

Overview

Any system which needs data to be imported from another product will at some point require a bit of housekeeping. This ensures all your users, groups and sites are organised to avoid any confusion throughout the year to come. While all your users are managed within your MIS database and imported to Frog, removal of any users or groups from your database does not automatically remove them from Frog and you have to do this manually.

There are very good reasons for this. Students regularly leave schools only to return a few months later. This can happen with teachers too. Rather than turn your role into that of a data manager, we have left removal of users up to you and this way, ensures minimal loss of account information.

When users are imported via your MIS, they are tagged as such in Frog. However, if a student leaves the school during the way, they are not removed from the MIS system, instead they are removed from visible areas. At this point in Frog, the MIS tag is removed – but because the platform cannot know the reason for this, you can have non-MIS users, the user account remains, albeit un-tagged. Just because they're not in the import, it doesn't mean they need to be removed from Frog. Hopefully this explains why you need to manually housekeep your users at the end or start of each academic year.

As mentioned, there is a way of identifying what users are no longer live within your MIS database as the MIS link to Frog will no longer be displayed. If you head into the Users application in FrogDrive the last column on the right is the MIS column. If a user is active in your MIS database, they will have been imported to Frog and this column will be ticked. Anyone not being actively pulled through from your database will not have this tick.

It's worth noting that you can import pre-admission profiles to Frog which means you can add next year's information to Frog before the new year starts. This means you can housekeep your platform either before leaving for the summer or during it, when you have more time. You can delete both users and groups in bulk within Frog, so this need not be a lengthy task. If you're a school that uses CSV files to update your users, there are some helpful tutorials in this series which will show you how to manage this process.

Other than keeping your users and groups updated, it's important to keep your sites organised and shared properly within your system. For example, If you've shared a GCSE site with a year 10 group and you still want them to be able to see it in year 11, you will need to share the site with year 11 when they move up a year.

End of Year housekeeping can seem a daunting task, but it can all be accomplished in 30 minutes – during the summer holidays. We've got some great tutorials on our Frog Community to help you through it and whether you're a confident user of Frog or not, we have provided an End of Year checklist for you to follow, so you don't miss anything. You can follow this in conjunction with our tutorials to make this simple quick and pain free. The Checklist can be downloaded from our community site [here](https://frogeducation.com/community).