Google

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Google

Overview

The Google integration with FrogLearn allows you to create, edit and share Google documents either via My Documents or the Google Drive area in FrogDrive. All of these actions can be completed without the need to leave the FrogLearn platform.

The Google Drive integration also supports single sign on and can be achieved in one of two ways:

- Sign In with Frog – Allows a user to access their Google account with their Frog login credentials.
- Sign In with Google – Allows a user to sign in to Frog using their Google login credentials.

Should you be interested in either of these single sign on options then please contact the Service Desk on 01422 395 939 or servicedesk@frogeducation.com to receive additional documentation.

If you do not want to proceed with a single sign on option, users will be required to enter their Google login credentials when creating Google documents within FrogDrive.

How-to

To create a Google document this can be achieved in one of two ways:

- Navigate to **FrogDrive** > **Documents** > **My Documents** and select the **New** button. There is an option **Google Drive** that will allow you to create any of the following types of documents:
    - Document
   - Spreadsheet
    - Presentation
    - Form
    - Drawing
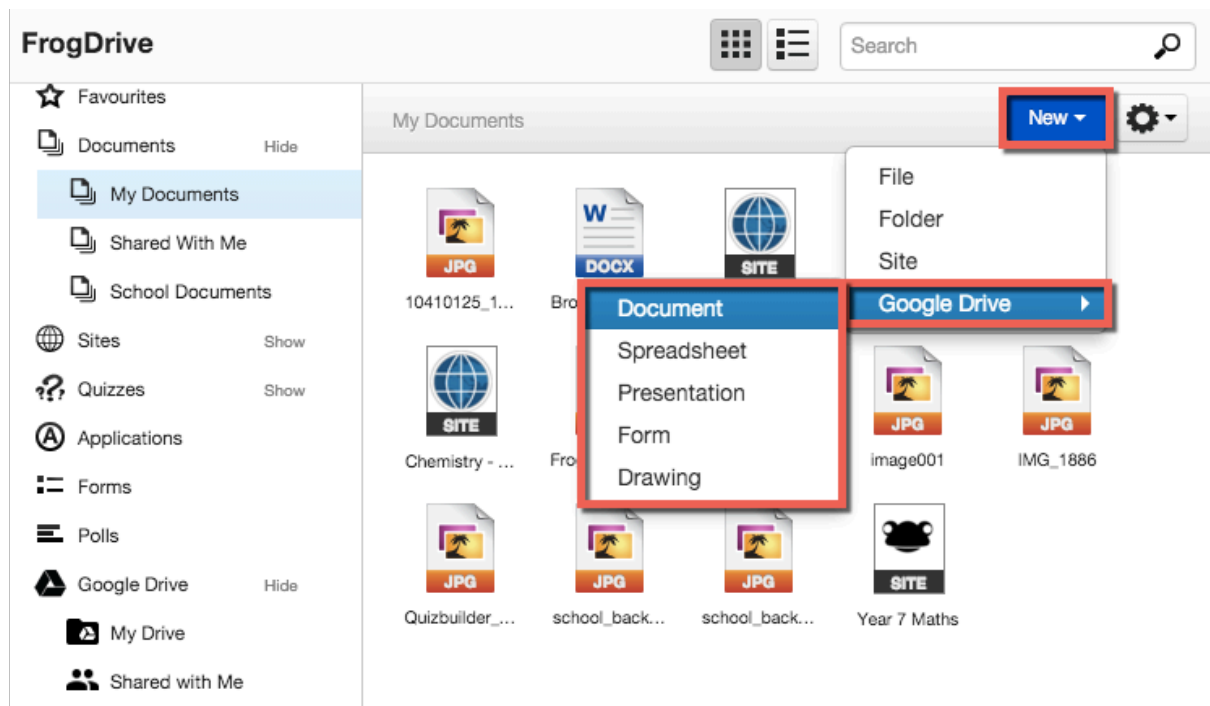
- Navigate to **FrogDrive** > **Google Drive** > **My Drive** and select the **New** button to create any of the following types of documents:

