

FrogDrive

After the dashboards, the next most used area of FrogLearn is the FrogDrive.

Depending on who you are, this Frog application gives you access to your documents, sites, ePortfolios, other Frog applications and any network or cloud-based drives the school has set up.

Latest files is self-explanatory, but the **Favourites** section is often over looked. The section lists any sites you have marked as a favourite. I'll show you how to do this when we look at the Sites section.

My Documents lists any sites you have created and any documents uploaded to Frog. The My Documents section does not display your documents stored on your school's network. It is possible to view these documents in FrogDrive and even upload and move files around, but that's separate to My Documents.

Underneath My Documents are the **Shared with Me** section and **School Documents**. Shared with Me gives you a shortcut to the files and folders uploaded by someone else, but shared with you.

School Documents is another document drive, but it only displays those documents and folders you have access to.

If you have sharing allowed, via Groups and Policies, you can **highlight** a folder or document and use the **Share** option in the **Action Cog** to set permissions for individuals and groups.

To **upload a file** or folder to either My Documents or School Documents, simply click on the **New** button. You can also create a site at this point.

Underneath the Frog storage areas are any **network drives** your Frog admin team have set up. Who has access to these drives is controlled by System Preferences – a tool for Frog admins.

Depending on how these are set up, you may be required to use your school network login each time or only once.

FrogDrive (cont.)

The next section of FrogDrive is **Sites**. And here you can view any sites you have created or have access to. When creating sites, you are invited to add Tags. This is to allow them to appear in the sub-sections. For instance, if I click on Curricular, then Mathematics, I can view all the sites I have access to for Maths.

If I want to, I can **search** for a site, just like with the FrogBar's search. The difference being, if I search here, the results remain once I've clicked on a site.

Admins can search for any site using the percentage sign. All Sites will up more results.

To **set a site as a favourite**, click the **Star symbol** below the site's icon. Click the same symbol to un-favourite it.

The **Applications** section lists any Frog applications you have access to. These applications load in a similar manner to sites, but each has a specific purpose and their look is not controlled by the school.

For teachers, there are sections for quizzes, forms and polls.

If your school has FrogPlay, you can see all the tutorial videos in the FrogPlay section.

If your school has **Office365** or **Google** apps activated, these can also be displayed in FrogDrive. Documents can be accessed, uploaded, transferred to the My Documents area of FrogDrive and in the case of Google, you can even assign a Google document to your class directly from FrogDrive.