frog

Frog Administrators
Training Guides

Introduction

This guide is aimed at helping you get started with managing your Frog. Due to the ongoing development of the platform with new features being added all the time, this set of guides will never be the definitive manual to Frog.

We do try to support you throughout your use. Whenever you have a question, the Support Desk is on hand to take your call during the working week, our community forums are packed with frequently asked questions and solutions and the community site itself has dozens of tutorials.

Support Desk: https://support.frogeducation.com

Forums: https://forum.frogcommunity.com/

Community: https://www.frogeducation.com/community

System Preferences

Frog admin accounts grant you more access to the settings in the platform than a regular staff account.

There are a number of features hidden in the System Preferences menu that are worth exploring and we'll look at them in this video.

When you open System Preferences from the Profile menu of the FrogBar, the Frog application opens.

Down the left, you can see different sections labelled for their use. In this video, we're not going to look at authentication methods. That area is too complex for this video, but we have plenty of documentation and the Service Desk can work through these options with you as well.

What we are going to cover is some of the more obscure elements which can actually have a big impact.

The first of which is the **Acceptable Use Policy**. We've provided a rich-text input box so you can add a detailed, highlighted, bulleted policy for your users to agree to. Once filled in, you can activate it per profile and force users to re-accept. When a user logs in, they will be presented with the policy and a checkbox. If the user does not check the box or clicks the Cancel button they are returned to the login screen. Checking the box, makes the Accept button available and clicking that allows the user to access Frog as usual. It will not appear again until you force users to re-accept using the option in System Preferences.

One potential second-use of this policy could be for anti-bullying week, which allows you to reset the agreement for students.

Custom subjects as the name suggests allows you to add additional subjects which will appear in the assignments wizard and curriculum tags. There are options to add a new subject at the bottom of the list and you can edit and deactivate these new subjects. Unfortunately, you cannot remove the existing subjects for the moment. This may change in future developments.

System Preferences (cont.)

The **Dashboards** section allows you to set and change the dashboards for each profile type. On initial set-up Frog pre-loads a basic school dashboard site for each profile and the user's timeline and personal dashboard are active for admins, staff and student profiles. You can hide the timeline and personal dashboards using the checkboxes and remove the existing school dashboard and replace with your own. You can set three dashboards for admins, staff and students. The Other and Parent profiles are slightly different, but it's the same process.

Probably the most useful feature is the ability to shift the order by simply dragging and dropping the dashboard icons.

You'll have to refresh your browser to see any changes take effect.

The next section we're looking at is the **File Types** options. Arguably the most overlooked feature in FrogLearn is the ability to specify file types each profile is allowed to upload.

There are two sections, **Frog Default Types** and Custom types. In Frog Default types, you can see which file types we have already set, but you can use the tick boxes to turn off upload ability for these. For instance, if your computers have no way of playing Quicktime .MOV files, it might be easier to deactivate the option to upload them, rather than deal with the issue during a lesson.

Custom file types allow you to add additional file types, such as Sibelius files which are not set by default. Generally, you have to refresh the platform to see these take effects.

The **Email** section should be looked at. Here you need to provide the name, not IP address, of your email relay server. With this information, Frog can email users for forms, notifications and password reminders.

FrogMobile App Preferences currently refers to how you wish to set the media handling policies for FrogSnap. Taking photos of students is potentially a safeguarding issue and FrogSnap handles this by automatically deleting photos, audio and video recorded using the app. Users can specify the app when they want this to occur, but you can set the default behaviour and even prevent users from changing this.

System Preferences (cont.)

Creating a sense of identity for your school's Frog is important. You can do this through changing the images on the dashboards and more obviously, changing the **Login background**.

To do this, create an image around **1680 pixels wide by 900 pixels high**. Try to keep the size to below 200 kb to prevent slow loading. You can then click the Plus symbol to upload a new background.

One school which requested this feature explained that often students reported they could not log into Frog. It turned out the students were Google searching for Frog and trying to log into the first result, rather than use the link provide. By setting the background image, the students knew immediately which platform they were logging into.

We're going to skip over MIS importer, this is covered during initial set up and you very rarely need to revisit it.

We will briefly look at the **Network** section however. Here you can set up access to shared drives and user drives on your network. Users can then access their drives from both inside school and at home. They can see their drives in FrogDrive and through any Network Drive widgets you have added to a page.

The **Passwords** sub-section highlights how this works. Frog will capture and pass through the user's network login details one first visit. You can set this safeguard to happen every time the user logs in or permanently. If the user changes their password on the network, they will be presented with the network login again if you select the permanent option.

As you can see there are many sections of System Preferences we have not covered in this video. Please go through the documentation online and contact the Service Desk if you're unsure about any elements.

Authentication Types Overview

How your users sign into Frog is up to you. We have a number of options:

- **Frog** - stores your users' username and password and no other system is linked to it. You'd most often use this for parent, governor and temporary accounts. You can set usernames and passwords via CSV import or individually in the Users app.