    o Document

    o Spreadsheet

    o Presentation

   o Form

    o Drawing

    o Folder
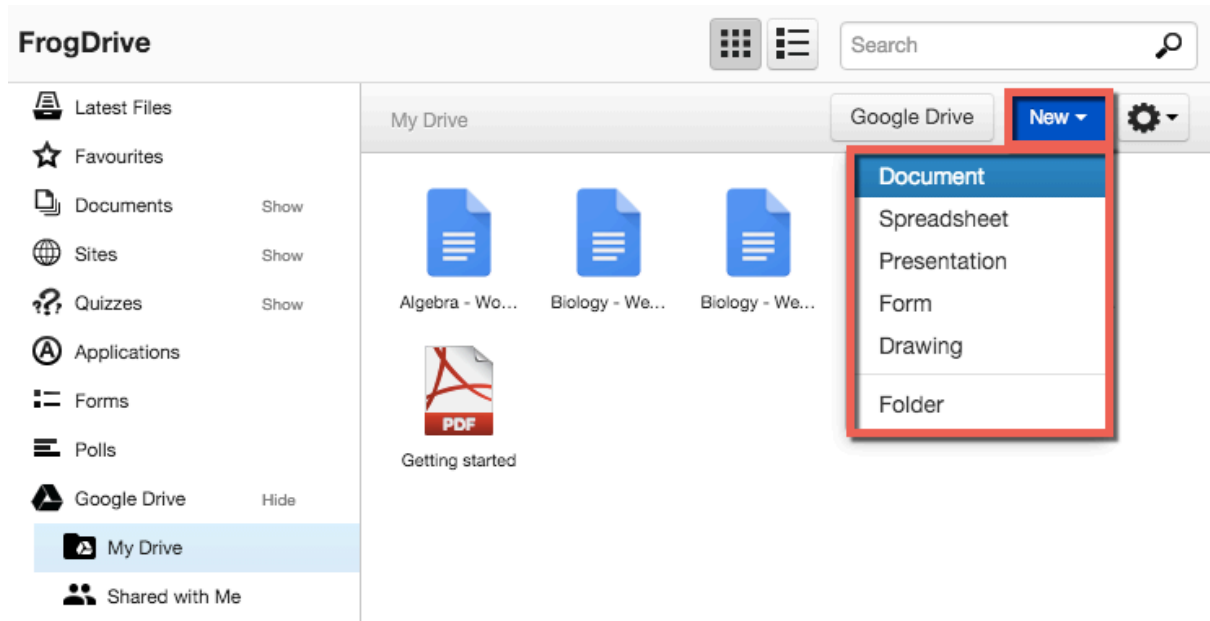
When accessing Google Drive or creating a new Google document a pop-up window may appear asking you to disable your pop-up blocker. This will differ depending on the browser you are using. Once the pop-up blocker has been disabled within the browser, click on the **Confirm** button.
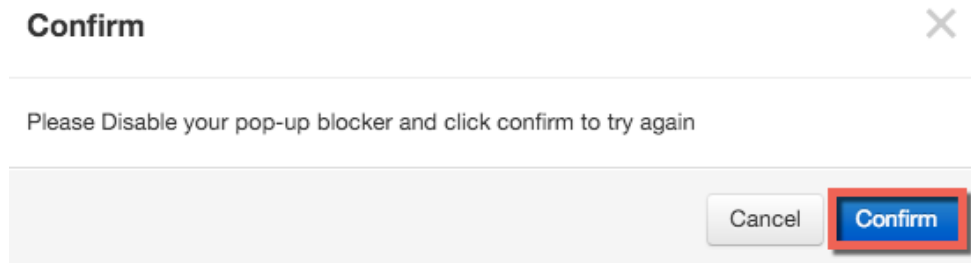
A Google pop-up window will appear asking you to enter your Google login credentials. Once you have done this click on the **Sign In** button.
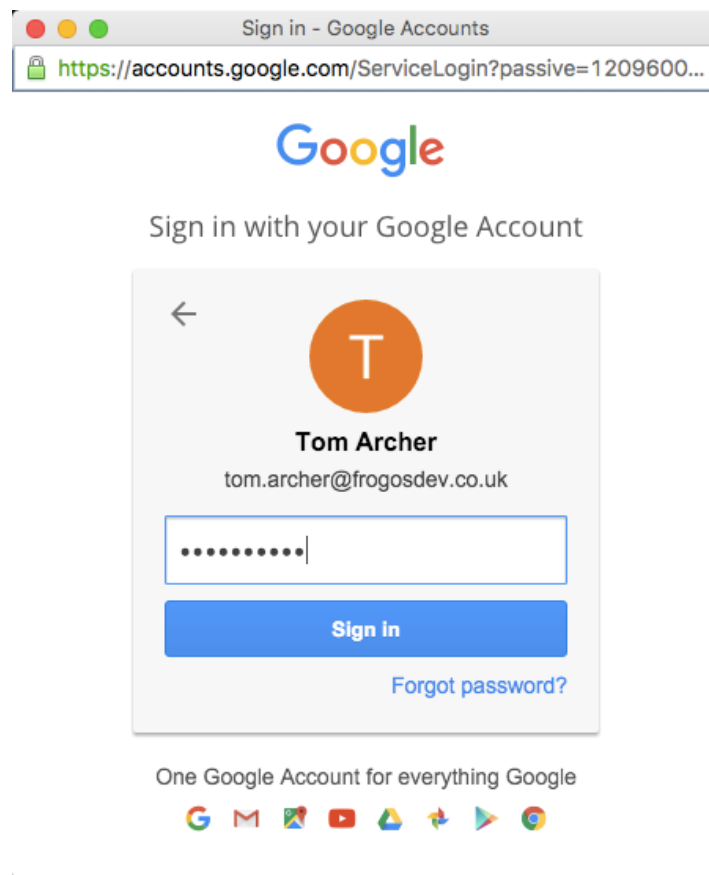

