

## Groups

New groups created within your MIS database will be added to your frog platform by the MIS import. Once this is set up and running successfully, all you need to do is open up FrogDrive and go to the groups and policies app and make sure the groups have been created, they're named correctly, and their membership is correct.

If any of this information is wrong, there could be an issue with your MIS import. It's worth mentioning that any MIS linked group cannot be updated within Frog. You cannot change the name of the group or any memberships, all this needs to be managed within your MIS database.

Any group that has maintained the same MIS ID at the year change, will not be replaced but will be updated. These groups may update their name or their membership, so as an administrator, you just need to check if the changes applied in the MIS have filtered through.

Old teaching and registration groups that no longer exist in the MIS will have their MIS link in Frog removed. This means that they can be deleted from the Groups & Policies application. If your MIS ID does change, the old group will be appended to the last academic year underscore\_the old group name. For example, if this group was year 11, changing into the 2019 academic year would mean the year11 group in 2018 will be changed to 2018\_year11 and the current year11 will simply be year11. It's worth noting that your MIS database may automatically change the MIS ID without you creating a new group.

To reduce any confusion before the old groups are removed, old groups will only be visible within the Groups & Policies application, they will not be visible when sharing content such as sites and assignments within Frog.

The 2018\_ is added so they are easily identifiable when housekeeping your platform. You can search for 2018\_ and then delete all those groups by using the select button, highlighting all the groups to delete and then using the action cog to select the Delete Group option.

Alternatively, you could look for all the groups that are not MIS linked and delete them. You have to be certain that these groups aren't still being used in Frog before deleting them as some of the non-MIS linked groups may have been created within Frog.