- **Active Directory** syncs with your school's AD server. Usernames and passwords are stored on that server and Frog checks to see if the passwords match. With all systems, you cannot see anyone's password, although usernames are always visible in the Users app. Active Directory authentication is not available to schools hosted offsite. You need a Frog server in school to use AD.

- **ADFS** – Active Directory Federation Service allows for Single-Sign-On between Microsoft's online service and Frog. In school, logging into a school computer will allow you to open Frog and not need to log in again. Outside school, you will log into a Microsoft ADFS portal which can then log you into Frog and Office365. ADFS can be tricky to set up and because it involves making changes to your AD server, we cannot do this for you. There is documentation available to talk you through the Frog side of the set up.

- **Azure** – Microsoft's AD in the cloud is a method for synchronising your user accounts from your AD server to a cloud-based system. This offers greater reliability and is easier to set up then ADFS. However, Azure is a Simple-Sign-On system, not single-sign-on, your users will share their login details but will have to log into Frog by re-entering them.

- **Google OAuth2** – Our solution with Google offers you the choice of either signing into a Google account using Frog or signing into Frog using Google.

- **RMUnify** – RM's Unify system has provision to sign into Frog using this system as well.

Each profile can have its own method of logging in and even each user can be set differently via the Users app. There is no provision to have more than one of any authentication type, you can't have two Google accounts for your school for instance.

Once set up, the Profile Authentication area of System Preferences allows you to set up new users default authentication and update existing users options too.

Passwords are not imported from your school's MIS. If you're using Frog, then you can import these via CSV in the Users app.

Dashboards

FrogLearn users can have five dashboards set by the school and a personal dashboard and a personal timeline.

The **personal timeline** is a record of every activity they are involved in in Frog. Any files they upload or are sent to them, any posts on a forum they own, any assignments set, handed-in or marked. There is a social networking element with personal timelines. Parents can see their child's activities

As an admin, you can **view any user's timeline** using the Search for User button on your own personal timeline.

Every profile, except parent accounts, gets a **personal dashboard**. This personal dashboard is a private site, with some limitations. Personal Dashboards cannot be shared. It is possible to **view a user's personal dashboard** as an admin, by **searching for it in FrogDrive**.

When you have the sites section open:

- Search for the name of the user.
- Once the search results are returned, click on the All Sites filter.
- You can now scroll until you recognise the Personal Dashboard icon

Or

- An easier option is to switch to list view and look for the Dashboard tag.

You can then open the dashboard as a site and have editing control.

When you first activate FrogLearn, we provide a basic school dashboard. This site has some limitations and most schools tend to switch to a staff dashboard and a student dashboard. There are starter templates for these dashboards in Frog Templates – available when you create a new site.

To do this:

- Click on the **Plus button** on the **FrogBar**.
- Click **Frog Templates**
- Select **Staff Dashboard** from the list of sites
- Complete the wizard as usual

This new site will be private to you at first. It will need to be left private but shared with the Staff Profile. This prevents students finding it through the FrogDrive. It's important to decide what level of control your staff should have with this site; **Edit and Manage** will allow them to change everything, but **View** prevents teachers from uploading files, posting on forums, even voting on polls. **Contribute** is a useful halfway option.

Dashboards (cont.)

Once you're happy with the new dashboard site, it's time to set it as a dashboard. To do this:

- Go to **System Preferences** in the Profile Menu
- Select **Dashboard**
- Select the **Staff** profile
- Click the **red X close** symbol on the **School Dashboard** site
- Click the **Plus symbol**
- FrogDrive will open and allow you to **select** the **new Staff Dashboard** site.
- You can **drag** these dashboards around, I'd recommend setting the Staff Dashboard to the first square. This means it will be the first thing your teachers see when they log in.
- When you're happy, click **Save Changes**.
- You'll need to **repeat** these steps for the Admin profile

One thing you may have already spotted...you can **turn off the personal dashboards and personal timelines** for profiles. The checkbox in the bottom left corner of each of these when checked will remove access to these areas.

I always advise schools to leave these areas on. Personal dashboards provide an area where students and teachers can customise their Frog experience, adding their own shortcuts and learning how to use Frog in their own time. Personal timelines have the same functionality as site timelines and it is a useful tool when finding past work. You don't have to train people on these elements, just let them explore at their own pace.

File Types

FrogLearn and FrogProgress allow for most file types to be imported by users automatically. We have tried to include all the most common files, but there will always be exceptions.

In **System Preferences** > **File Types**, you can set by profile which files are allowed to be uploaded. There are two sections, Frog Default Types and Custom Types.