A Google pop-up window will appear requesting permission for Google and FrogLearn to communicate. Click on the **Allow** button.
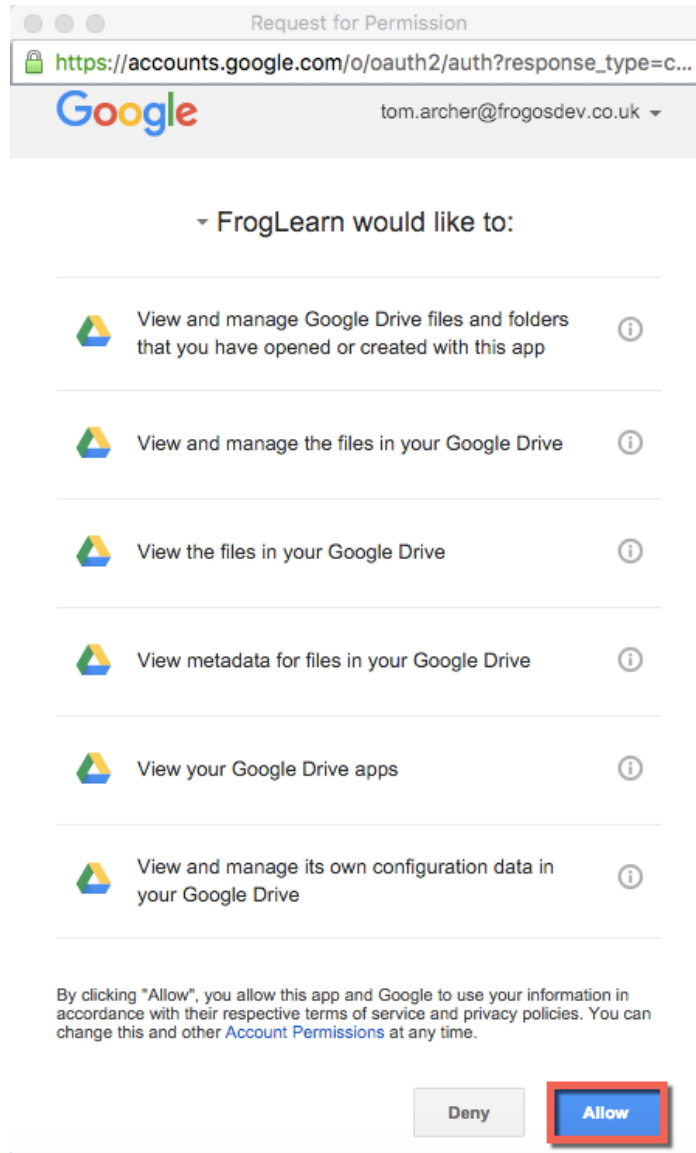
From this point forwards users will only be required to enter their Google authentication details when creating files for new FrogLearn sessions.

Once you have selected a document type, a window will appear asking you to enter a unique name for the file. The file name must be unique within the My Documents folder in FrogDrive as well as within Google Drive. Once you have entered a unique file name select the **Create File** button.
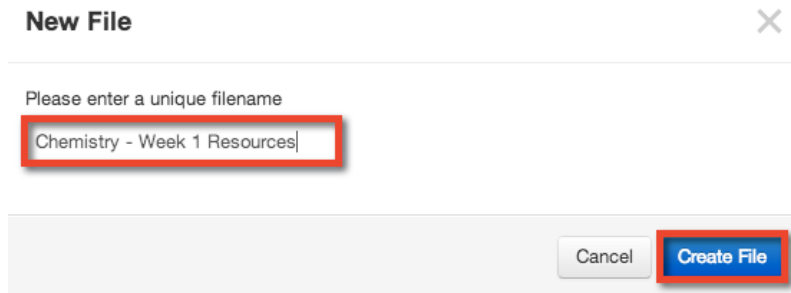
New File   ✕

Please enter a unique filename

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                                          Cancel   **Create File**

From this point forwards users will only be required to enter their Google authentication details when creating files for new FrogLearn sessions.

To create a new Google document, navigate to the **New** button and select a document type. A file is created and you will be prompted to provide a name for your file.
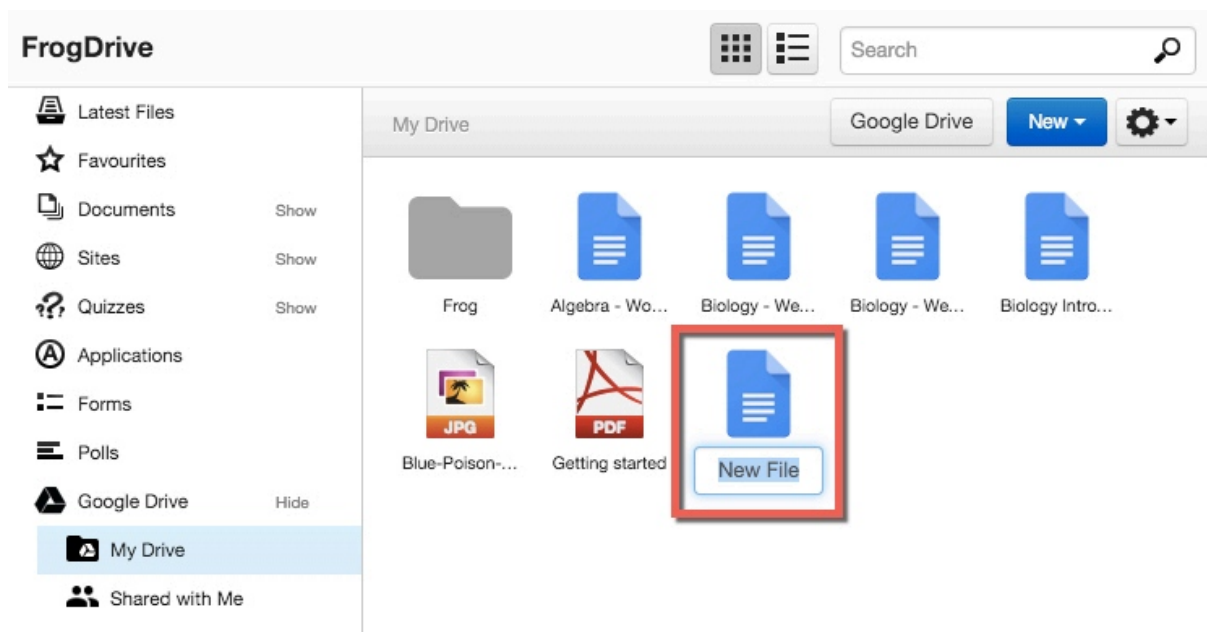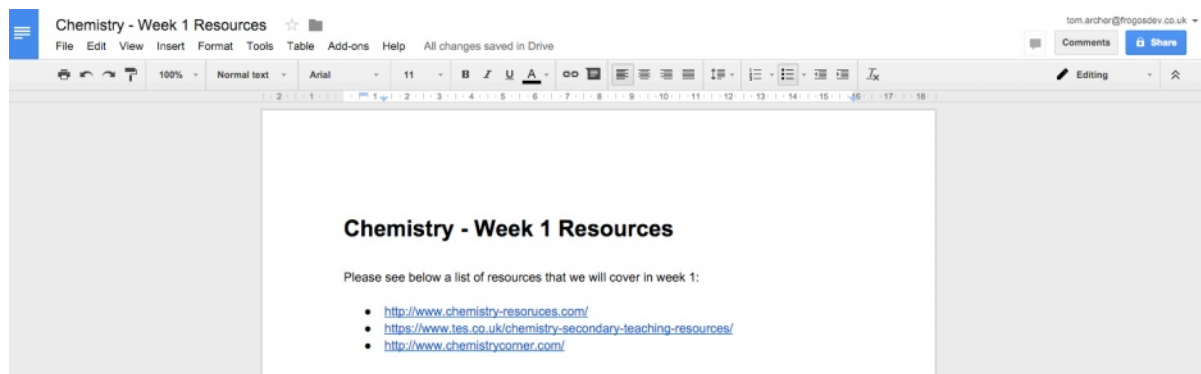

