

# Getting Started – For Teachers and Staff

## Navigating around Frog

It can help to think of Frog as a similar to a computer desktop. Once you're logged in, everything in the platform can be opened, closed and switched between just like you would on a computer desktop.

The **FrogBar** is always at the top of Frog giving you quick access to your dashboards, to create new sites and assignments, to search and access frequently used and open areas of Frog.

Starting at the top-left corner, we have the Frog head, clicking this logo enables you to **switch between your dashboard** and any sites you happen to have open. You can switch between dashboards using the selector which hovers above the page at the bottom of the screen or by tapping 1, 2, 3 and so on using your keyboard.

Next, we have the site or Frog application's name and in-context help. For sites, there is also the **Share options** – this is where you alter who has access to the current site AND where you can assign a site.

In the centre of the Frogbar, we have **the Plus symbol**, allowing you to create a new site, assignment or quiz directly. You can also create these things elsewhere in the platform, but this plus button gives you a handy shortcut.

Sharing the centre space is the **Search bar**. This allows you to quickly find any site or application you have access to.

On the right-hand-side, we have the 9 squares icon of the **Quick Launch** menu. Any sites or applications you open will appear here, to make it easier to have lots of things open at once. Your Frog Admin may have added extra links to the Quick Launch which will also appear here.

You can open multiple copies of the same item by right-clicking and choosing Launch now.

And you can also close items from here directly by right-clicking and choosing Close.

## Navigating around Frog (cont.)

Next to the Quick Launch menu, we have the **Assignments summary** and calendar view. This handy section mirrors the same sections in the **MyFrog** app – available on both Google Play and the App Store. Here you can see summaries of any assignments you have set and launch the Assignment Manager. You can click on the Calendar link to view today's schedule which includes any assignments due in today and any calendar events.

The final feature of the Frogbar, is your **personal section**. In this menu, you have a direct link to the My Documents area of FrogDrive, My Preferences, which enables you to set a personal background and configure notifications settings. And speaking of notifications, the notification summary screen allows you to quickly see information about any activities in Frog you are connected to, whether its students handing in work, sites being shared with you or comments being posted to a site.

And finally, we have the **log out** link, should you be on a shared computer.