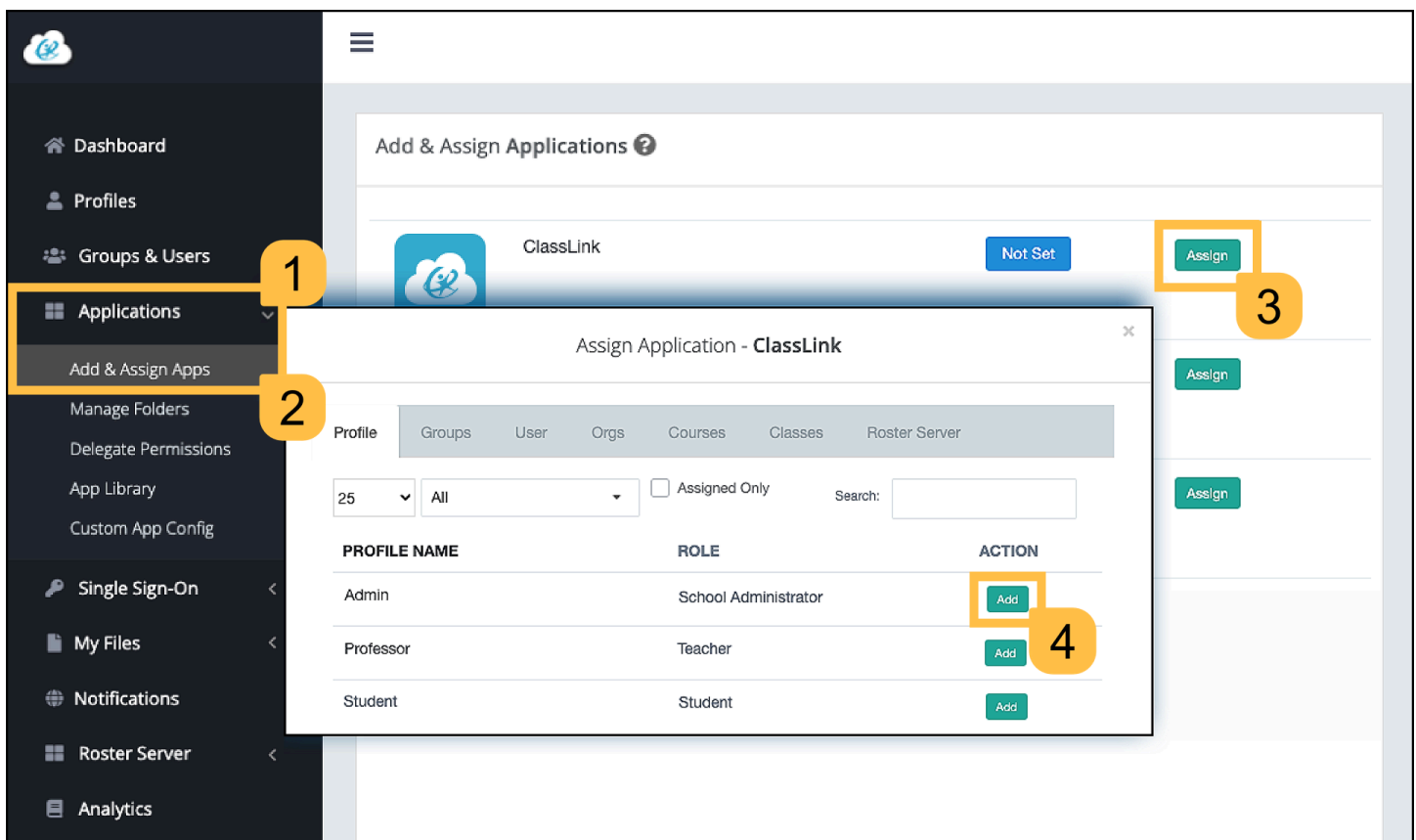# Assigning and Managing Applications

Before you can deploy an application to students and staff in your school system, you'll need to add and assign the app in the ClassLink Management Console (CMC) to the appropriate people and groups.

Add and Assign Apps

To add and assign apps in the CMC:

> Click **Applications**, select **Add & Assign Apps**, click the **Assign** button, then click the **Add** button for your desired profile(s), group(s), or user(s), being sure to point to the connected Active Directory (AD), Azure, or Google domain.