As you would expect, **Frog Default Types** contains a list of all the file types we have added for you. By default, they are all on for each profile. You may decide to deactivate some, for instance, since Apple removed the ability for Windows computers to play Quicktime videos, you may wish to prevent teachers uploading these files. It's often better to highlight an issue during preparation, than during a lesson.

Similarly, you may wish to prevent students from uploading video files which can be quite large, so you can do this in the Default File Types section.

Click the corresponding Tick mark next to a file type to prevent that profile being able to upload.

Custom Types allows you to set additional file types for upload. An example might be to allow CAD files for D&T lessons, or Sibelius composition files for music.

To add a new file type, simply type in the extension or if you know it MIME type and click Add. You will have to enter this for each profile. The Bin symbol allows to you to remove them afterwards.

To test a file type change, refresh your Frog session and try to upload a file in question to your FrogDrive.

Login Background

An important appeal of Frog is how much you can make it your own. Frog's login screen is the first thing users will see of your platform when they log into Frog and the last thing they will see logout.

Being able to see the background is an important feature. And Frog admins can do this in **System Preferences** > **Login Background**.

The background will load no matter the device, so it's important not to go too large as it might slow loading time down. Equally there is the challenge of not making the image to low quality. To this end, we recommend using a **JPG or PNG file of 1680 pixels wide, by 900 pixels high around 200kb in size**.

You can use a GIF and can have a much larger image, but this could slow down browser loading.

For inspiration on the sort of things other schools set as their background, there is a gallery of school submissions on the Community site:

https://www.frogeducation.com/community/inspiration/articles/login-gallery

And when in doubt, a bird's eye aerial photograph of the school is always impressive. At the time of recording, it is possible to obtain these bird's eye views from an online mapping systems like Bing maps.

Username Creation

When setting up your MIS imports, it's possible to configure the usernames for profile types. This way you should have no extra work to do as new staff and students join the school.

If we take a look at Usernames, which you can find by opening **System Preferences > MIS Importer**, we have an input boxes for each profile type.

This a simple text input, but we can specify specific tags to make up the users' username.

Clicking on the **Help** link opens Frog's help to the Username information. And here, we can see the components available for each profile. The Help section is quite detailed and you should be able to construct a Frog username to match your school network ones.

One quick example, if for my staff the school policy is initial followed a dot then surname, I can construct by username elements like this.

{{first_name | limit=1}}.{{last_name}}

Now all staff imported via the MIS will have their correct usernames.

Of course, using the Users application, I can manually alter individuals or change their settings in bulk via CSV. More on that in the Users app video.

Network Files

In this video, I'm going to show you how a Frog Administrator can configure their Network Files preferences. It's important to note that this option will only be available to schools that have a Frog server hosted locally or they host FrogLearn on a Virtual Machine instance within their school.

To configure the options, we need to open **System Preferences** and when this loads we see an option called **Network**. If we expand this option we see four sections:

- Network information
- Shared Drives
- User drives
- Passwords

Looking at Shared Drives, you'll have the ability to configure access to a shared drive for multiple profiles or on an individual profile basis.

The first thing to enter is an **Alias Name** for this drive. I'm going to call it "Admin share". The alias name entered here will be displayed both in FrogDrive and in the Network Files widget.

We then have to enter a **Network Path** – where on the network should it navigate to in order for this to load.

And lastly, we have the option to select a profile. In this example, I'm only going to select the Admin profile.

Once you're happy, click **Add**

Once the shared drive has been saved, it will appear under the Add button. If you wish to edit that share for any reason, click on the arrow to expand it. You'll be able to edit your changes and then once happy, if you click on the **Save** button, the changes will take effect immediately.

To delete a shared drive, expand the drive, then simply click on the red cross to delete it. A window will appear advising you of the implications of deleting the shared drive, such as if any widgets are using the shared drive, they will no longer work. Once you're happy you can delete it, click on the delete button and the shared drive will be removed from Frog.

Network Files (cont.)

Next we're going to configure a **User drive**, also known as **Home drive**. To do this, open the User Drives section. You can see this is also configurable on a per-profile basis.

We're going to configure an Admin home drive first:

- Click on **Alias** to give it a name. As with shared drives, the alias name will appear in FrogDrive as well as the Network Files widget.
- In **Path**, we enter the path where the home drive will be accessible.
- On the last part, we need to make it configurable on a per-user basis. You can either use the MIS tags if you have an MIS configured or alternatively, you can use a new tag we have set up which is **[username]**. If your username in Frog matches that of your AD server, it will be able to link the two accounts.
- Once you're happy with those settings, if you click **Save Path**, those options will be saved and all users for that profile type will be updated with their user drive.

Once a User Drive has been configured, if we go to the **Users** application, and if I open up one of my Admin and scroll to the basic information tab, you can see that the User Drive I entered earlier has appeared here, with the username appended.

You can edit the user home drive, so if you have a duplicate user or the names aren't correct, if you edit the user, you can scroll down to the user drive and make the alterations you need to. Once you're happy, click on the Save button and those changes will be saved.

