LaunchPad 365

www.lp365.co.uk

powered by **RM Unify**

Staff and Students Users Guide

Logging on to LaunchPad365

1. Browse to the school website and under the Students or Staff menu click on the link for LaunchPad365 (http://chschs.lp365.co.uk).

2. Enter your user credentials. Under username you can use either:
   a. Your school email address (example; user@cheslynhay-high.staffs.sch.uk)
   b. Your school network username followed by @chschs (example; user@chschs)

3. Click **Sign-In**. You will see your user's Launch Pad, with the main RM Unify menu at the top.

4. The first time you login you are asked to accept the Acceptable Use Policy and Terms and Conditions. You must agree to these before you can sign-in.
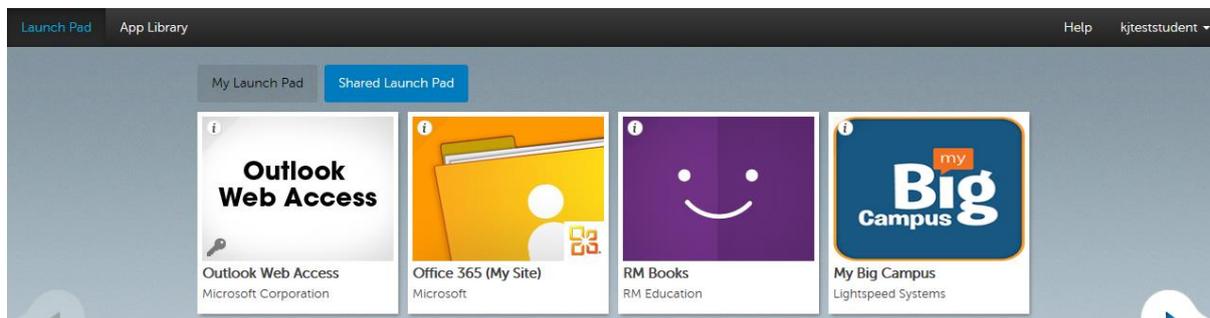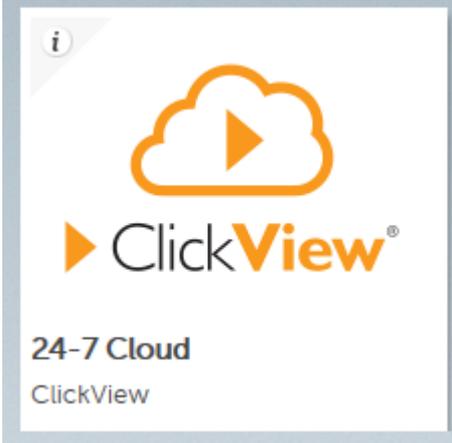
Basic Apps and What They Do

Below is a list of the main Apps (Tiles) that you will use with a brief explanation of what they do:-

App/Tile	Description
Outlook Web Access	**Outlook Web Access** is used to access e-mail, calendars, contacts, tasks, and other mailbox content when access to the Microsoft Outlook desktop application is unavailable. By installing the Outlook Web Access saved password app you can make it easy for your staff to access their email from any device. Install the app, enter your credentials, and then use Outlook Web Access, straight from LaunchPad365.
Office 365 (My Site) — Microsoft	**Microsoft Office 365** is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to your personal SharePoint site in Office 365. That means every student and staff member has 25Gbs of personal storage accessible from in and out of school...... **No more lost USB drives!!!**
Office 365 (School Site) — Microsoft	**Microsoft Office 365** is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to shared SharePoint sites in Office 365. This tile takes you straight to the Shared Site where Staff can share a range of documents with students inside and outside of school.

