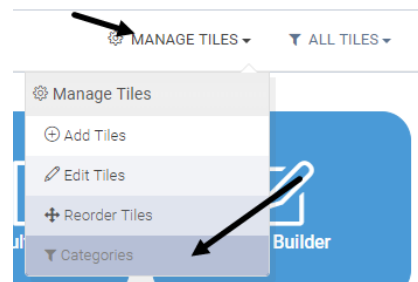
3. Select the **Categories** menu.

4. Click the **pencil** icon for the category that should be modified.

5. Modify the **Category Title**.

6. Click the *Save* button.

7. Click the *Close* button.

8. Click the *Leve Category Mode* button.

DELETE A CATEGORY

1. Access the *Launchpad* page. (Refer to the <u>Access</u> section for directions.)

2. Click the *Manage Tiles* button.

3. Select the **Categories** menu.

4. Click the **trashcan** icon for the category that should be deleted.

5. Answer the confirmation message.

6. Click the *Leve Category Mode* button.
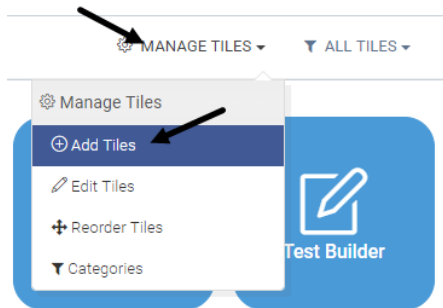
(Image on next page.)

MANAGE TILES

ADD TILES

1. Access the *Launchpad* page. (Refer to the Access section for directions.)

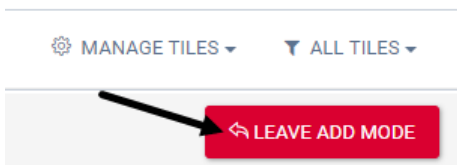2. Click the *Manage Tiles* button.

3. Select the **Add Tiles** menu.

4. Click the **tile(s)** to be added to your customized *Launchpad*.

   To create a customized:

   a. *Category, refer to the* Manage Categories*Add a Category section.*

   b. *tile, refer to the* Create Custom Tile *section.*
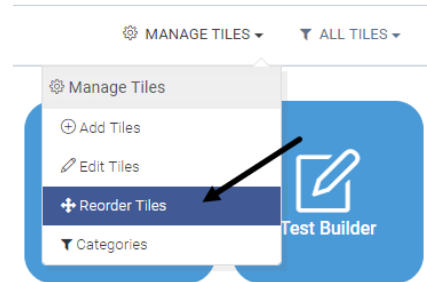
5. Click the *Leave Add Mode* button.

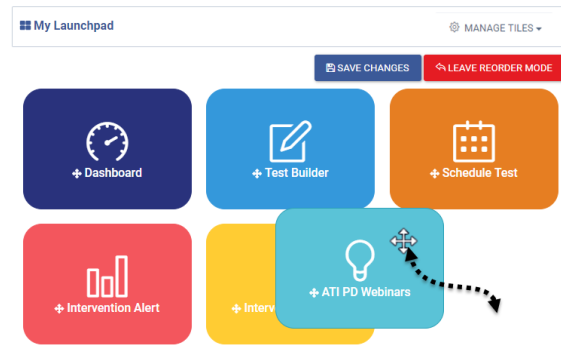6. The selected **tile(s)** displays on the *Launchpad*.

REORDER TILES

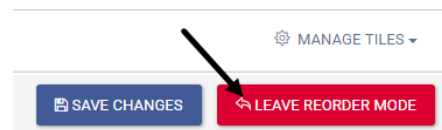1. Access the *Launchpad* page. (Refer to the Access section for directions.)

2. Click the *Manage Tiles* button.

3. Select the **Reorder Tiles** option.

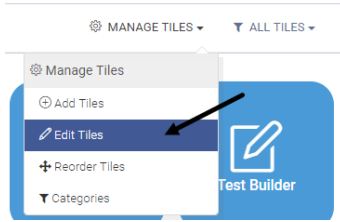4. Click, hold, and drag the **tile** to its new location.