If you need to make changes to **User Drives on a bulk basis**, you can choose **to export the user information as a CSV**, make your changes and upload back into the Users app.

If you need to make a **change to the User Drive**, you can edit the path by simply going into User Drives, making your changes and clicking Save Path. The important thing to note though is that any changes that are made to the user path will only affect new users created within your FrogLearn platform.

To modify any existing users, you'll need to make the changes manually in the Users application or download them as a CSV file and do the changes in bulk, before re-importing them into the platform.

To delete a User Drive, simply go to the profile and click **Clear Path**. When that option is selected, you'll get a message advising that you wish to confirm the deletion and that it will remove the user drive for all existing users.

If you confirm Clear Path, you'll notice that that User Drive has disappeared and it has also gone into the Users application and cleared that information for all users with that profile.

Network Files (cont.)

The last configuration option is **Passwords**.

When this is selected, you'll have the option to choose **Per Session** or **Permanently**. This will be up to your school as to what suits your requirements best.

Frog have opted to set by default the Per Session option. If you'd like to change this simply select your new option and click the Save button.

Acceptable Use Policy

A useful feature for FrogLearn schools is the Acceptable Use Policy in System Preferences.

We've provided a rich-text input box so you can add a detailed, highlighted, bulleted policy for your users to agree to. Once filled in, you can activate it per profile and force users to re-accept.

When a user logs in, they will be presented with the policy and a checkbox. If the user does not check the box or clicks the Cancel button they are returned to the login screen.

Checking the box, makes the Accept button available and clicking that allows the user to access Frog as usual. It will not appear again until you force users to re-accept using the option in System Preferences.

You cannot export a list of users who have signed up, but it is a way of re-enforcing key points and initiatives. For instance, just because the policy is set for IT Acceptable use, does not mean you could not alter to text for Anti-bullying week and force students to re-accept.

The Users Application

Probably the area admins will use most will be the Users app. This Frog application allows you to create and edit users individually or en-masse via CSV import.

Frog3 / FrogLearn schools will continue to use Frog3 to manage their users, so this area may seem a little restrictive. That's not the case for FrogLearn only schools.

To edit an individual:

- Use the **Search** to narrow down the list of users. The Search function looks at forenames, surnames and usernames. If you search for a general term, one which appears in lots of accounts, the list will appear incomplete. That's because the Users app uses an infinite scroll, which speeds up most searches. Scrolling to the bottom of the list triggers a second wave of searching.

  If you use the Select function, the **Select All** option will select all possible results, without you having to scroll to the bottom of the list.

- Returning to our search for an individual, once you have located the user, click on their row. The app switches to a profile section containing their details. From here, clicking on the **Edit** button, you can update:

  o Their name, profile, photo and user drive in **Basic Information**

  o How they log into Frog in the **Authentication** section. If the user is not using Frog for authentication, you can use this section to temporarily log in as that user by switching the Authentication method to Frog and changing the password. If you do do this, it's often best to login as the user using Incognito or Inprivate browsing mode as this allows you to be logged into Frog in two windows with difference accounts. As soon as you are logged in, you can reset the authentication method.

  o **Additional information** contains the information such as the MIS ID and student UPN or pupil number. If you are using Google with Frog, this section should also contain the student's Google ID, so that Frog's assignment system can share documents.

  o **Group Membership** contains all the groups a student is in. Groups in Frog can be classes, year groups, clubs. Classes and Year Groups are set by the MIS import, but classes can be created in the Groups & Policies app. Students can be added here or in the Groups app.

The Users Application (cont.)

Editing an individual continued:

- o **Relationships** are also set by the MIS but can be added to here. The MIS Import does reset this data. The Parental Responsibility checkbox links the parent account to the child account for Frog. If this is unticked, parents cannot see information about their child.

- o **Student Contextual Data** is designed mainly with FrogProgress in mind, as that system can report on specific groups, such as Pupil Premium or Service Children.

- • When you're happy with the changes you've made, click Save.

You can clear a search by clicking the **X** in the search box.

Groups of users

While all of the above data can be altered on an individual basis, it's much more likely that you will want to make changes to large groups or profiles. The Users app can **export all users** or **all users in a profile as a CSV**.

This allows to you edit results in a spreadsheet and then reimport them.

You can alter pretty much any element, although you do **need to keep the first column, the UUID field**, so that Frog can match up the new data to an existing user.

The **Import Wizard** talks you through importing users and allows you to map fields from the spreadsheet to specific fields in Frog.

The **Validation** section of the wizard prevents import if the fields do not match the criteria.

As stated previously, the only field which must remain unaltered when editing via a spreadsheet is Frog's UUID field. For new users, you would leave this blank.

