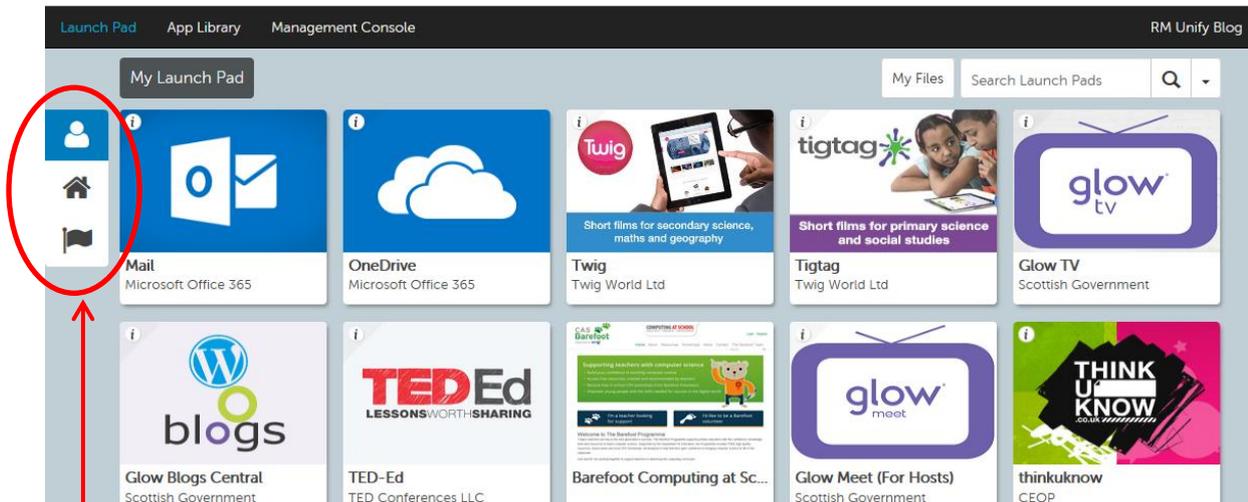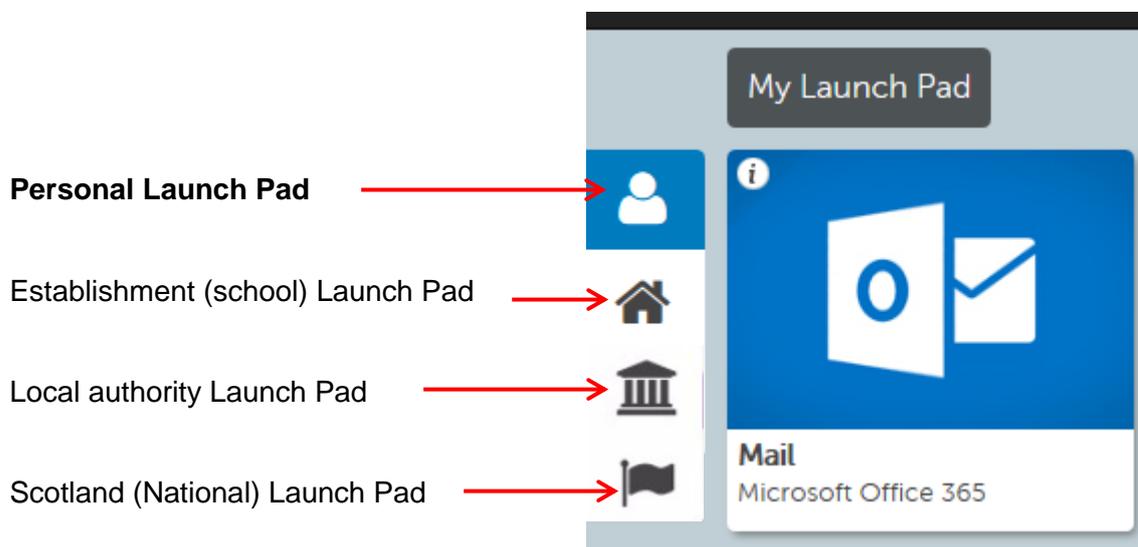**Accessing and using Launch Pads**

There are a number of different launch pads that you can navigate between in Glow RM Unify. When you first login you will see the shared Launch Pad for your establishment unless you create your own personal one.

