

## Sharing a site

When you create a site, it is automatically Private to you. In order to allow anyone else to see it, you need to Share the site using the link in the FrogBar.

When you click on **Share**, the sharing wizard opens. We have a number of options in here to do with copying the site as an assignment, or the current page in the same fashion and even duplicating your site for individuals in a group.

More on those in other videos. For now, we're just going to look at the Share section.

This first section allows you to add **tags** and **keywords**. These can make it easy to find later, add your site to the matching area of FrogDrive and are particularly useful for the Sites List widget, which can be set to display all sites matching a tag or keyword, creating an automatic menu.

This example site is a chemistry lesson. I'm going to tag it as such:

- I select **Curricular** in the drop down list
- Then **Chemistry** in the new drop down
- Then I click **Add Tag**
- Then in my Key Stage, I'm going to select **Key Stage 3**, as it's a Year 7 lesson
- And hit **Add Tag**
- Finally, I'm going to add some relevant keywords. I can type as many as I like, using comma to separate them, and when I'm ready, I click **Add Keyword**
- **Remember to click the Add buttons** each time, otherwise the tags won't be added.
- If I've added a tag or keyword by mistake, I just click the X link on the tag in question.
- Then I click **Next**

From this screen, I can see my site is Private. Clicking on the blue link, I see I have three options here:

- Private
- Public in School
- Public on the web

**Private** is useful if I don't want anyone finding it by searching. I can still grant individuals access to the site, we'll look at that in a moment.

**Public in School** means that any logged in user with the ability to search or open this site from a link (parents don't have search), can view the site.

A good example of the differences between Private and Public in School would be the Staff dashboard should be private, but shared with staff, so that students and parents cannot see potentially confidential material. Whereas the student dashboard would be public, so everyone can see it.

## Sharing a site (cont.)

There is also the option to make the site **Public on the web**. This means you don't have to log in to view the site, which means that lots of Frog schools use Frog for their website, but it is also useful for additional websites, such as theatre performances, art galleries and community project work.

I'm going to make this site Public in School, by selecting it. I can change all these settings at any time.

At this point, I could click the **Share button**, the wizard will close and the site's sharing access and tags updated.

## Sharing in more detail

If I don't click Share, I have the option of directing users to my site. I can **search for any individual, group or profile** and when I select one, I can choose how much access they have.

For instance, I'm going to set my class, 7A-DEM to have View access. This means they can see my site, but cannot interact with it.

I'm going to set a specific student, Andrew Andrewson to have Contribute access. This will allow Andrew the ability to send images from his FrogSnap app directly to the site, he will be able to post on any forums or walls and will be able to vote on any polls or complete any forms on the site. Contribute is probably the sharing setting you'll use most often.

And I'm also going to give all my staff Edit and Manage rights. They may be using this site themselves, either with their own classes or as cover and may need to make a change. Edit and Manage rights gives them admin control over this site.

## Linking directly

The final element of sharing is the **Link to this Site** section. This web address works whether or not the site is public on the web. For instance, if I want to send a colleague directly to this site, I can copy this address and email them. They'll need to be logged into Frog first, but this link will still open the address.

It's not exactly human-readable, but I can change that by clicking the Edit link. I now remove the long string of numbers and add my own link in here directly. Frog will run a check on the link to make sure no one else is using it and if it's safe to use, I simply click Done. I can now copy this address and create a link to it, email it to someone, whatever I wish.

Once I'm done, I click the Share button and Frog takes care of the rest, including sending a Frog notification to the individuals letting them know and adding a link to their timeline.