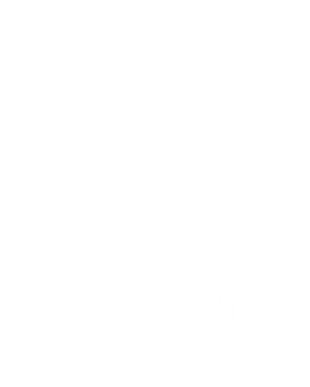
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Getting Started

Getting Started – For Admins

Navigating around Frog

Frog’s **FrogBar** is always available wherever you are in the platform.

As a single-page-application there are certain advantages to having sites and applications load within the same browser tab.

The **Frog logo** in the top-left-corner is the link back to your dashboards. You can **switch between dashboards** using the selector which hovers above the page at the bottom of the screen or by tapping 1, 2, 3 and so on using your keyboard.

Next to the Frog head, we have the site or Frog application’s name **and in-context help**. For sites, there is also the Share options – this is where you alter who has access to the current site AND where you can assign a site.

In the centre of the Frogbar, we have the **Plus Symbol**, allowing you to create a new site, assignment or quiz directly. You can also create these things elsewhere in the platform, but this plus button gives you a handy shortcut.

Sharing the centre space is the **Search bar**. This allows you to quickly find any site or application you have access to. You can do a more in-depth search using the site search tool in FrogDrive.

On the right-hand-side, we have the 9 squares icon of the **Quick Launch** menu. Any sites or applications you open will appear here, to make it easier to have lots of things open at once. You can add global links to the Quick Launch menu here too. Only sites and applications which a user has access to will appear. So if you want to add a site for your SLT, you can as it will not show up for all staff.

You can open multiple copies of the same item by right-clicking and choosing Launch now.

And you can also close items from here directly by right-clicking and choosing Close.

Next to Quick Launch is the **app interface** – similar to the MyFrog app available to download for Android and iOS devices, this section displays all work set or due to for staff, students and parents. Calendars are also built in, meaning this section and the phone apps can serve as a student planner.

Navigating around Frog (cont.)

In the final section, we provide a quick link to the **My Documents** area of **FrogDrive**, the ability to set a personal background and configure notifications for email in My Preferences.

Speaking of notifications, **in platform notifications** about wall postings, site sharing, assignments can be viewed in a new page connected to the notifications links.

These notifications are not the same as the notifications pushed to the MyFrog app.

The next link in this menu is **System Preferences**. Here you can configure login authentication, custom file types, network drives and many more elements.

My Preferences

In the personal menu of the FrogBar, in the top-right corner, there is an option for **My Preferences**.

This link opens the My Preferences application and allows you to configure how Frog interacts with you.

You can **set a background** here – this background will show up on your personal timeline and any sites with a transparent background theme. It’s worth thinking about the sort of image you upload. A large image here can slow down Frog’s initial loading.

It’s worth taking a look at the **notifications** section. Using this, you can **turn off notification types** you’re not interested in. For example, you might not want to be alerted every time someone votes on a poll you set up or when a new quick launch link is added. To begin with, Frog’s in-platform notifications are all turned on, but you can change that here.

These notifications aren’t the same as the push notifications in the MyFrog app – available to download from Google’s Play Store and Apple’s App Store. These notifications are for all activity inside Frog, however you can choose to be **emailed notifications** – to save you having to log into Frog at the weekend for example.

**Adding in an email address** to the Email Addresses section will send you a verification link to your email account. Check your inbox and spam folders for this email. Once verified, you can use the email notifications column to choose what you want to be emailed about.

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.

Personal Timeline

Every student and teacher in Frog gets their own personal timeline. This is a record of every activity you have been involved in with Frog.

For instance, if you set homework, it will appear here and on your students’ timeline. As well as in the MyFrog menu.

It will also appear on the Parents’ timeline. Parents can interact with the timeline – sending Likes and Comments back. They can also use the timeline to send messages back to you.

You can **delete timeline items** as well as comments using the **Action Cogs**.

Frog admins can view individuals’ timelines.

You can **upload files** directly to your FrogDrive via the timeline. To upload a file, simply click the Upload button. Follow the instructions onscreen to either browse for a file or drag one into the draggable area. This will upload the image to your FrogDrive documents as well.

Any images, audio and video sent via the **FrogSnap** app will also appear here.

