

## FrogParent Manager

To manage the data within the FrogParent behaviour, Linked Documents, Attendance and attainment widgets, you will need to use FrogParent Manager. Data is updated daily with the rest of the MIS sync. Because of this automation, attainment data is not immediately published, to allow your school to choose when to make this information available to parents. Linked Documents require you to run a manual extraction process.

The first section of FrogParent Manager is the **Behaviour Data**. This area is designed to allow you to **remove individual behaviour reports** which have been recorded in your MIS. It's possible you may wish to delete a behaviour record from your MIS, but because the record has been imported it is no longer linked to the MIS, so needs to be removed from Frog also.

To use, click on the **filter** in the top corner. Then **search** for the student's record in question and **click the Filter button**.

Once you have identified the record to delete, **tick the box to highlight it**, then in the **Action Cog**, select **Delete**. The record will be removed from Frog.

The next section is **MIS Linked Documents**. Linked Documents are reports prepared in SIMS which are passed through to Frog once they have been published in SIMS. Frog takes the data and produces PDF versions based on the templates specified in SIMS. MIS Linked Documents is a fantastic way to save thousands of pounds in printing, paper and postage costs by providing the same information. PDF documents will preview automatically in Frog, which can be downloaded too.

In order to import the document data, you will need to ensure that **Microsoft Word is installed on the server the Frog extractor is running on**. When you are ready to import, there is a Documents tab within the Extractor, follow the steps on that menu.

Server-side creation of PDF documents is not instantaneous. Where possible we recommend allowing the import to happen overnight, then activating the following day.

When the documents have been created, they will not be published immediately. Instead you have to activate them within FrogParent Manager. This feature is a safety net for the school. In order to review documents in SIMS, they may have to be published, and before you wish parents to view them, changes might need to be made. MIS Linked Documents are not activated automatically until you are ready.

## FrogParent Manager (cont.)

When you are ready to activate, you can contact the Service Desk to do the following, or you are free to do so yourself.

Use the **Filter** icon to narrow the search results to the current documents you wish to publish and **click Filter**.

Click on the **Action Cog** and choose **Activate All** – this then makes the documents available within the MIS Linked Documents widget.

**Attendance Codes** provides an area where you can provide translations for the MIS attendance codes. While these codes may make sense to your teachers, you may wish to clarify their meanings with parents. The "**Count As**" column allows Frog to factor each code into the graphs produced.

**Configure Aspects** gives you and your data manager the ability to publish attainment data. In order to publish the right data in the right place, you need to train Frog's database to subject, category and type. The Aspect Name is pulled from your MIS and will provide a clue as to what it is. We'd suggest sitting with your data manager to make this configuration a quick process.

Using the **Aspect Name** field, simply search for a subject or category, all the MIS aspects that match, then appear. Use the **Select All checkbox** to highlight them, then use the **Edit** button to set the subject, category or type.

You can then repeat this process for each aspect until they are all identified.

You can edit and create additional categories in the **Aspect Categories** section. The supertype can be left as is or set to other, this is the database field name which no one will ever see.

**Result Sets** are where you publish the attainment data. You can configure these to be enabled by default, or you can enable individually by **clicking on the X**.

There are videos within the Community section of the website covering how each widget can be configured and guides for parents on how to use them too.

<https://www.frogeducation.com/community/training/administratortraining/frogparent>

<https://www.frogeducation.com/community/training/gettingstarted/parents>