💡 When assigning by groups, utilizing smaller groups (e.g., building groups, students by graduation year) better allows you to assign grade-specific apps.
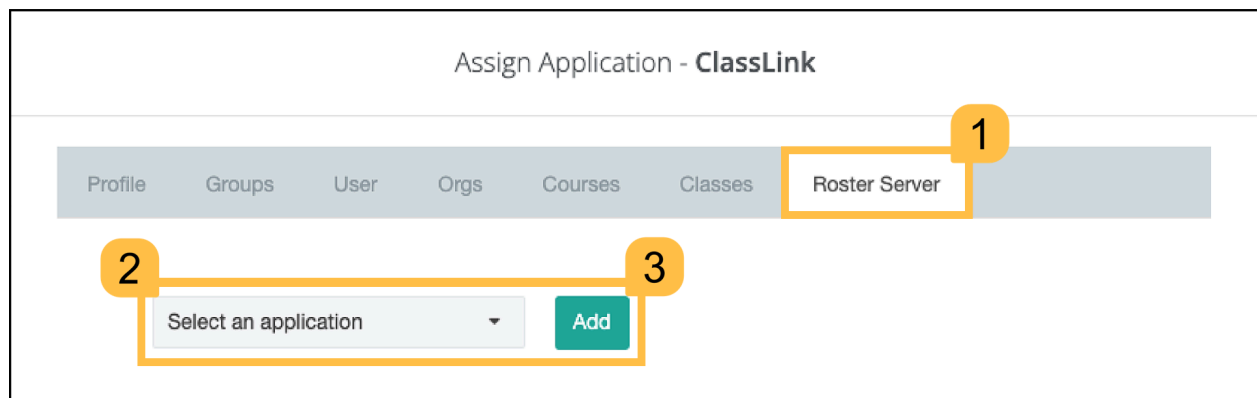
Assign Apps via Roster Server

You can assign apps to orgs, courses, and classes (in addition to profiles, groups, and users) via Add & Assign Applications in the CMC using permissions from Roster Server.
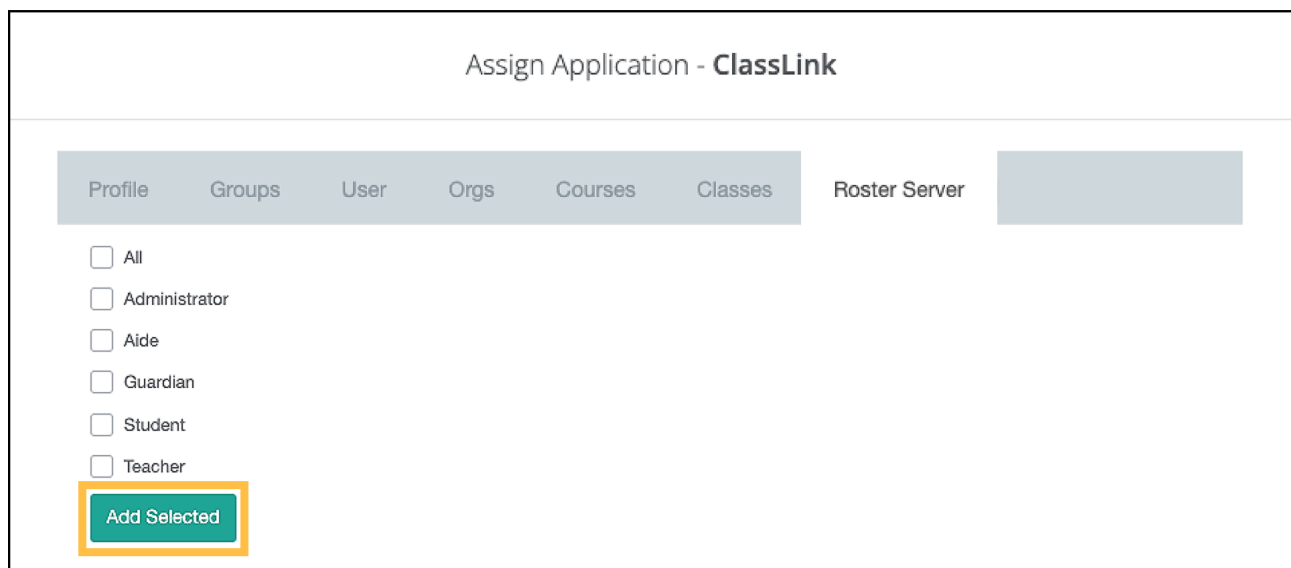
✔️ Everyone in a select org, course, or class will be assigned the app.

⚠️ The sync between Roster Server and LaunchPad occurs nightly at **2:00 a.m. UTC**. Be sure to set your sync before the nightly sync to ensure any changes made by imports are reflected. For information on how to change sync time, visit the Roster Server Settings support article.

> In the **Assign Application** pop-up, click the **Roster Server** tab, click the **Select an application** drop-down arrow, select the Roster Server app you want to use permissions from, then click the **Add** button.