5. Click the *Save Changes* button.

6. Click the *Leave Reorder Mode* button.

7. The **tile(s)** are now rearranged on the *Launchpad*.

REMOVE TILES

1. Access the *Launchpad* page. (Refer to the Access section for directions.)

2. Click the *Manage Tiles* button.
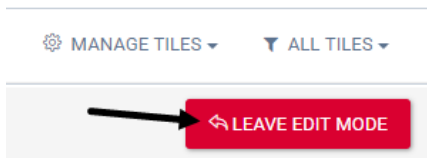
3. Select **Edit Tiles** menu.

4. Click the **tile(s)** to be removed from your customized *Launchpad*.

*User-created tiles are **permanently** removed. ATI-provided tiles can be added back to Launchpad.*

5. Click the *Delete Tile?* button.

6. Answer the prompt.
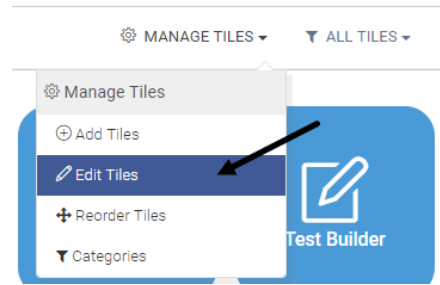
7. Click the *Leave Edit Mode* button.

8. The selected **tile(s)** no longer display on the *Launchpad*.
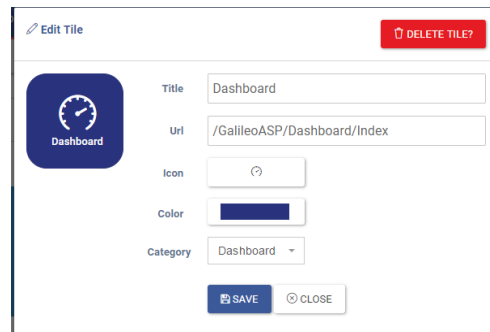
CUSTOMIZE TILE

Tile customization includes changing the: title, URL, icon, color, and category. The default URL for a Galileo page should not be changed.

1. Access the **Launchpad** page. (Refer to the <u>Access</u> section for directions.)

2. Click the *Manage Tiles* button.
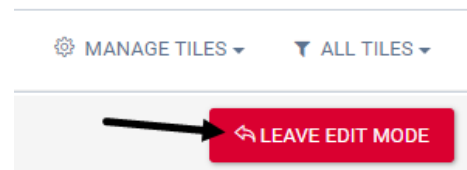
3. Select **Edit Tiles** menu.

4. Click the **tile** to be customized.

5. Make the changes to the **tile information** (e.g., title, URL, icon, color, and category).

(Image on next page.)

To create a customized Category, refer to the Manage Categories<u>Add a Category</u> *section.*

6. Click the *Save* button.

7. Click the *Close* button.

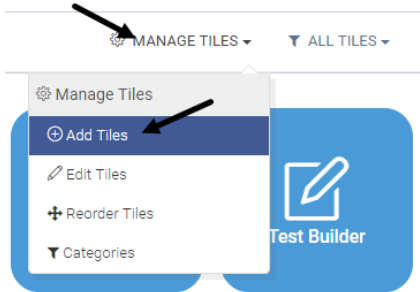8. Click the *Leave Edit Mode* button.

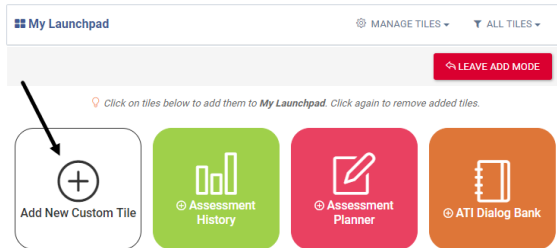9. The selected **tile** has the applied customization.

CREATE CUSTOM TILE

Use this option to create a tile for a frequently accessed page such as the district website, a web resource, and more!

1. Access the ***Launchpad*** page. (Refer to the <u>Access</u> section for directions.)

2. Click the *Manage Tiles* button.

3. Select **Add Tiles** menu.

4. Click **Add New Custom Tile**.

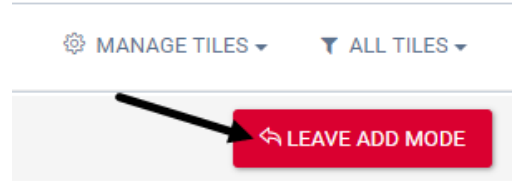5. Enter the **tile information** (e.g., title, URL, icon, color, and category).

6. Click the *Save* button.

7. Click the *Close* button.

8. Click the *Leave Add Mode* button.

9. The new **tile** now displays on the *Launchpad*.