Appraisal Administration

Within the **Appraisal Management site** there is an administration area.

This section of the site is hidden to most members of staff. If you followed the video: *Setting Up Appraisals*, it talks you through using Rules to restrict access to only the management group.

This area contains the forms which are embedded in the individual appraisal sites and their results.

The **page Review Form**, contains the actual form embedded within everyone's appraisal site. Updating this form will see each review section updated as well. Please note though, this is only the form element of the review section. The Walls which record specific comments are contained within each individual's review.

This is because the data you're collecting here is quantifiable and you can report on numbers of successful reviews etc… The Walls record the notes of the conversations, so while it's good to have those available, you would not report on them.

As imagined when designing the element, the idea is that a Red review rating will prompt you to open the member of staff's ePortfolio and read the detail of why the review is red. Of course, being a Frog form, the language, structure and nature of the form can be edited at any time.

The next page to look at is the **CPD Event Review Form**. This form is also embedded within the individual's appraisal site, this time within the CPD section. Ideally, every member of staff who receives training or guidance should review this within the form. That way the CPD Coordinator has a central store of evaluations for each training event, workshop and course and can use this to determine what works and what doesn't. Again, this form is entirely customisable to your school and changing it here will change it for everyone.

To edit a form:

- Click on the **Edit** tab on the corner of the screen.
- Make sure you're on the page you wish to edit, then click to **select the form** on the page.
- In the Editing panel, the tabs switch to the form settings
- Now **click Edit form**.
- In the new pop-up, you can click to edit the existing fields or drag in new ones.
- When you're happy with the changes, click **Save Form**
- And close the pop-up

Forms are really flexible and have lots of additional features. In the editing panel, if you click on the Advanced section, you can add email addresses for the form to be sent to. You can have a copy sent to the person who has filled out the form. You can set the form to only allow one submission per person and limit the number of people who can complete the form – both of these are handy for CPD events.

When you're happy with the changes, just **click Save Changes** and close the editor.

Appraisal Administration (cont.)

The next section to look at is the **Form Results page**. This is where the form submissions can be found. Each form has its own page. Each set of results can be downloaded as a CSV spreadsheet, should you wish to analyse the information, although you can filter the data directly in the page.

The next page is the **Objectives Template**. The site, Frog Appraisal comes with the first year in place, but for the following year, each colleague during their initial meeting with their line manager will add a set of objectives by clicking the **Add Objectives button**. This creates a new page on their site. The contents of which are determined by the Objectives Template page. This means that how to set up your objectives, the language used and how the page is arranged is entirely up to you.

If you wish to add or remove objectives each year, or switch to a single Evidence Log, then simply edit this Objectives Template page.

Finally, there is a **list of all appraisal sites**. You can use the search feature to locate individuals and open their sites from here.