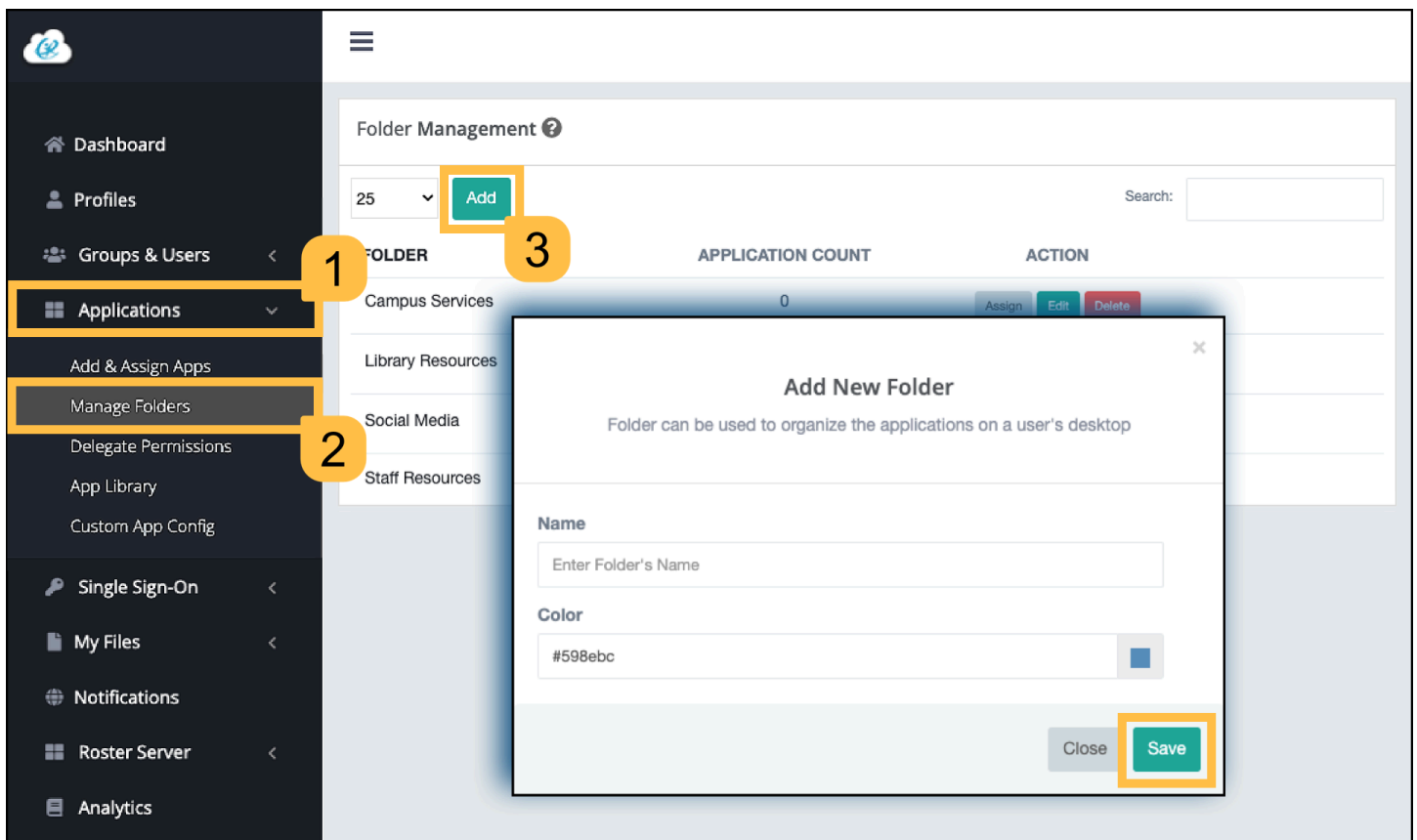Select your desired role(s) and click the **Add Selected** button.

Manage Folders

Want to keep trusted apps organized and uniform throughout your school system? Create locked folders 🔒 and let LaunchPad do the rest! Follow the steps below to create locked folders.

✔️ Locked folders are managed in the CMC, meaning only you, the ClassLink Admin, can create, edit, rename, and remove them.

STEP 1: Add a New Folder

In the CMC, click **Applications**, select **Manage Folders**, and click the **Add** button. Assign a **name** and **color** to your folder in the pop-up, then click **Save**.

STEP 2: Add Apps

Locate your newly created folder, then select and add your desired app(s). That's it!

✔️ Folders are managed at the application level. Each individual app needs to be assigned to a profile, group, or user for the folder to appear in LaunchPad.