

# HiQ LaunchPad

## Quick Reference Guide

### About LaunchPad

The LaunchPad is a quick way to access the QUT apps, systems and webpages you use regularly.

You can create a customised list of shortcuts that's available on the homepage and from the LaunchPad icon on every HiQ page.

**Access the LaunchPad from any page in HiQ**

**Home page view of the LaunchPad**

**Select the cog to manage your shortcuts**

**Add more shortcuts to apps and web**

**Links to your current Blackboard units are included by default**

**Student apps are orange**

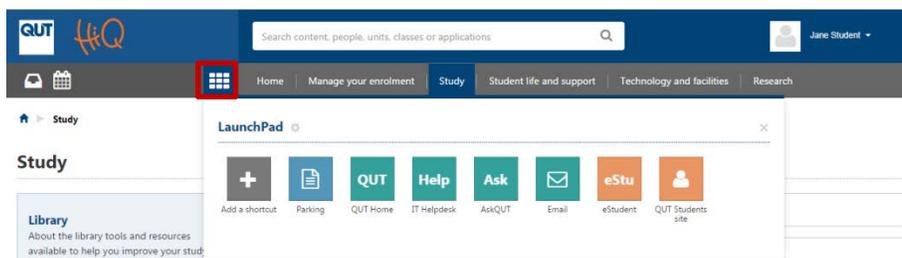
**Apps used across QUT are teal**

**Personal links are blue**

**Scroll to see more shortcuts**

### Accessing the LaunchPad

Select the LaunchPad icon in the top navigation bar on any page in HiQ to open your LaunchPad.



When you first use the LaunchPad, you'll find a set of default shortcuts to important apps and links to your current units in Blackboard.

You can expand your LaunchPad by creating shortcuts to useful webpages.

You can also add shortcuts from the Application Directory, which lists all QUT apps available to you.

## Adding apps to your LaunchPad

First select the *Add a shortcut* button in the LaunchPad.

### To add a personal shortcut

For webpages and online resources, enter a title and the URL link, then click *Add shortcut*.

### To add a shortcut to a QUT application

Click the *Application Directory* button.

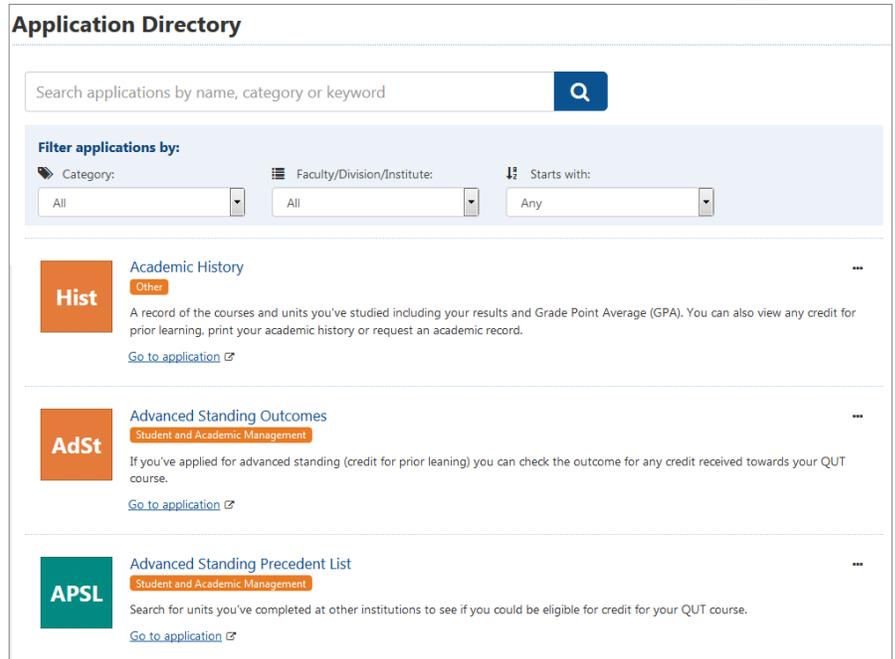
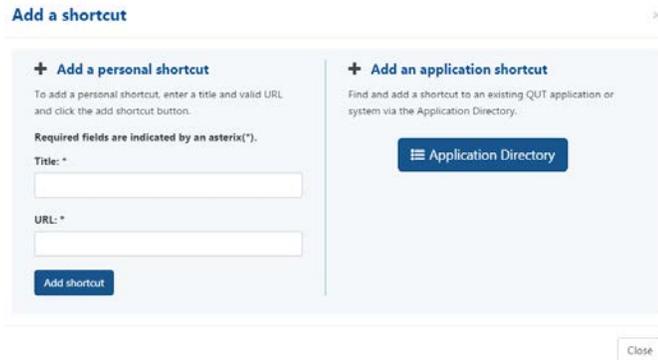
Browse the directory, use the search box or filter apps by category, organisational area or alphabetically.

Select *More Information* to see app details, including its purpose, how to get access, and training and support information.

To add the app to your LaunchPad, click the *Options* button  and then select *Add to LaunchPad*.

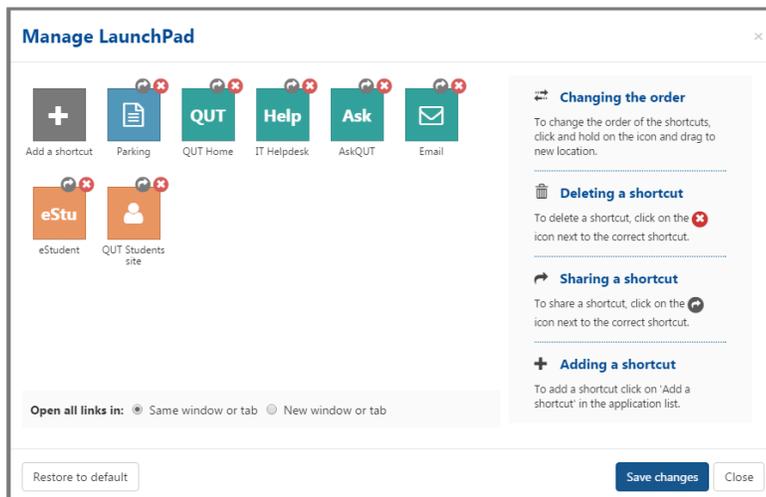
A minus icon will appear for items already in your LaunchPad. Click this to delete the shortcut.

You can also search for apps using the HiQ search tool. Search for a keyword, and then click on the Application tab to show the app results.



## Managing your LaunchPad

To manage your shortcuts click the cog  at the bottom left of the LaunchPad on the homepage.



The cog  can also be found to the right of the word *LaunchPad* if you are accessing the LaunchPad via the top navigation.

Click and drag shortcuts to change the order, press the cross to delete them or use the *Add a shortcut* button to add new ones.

After you've finished, make sure you press *Save changes*.

You can restore the default shortcuts at any time by pressing the *Restore to default* button.

You will lose any shortcuts you have added yourself if you select this option.

For technology support, contact HiQ on +61 7 3138 2000 or [visit us online](#)