Groups and Policies Application

The Groups and Policies application, as the name suggests, allows you to manage both groups and their access.

MIS data will automatically create groups in Frog. You cannot add or remove users from these groups as they are sync-ed with your MIS.

You can create new groups as well as editing all groups' permissions within Frog. You can also edit permissions assigned to profiles.

All users in Frog must be attached to one of six profile types, ignoring FrogConnect for now. They can either be:

- A Student
- A Staff user – which is teachers and support/associate staff
- A Parent
- A Governor
- An Admin – usually the school's IT support staff
- Or An Other

Each Profile type can have their own set of dashboards. These users can then be assigned to Groups, to give you greater gradation and control.

Most permissions within Frog are available to be altered using the Groups and Policies, although some elements are hard-coded. For instance, you cannot assign work to a staff user, only to a student profile. This option is not available to change.

Groups and Policies Application (cont.)

Only administrators can alter permissions, using the Policy section.

To edit the Staff profile, for example:

- **Search** for 'Staff' in the search box
- Profiles appear highlighted in orange.
- **Single-click** on the Staff row. You might need patience here, as Frog loads in all users and this can take a few moments, depending on the size of the group.
- Once loaded, initially I can browse and search through the list of users and their policies, but I cannot alter anything until I click **Edit**
- As you can see, because I am editing a profile, I cannot add to amend any Users, so let's skip to **Policies**
- I'm going to allow my staff to create Groups – they might use this to make a chess club, or a differentiated class group.
- I could browse through the dropdown lists to find the appropriate policies, or I can search for "group" on both search boxes
- Staff already have the Groups & Policies policy. They can add users to an existing non-MIS group and they can view groups.
- To add additional policies, simply click the toggle to the appropriate item. The Question Mark icons give you a bit more information.

It's up to you as admins, but I always recommend working through the list of widgets staff can see in the editing panel. The majority of teachers are only going to build teaching resources, so they don't need a lot of the available widgets. You can clear space by turning off the more admin-orientated tools, such as the Assignment Calendar widget and the Create Event widget.

Staff can still use these widgets in a page, but you should consider hiding them from the widget panel.

When you're ready, click **Save** to save your changes and leave the editor.

Groups and Policies Application (cont.)

To create a group:

- click on the **New Group** button
- Give your group a **name**
- Select a group type. You'll most likely be creating clubs or job roles from the available options.
- Click **Save**

The Groups app will refresh with the new group selected. Click the edit button to start making changes.

You can now search for individuals to add to your group. Clicking on the list on the right, will transfer them into the group.   You can choose to set a leader, this will allow this group to show up for the teacher when setting an assignment.

You don't have to add users in this fashion, once created, you could add users en-masse using a CSV import in the Users app. To do this:

- Export the users in as a CSV to ensure you have their UUID.
- Add the new group to their row – you can remove everyone else at this point
- Upload the CSV back into the Users app.

Imagine this group is an after-school coders club. The teacher has requested these students have access to the HTML widget. This is not something you should do lightly, but it's a useful way to highlight how policies interact with each other.

- Click on the **Policy** tab, you'll notice there are no Policies for this group. The users inherit their policies from the profile.
- Search for '**HTML**'
- Click on the **plus sign** in the HTML widget row.
- There is now a policy for this widget for this group, but by default, it is turned off.
- **Click the toggle** to turn on the HTML widget
- Click **Save**

Users in this group will now be able to see the HTML widget in the editing panel next time they log into Frog.

Groups and Policies Application (cont.)

To determine which policies override which, we can use the **Prioritise** function. Clicking on this screen shows all the groups with specific policies. Whichever group is at the top sets the permission.

For example, on this platform I have a group called "Not allowed to use HTML' and Mr Smith is in the group. There is a policy attached to this group turning off the HTML widget, but Mr Smith was also in the group we have just created. And if I click on the Prioritise screen, I can see that our new group is above the Not allowed group. I can drag the 'Not Allowed' row above the coders club and now Mr Smith will no longer have access to this widget.

I can verify this, using the **Troubleshoot** screen. Here I can search for any user and discover what access they have.

Here is Mr Smith. I can see he is in 3 groups. And if I click on the widgets section and scroll down to the HTML widget, I can see his access is blocked. Clicking on the Information icon shows me that as a staff profile, there is a policy blocking his access, but the coding club allows it and the Not allowed group overrules this. I could then change the order in the Prioritise section or remove Mr Smith from the Not allowed group to give him access.