RM Portico – Home Access RM Portico – Home Access	**RM Portico** gives you access to your files on your school or college network from a browser on any computer (including desktops, laptops, tablets, netbooks and smartphones)
CC4 Anywhere RM Education	**CC4 Anywhere** brings secure anywhere, anytime access to Community Connect 4 networks via almost any Internet-enabled device. It means that you can encourage a diversity of devices and say 'yes' to pupils and staff who want to use their own. Reach out and open up new ways of learning. By installing the CC4 Anywhere saved password app you can make it easy for your staff and students to access their network account, shared files, personal work and curriculum software from their RM Unify dashboard. Install the app, enter your credentials, then use CC4 Anywhere to access your work whenever you need to, straight from RM Unify.
Cheslyn Hay Learning Gate... Cheslyn Hay Learning Gateway	**SIMS Learning Gateway** provides secure online access to real-time data in SIMS. Accessible anytime, anywhere, information is available to all those who need it. With SIMS Learning Gateway, your staff can work more flexibly, parents are better engaged and students are encouraged to drive their own achievement

ClickView 24-7 Cloud ClickView	**ClickView 24-7 Cloud gives teachers access to the last 2 weeks of 24 free-to-air television channels, enabling them to edit, keep and share from a selection of over 5000 hours of programs.** ClickView 24-7 Cloud records 24 free-to-air TV channels continuously for 2 weeks, giving teachers access to thousands of programs both in school and from home on all devices. The programs can be edited to customise clips needed for lessons. They are stored in a teachers personal Workspace and are kept until removed. These programs and clips can then be shown to students or shared via a direct link or embedded into a website or VLE. All this can be done in the cloud in a browser, meaning no hardware or IT resource are required.
GCSEPod 2.0 GCSEPod 2.0 Soundbitelearning UK LTD	By installing the **GCSEPod 2.0** saved password app you can make it easy for your staff and students to access GCSEPod 2.0 via the RM Unify Launch Pad. Install the app, enter your credentials, and then use GCSEPod 2.0 whenever you need to, straight from RM Unify.
Kerboodle Kerboodle Oxford University Press	By installing the **Kerboodle** saved password app you can make it easy for your staff and students to access Kerboodle via the RM Unify Launch Pad. Install the app, enter your credentials, and then use Kerboodle whenever you need to, straight from RM Unify.
And Others……	

Saved Password apps

Where Single Sign-On is not supported by an app provider, then some apps have the ability to be '**Saved Password apps'**. Saved Password apps provide a way for you to integrate services which you are already using into LaunchPad365. They prompt the user to enter their username and password once, but then give the user single sign-on access to the app thereafter.

Saved Password app tiles are distinguished by a '**key**' icon and a plain white background:

Using a Saved Password app

To run a Saved Password app for the first time, users must complete an additional step.

1. On the Launch Pad, click the app.
   a. A page like the below is displayed

Saved Password Details

Enter your saved password details below to enable single sign on to Moodle from your Launch Pad.

If your Moodle details change in the future, click the 'i' icon on the Moodle tile on your Launch Pad and enter your updated details.

Username (What's this?)

Required to sign in to the app.

Password (What's this?)

Required to sign in to the app.

Save   Launch

2. Enter the username and password for this application in the boxes provided and click **Save**.

3. Then click **Launch**.

LaunchPad365 will now remember these login credentials, so you won't need to enter them again.

If the login credentials for this application change in the future, you can update them as follows:

1. Find the app tile on the Launch Pad and click its '**i**' button.

2. Click **Edit Settings**.

3. Make any required changed to the username and password details, and click **Save**.

Using Launch Pads

Choosing a Launch Pad

From the LaunchPad365 menu choose **Launch Pad**. This then gives you the option of '**My Launch Pad**' or '**Shared Launch Pad**'.

