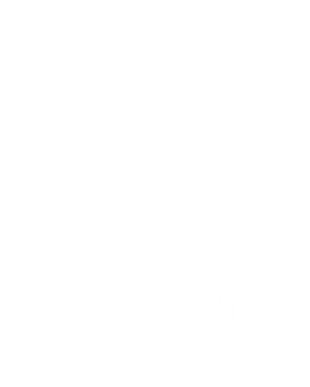
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Digital Planners

Training Guides

Introduction

Digital Planners can save your school thousands of pounds by replacing paper planners with identical content. By replicating your planners digitally, you gain several advantages beyond the cost saving.

* School information can be kept up to date
* Students never forget to bring them into school
* Parents can access them at any time

Digital planners are personal to each student but can contain general information and central forms. We have worked with several schools to create the digital planner template, but being a Frog site, you can change almost every aspect.

The site is designed with icons in mind, we’re imagine most students will access their planner on their mobiles, either in a browser or through the MyFrog app.

As well as a place for their timetables and homework calendars, you can keep them informed with school notices and school information such as maps, uniform policies and motivational messages.

We’ve included a range of agreement forms for the students to sign up to. Alongside the Home School agreement, there’s an Internet & ICT policy, for both parents and students to sign up to. And a Safety in Practical areas agreement.

There is also a form only parents can see to allow them to report an absence directly from the planner.

Finally, there are sections for students to record learning notes, food technology recipes and a gallery as a place for students to celebrate their best work and school life.

Introduction for Students and Parents

Welcome to your digital planner. Here you will find everything you need for school.

**School notices** will keep you informed of important messages and adverts. Your teachers will post updates here regularly.

In **My Information**, you can set your Tutor Group and House, and add emergency contact information. This is stored elsewhere in school, but by including it in your digital planner, it makes it easier if your teachers need it quickly.

**School Information** is full of useful advice for school. You’ll find a map here, uniform information and policies on attendance.

We’ve added in your **timetable** and **homework** calendar and there’s a place for the home school agreement too.

There’s a place for recipes from Food Technology, a space for you to record your own **learning notes** and upload photos to the gallery.

You can access your digital planner from your Frog homepage either in a regular internet browser or through the **MyFrog app** – which is free to download for both Apple and Android devices.

Parents and Carers – you also have access to your child’s planner. And there’s things just for you there too!

Setting up

The Digital Planner comprises two sites:

* **Digital Planner** – the site you will duplicate for every student
* **Digital Planner Hub** – a central site containing the school information and administration sections

Before you use the ePortfolio system to create planners for each student, you should work through this video to ensure the Digital Planner is right before duplication. It might even be worth making a collection for a small group of students initially. That way you can address any suggestions and make changes before you make sites for every student in school.

As with everything to do with Frog sites, you have complete control. You can and should delete and change pages and even the theme. We’ve tried to give you everything you might want – but do not want to be prescriptive.

**Planner Home**

Working through the pages in order, we’ll start with the Planner Homepage.

The page has a different theme to the rest of the site. We’re using a variation on the Crystal theme which display page icons. This makes it a better browsing experience for students on their mobile by being icon-drive.

If you wish to add your own pages, we have a bank of prepared icons on Frog Community, although, obviously you can create your own too.

<https://www.frogeducation.com/digitalassets>

To add a new page and icon:

* Click **Edit**
* Click on any of the pages
* The page will load with the general Crystal theme. Click on the **+** in the right-hand corner
* Using the editing panel on the left-hand side:
  + Give your **page a name**,
  + Scroll down to the **Set page icon** toggle and click it
  + Now upload your image
* When you’re happy with your changes, click **Save Changes** and leave the editor
* Switching back to the **Planner Home** page, you’ll see your new page and icon on the menu

You may have noticed when you clicked Edit that there is a nested page widget on the home page. This allows you to update content after your have created the individual planners. We’ll cover that in the Digital Planner Hub video.

Setting up (cont.)

**School Notices**

This page uses a Nested Page widget to embed notices from another site. It is set up with a hidden page on the Digital Planner Hub site, within the hidden Administration section.

If you use another site for notices already, you could switch out the widget for the Embed Site widget.

The Digital Planner Hub video will look at editing the existing page.

**My Information**

This page replicates a common area we have seen in paper planners. The student records their tutor group and form tutor and their house. We have used the **Set Keyword** widget here.