You can **set passwords** if Frog is the authentication both individually and for groups, however we recommend using the **Forgot password?** Link on the login page as a method of distributing login details to parents. There is a letter template on the Community to help you let parents know how to get their details:

https://www.frogeducation.com/community/tutorials/parent-accounts

The Users Application (cont.)

One column I've not yet mentioned in the Users app is the **MIS column**. This highlights which accounts have been created and linked to your MIS system. You cannot edit some fields in Frog, such as names and classes for these accounts. This is because these fields are controlled by the MIS import.

New Teachers

When new staff join the school, you will most likely have a request to grant them access to Frog before they officially start. This means that when they do start, the MIS will create a separate account for them. You can transfer the MIS link from their automatically created account to their pre-start account using the Action Cog when viewing the details of the MIS tagged account.

Leavers

When someone leaves the school and your MIS , their Frog account will remain active, but the MIS link will disappear. This will mean you need to do some end-of-year housekeeping to clear off leavers, but we have a guide on the Community for this.

https://www.frogeducation.com/community/tutorials/housekeeping

To remove users, there are three options:

- Setting **Account Status** to **Off**. This is useful for temporarily removing users from being able to log in and showing up in searches in assignments, groups & policies and timelines etc… If users are likely to return to your school, Account Status is the best method to use.

- **Archive** – effectively deletes the User from being visible in Frog. Their details are retained, but they are hidden. This can be undone by Frog's service desk.

- Anonymise and Forget – to comply with the **General Data Protection Regulatio**n or **GDPR**, this setting deletes any connection in Frog's databases between a specific individual and anything connected to their user account. Sites created, homeworks set etc… will remain, but there will be no record of the connection to the named person. Use with caution, as it cannot be undone for obvious reasons.

Groups and Policies Application

The Groups and Policies application, as the name suggests, allows you to manage both groups and their access.

MIS data will automatically create groups in Frog. You cannot add or remove users from these groups as they are sync-ed with your MIS.

You can create new groups as well as editing all groups' permissions within Frog. You can also edit permissions assigned to profiles.

All users in Frog must be attached to one of six profile types, ignoring FrogConnect for now. They can either be:

- A Student
- A Staff user – which is teachers and support/associate staff
- A Parent
- A Governor
- An Admin – usually the school's IT support staff
- Or An Other

Each Profile type can have their own set of dashboards. These users can then be assigned to Groups, to give you greater gradation and control.

Most permissions within Frog are available to be altered using the Groups and Policies, although some elements are hard-coded. For instance, you cannot assign work to a staff user, only to a student profile. This option is not available to change.

Groups and Policies Application (cont.)

Only administrators can alter permissions, using the Policy section.

To edit the Staff profile, for example:

- **Search** for 'Staff' in the search box
- Profiles appear highlighted in orange.
- **Single-click** on the Staff row. You might need patience here, as Frog loads in all users and this can take a few moments, depending on the size of the group.
- Once loaded, initially I can browse and search through the list of users and their policies, but I cannot alter anything until I click **Edit**
- As you can see, because I am editing a profile, I cannot add to amend any Users, so let's skip to **Policies**
- I'm going to allow my staff to create Groups – they might use this to make a chess club, or a differentiated class group.
- I could browse through the dropdown lists to find the appropriate policies, or I can search for "group" on both search boxes
- Staff already have the Groups & Policies policy. They can add users to an existing non-MIS group and they can view groups.
- To add additional policies, simply click the toggle to the appropriate item. The Question Mark icons give you a bit more information.

It's up to you as admins, but I always recommend working through the list of widgets staff can see in the editing panel. The majority of teachers are only going to build teaching resources, so they don't need a lot of the available widgets. You can clear space by turning off the more admin-orientated tools, such as the Assignment Calendar widget and the Create Event widget.

Staff can still use these widgets in a page, but you should consider hiding them from the widget panel.

When you're ready, click **Save** to save your changes and leave the editor.

Groups and Policies Application (cont.)

To create a group:

- click on the **New Group** button
- Give your group a **name**
- Select a group type. You'll most likely be creating clubs or job roles from the available options.
- Click **Save**

The Groups app will refresh with the new group selected. Click the edit button to start making changes.

You can now search for individuals to add to your group. Clicking on the list on the right, will transfer them into the group.   You can choose to set a leader, this will allow this group to show up for the teacher when setting an assignment.

You don't have to add users in this fashion, once created, you could add users en-masse using a CSV import in the Users app. To do this:

- Export the users in as a CSV to ensure you have their UUID.
- Add the new group to their row – you can remove everyone else at this point
- Upload the CSV back into the Users app.

Imagine this group is an after-school coders club. The teacher has requested these students have access to the HTML widget. This is not something you should do lightly, but it's a useful way to highlight how policies interact with each other.

