

FrogSnap - Admins

FrogSnap is a free mobile app for both Android and Apple devices. It allows users to take photos, record audios and shoot videos inside the app then upload them directly into Frog.

Videos shot in FrogSnap are limited to 5 minutes. This limitation is included to prevent bandwidth issues when uploading, and file space constraints. Videos hosted on Frog do not stream – so a 5-minute limit prevents slow load times. Audio files are limited to 10 minutes for the same reasons

From a safeguarding point-of-view, any media taken within the app is deleted from the device as soon as it is uploaded. So, should a device be lost, there will be no photos of students on it.

To get logged in, the user will need their school's Frog URL. And then they'll use their usual Frog log in details.

It's worth testing yourself first, before rolling out to the school, as we've had occasional reports of issues with getting people logged in. Generally, these are firewall problems or setting changes required with ADFS authentication but it's always worth checking first. Either way, the Service Desk can help resolve the problem.

Of course, once logged in, the app will remember the user – so they won't need to log in again. If your school is using shared devices, there is an option to log out of FrogSnap at the end of each lesson. There are separate videos for staff and students that showcase how to use the app and get the most out of it. In the example I am using here, I have logged in as a member of staff just to show you what this will look like from their perspective.

Users have a set of options within FrogSnap – they can choose to upload over WiFi only. This saves their data plans and is switched on by default. If you don't allow personal devices on the school's WiFi, you'll probably want to draw people's attention to this.

Users can also determine when media is deleted off their device. If they are in a no WiFi zone for instance or want to collect a set of photos together before uploading to Frog, they can set their app not delete photos immediately. As an administrator You can overrule this decision in System Preferences so that users are unable to change these settings. To do this:

- Open System Preferences
- Select FrogMobile App Preferences
- Choose when media will be deleted
- Then set the switch labeled "Enable users to manually override the "Clear Media" settings within each device" to off

Users won't be able to make changes and you can impose school policy.

Managing media sent from FrogSnap

When someone with a staff or student profile takes a photo and chooses to send it to a site, they can only send media to sites they have Contribute or Edit and Manage rights to.

The image, video or audio file that they send will then be attached to the site's Timeline. This can be accessed through the Site menu on the link Manage Site Timeline.

Files can be deleted or hidden from here using the Action Cog. The Edit option allows you to change the title, description and tags of a file – you can't edit the contents.

See the video about Managing Site Assets on our community site which gives more information about timeline assets

<https://www.frogeducation.com/community/courses/administratortraining/managing/sites>