RM Unify

Stage 2 – Super Admin - set up Home launch pad view for Teacher and Non-teaching staff role groups

Essential reading – please read through the *RM Unify Launch Pad Information* sheet before following these steps

1. For Non RM Finance schools only: Switch off 'My Launch Pad' view

As the default landing page when signing into RM Unify is the individual's 'My Launch Pad' (which will be blank anyway as your users will not have set this up for themselves), we are recommending that the My Launch Pad view is switched off until such time as you are ready for it to be available to your users.
By switching My Launch Pad view off, the default landing page is the Home Launch Pad which can be customised by the Super Admin user (as per steps below).
RM Finance schools will need the My Launch Pad option switched on as finance users may have set up their own individual launch pads already.

1. Click on *Management Console (top right)*
2. In the *Establishment* section in the left pane, click **Launch Pads**
3. Click on the **Settings** [Settings] button
4. Click the tick box to remove tick for *Enable Personal Launch Pads*
5. Click **Save**
6. Click *Launch Pad* to return to the Home launch pad screen

Note: to enable personal launch pads, simply reinstate the tick to enable.

To confirm: When the 'My Launch Pads' view has been switched off, all RM Unify Users will automatically view the Home launch pad as the landing page when logging into RM Unify.
This gives the Super Admin a level of control to ensure that the Home launch pad view is set up correctly for both the Teaching and Non-Teaching staff role groups.

2. Customising the Home launch pad for each staff role group by adding additional tiles (apps/websites etc.)

The Super Admin user can control which tiles are available to access on Home Launch Pad for both the Teaching AND Non-Teaching staff role groups. Both staff type role group Home Launch Pads can be identical or different depending on the range of services/software programs/websites are generally used by these different user groups.

The Super Admin user (or a user with Launch Pad Admin rights (*see Administrator Access levels information sheet)*) can add tiles to the Home Launch Pad for each staff type group through the following steps.

2.1 Add the RM Integris SSO app to the Home launch pad
You should find that the RM Integris SSO tile is already on the Home Launch Pad. If you need to add it, these are the steps you would follow to do this.

1. On the **Home l**aunch pad screen, click on **Add** button in the first tile listed [Add]

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2. Select **App from Library**

3. Locate and click on the RM Integris SSO tile

4. In the next pop-up window, click **Manage**

5. Ensure tick is present for *Privacy Statement*

6. Allow RM Integris SSO to be accessible by both **Teaching Staff** and **Non-Teaching Staff** (as appropriate for your school) by ticking the relevant boxes

7. Allow RM Integris SSO to appear on both **Teaching Staff** and **Non-Teaching Staff Launch pads** as appropriate by ticking the relevant boxes

8. Click **Save**

2.2 Adding additional Apps from the App Library

You can at this point add additional apps to either or both staff groups Home Launch Pads screens that you consider 'essential or useful' – however, this can be done later in phase 2 of the RM Unify rollout when users become more familiar with the Launch Pad

Repeat 2.1 above to add further Apps *(refer to the Launch Pads information sheet to gain an understanding of how the apps work before you use them)*

Note: if you or your users are already a user of the software app, then by selecting the app to appear on your Launch Pad, you/your users should have direct access to it. *Obviously, if apps/software require purchase/subscription and you are not a licensed user, you will not be able to access the app/software -see the Launch Pads information sheet for further details.*

 Note: Apps available in the App Library are Single Sign on (SSO) or Saved Password Apps (needing username/password for first time only) only

2.3 Add a Personal Tile for your school's website

1. On the **Home** Launch Pad screen, click on **Add** button in the first tile listed

2. Now select **Shared Tile**
   The following pop-up window appears

Title – enter your school's name for the tile

URL – enter the web address for the website (e.g. www.bbc.co.uk)
Use the *Check URL* link to make sure that it is correct and will take you to the required website **Generate Thumbnail** will create a small picture representing the URL if the address is publicly available on the internet (e.g. BBC)
or alternatively you can use **Upload Image** to locate and attach a picture/school logo to the tile
Subtitle – an optional additional supporting title if required
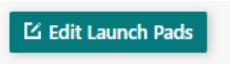**Description** – supporting information

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3. Finally, click **OK** to save the tile
Allow RM Integris SSO to be accessible by both **Teaching Staff** and **Non-Teaching Staff** (as appropriate for your school) by ticking the relevant boxes

4. Allow RM Integris SSO to appear on both **Teaching Staff** and **Non-Teaching Staff Launch pads** as appropriate by ticking the relevant boxes

5. Click **Save**

Repeat steps for 2.3 for any additional website shortcut tiles you wish to add to the Home Launch pad – you can additional websites at any time later in the rollout.

At the end of Stage 2 - the Super Admin user should be satisfied that the Home Launch Pad screens are set up for both the Teaching staff group and the Non-Teaching Staff group as you would want them for phase 1 of this rollout.

Re-arranging/deleting tiles on the Home Launch Pad

1. Click the **Home Launch Pad** icon

2. Click the **Edit Launch Pad** button

3. Select the required **staff role group** from the drop-down menu

4. **To re-arrange tiles**, click on the tile and drag and drop into a new position on screen
or click in the top left of each tile icon and select the 'sort order' number

5. Click **Save Changes** button

6. **To delete a tile,** select the tile and click the X in the top right corner of the tile to remove it and then click **Save Changes**

Logout of RM Unify

1. Click on the **arrow** next to the Profile Settings ⊕ ▾ icon in the top right
2. Click **Sign Out**
3. Then click **Complete Sign Out** to sign you out of all the apps listed on the screen
The next window confirms the apps in which you have successfully signed out