- **Shared Launch Pad** is the Launch Pad that is controlled by the School ICT Department.
- **My Launch Pad** is where you can create your own Launch Pad with just the apps you mostly use instead of scrolling through all of the Shared Launch Pad apps/tiles.
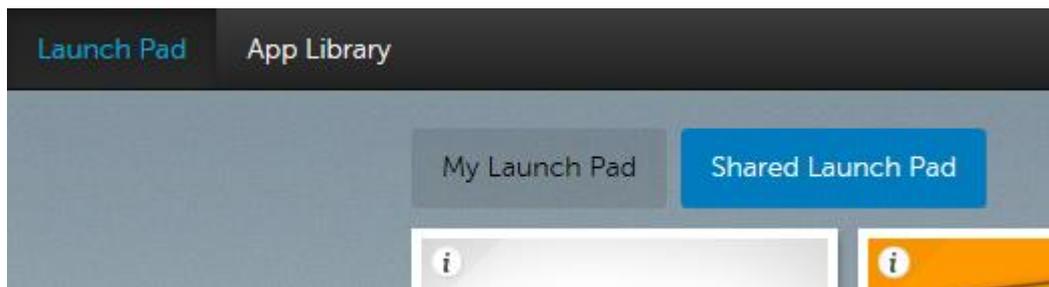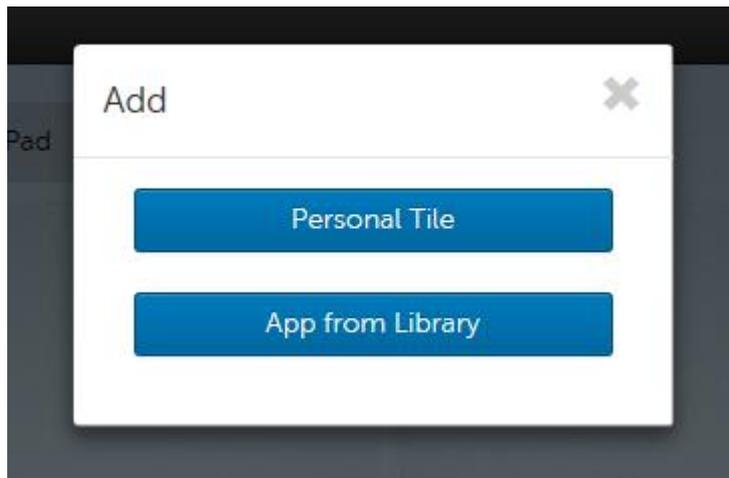


Setting up My Launch Pad

You can decide what tiles you want on your My Launch Pad. It will be empty until you add the first app tile. To add a tile:
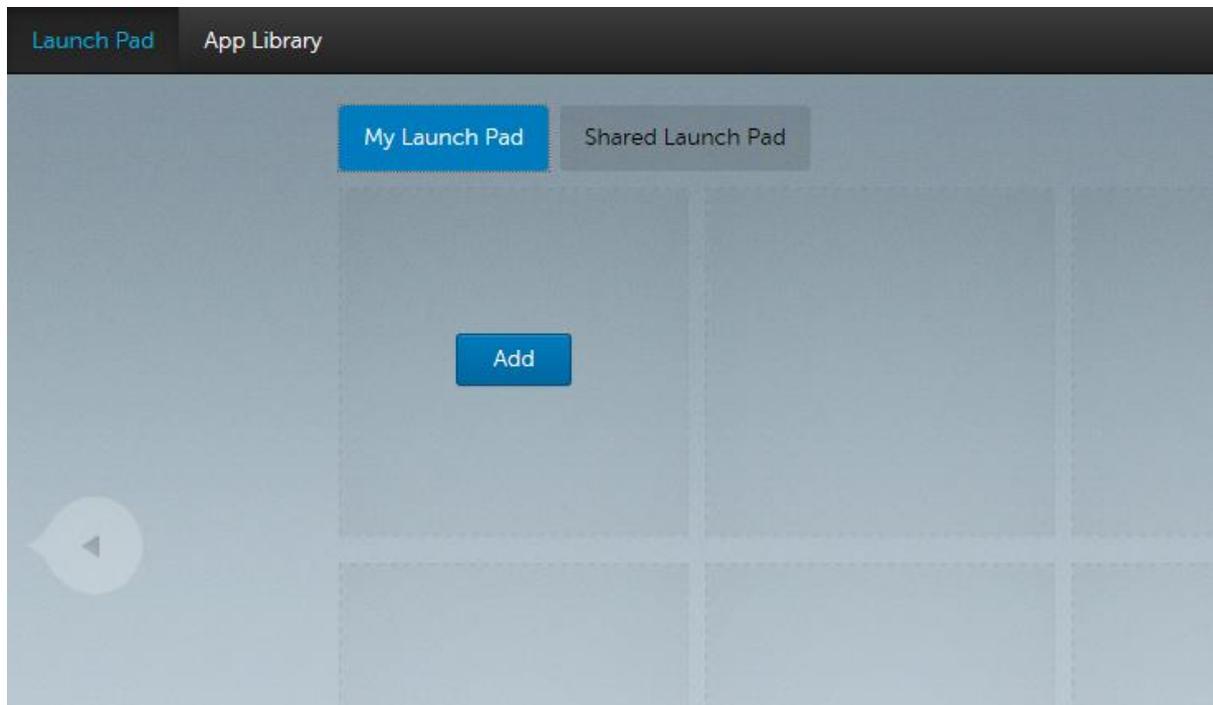
1. Click the **Add** button on an empty space. An '**Add**' popup window is displayed.