This Launch Pad will provide access to a range of different tools and resources both in Glow and elsewhere online.

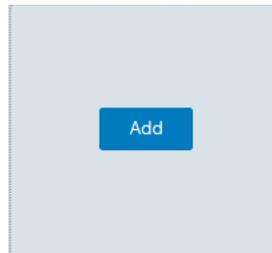Navigate to the different Launch Pads using the icons above

Personal Launch Pad ——————→

Establishment (school) Launch Pad ——————→

Local authority Launch Pad ——————→

Scotland (National) Launch Pad ——————→

After you create your own Launch Pad, Glow RM Unify will default to that view for all future logins.

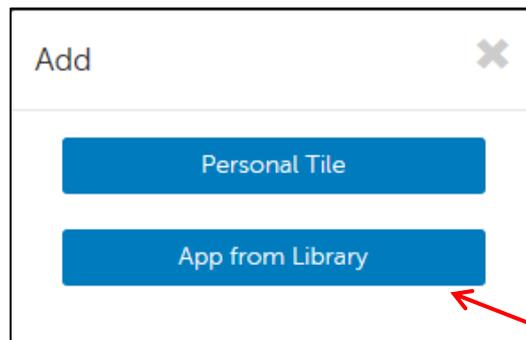**Creating and editing your own personal Launch Pad**

Setting up your personal Launch Pad will give you access to a range of tools and web content of your choice.

- Click on the icon to set up your own personal Launch Pad.

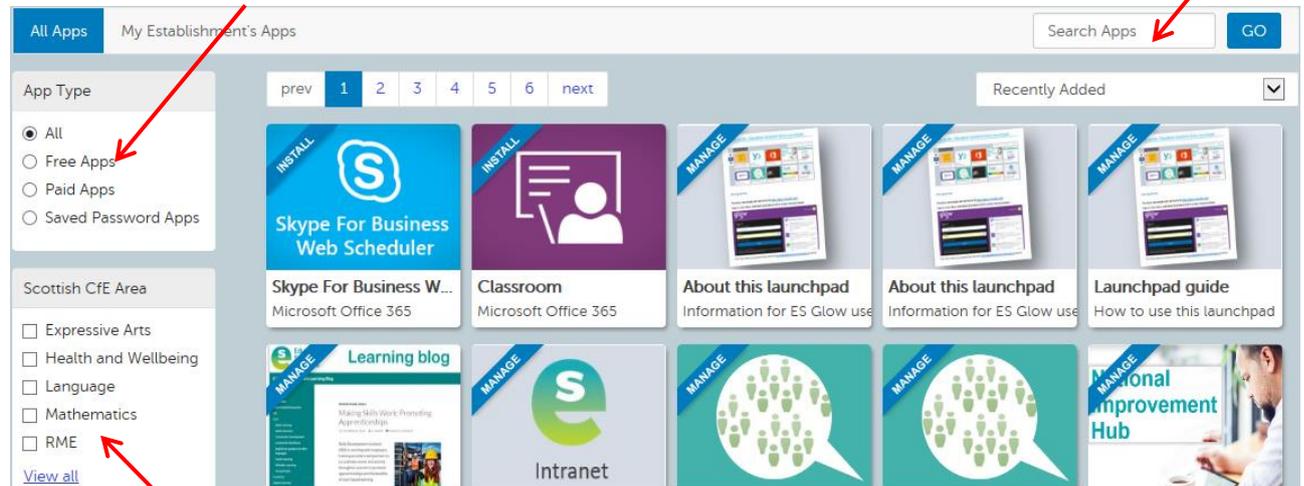- Click on the blue **Add** button.

You can choose whether to add a Personal tile or an App from library.

