

Summary: Add Apps users might often use and create folders to store similar apps

Prerequisites: Admin user

Steps

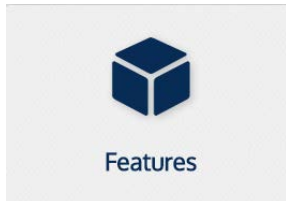
1. Log in to the CMS, then click on the **eSV2Go App option**



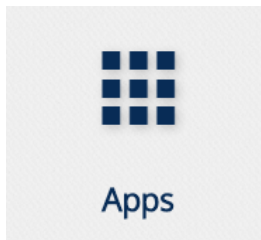
2. In the upper right, **select the section** you are going to work on



3. On the Home screen, click on **Features**



4. **Apps**



Folders and APPS

5. **Folders** are useful for sorting the APPS into groups so it's easier for specific users to find. Ex. Staff Apps, Student Apps, Parent Apps... etc.

6. To create a new **Folder**, click this icon. Name the folder. Click OK



7. Double click on the folder to put new Apps inside it. Click the + **New** button



8. If you have an App that needs to be moved to a folder, click on the “move” icon and choose the appropriate folder

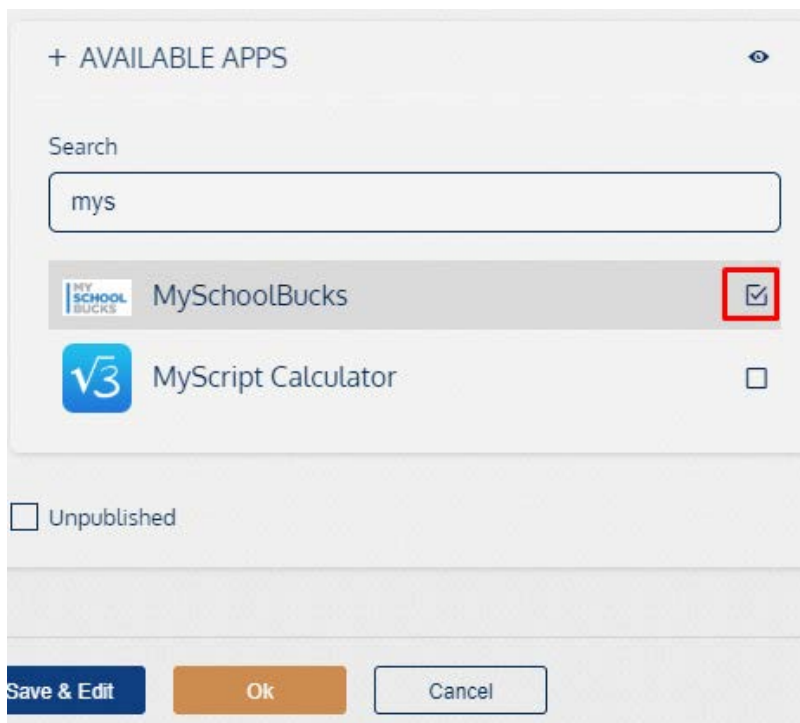


9. **Apps** can be edited, shared to other schools or deleted by using the icons to the right

10. It is possible to sort the Apps in a specific order by using the up/down arrows

11. When creating a new App, a window will open where you can:

- a. Search for an available App (*there are many... Powerschool, MySchoolBucks, Class Dojo, Google etc*)
- b. Check the box next to the App
- c. Click Save & Edit
- d. Share the App with other schools (*optional*)



12. When finished, click **Apply** then **OK**

NOTE: If the user has the App on his/her device, the App will launch. If not, it will open their App Store for download