2. To choose an app, click **App from Library**. You are taken to the App Library.

3. Find the app you want to add, and click on its tile. You'll see an information page about this app. If this app is available to add, it shows an Add to **My Launch Pad** button.
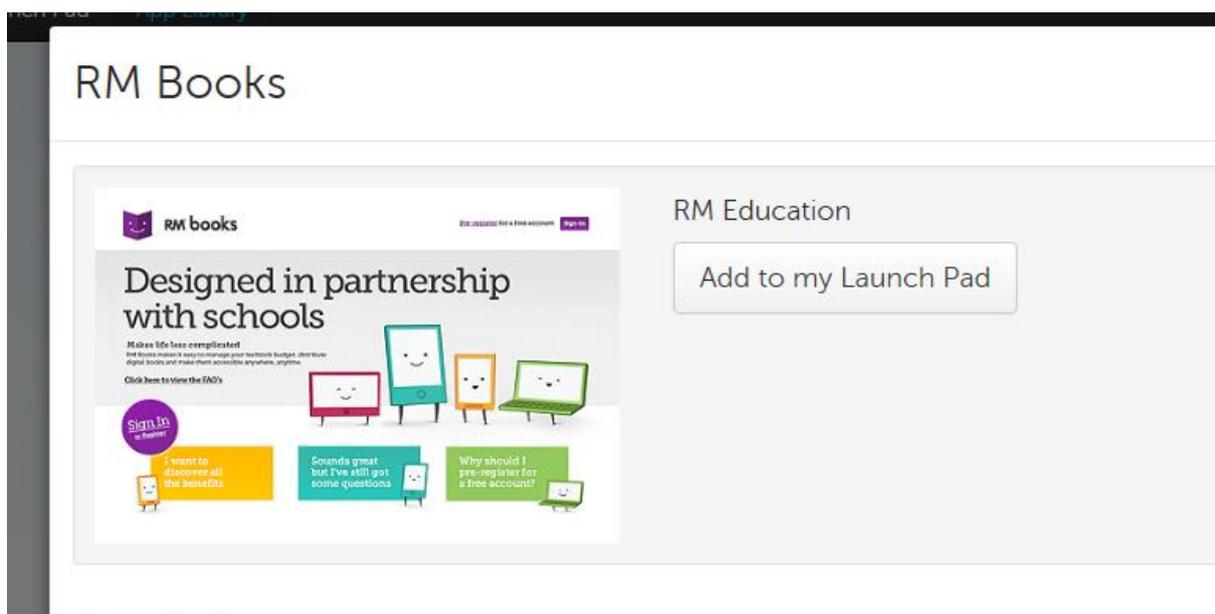
4. Click Add to **My Launch Pad**. The app is added to My Launch Pad.

5. Click the cross to close the app information window. You can add more app tiles in the same way.

6. When you have finished, from the LaunchPad365 menu choose **Launch Pad**.