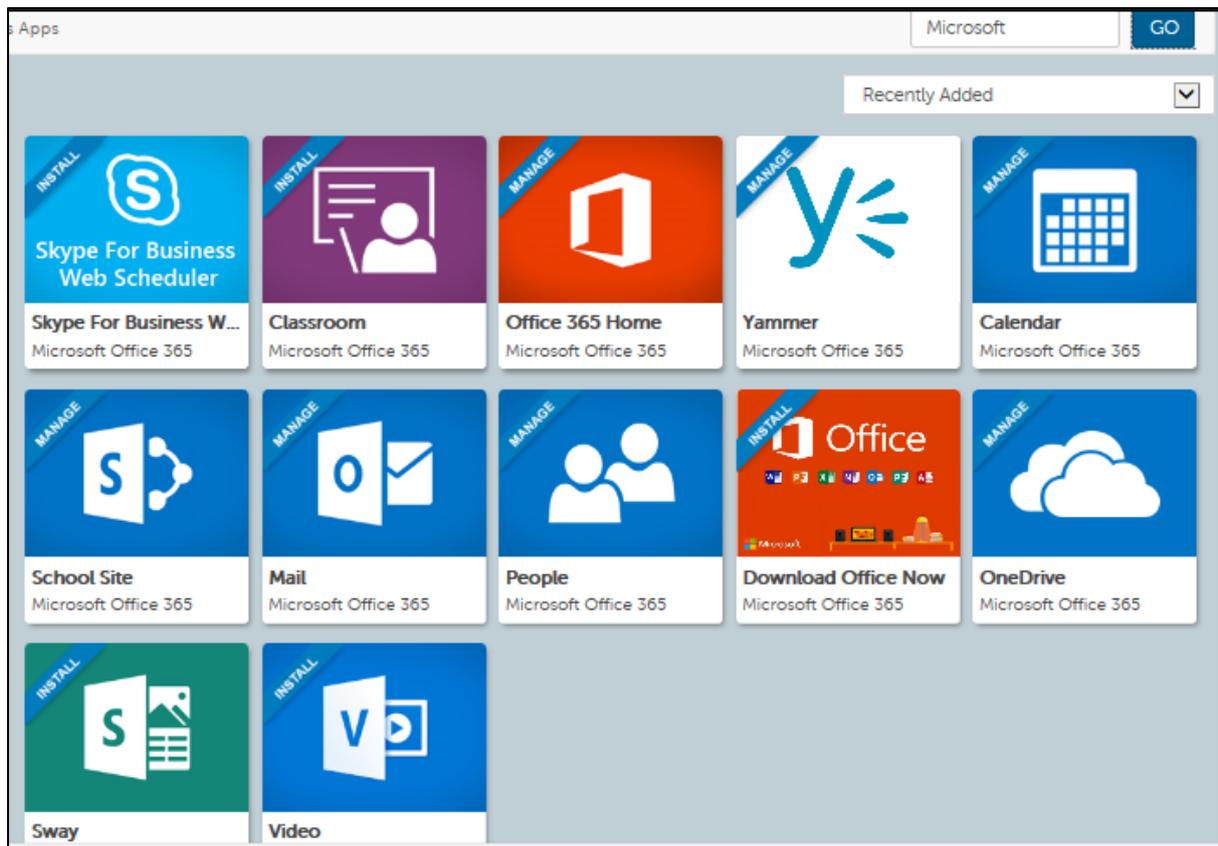- To add something that is already in the Glow RM Unify library click on **App from Library**.

The Glow RM Unify app library will be displayed and you can choose how to search or navigate the apps in a number of ways.