After assigning a name to your file, double click on your file to open up the preview window. As this is a newly create file there won't be any content to display. To edit your Google document, select the **Open in Google** button.
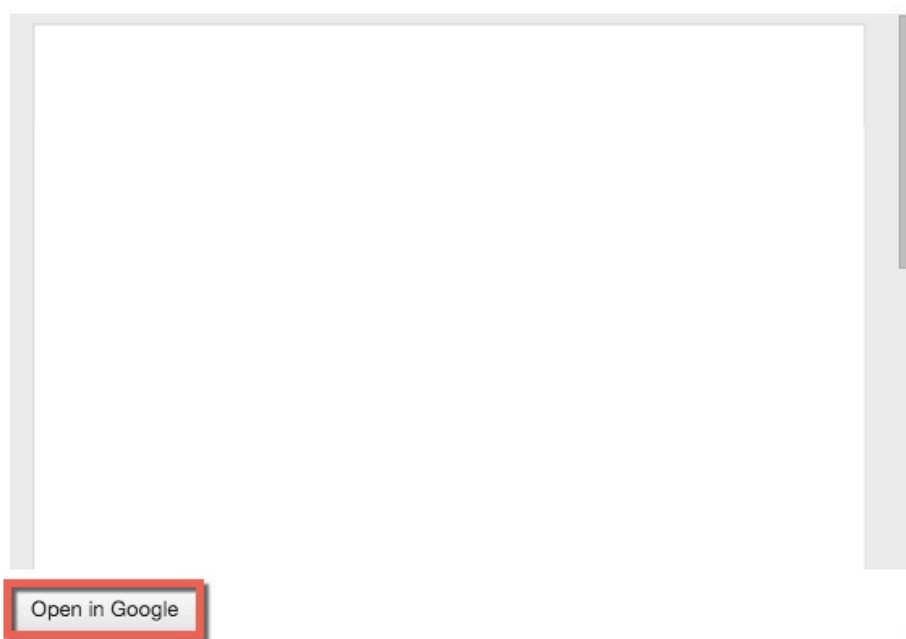
Your Google document will launch in a new tab within your browser allowing you to edit your document.

When you have made all of your changes simply close the Google browser tab. The file is automatically synchronised to Google Drive, and in turn will display within FrogDrive > Google Drive > My Drive.

If you double click on the Google document you have recently edited, your document with the changes made will be displayed within the preview window. To edit your document again select the **Open in Google** button.

Should you wish to download a copy of the Google document to your local device select the **Download** button from the preview window and you will be presented with a list of available actions.

Additionally, if you select a Google document from within Google Drive > My Drive and navigate to the Actions cog you will be able to complete additional actions such as:

- **Assign** – A copy of your Google document is taken and added as a resource to an Assignment.
- **Use in new site** – A new site is created and the Google document is displayed via the Google Preview widget. More information on the Google Preview widget can be found in the Newton release notes
- **Add to My Documents** – A shortcut link to the Google document is placed within FrogDrive > Documents > My Documents. You can then access the Google document via either location and any changes are automatically made to the single source of the Google document.
- **Edit** – The selected Google document will launch in a new tab within your browser allowing you to edit your document.
- **Delete** – The selected Google document will be removed from your Google Drive.
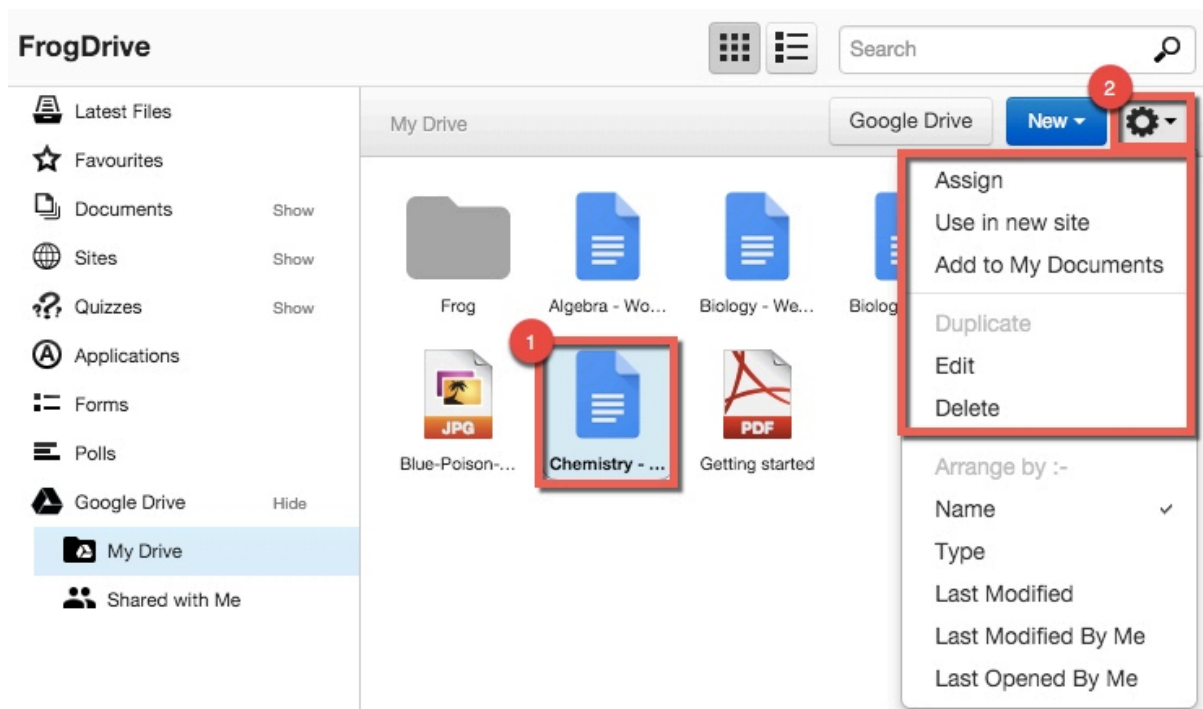
As per previous releases Google documents can still be created via **FrogDrive** > **Documents** > **My Documents.** Select **New** > **Google Drive** and then choose a document type to create.
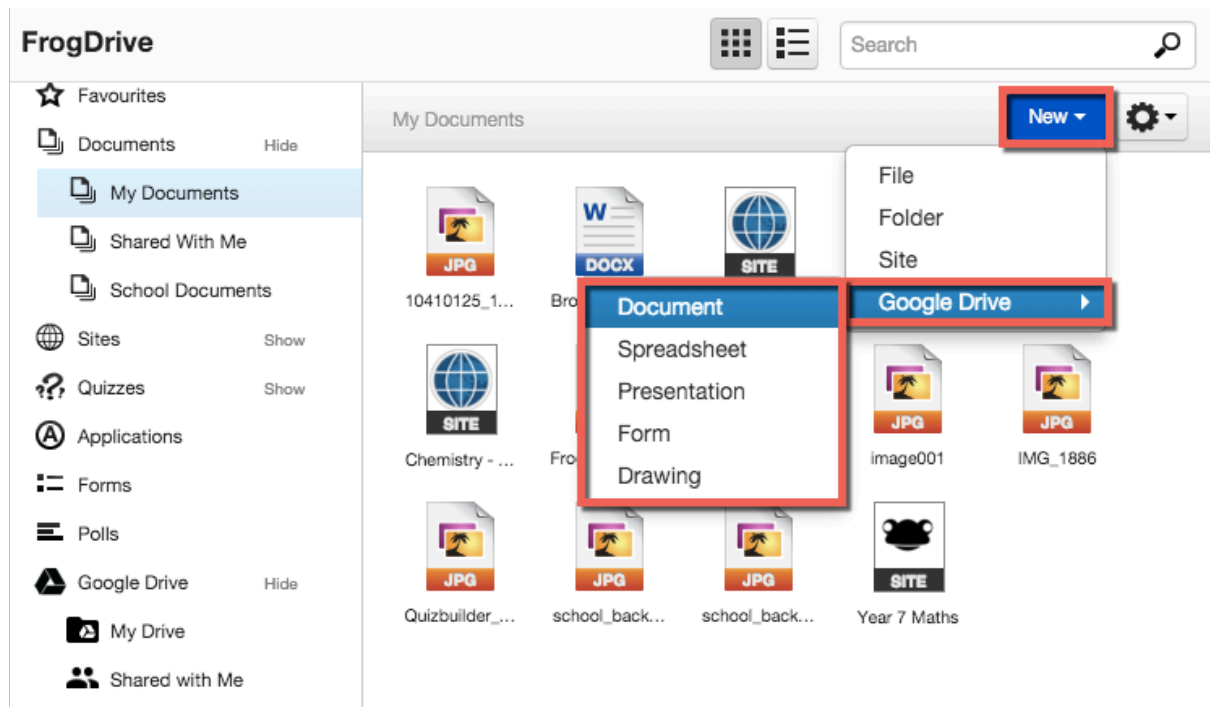
In this option the Presentation document type was selected. A file is created and you will be prompted to provide a name for your file.
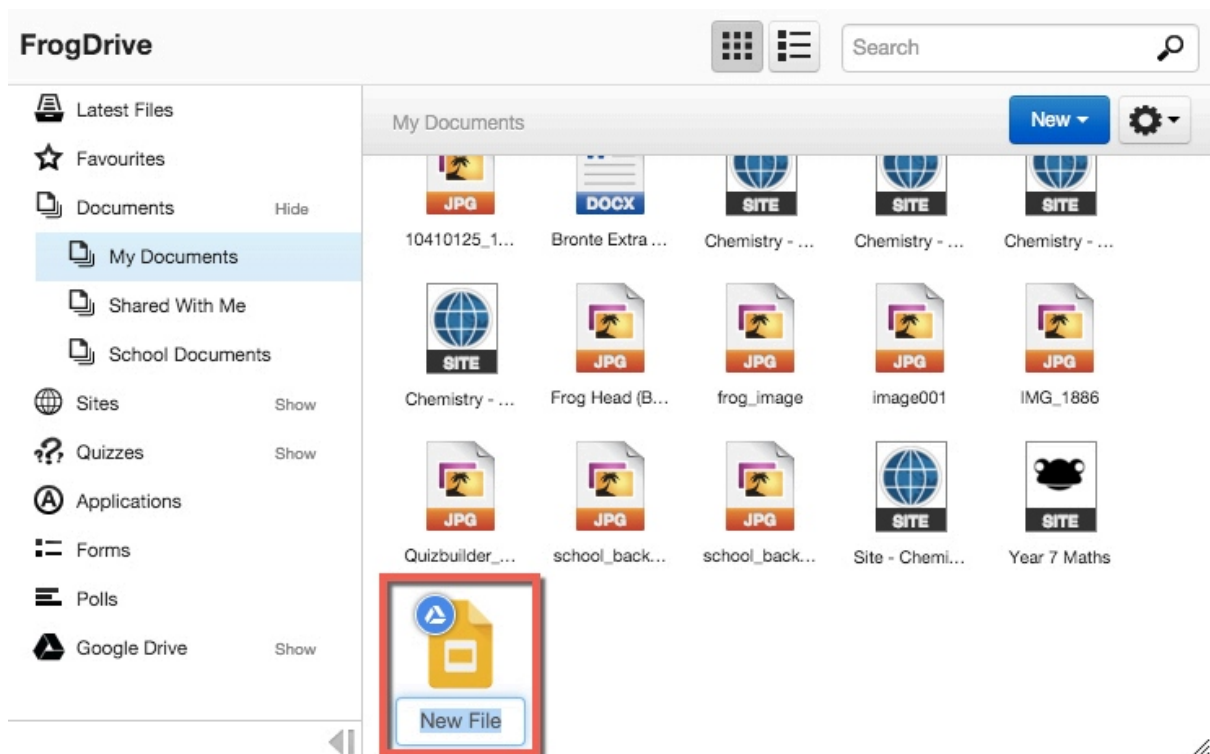
After assigning a name to your file, double click on your file to open up the preview window. As this is a newly create file there won't be any content to display. To edit your Google presentation document, select the **Open in Google** button.
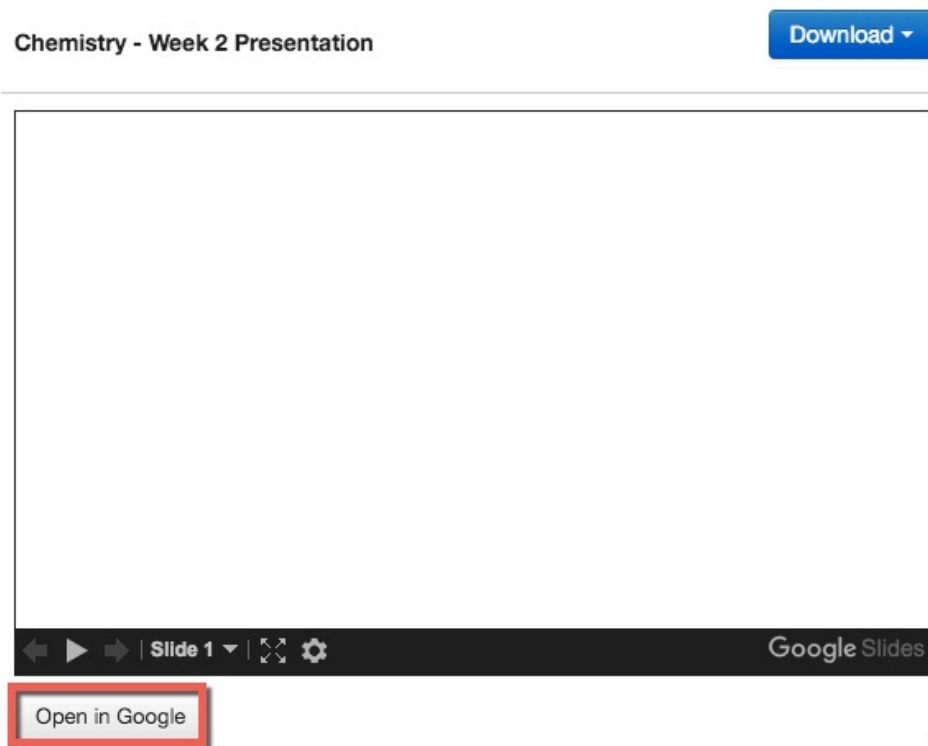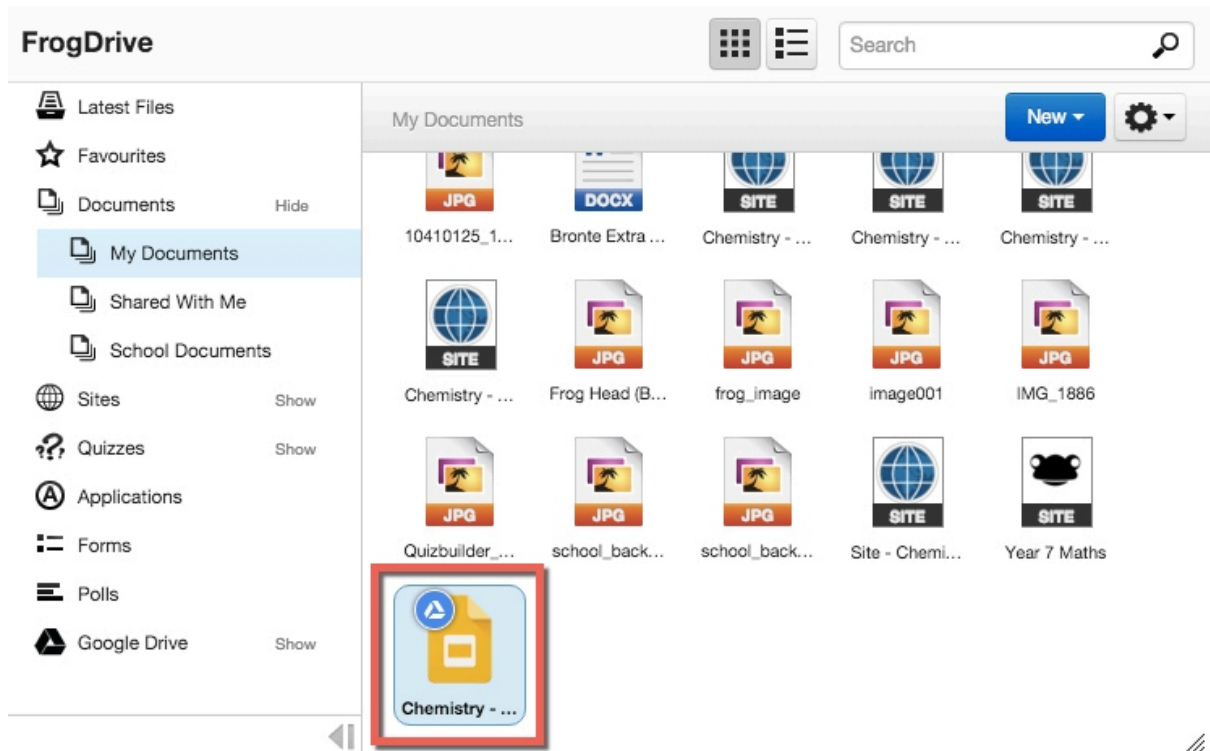