- Click on the **Policy** tab, you'll notice there are no Policies for this group. The users inherit their policies from the profile.
- Search for '**HTML**'
- Click on the **plus sign** in the HTML widget row.
- There is now a policy for this widget for this group, but by default, it is turned off.
- **Click the toggle** to turn on the HTML widget
- Click **Save**

Users in this group will now be able to see the HTML widget in the editing panel next time they log into Frog.

Groups and Policies Application (cont.)

To determine which policies override which, we can use the **Prioritise** function. Clicking on this screen shows all the groups with specific policies. Whichever group is at the top sets the permission.

For example, on this platform I have a group called "Not allowed to use HTML' and Mr Smith is in the group.   There is a policy attached to this group turning off the HTML widget, but Mr Smith was also in the group we have just created. And if I click on the Prioritise screen, I can see that our new group is above the Not allowed group.   I can drag the 'Not Allowed' row above the coders club and now Mr Smith will no longer have access to this widget.

 I can verify this, using the **Troubleshoot** screen. Here I can search for any user and discover what access they have.

Here is Mr Smith. I can see he is in 3 groups.   And if I click on the widgets section and scroll down to the HTML widget, I can see his access is blocked. Clicking on the Information icon shows me that as a staff profile, there is a policy blocking his access, but the coding club allows it and the Not allowed group overrules this. I could then change the order in the Prioritise section or remove Mr Smith from the Not allowed group to give him access.

Calendars

FrogLearn's calendars are often overlooked as they currently do not integrate with MIS systems or 3rd-party calendars, such as Google or Outlook. They still offer a lot of functionality however and are worth investigating.

One thing to note, a calendar belongs to whoever created it, certain permissions are only available to that user. With this in mind, it's worth creating a calendar admin account. If you create the calendars under your own account, you will be the only own who can share the calendar with anyone else.

You can share calendars and allow others to create events, but as the creator, you are the only one who can do this, not even other admins. You do not need to be logged in as this account to add events.

To create a calendar:

- Click on the **Add** button next to My Calendars
- Give your calendar a name and description
- Then **Availability**:
  - **Restricted** means that your calendar is private and will only be visible to those who you share it with.
  - **Public** allows anyone to view the calendar, although you will still have to specify who can add to it. A public calendar where you can view events when not logged into Frog.   So you can add it to a website.
  - **Shared** is very similar to restricted but visible to logged in users.

Each calendar setting can be altered through the calendar settings. Every user gets their own calendar as well. By default, students can manage their own calendar and share this. You can alter these settings in Groups and Policies.

To share a calendar, click on **Invite people to share this calendar**. Unlike with Sites, this sharing system is always based on individuals. If I share a calendar with all staff:

- by clicking on the Groups tab
- then searching for staff
- And clicking Add

The calendar ***converts*** the profile group to ***existing users***. I can remove individuals from this list and click OK. I will have to **periodically reshare** the calendar in order for **new** members of staff to have access.

After clicking OK, you can see that I can alter the control individuals have, either Read or Admin.   Admin control allows individuals to add and remove calendar events.

Calendars (cont.)

Calendars and Booking Calendars can be displayed with the Calendar widgets and have events added to them via the **Create Event widget**. There is more information on how to use these in the individual widget guide videos.

You can **create events directly** in the Calendars. You can either:

- Click the **New** button in the top-left

Or

- **Drag to create** an event in the day

Either method opens the New Event pop-up. You can then simply fill in the details. You need to:

- Give you event a title
- Set if it is all day
- Set the start and end times
- Select to have the event repeat, either every day. Weekday etc…
- If you do select a recurrence, you then need to choose an end date. This is handy for quickly adding timetable events, although of course, if your school runs a two week timetable, you'll need to stop the recurrences at each half term.
- You can add notes
- The next option is important to spot.   As I have multiple calendars, Frog will default to my personal calendar. I need to select the correct calendar for the event to go into.
- Finally you can send direct invitations to others in the Manage invitations section. This will create an invite within their calendar for them to accept or reject

Users with admin rights can edit or delete any event within that calendar, by clicking on it.

Calendars are a high priority for Frog to redevelop. They are one of the oldest features of the platform and we know they have potential to be much more powerful than they are.

Create Event widget

There are two ways to add an event or booking onto the Calendar or Booking calendars. You can either open the calendar or booking calendar applications via the search bar or FrogDrive, and then manage them in there, or alternatively you can do this via the 'Create Event' Widget in a site.

The advantage of using the Create Event Widget, is that it saves the number of clicks needed to get to the calendar and add events or bookings to it (especially if you use it on a dashboard).

To use the 'Create Event Widget' just drag the widget onto a page, and then click it to open the widget settings in the edit panel:

You will then be able to choose which calendar you want this widget to create events for, in the same way you would for the calendar widget:

- you have two choices – either '**Personal**' which points to the 'Calendar' application, or '**Booking**' which points to the 'Booking Calendar' application.
- Once you've chosen which calendar type you want to use, you then need to select from the drop down list, which calendar item you wish the 'Create Event' widget to point to.
- You also have the ability to allow recurring events or not when using this widget.

