frog

Getting Started

Getting Started – For Students

Finding where things are

Frog is a bit like a web-based computer. Once you're logged in, everything you need appears in the same web page.

The **FrogBar** at the top of the screen gives you quick access to all the places you'll be using in Frog.

Your **school dashboard** is always available to switch to using the Frog head in the top left. 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.

In the middle of the Frogbar is the **search** box. This lets you find anything on Frog you have access to.

Over on the right, we have **Quick Launch**, here you can see **FrogDrive** – where your documents and the sites live. The Quick Launch also lets you switch between open sites.

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 your **assignments list** and calendar view. Just like the **MyFrog app** available to download from the Google Play Store and Apple's app store, you can see a list of all the homework you have been set, when it's due and what you have to do for it.

You can also see all the homework spread out on a calendar view, showing you what you have when.

Last but not least on the FrogBar we have your **personal section**, here you can access your My Documents area on Frog, **change your background** and other preferences. The notifications section shows you lists of any Frog activities you are involved in. You can clear these off items off using the cross at the top of each section.

The last option in this menu is **the logout button**, so if you're sharing a computer, you'll use this feature to swap over.

My Preferences

Under your initials on the top-right of the FrogBar, you'll find **My Preferences**.

On this link you'll be able to see how to upload and set a background for your timeline and dashboard.

In the notifications page, you can **turn off certain types of notifications**. These are only the ones you see in Frog directly, not the app. It may be that you're not interested in being alerted when someone posts to a forum you're connected to, so you can turn these off here.

There is also a column for **email notification**s. You can add an email address in the email addresses section and be emailed notifications once you've verified your address. This can be handy so you don't have to log into Frog when you're at home, to see if your teachers have marked your homework.

My Personal Dashboard

Everyone in Frog gets their own dashboard. If you can't see one in the Dashboard Selector it means you school has turned them off.

Personal dashboards are your space in Frog. It's a site just for you to edit and personalise.

It can be a useful area to set up links to websites you use frequently, or place to keep notes.

You can't share your personal dashboard, so no one can see it, unless it's over your shoulder or they are your school's admin.

To make changes to the dashboard, click the **edit button** over on the top-left.

Using the **edit panel** which slides out, you can change the look of the site using the Theme selector.

You can set a background image.

And if you click onto the widgets tab, you can add content by dragging and dropping widgets onto your page.

- The **External Link** widget is useful for adding shortcuts.
- The **Media** widget is handy to add images.
- The **noticeboard** widget or the text widget can be used as to-do lists and for general note taking.

You can **switch between dashboards** using the Frog head – **dashboard selector** or by **tapping 1, 2 or 3** on the keyboard.   If you're on a tablet, you can swipe to switch too.