Because this is a long video already, we’ve separated out how we have created the **tutor group buttons** into their own video. It is linked to from this page.

We also have a wall widget, for students to record emergency contacts. This is also replicating an area some school use in their paper planner – to make it easy to retrieve details – especially when a teacher does not have access to their MIS.

**School Information**

We’ll look at the content more thoroughly in its own video, so for now I’ll show you want we’ve done. Using the Embed Site widget, we have an entirely separate site, full of school information. By doing it this way, we can update this information and even add pages throughout the school year.

**Timetable and Homework**

We have added the timetable and assignment calendar widgets to their own pages. If you intend students to only access their planners through MyFrog, then this is duplicating information, but if you also want them to be used via computer, it’s handy to put the information directly in front of your students.

The homework calendar replaces the bulk of pages in a paper planner. By assigning work on Frog, even if you’re not intending to collect the work in via Frog, you can at least give students a single place to view all their home learning organised by due date.

Setting up (cont.)

**Agreements**

The Abbey School have kindly allowed us to use their **home/school agreement**. We’ve used the Nested Page widget to embed this within the planner. This means you can adjust the contents and agreement form as you need to. It’s another page in the hidden Administration section of the Planner hub site.

We also have a Safety in Practical Areas form and an Internet and ICT policy.

If I open the editor, you’ll note that I have embedded the home school agreement twice, once on the top agreements page and once on its own. This is to improve user navigation. If a student is clicking through the agreements, and wants to return to the Home School Agreement, they do not have to remember to click on the top Agreements link – instead it is on its own page.

By nesting these forms, I can centrally collect the information. Unfortunately, though I do have to plan ahead, as I’ve made each form its own page. I could have used an Embed Site widget instead, this would have given more flexibility for the future, but to do that, I’d need to create an extra site just for the forms, otherwise all the school information would have appeared here too.

It’s something to think about and decide on the best approach for your school. Of course, if you’d used a paper planner, you’d have to have made these decisions months before.

**Academic Monitoring**

We have included a nested page pointing to the Attainment Table widget – this is a widget which requires FrogParent and reads information from your MIS. You can configure the widget from the page in the Digital Planner Hub.

We have also included SMART Targets, which the students can use to make their own goals, when in conversation with their tutor using the Wall widget. This will become a record of these conversations.

**My Progress**

For schools with FrogProgress, we have included two pages, for the students and their parents to be able to view Progress reports within their planner and the evidence timeline.

We have hidden these pages from staff and admins, as the embedded apps are personalised to the user, so there is no advantage to teachers to look up this information via the planner. It is easier for them to use their Progression Charts and Reporting application.

Setting up (cont.)

**Notes and Recipes**

Both the notes and recipes pages use a **noticeboard widget**, configured as a blog to allow students to record any learning notes and in the case of Food Technology allow them to record their recipes.

**Gallery**

We’re using a Site Timeline here to record any photos, videos, or documents the students want to add to their planner. Because each planner is named for the student, it is easy for teachers to find planners, by simply searching for the student in the Global Search or from within the free FrogSnap app. This means that teachers can help celebrate work their students have produce by being able to easily add to the individual planners.

By sharing the planners with parents, they too can see the work their children have done.

**Absence Reporting**

Finally for the digital planners, we have an Absence Reporting form. This page is restricted to just the parent profile, but does allow parents to communicate with the school office via Frog to report that their child cannot attend.

This form is nested on the Planner Hub site.

And that’s it for the Planner site itself. Next we’ll look at that hub site and once you’re happy with the set up, we’ll move onto creating the planner collection using ePortfolios.

Tutor Group Buttons

If you edit the digital planner site and take a look at the **My Information** page, you can see we are using the **Set Keyword widget** to replicate a common area we have seen in paper planners. The student is able to record their tutor group and form tutor and their house. Blyth Bridge High School use this technique in their digital planners.

We have included 10 widgets for tutor groups as an example. Selecting the top widget, you can see I have named it Tutor Group 1. I can easily change this to reflect the name of the tutor. If you scroll down the editing panel, you will see I have programmed the widget to Add the Keyword ‘*tutor1’* and remove all the other tutor keywords.

Clicking on the Rules tab, I have programmed the widget to be hidden, unless the Site has the keyword ‘*tutor1’*.

Let’s leave the editor for the moment. Now let’s open the Sharing options by clicking on Share in the FrogBar and then choosing Share.

