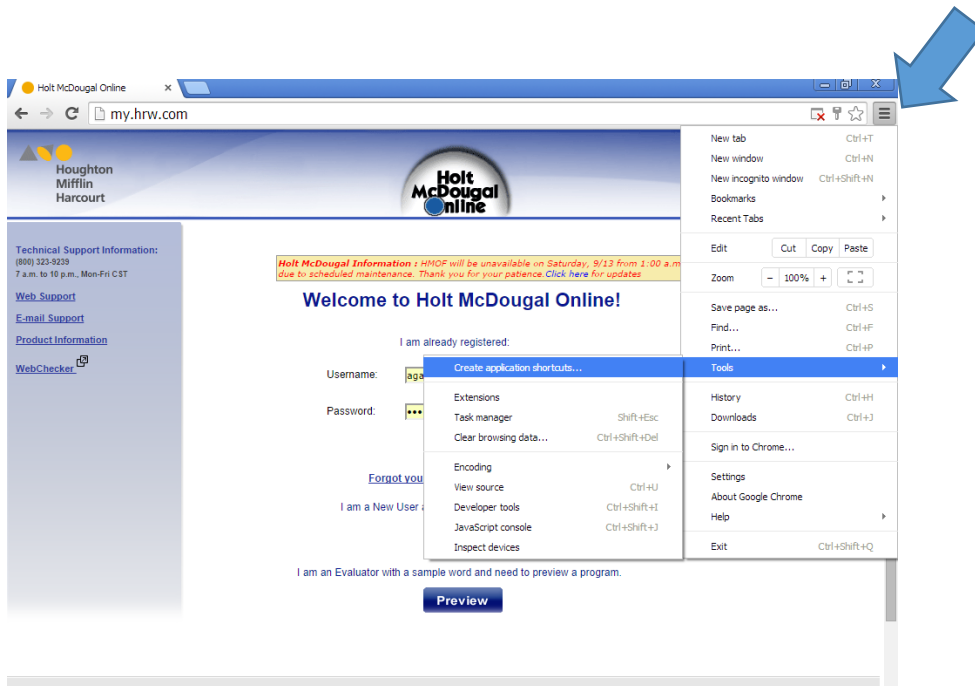


If your students would like to put a “textbook tile” on their start screen, here are the steps....

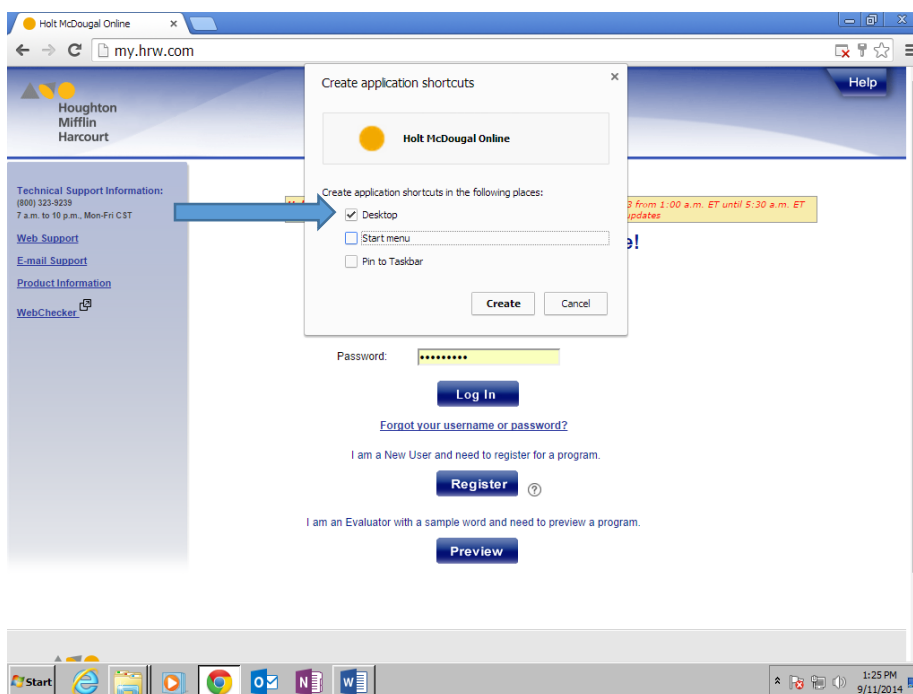
Submitted to me by Shyamal Waghwal (a student in my 5th period class)

Procedure to pin a textbook to the start screen

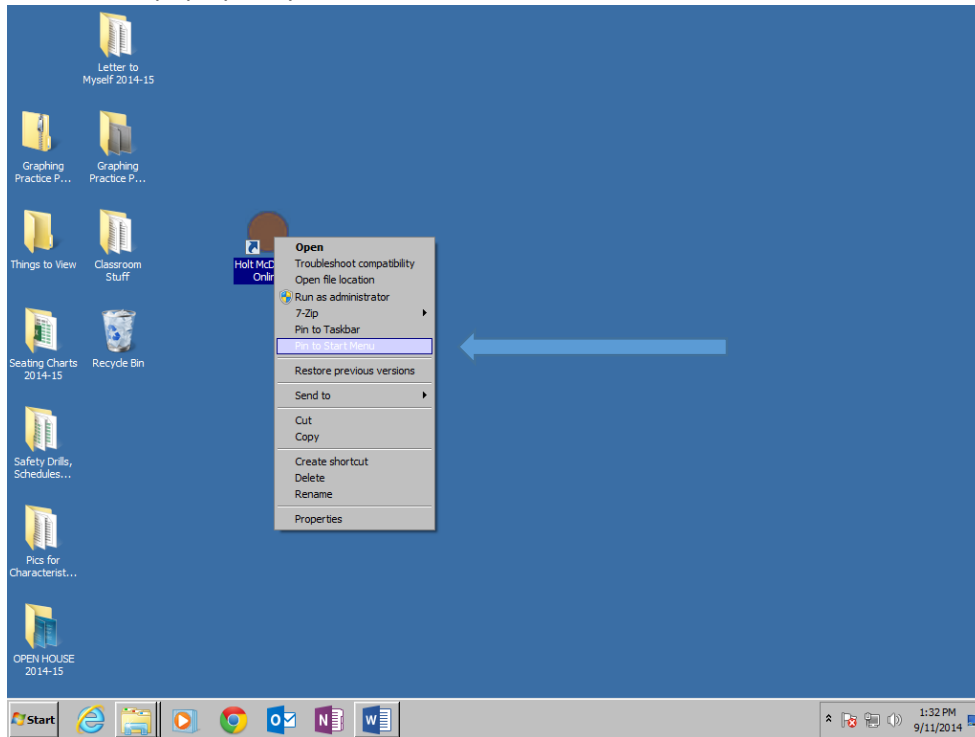
1. While in your textbook ...Go to the THREE BAR MENU at the top right corner. Click it and go to TOOLS. Another menu will pop up on the side....Click CREATE APPLICATION SHORTCUTS.



2. This screen will pop up. However, on the VENUE it will only ask them to create the shortcut on their Desktop or Pin to Taskbar. UNCLICK PIN TO TASKBAR. The only one you want them to click is “DESKTOP”. Click Create.



3. Now, they will have a shortcut on their DESKTOP.
4. In order to also have a TILE on their start screen, right click the icon on the desktop by holding it down.
5. A menu will pop up for you to choose “Pin to Start”



Now they should have a tile at the far right end of their start screen.
Let us know if you need help!

P.S. This looks different than it will on the Venue because I took screen shots from my classroom computer.