

Introduction

ePortfolios are not just for students. You can take any site in FrogLearn and duplicate it for a group of staff members just as you would with your classes. In collaboration with Finham Park MAT, we have built an appraisal system inside Frog, using Frog's regular widgets.

There is a space for guidance, which can be kept up-to-date by editing a central site. Line managers working with their team can set and record objectives. And add evidence throughout the year to the evidence logs:

- The logs enable you to add evidence as you acquire it, rather than scrambling around the week before your review.
- If you're using FrogLearn for sharing resources and setting homework etc... then you can add evidence in just a few clicks, instead of downloading, logging in elsewhere, uploading or even printing off evidence.
- And because the appraisal system is inside Frog and you're already logged in, you don't have to worry about extra usernames or passwords.

On each objective page, there is also the Reviews section. Here you will meet with your team, record the key points of the conversation and report centrally on how well the objectives have gone. We're using the Wall widget here, which means that the records are time stamped, so you can easily make notes during the cycle rather than just at the end.

Appraisals aren't just about setting objectives however. In the CPD section, there is a CPD calendar with booking forms. This is managed centrally and allows you to offer training and events to your staff and have them sign up. You can even limit the slots available for each event.

Staff can evaluate CPD they attended and record any CPD they themselves led as additional evidence.

Finally in this section, there is a space for shared resources, which all teachers can access and contribute to.

Your Reflections is a blog for additional notes, comments and achievements your teachers may have which do not directly line up with their objectives, but are worth noting none-the-less.

The last element in the personal section of Appraisals is a site timeline, labelled Lessons. Here staff have upload documents, videos and audio lesson observations. The FrogSnap app works well here.

Introduction (cont.)

For the Management side of appraisals and CPD, we have another site, which gives you an overview of all CPD and access to the relevant Appraisal ePortfolios.

If you set up your appraisals correctly, and we'll help you do this, each line manager will only be able to view their team's appraisal sites, which your CPD lead and SLT will be able to view all the appraisals.

There is a lesson observation section, comprising of forms you can use for Learning Walks and full observations. You can add to or amend these forms as you choose.

The central idea of Appraisals using Frog is that you have complete control over the features you wish to use. If you only want two objectives for each member of staff, you can delete the extra one, or add to it. If the central review report does not go into enough detail or you wish to include whole school or MAT objectives, then you just edit the form.

By placing appraisals inside the teaching and learning environment, you make appraisals a collaborative system for CPD, rather than something being done to your teachers.

Frog Appraisals are free to any FrogLearn school. We will work with any school to build systems they devise, provided we can share the final product to all our schools and Trusts.