Here you can see I have already tagged the planner site with all the tutor groups. I have also added the houses and the keyword *digiplanner*.

The reason for all these tags is I will be using the **Site List widget** so that my staff can see only the ones in their tutor group. When a student uses the Set Keyword widget, the widget will remove all the other tutor group keywords.

You may be looking at this, feeling like it’s too much effort to set up, but let me show you a handy shortcut. I’m in edit mode and I’ll delete the widget for tutor group 1.

I’ll now add in a new Set Keyword widget.

* Give it the **name Tutor Group 1** – of course at this stage, I’d probably rename it.
* I don’t really need to, but I’m going to add in the option for Add Keyword.
* Next I need to remove all the other tutor groups. I think it’s likely you won’t be using tutor1, tutor2 here. I imagine you’ll probably use the teacher’s class code. I don’t know those, so I’ll stick with tutor1 for this video. Here’s the shortcut, instead of typing them one by one for each widget, I’ll open a **notepad file** and type them in with a **comma separating** them. Now I can paste them in in one go and individual keywords will be created. Then I just delete the tutor1 keyword from this list.

Tutor Group Buttons (cont.)

Once that’s done, I need to add a Rule to hide it, once a student has made their selection.

* Click on the **Rules** tab
* Set the toggle to I want to **HIDE** this widget
* Click **Add Rule**
* In the popup, click on the dropdown box and choose **When the site has the keyword of…**
* And type in the tutor code, in this case *tutor1*

Of course, if you just have 10 tutor groups, all you need to do is edit the label and you can leave them as tutor1, tutor2 etc..

Once I’ve created my tutor widgets, I need to make sure they will show up to begin with. To do that, I need to add them to the Share keywords.

* Leave the editor, making sure you have saved your changes
* Click on **Share** in the FrogBar
* Click **Share**
* **Copy the tutor codes** from your notepad file.
* **Paste** them into the **Keywords box**
* Click **Add Keyword**
* Click **Next**
* Ignore this screen for now
* Click **Share**

And that’s it for Tutor Groups. As mentioned earlier, in the Planner hub video, we’ll use the Site List widget to give tutors easy access to their students’ planners by using these keywords to create tutor group lists.

You can now repeat the same process for Houses. While this will take a little time, for your students, all they’ll have to do is click a few buttons.

If a student moves group or clicks the wrong button, the quickest way to fix it is to use the Share dialogue to swap the groups in the Keywords.

Digital Planner Hub for Admins

If you search for and open the site Digital Planner Hub, you will see when it opens that it is the source for the School Information page. The site looks different to most sites in Frog, as it uses a theme with embedding in mind, designed to look like part of a page rather than a site in its own right.

The first section is open to students and we have included pages for term dates, who’s who, a map of the school, policies and even a periodic table. Obviously what you choose to include here is up to you. We have tried to include examples from the schools we have been working with. By embedding this site into the Digital Planners you can update it at any time, even after planner duplication, and include new pages and delete old ones.

**Planner Administration**

I’ll now scroll down past the School Information pages and click on the page **Planner Administration**. This page and its subpages are **hidden by a Rule to only show to Administrators**. It’s in here that the other nested content lives.

On the first page, we have links to the tutorials around digital planners, should you need any refreshers on the different elements. We have also included quick text guides for creating planners and adding individuals. I imagine this page being more useful 6 months from now, when you’re having to add students and just need a quick reminder.

**Forms**

The next few pages are the forms nested into the **Agreements section**. You can update these pages and the changes will be reflected in the planners.

Using the settings in the Advanced section for each Form, you can configure these to email the relevant people.

The page **Form Reports** allows you to access all the form submissions, you can download the information and clear the data from here too.

**School notices**

School notices contains the noticeboard nested on the planner noticeboard. You may wish to point the nested page widget to another site or location.

**One word of caution**. In order for students to be able to submit to the Forms, they will need *Contribute* access to the Planner Hub site. This means that for the School Notices noticeboard widget, in the **advanced settings**, there is a setting for **Only users with edit and manage rights can create notices**. This needs to be left checked, otherwise students will be able to create notices for everyone to read.

Of course, if you are embedding notices from another site, then you won’t need to worry about that checkbox. That site’s permissions will control creating notices.

Digital Planner Hub for Admins (cont.)