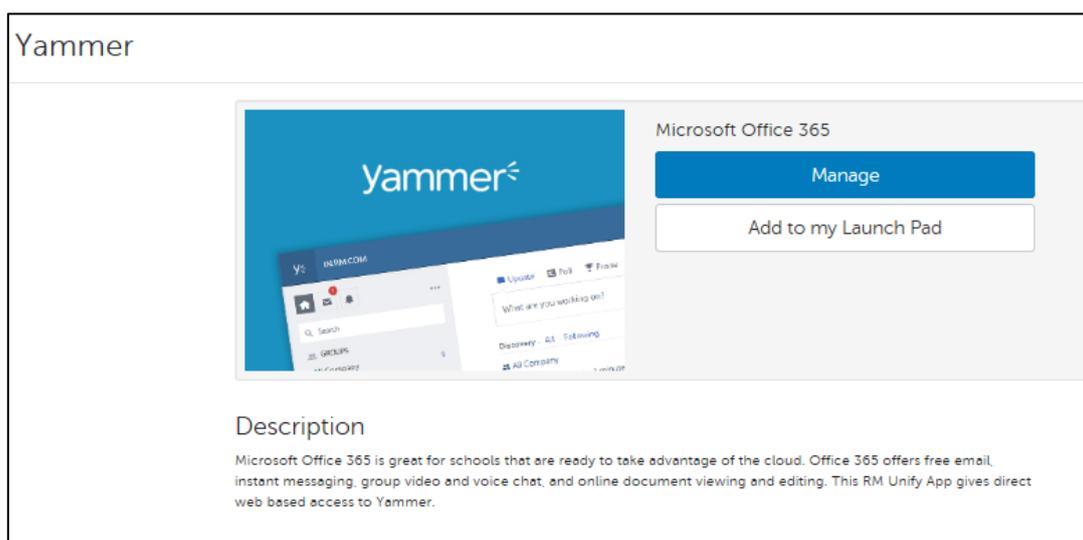Filter by **Free** apps

Search Apps

Filter and browse by CfE area

E.g. type 'Microsoft' in the 'Search Apps' window to display all the Microsoft Office 365 apps that are available.
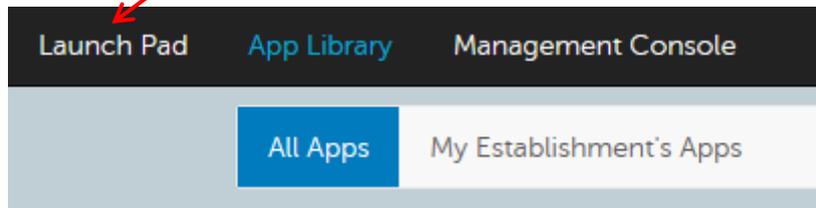

- Click on the app that you wish to find out more about.

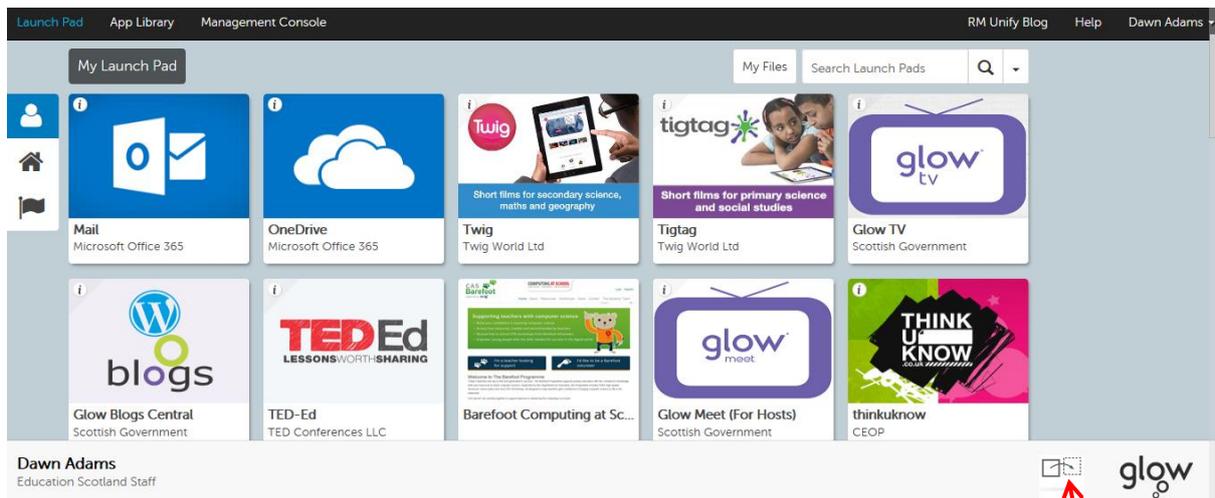You will be presented with a popup window with more information and the option to add this to your Launch Pad.

- Click on **Add to my Launch Pad**. The same will also be true for removing that tile after it has been added as it will offer you the option to 'Remove from my Launch Pad'

- Click on the **X** to exit this window.

- The app will now be added to your Launch Pad.

- Follow the same process to add more apps.

- Or click on **Launch Pad** to access the apps that have now been added.

Editing your Personal Launch Pad

To edit your Launch Pad click on the icon on the bottom right of the screen

Click and drag to reorder the apps or use the drop down numbers to change the order. Click on the X to remove from the Launch Pad.

Click on **Save Changes**.