Everyone will be able to see the Create Event widget, unless you use Rules to hide it. Permission to add events is handled by the calendars themselves. You will have to set up these permissions in the applications, otherwise users will receive an error message.

Once you have finished setting the Create Event widget's settings, it's worth adding a calendar widget below the Create Event widget and set it to point to the same calendar.

Combining these two widgets like this is a great way to use them, as it means the user adding the event or booking can see it added to the calendar straight away.

To see the widget in action, fill in the details, and then click submit. Once you have submitted the event, you should see it appear in the calendar below.

If you need to edit and manage any existing events or bookings on the calendar, you will need to do this via the 'Calendar' or 'Booking Calendar applications.

As with several of the other widgets, this is a widget mainly used by Frog admin. It's worth considering hiding it in the Groups and Policies app for all but admins as this will reduce the number of widgets in the widget tray.

Setting up Booking Calendars

In the Calendars video, we looked at setting up a typical calendar. Booking Calendars are virtually identical, with two differences.

- You cannot have events overlap in a booking calendar. Each item that could be booked therefore needs its own calendar.

- The second difference is that you control booking access through Groups and Policies. By default, the Staff profile can view bookings, create new bookings, delete or edit their own bookings. Students cannot see the booking calendar application. Of course, as with all permissions in Groups and Policies, you can change the settings. And if you only want specific individuals to have additional access, you can create a group and give them their own permissions

To create a booking calendar, in the Booking Calendar application:

- Click on the **Add** button
- Give your item a name, description
- Then choose if it is a **room** or **equipment** type.

The type of calendar sets the colour of the calendar. Green for equipment and blue for rooms.

As already addressed, calendars cannot currently have data imported to them, but using the recurrence option, it is quite a quick process to block out times when rooms or equipment cannot be used.

Being realistic, because you cannot get timetable data for rooms, I would not recommend using booking calendars as a way of booking all classrooms.   Timetables can change during a term and replicating all room timetables within the booking calendars will lead to frustration.

That's not to say the application should not be used, especially for non-timetable rooms, or rooms with few timetabled classes. Main halls, IT suites, dance or TV studios can all be set up quite easily. And the same goes for equipment such as laptop trolleys, video cameras or minibuses.

It's worth setting up pages for each bookable item and using the Create Event and Calendar widgets to provide access. Experience has shown most staff prefer this method of adding bookings. You can only delete bookings via the application however.

Installing a FrogCode downloaded widget

When you want to install a FrogCode widget or application, from the community or anywhere else, you're going to have to install it manually via **Package Manager**.

When you download a widget, you'll notice it is named with a typical Frog UUID file name. It is very important you **do not rename** this. The next step uses that UUID as part of the unpacking process.

When you're ready to install your new widget open up Package Manager and click on the Import link. Frog's regular uploader appears and in here, you drag your downloaded file.

Once uploaded, Package Manager will switch to the Ready to Install section.

- Click to **highlight** your new widget
- Then click on the **Action Cog**
- And choose **Install Package**
- You'll need to reaccept the terms and conditions of using FrogCode
- And then click **Next**
- You'll see a summary of which profiles have the ability to add this widget to a page. You can change this in Groups and Policies and we have provided a shortcut for you to open that application from here.
- Clicking **Next** brings up a couple of ideas for next steps.
- When you're ready, click **Finished**.

Your new widget is installed and ready to use.

Site Asset Manager – Files attached to Frog sites

When you upload a file to a site in Frog either as a timeline file or via the text or media widgets, the file enters the assets area. You can reuse a file by expanding the **Site Assets** on either the **Media** widget or **Link to File** widget.

Here you can search through the uploaded files. Most files in this example have a tick against them. This means they are in use somewhere on the site.   Files with a cross mean they have been uploaded, but they are not visible on the site. Either the widget they were uploaded to has been deleted, or they were replaced with another file.

In the **editing panel** for the **Link to File** and **Media** widgets, at the bottom of site assets, there is a **Clean** button. If you click that button, Frog will delete all unused files from your site.

You can also do the same in the **Manage Site Assets** section. You can find that in the **Site menu** in the FrogBar.

In the pop up that opens, you will find all the files uploaded from both widgets. There is also the clean option and if you click on the **red cross** symbol, you can **delete individual files**.

You might have noticed another icon on a couple of these images. That denotes the file was uploaded to the site timeline. If you open the image by clicking on the thumbnail, you have all the controls you have on the site timeline.

As well as deleting the image, I could assign it from here, edit the details, I can even comment on it and these comments would appear on the site timeline widget.

Let's take a moment for a quick explanation of the **differences between Site Assets and Timeline Assets**.

Site assets are file you have uploaded during the building of your site, whereas Timeline assets are files sent to your site during its use.

