

## Dashboards

FrogLearn users can have five dashboards set by the school and a personal dashboard and a personal timeline.

The **personal timeline** is a record of every activity they are involved in in Frog. Any files they upload or are sent to them, any posts on a forum they own, any assignments set, handed-in or marked. There is a social networking element with personal timelines. Parents can see their child's activities

As an admin, you can **view any user's timeline** using the Search for User button on your own personal timeline.

Every profile, except parent accounts, gets a **personal dashboard**. This personal dashboard is a private site, with some limitations. Personal Dashboards cannot be shared. It is possible to **view a user's personal dashboard** as an admin, by **searching for it in FrogDrive**.

When you have the sites section open:

- Search for the name of the user.
- Once the search results are returned, click on the All Sites filter.
- You can now scroll until you recognise the Personal Dashboard icon

Or

- An easier option is to switch to list view and look for the Dashboard tag.

You can then open the dashboard as a site and have editing control.

When you first activate FrogLearn, we provide a basic school dashboard. This site has some limitations and most schools tend to switch to a staff dashboard and a student dashboard. There are starter templates for these dashboards in Frog Templates – available when you create a new site.

To do this:

- Click on the **Plus button** on the **FrogBar**.
- Click **Frog Templates**
- Select **Staff Dashboard** from the list of sites
- Complete the wizard as usual

This new site will be private to you at first. It will need to be left private but shared with the Staff Profile. This prevents students finding it through the FrogDrive. It's important to decide what level of control your staff should have with this site; **Edit and Manage** will allow them to change everything, but **View** prevents teachers from uploading files, posting on forums, even voting on polls. **Contribute** is a useful halfway option.

## Dashboards (cont.)

Once you're happy with the new dashboard site, it's time to set it as a dashboard. To do this:

- Go to **System Preferences** in the Profile Menu
- Select **Dashboard**
- Select the **Staff** profile
- Click the **red X close** symbol on the **School Dashboard** site
- Click the **Plus symbol**
- FrogDrive will open and allow you to **select** the **new Staff Dashboard** site.
- You can **drag** these dashboards around, I'd recommend setting the Staff Dashboard to the first square. This means it will be the first thing your teachers see when they log in.
- When you're happy, click **Save Changes**.
- You'll need to **repeat** these steps for the Admin profile

One thing you may have already spotted...you can **turn off the personal dashboards and personal timelines** for profiles. The checkbox in the bottom left corner of each of these when checked will remove access to these areas.

I always advise schools to leave these areas on. Personal dashboards provide an area where students and teachers can customise their Frog experience, adding their own shortcuts and learning how to use Frog in their own time. Personal timelines have the same functionality as site timelines and it is a useful tool when finding past work. You don't have to train people on these elements, just let them explore at their own pace.