The next page, **Content on Planner Home page**, allows you to add information below the large icons on the planner home page. If you recall from the Setting up video, this page uses a different theme which makes the icons very prominent. But should you need to add content, we have nested this hub page.

Finally, we have the **Academic Reporting** content. By nesting this page, you can adjust the widget settings as you need throughout the year. The Select User widget has a Rule to hide it from students, although parents will need it if they have more than one child in school.

**Sharing**

When you’re happy with the content – which you can change at any time – you now need to share the site.

In the FrogBar:

* Click on **Share**
* Select the **Share** option in the pop up
* Click **Next**
* Change the site to be **Public in the School**
* Set the **Student** and **Parent** **profiles** to have **Contribute** access
* Set the **Staff** profile to have **Administrator** access – if you plan to allow them to post their own notices to the noticeboard.
* Click **Share**

Creating collections

Once you’re happy with the structure and content for both the Digital Planner and the Digital Planner Hub, you can now move ahead with creating the copies for each student.

Please make sure you’ve worked through the three videos before this step:

* Setting Up
* Tutor Group buttons
* Administrating the Digital Planner Hub.

Content on the Digital Planner Hub can be updated throughout the year, but the Tutor Group Buttons especially will take a lot of work to do after duplication.

When you are ready, creating copies is straight-forward:

* Open the site: **Digital Planner**, note the title at the top of the first page, this will change for each recipient.
* Click on the **Share** button in the FrogBar
* Select **Create ePortfolio**
* In the name fields, you can now **edit the first field**. Note how as you change it, the preview above changes.
  + If you are creating planners for the whole school, you might wish to break up the Collections by year group – there’s no real reason to do this, other than to be organise the planners. But if you are planning to do this, then you could add the year group or intake year to the planner title.
* **Set** **the** **second and third fields** in the dropdowns. I’d suggest including the username as one option, to help you differentiate between students with the same name.
* In the **Recipients** box, search for the group you intend to create planners for, either:
  + ‘**student**’ – to identify the student profile  
    or
  + ‘**year**’ – to locate the year group.
* Check this group ‘**Can Contribute**’
* Next, set if a student’s **parents or carers** can access their child’s planners. **Can Contribute** should be used if you have forms on the site.
* Open up **Collection access** and now search for and **add** **the** **Staff profile**. Depending on how much access you want to give, Staff should either have **Can Contribute** or **Can Edit and Manage**.
* And that’s it. Click **Create Collection** and wait. Frog will now spend some time creating copies of the planner site and sorting the sharing for each student’s planner.

You can edit the titles and sharing permissions at any point throughout the year, so if you decided to launch planners without parents having access, then change your mind, you just edit the collection, Watch the video ‘*Editing Access*’ for more details.

Creating collections (cont.)

To give your students easy access to their planners, we have the **ePortfolio List widget**. Simply add this widget to the student dashboard. It will show the students a link to their own planner only. The same widget can be added to the parent dashboard and will provide links to all their children’s planners.

Currently, there is no way of setting the planner to be the student dashboard. This is due the flexibility of Frog.

* Because a school doesn’t have to use digital planners’
* Because a school may decide to use ePortfolios for more than just digital planners,
* Because you can name them anything you wish
* Because you might use them for only one group of students;

There is no way to determine what site should appear on a dashboard dot. We’re happy to listen to your ideas and once we have determined how a system could work, then we will build it.

Adding a new student to the planner collection

As students join throughout the year, you will need to create planners for them. To do so is simple:

* In **FrogDrive**, go to **ePortfolios** > **Collections**
* **Single-click** on the **Planner Collection** to highlight it
* Click on the **Action Cog**
* Select **Edit Collection**
* In the pop up which opens, click **Create Collection** or **Save**.

Frog will create sites for each new student, but leave the existing planner sites as they are.

Editing access to a planner collection

Once you have created all your planners, you may realise that you need to change access. To do so is really simple:

* In **FrogDrive**, go to **ePortfolios** > **Collections**
* **Single-click** on the **Planner Collection** to highlight it
* Click on the **Action Cog**
* Select **Edit Collection**

In the pop up which opens, make your changes, you can:

* Edit the Name and description
* Edit the recipients
* Change parent or carer access
* Add individuals or groups to the Collection Access field.

When you’re done, click **Create Collection** or **Save**. Frog will not make new collections, but will cycle through the existing sites altering them according to your changes.