

# Logging into Zearn/Springboard and Clever for the First Time

## Step 1: Log into ClassLink



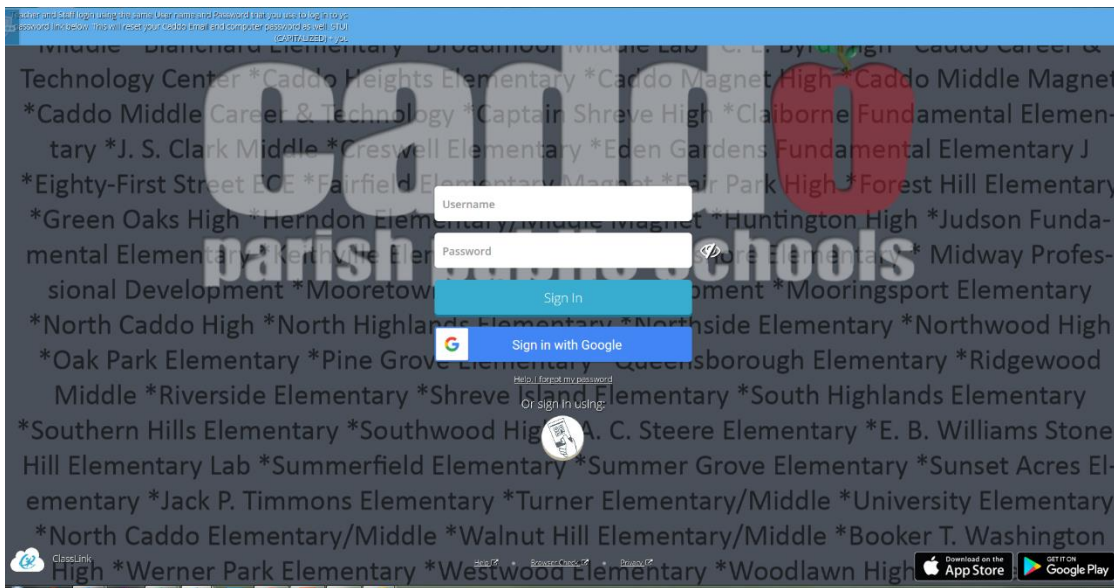
Launchpad  
ClassLink

On a PC or Laptop: Open Chrome and go to [launch.caddoschools.org](https://launch.caddoschools.org)

On an iPad or Chromebook: Launch the Launchpad (ClassLink) App



Caddo Parish Public  
ClassLink



**Teachers & Staff:** Login using the same User name and Password that you use to log in to your Caddo email. Don't include the "@caddoschols.org" in your Username.



*You can click on the picture of the eye next to the password box to see what you are typing in and to double check your password before you click "Sign In"*



### **K-1<sup>st</sup> Grade Students on Devices with a Camera:**

Click on the Quick Cards button, and hold your Quick Card with the QR Barcode up to your camera.



**Students:** Your username is your first and last initial + your 7-digit student ID number. If the first number is zero omit the Zero.

Ex. Sam Smith 0666666 use ss666666

Your password is your first and last initial (**CAPITALIZED**) + your birthdate with NO leading zeroes.

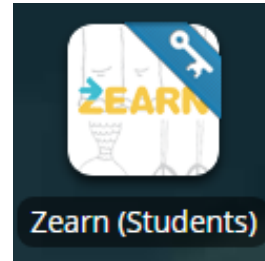
Ex. If your name is John Smith and you were born on May 7, 2008, your password would be JS572008.

## Step 2: Click on the Zearn/Springboard App

All Students should click on the Zearn (Students) App

All Teachers should use the Zearn (Teachers) App

\_\_\_\_\_ should use the Zearn (RTI) App



## Step 3: Enter Your Clever Login Information

The very first time that you log into Zearn using ClassLink you will get a “Would you like to save your login?” box that looks similar to this one ...

The screenshot shows a dialog box titled "Would you like to save your login?". Below the title is a small logo for RTI (Zearn) and the text "RTI (Zearn) You can save your login for this application to auto login on your next visit". Below this is a note "Fields marked as \* are required". There are two input fields: one for "Username" and one for "Password", both with an asterisk next to their labels. At the bottom left are two buttons: "Skip" and "Save".

Since you have never logged into Clever before you have a default password.

Username = **your full Caddo Email address.**

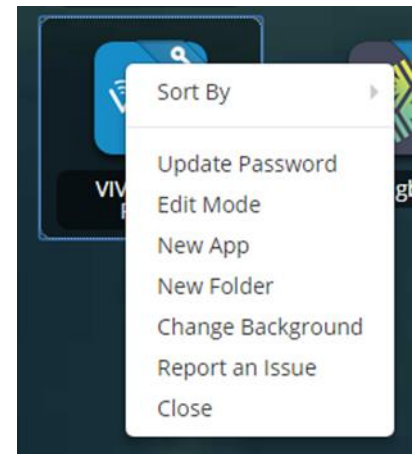
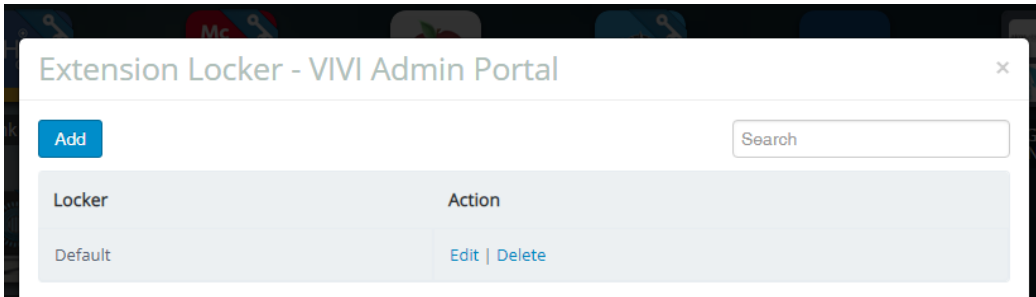
Password = **Welcome1**

At this point you will be logged into your Clever and Zearn accounts. During this process Clever will ask you to set-up a password.

**Use the same password as the one you use for your Caddo Email!**

# Step 4: Update your password in the ClassLink Password Locker

1. Right click on the app that you are having trouble with and then click "Update Password."
2. Then Click on the Edit Link.



3. Under Credentials check that your Email/username is correct, and click on the eye to see the password you have typed in. It should be Welcome1. Change this to the password you set for Clever.
4. Once you have made any necessary changes click "Save" and you are done.

## Credentials

Email

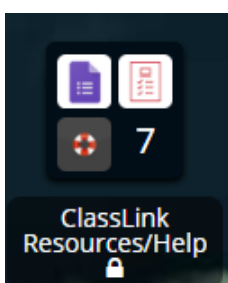
Bblanchard@caddoschools.org

Password

.....



*The students will not get this screen. Their usernames and passwords are all being handled by ClassLink and Caddo.*



**You can find more help in the black Folder called "ClassLink Resources/Help" in your ClassLink portal.**