End of Year Checklist

Don't leave it until the last minute. Some basic Frog housekeeping in August will make your first day and week back in September a lot easier.

Here's our End of Year Checklist of what you need to do...

FROG ADMIN

Users and groups

If you use the Frog MIS Extractor

USERS
- ◯ Check new users have been imported correctly
- ◯ Ensure usernames are correct for new users
- ◯ Remove old users

GROUPS
- ◯ Check new groups have been created
- ◯ Check new groups are named correctly
- ◯ Check correct members have been assigned to new groups
- ◯ Delete old groups

If your school manually imports data
- ◯ Create user accounts with a CSV import
- ◯ Edit existing users
- ◯ Remove old users
- ◯ Create new groups
- ◯ Update group memberships

FrogLearn
- ◯ Review open assignments
- ◯ Close any assignments that are no longer required or for staff who have left
- ◯ If not sure, ask Teaching Staff to review and close their own assignments

FrogProgress
- ◯ Set cycles and periods
- ◯ Remove any manually created groups
- ◯ Remove any redundant Progression Charts
- ◯ Remove any redundant saved Reports
- ◯ Provide new staff with user accounts
- ◯ Add contextual data for new students
- ◯ Check Progression Charts

Not sure what to do or need help...

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TEACHING STAFF

FrogLearn

SITES

- ◯ Review sites. Do any sites need updating?
- ◯ Check who these sites have been shared with
- ◯ Share sites with new groups/students (if not done automatically)

ASSIGNMENTS

- ◯ Are there any assignments you can assign in advance?

FrogPlay / IAmLearning

- ◯ Old assignments: Close any that are no longer required
- ◯ Old groups: delete any old groups you have created that are no longer required
- ◯ Create new groups for teaching (once school data has been updated by your administrator)
- ◯ Assign quizzes

FrogProgress

- ◯ Create any manual groups required for charts
- ◯ Create new Progression Charts
- ◯ Review saved reports and ensure they are pointed to the new class groups

Not sure what to do or need help...

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