CPS Families Mobile App Navigation

The CPS Families mobile app serves as a one stop shop for officially supported CPS digital resources.

My Apps view gives you instant access to resources provided by Columbia Public Schools (CPS). You can further customize your My Apps home screen by adding apps from the CPS app library.

Menu: Toggle to My Apps, My Files, Notifications, Settings and Logout.

Search: Quickly search for apps.

Open Apps: Displays how many active apps are open for quick switching between apps.

Lock: Folders created and maintained by CPS.

Ellipsis: allows you to add an app to a folder.

Key: Automatically logged in apps.

Plus: Add apps from the CPS App Library or configure a new folder.
The CPS Families mobile app serves as a one stop shop for officially supported CPS digital resources.

Adding apps from the App Library
Customize your My Apps home screen by adding apps from the CPS app library.

To add an app to the My Apps home view, click plus (+) to create a new folder or access the CPS App Library.

To add an app, click the plus (+). Select App Library.
Search the CPS App Library for the app you wish to add. Switch the toggle to add or remove an app to your My Apps view.
CPS Families Mobile App Navigation

The CPS Families mobile app serves as a one stop shop for officially supported CPS digital resources.

Creating Folders
Apps on your My Apps view home screen can be organized by creating folders.

To create a folder, click the plus in the lower right of your My Apps home view. Select new folder.

On the create folder view name your new folder. Select create.

Folders help organize and manage your apps.
Adding Apps to a Folder
There are two ways to add apps to a created folder.

To move apps into your new folder, click the three-ellipsis next to the app you want to move and select move to folder.

Selecting the three-ellipses next to your newly created folder and edit folder allows you to add apps in bulk. Select the toggle to add an app to your new folder. Be sure to click save.
The CPS Families mobile app serves as a one stop shop for officially supported CPS digital resources.

**Menu**
More options are available by selecting Menu.

- **My Apps**: Return to My Apps home view.
- **My Files**: Connect your Google Drive or view CPS shared documents.
- **Notifications**: View important announcements from CPS.
- **Settings**: Manage your profile picture and change your password.