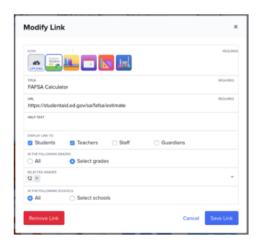
## ADD A GOOGLE CLASSROOM SHORTCUT TO YOUR CLEVER TEACHER DASHBOARD

## Adding a Custom External Link

When accessing your Portal:

- 1. Click "Customize Portal"
- 2. Click 'Add Link' next to the category under which you want the new link to appear.
- 3. Select the last option in the menu that states "Create a custom link".
- 4. Select an Icon or upload a custom Icon (Note: Optimal Icon size should be 200x200)
- 5. Fill out the appropriate fields.
- 6. Select which user types, grades, and schools you would like to add the custom link for.
- 7. Click 'Add Link'.
- 8. Hit 'Publish Changes' on the top right after you are finished.



## Link URL:

https://classroom.google.com/a/livingstonschools.net

Students will get a pre-filled account box when using this link.