Finally, I can also send files to individuals and groups using the timeline, to do this:

* Click on the **Action Cog** and choose **Send a copy to**.

You can now search for someone or a class name, click the name and hit **Send**

FrogDrive

After the dashboards, the next most used area of FrogLearn is the FrogDrive.

Depending on who you are, this Frog application gives you access to your documents, sites, ePortfolios, other Frog applications and any network or cloud-based drives the school has set up.

Latest files is self-explanatory, but the **Favourites** section is often over looked. The section lists any sites you have marked as a favourite. I’ll show you how to do this when we look at the Sites section.

**My Documents** lists any sites you have created and any documents uploaded to Frog. The My Documents section does not display your documents stored on your school’s network. It is possible to view these documents in FrogDrive and even upload and move files around, but that’s separate to My Documents.

Underneath My Documents are the **Shared with Me** section and **School Documents**. Shared with Me gives you a shortcut to the files and folders uploaded by someone else, but shared with you.

School Documents is another document drive, but it only displays those documents and folders you have access to.

If you have sharing allowed, via Groups and Policies, you can **highlight** a folder or document and use the **Share** option in the **Action Cog** to set permissions for individuals and groups.

To **upload a file** or folder to either My Documents or School Documents, simply click on the **New** button. You can also create a site at this point.

Underneath the Frog storage areas are any **network drives** your Frog admin team have set up. Who has access to these drives is controlled by System Preferences – a tool for Frog admins.

Depending on how these are set up, you may be required to use your school network login each time or only once.

FrogDrive (cont.)

The next section of FrogDrive is **Sites**. And here you can view any sites you have created or have access to. When creating sites, you are invited to add Tags. This is to allow them to appear in the sub-sections. For instance, if I click on Curricular, then Mathematics, I can view all the sites I have access to for Maths.

If I want to, I can **search** for a site, just like with the FrogBar’s search. The difference being, if I search here, the results remain once I’ve clicked on a site.

Admins can search for any site using the percentage sign. All Sites will up more results.

To **set** **a site as a favourite**, click the **Star symbol** below the site’s icon. Click the same symbol to un-favourite it.

The **Applications** section lists any Frog applications you have access to. These applications load in a similar manner to sites, but each has a specific purpose and their look is not controlled by the school.

For teachers, there are sections for quizzes, forms and polls.

If your school has FrogPlay, you can see all the tutorial videos in the FrogPlay section.

If your school has **Office365** or **Google** apps activated, these can also be displayed in FrogDrive. Documents can be accessed, uploaded, transferred to the My Documents area of FrogDrive and in the case of Google, you can even assign a Google document to your class directly from FrogDrive.

MyFrog

MyFrog is an app available for both **Google Android** and **Apple iOS** devices.

You can install the app by following this link bit.do/myfrog or by searching on the App or Play Stores.

Once installed, on first use, you’ll need to log in. Enter the web address for your school’s Frog platform.

You don’t always have to worry about adding https at the front. In most cases you can skip that. You don’t need to include the /app bit

Next you’ll see a login box, **use the same username and password** you would to log into Frog. If your school has set up another authentication system, use the username and password you would for that.

And that’s it, you shouldn’t have to log in again.

The app mirrors the MyFrog section of the FrogBar. You can see a list of homework you have set, organised by due date and the number of students who have handed it in.

Clicking on the individual assignment shows you the basic instructions you have set.

Students and parents will receive a push notification to their devices each time you set a new homework on Frog.

When Students open the homework via the app, they can complete all types of homework activities, including quizzes and file uploads. There is also a hand-in button.

Tapping on the **Quick Launch** menu in the top left-hand-corner, opens a new menu. As you can see, from here, we can view the Dashboards in Frog or choose to view our Frog Calendar.

**Dashboard** opens up the mobile view of your Frog dashboard. And you can interact with sites and widgets, just as you would on a computer. You cannot edit sites in the app. The app only loads the first Frog dashboard.

Choose **Calendar** view shows you see any assignments due in today, any events the Frog calendar and if your platform is connected to an MIS, it would also display your timetable.

Swiping from the top down, you can skip ahead to any day and swipe to jump to the next month and so on.

MyFrog (cont.)

One final thing to mention. If you open the side menu again, there is a toggle at the bottom of the menu, just above the logout button. When enabled, this option will help you conserve your **phone’s data allowance** by only loading the full app environment when in WiFi.

MyFrog is constantly being developed and we hope to add more features in the coming months.