A quick rule of thumb is: if you have the editing panel open, you're dealing with site assets, if it's closed it is timeline.

So why the difference? It's about making the life of the teacher easier during a lesson. If a teacher wants to use FrogSnap to take a picture and send it to their class site, we didn't want them to have to edit the site to get that photo to display.

File Drops are the exception which proves the rule. Files uploaded to a file drop add into the site assets.

Site Asset Manager – Files attached to Frog sites (cont.)

Things get a little confused over the **Image Carousel**. We know lots of you expect the image carousel to be something you prepare in advance, but our widget is designed to work with timeline assets. And so, you were forced to send images one at a time from FrogDrive over to the site. However, we've update the Site Timeline widget, so you can now upload directly to the site's timeline. Which should make preparing image carousels a bit easier.

You can also manage the timeline directly, from the Site dropdown, although, you will have to add a site timeline widget to a page to be able to upload directly. You could then leave this widget on the page and make it only visible to Admins using Rules or you could delete the widget after you're done uploading.

Searching for Sites

As an admin, you have access to every site in your school's FrogLearn.

If you search using the FrogBar's search tool, you'll find a couple of limitations. The first being that the results disappear once you have clicked on a result.

The second is that unless a site has been shared with you or made Public in School or on the Web, it won't show up in the FrogBar search.

It's generally better to search via the Sites section of FrogDrive. Using the search box in My Sites, I can search for any name, keyword or author.

In this example, I have searched for the term 'revision'. I have to hit the enter key to trigger the search. The 3 results returned match those from the FrogBar search, but I also have another link. If I click on All Sites, I can see results for those sites not shared with me.

If I don't know the name of a site, but I know the author, the search works in the same way. I see all the sites created by that person.

If I want to **search for all sites**, I can use a percentage sign, **%**, as a wildcard.

Frog employs an endless scroll for these results, so as I get to the bottom of the list, more results are generated. The results are always in date modified order, with the most recently changed at the top.

If I want more detail, I can switch to the List View. The search starts again and takes a bit longer.

Using FrogLearn for your school's website

FrogLearn can serve as your school website, which can be a considerable saving for your school's budget and make it easy for you to manage and maintain.

We have a website template available for free in the Frog Templates section when you create a new site. This is a standard Frog site and you can customise it as much as any other site.

If you want a more personalised look, you can commission a custom theme from our inhouse designers. They will work with you to develop a full site, visit to take photos for use, support you in adding content where they can and we can even print prospectuses and other material.

If you are doing it yourself, then once you have the site ready to make public:

- Click on **Share** in the FrogBar
- Click **Share** in the pop up
- Click **Next**
- Then click on the **Change** link at the top
- Click **Public on the Web**
- Finally click **Share**

Now to set your site to be the **default web address**:

- Click on **Site** to open the site menu
- Choose **Settings** – which is only available to sites which are Public on the Web
- In the new pop up, check the top checkbox
- Finally complete the metadata, to help search engines correctly identify your page

If you have a Google Webmaster account, you can add site verification codes to the Google input to prove you are the administrator for this site.

When you're done, just click **Save and Close.**

When you visit the web address without being logged into Frog, the site opens and works just like any other website.

The big advantages to using Frog for your school website are:

- Ease of use
- Ongoing support as part of your subscription
- It's a free feature of FrogLearn
- You can use Nested pages and Embed sites to give others control over different sections
- It works with FrogSnap so you can create public galleries

What is an application in FrogLearn?

Frog Applications are complete systems within Frog designed for specific purposes. Unlike Sites, you cannot alter them and you control who has access to them through Groups and Policies. There are no sharing options.

Applications are similar to widgets in that they are built for you, but unlike widgets, applications cannot be configured.

You can add them to a page within a site using the App widget by either linking to the application or choosing the embed option. This allows you to manage the "user journey", rather than relying on people having to find applications for themselves. This also allows you to include your own instructions alongside them as well.

You can add applications to the Quick Launch menu, either by:

• Clicking on the **edit pencil** in Quick Launch
• Then clicking the **Plus** icon
• Next switch to the **Apps tab**

When you've selected your Application, if you scroll to the bottom of the pane, you can click the **Add to everyone** checkbox. This will add it to quick launch for everyone who has access, instead of just you.   For those users without access, they will not see it link.

• When you're ready, click **Save Changes**

or

• In **Applications** in FrogDrive
• **Single-click** on the application to highlight it
• Click on the **Action Cog**
• Choose **Add to Quick Launch** and either Personal (just for you) or Global (everyone who has access)

You can remove applications from Quick Launch via the Action Cog too.

Applications are some of the most powerful features of Frog, from the Assignment system to the Users app. Application is the correct industry term for these features, but we recognise that this can cause confusion with mobile phone apps. I find it's best to refer to these as 'Frog Applications' to avoid confusion.