Your Google presentation document will launch in a new tab within your browser allowing you to edit your document.
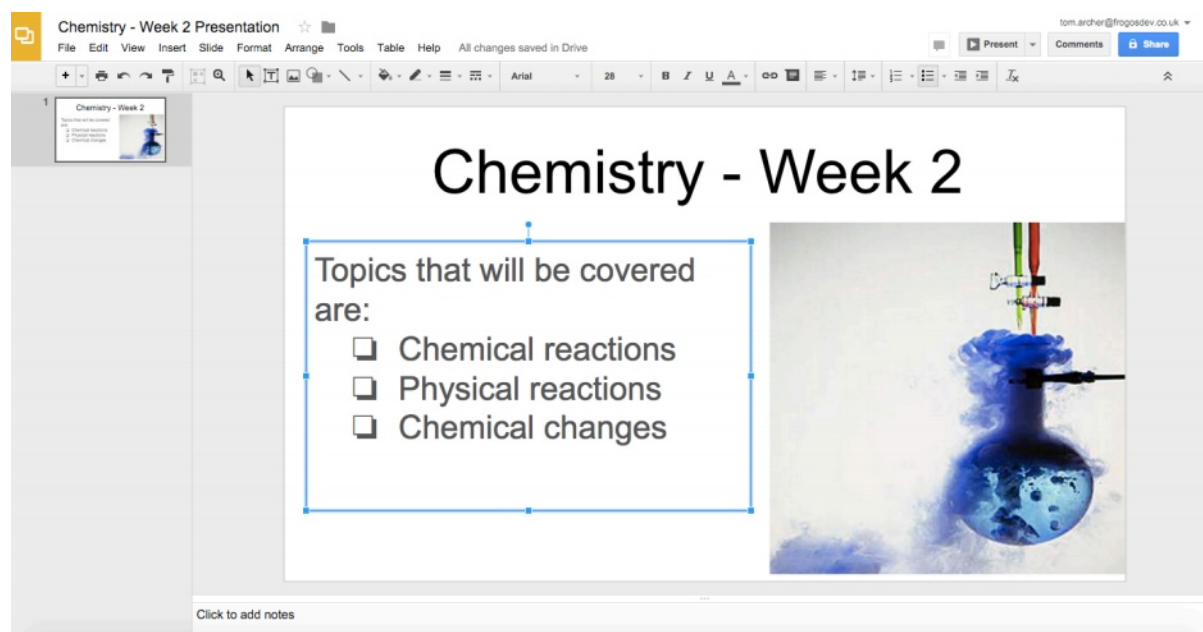
When you have made all of your changes simply close the Google browser tab. The file is automatically synchronised to Google Drive, and in turn will display in the following locations:

- FrogDrive > Documents > My Documents

- FrogDrive > Google Drive > My Drive > Frog
  - o **NOTE** Google documents that are created via FrogDrive > Documents > My Documents will always appear in Google Drive area under a bespoke Frog folder.
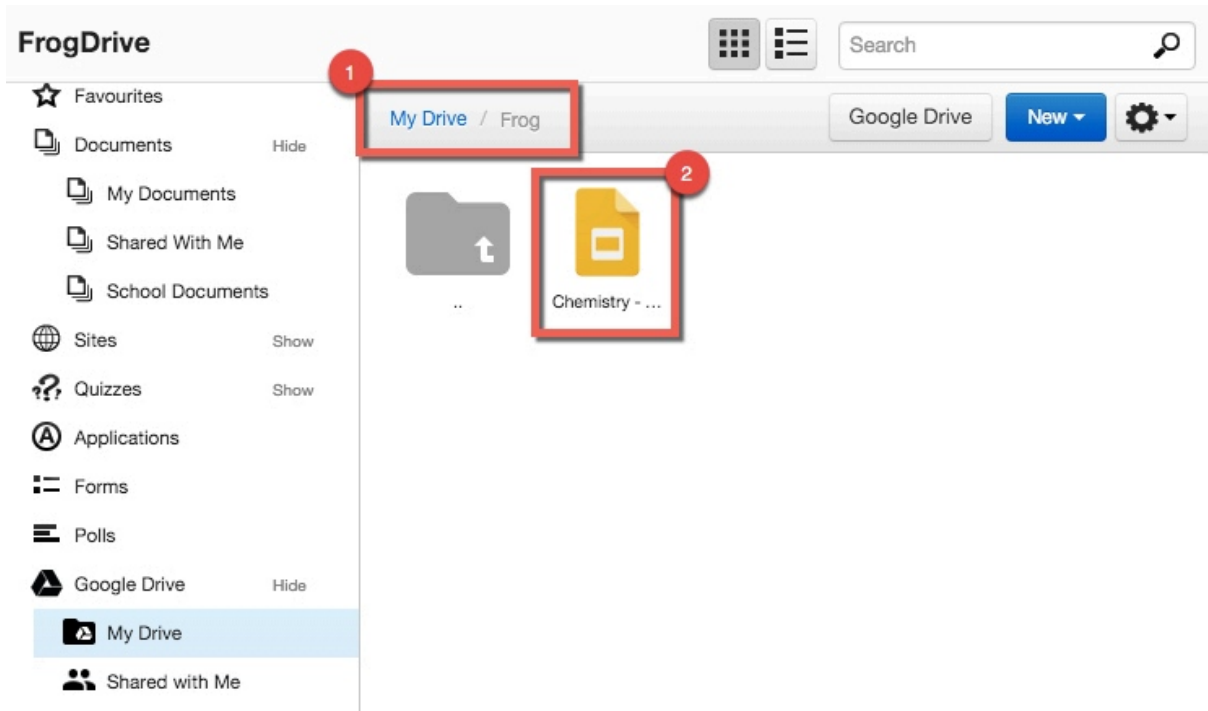
If you double click on the Google presentation document you have recently edited, your document with the changes made will be displayed within the preview window.

To edit your document again select the **Open in Google** button.

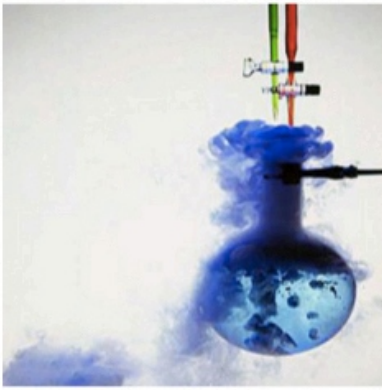Should you wish to download a copy of the Google presentation document to your local device select the **Download** button from the preview window and you will be presented with a list of available actions.

Deleting a Google document will react in different manners depending on where the delete occurs:

- Deleting a Google document from within FrogDrive > Documents > My Documents:
  - The shortcut link for the selected Google document, located within FrogDrive > Documents > My Documents will be removed.
  - The Google document will still exist within Google Drive > My Drive > Frog folder. Should the link have been removed by accident this can be restored by selecting the Google document and going to the Actions cog > Add to My Documents.

Example Google delete confirmation message from FrogDrive > Documents > My Documents:

Delete Google Doc Shortcut?

Are you sure you want to delete the shortcut to the Google Doc **Chemistry - Week 2 Presentation**? The original Google Doc will remain unaffected.

Cancel   Delete Shortcut

- Deleting a Google document from within FrogDrive > Google Drive > My Drive:
  - The document is removed from the My Drive area.
  - Should a shortcut link exist within FrogDrive > Documents > My Documents this will still be retained as the Google document link is still active but exists within the Bin location within Google Drive. If the file was removed by accident this can be restored by going directly launching Google Drive > Bin and restoring the file.

Example Google delete confirmation message from FrogDrive > Google Drive > My Drive:

Delete Resource?

Are you sure you want to delete the Google Doc **Chemistry - Week 1 Resources**?

Cancel   Delete Resource

Lastly Google documents that are created via Frog Drive (either within the Google Drive or Documents area) will display on your timeline, with a blue Google Drive symbol in the top right hand corner of the document icon.