



Tahi Admin - Choosing and Enabling Applications



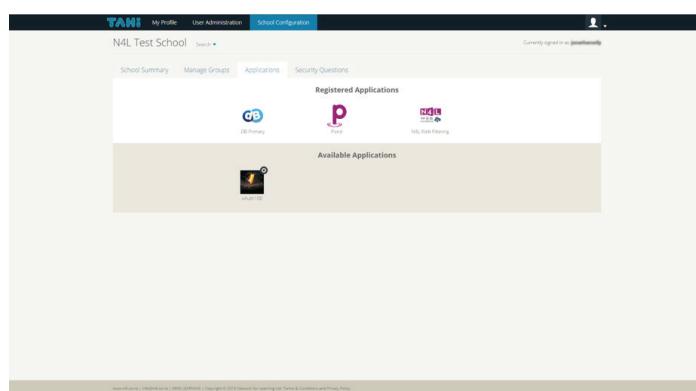
Tahi Admin: Choosing and Enabling Applications

The purpose of this guide is to understand the types of applications (apps) that will be available for schools to use and what may be required by the Tahi Administrator to integrate them with Tahi.

There are three types of apps:

- Apps that require no additional steps by the Tahi Administrator once the app has been enabled.
- Apps that require school specific information from the Tahi Administrator such as a school's domain name.
- Apps which will require the Tahi Administrator to turn on the 'Enable access to school data' option and pass the code provided onto the app provider. This allows the app to have continuous access to information it requires to function effectively.

The screen grab below shows a series of apps, a few of which have been enabled for use as well as one which is available but not yet enabled.



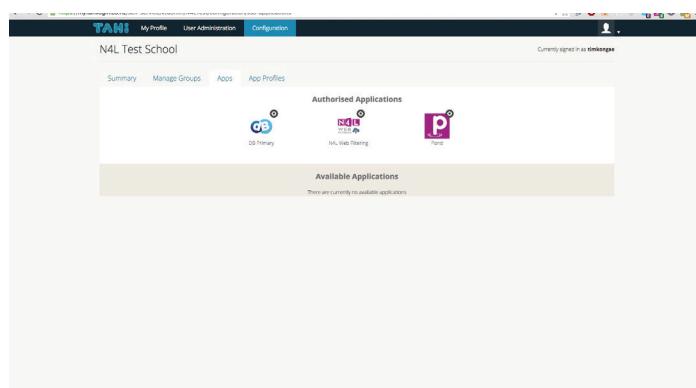
Configuring Tahi Apps for your School

When you enable an app you will make it accessible to certain users within your school depending on what type of user the app is associated with i.e. student, teaching staff, non teaching staff.

Please Note: Your school needs to already have an existing account with the provider of the app you wish to enable as well as have arranged any licensing required.

Follow the steps below to enable an app for your school and set up associations with user types.

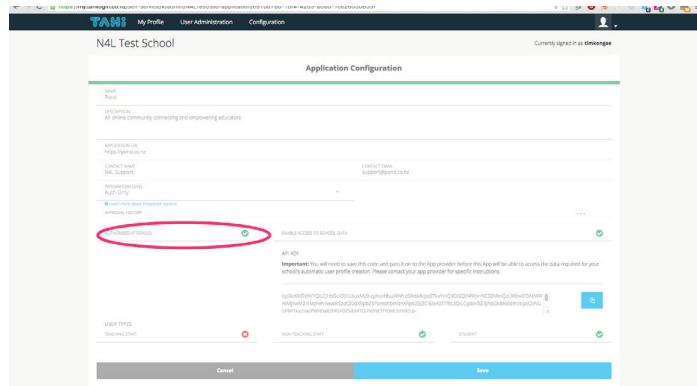
Step 1. Under 'Apps' on the configuration tab, select the app you wish to enable and click the cog on the app icon.



The ‘Application Configuration’ panel will appear, giving you information about the application itself.

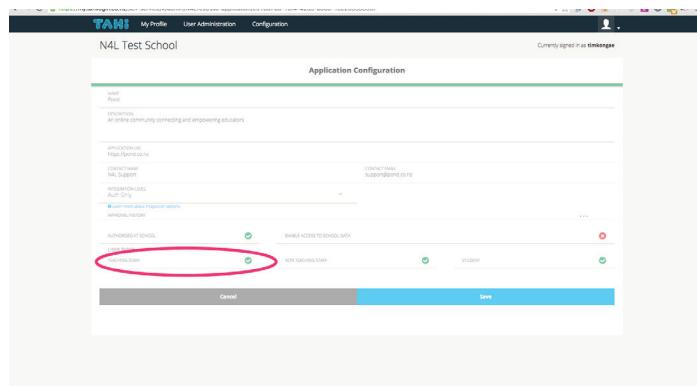
Please Note: As well as configuring the app here, you can also view the integration level the app has been approved for by clicking on the ‘Learn more about integration options’ link to see what school and user data the app will be able to access.

Step 2. Select the ‘Authorised at School’ option to enable the app for users in your school.



This option will allow users to use their Tahi identity to sign in to this app and the app will be able to access information on that individual user in line with the integration level for that app.

Step 3. Select which Tahi user types (teaching staff, non-teaching staff, students) you wish to associate with the app, allowing those users access to the app using their Tahi identity.

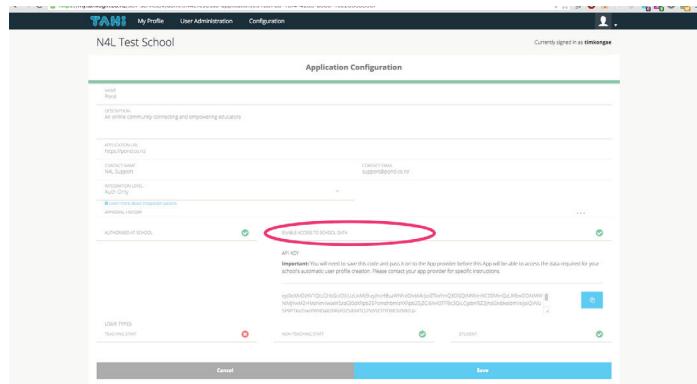


Step 4. Click Save. The system will save your settings and will shortly assign the app to all of the users you have selected.

Apps Requiring Continuous Access to School and User Information

This will typically be needed for apps which automatically keep user profile information, class structures and teacher-to-student relationships up to date in order to function to their full capability. Once setup, this will allow the app to securely access school and user data automatically.

Step 1. Select the 'Enable access to school data' option to access the school specific API key.



Step 2. This key will need to be sent to the app provider, or added to the providers app admin site if available.

Please Note: *This key is school-specific and only allows/unlocks access to your school's Tahi data when used in conjunction with another key which your app provider will already have.*

Step 3. Click Save. The system will save your settings and will shortly assign the application to all of the users you have selected.

Managing App Profiles

The initial association of an app with user types happens when you enable an app. You can use 'App Profiles' to update associations anytime after apps have been enabled by clicking and dragging apps to the appropriate user types and more importantly, to view the apps that are associated with each user type.

