

## Setting up Frog Appraisals

The Appraisals system comprises 4 connected sites:

1. **Frog Appraisal** – the site you will duplicate for each member of staff
2. **CPD Guidance** – a site embedded in Frog Appraisal which allows you to keep information and guidance up to date
3. **CPD Events** – another site embedded in the Frog Appraisal, which uses a page per CPD event.
4. **Appraisal Management** – this is the central hub for the appraisals and CPD information.

There are separate videos for both CPD Guidance and CPD events, as these can be edited at any time. However, the **Frog Appraisal site** needs to be correct *before* you use the ePortfolio sharing. Otherwise, you'll have to make changes to all the duplicate sites.

It is also worth getting the Management site ready before duplication too, this just keeps things tidy, so we'll start here.

## Setting up Frog Appraisals (page2)

### Administration Access

There are two sections to **Appraisal Management**. The pages every member of staff will see, and the Administration section.

The first thing you need to determine is who will have access to all appraisal sites and the results of the forms. The best option here is to create a **new Group**, using the **Groups & Policies Frog application**.

1. Create a new Group called '**Appraisal Management**'
2. **Add** those **users** who will have access to everyone's appraisal. You could at this stage create a second group, who you will give editing rights to the Management site, but who cannot see each ePortfolio. It's up to you and can be changed later. For now though, we'll just stick to the one group.
3. When you've added everyone you need to, **save** the group and **close** Groups & Policies.
4. In the **Appraisal Management site**, click **Edit**
5. Click on the **Administration** page
6. In the Settings panel, on the **Page** tab, click **Rules**
7. Slide the toggle to say you want to **Hide** this page.
8. Now click **Add Rule**.
9. In the dropdown, select **The user is in a Group or Profile**
10. In the search box which has appeared, search for **Appraisal Management**. The group you just created should appear. Select the group.
11. Now, click **Add**
12. And click **Apply**.

What we've just done is hide the page from everyone but this management group. When not in edit mode, that is.

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You notice, I'm not part of the Appraisal Management group, so that Administration area is hidden from me.

There is a similar page on the **CPD Events site**, called **Form Results**, you should follow the steps detailed above to hide this page for most staff.

1. Open the site, **CPD Events**
2. Click Edit
3. Click onto the **Forms Results** page
4. In the Settings panel, on the **Page** tab, click **Rules**
5. Slide the toggle to say you want to **Hide** this page.
6. Now click **Add Rule**.
7. In the dropdown, select **The user is in a Group or Profile**
8. In the search box which has appeared, search for **Appraisal Management**. The group you just created should appear. **Select** the group.
9. Now, click **Add**
10. And click **Apply**.

## Shared Calendar

The next thing to set up is the **Staff CPD calendar**. You may choose to do this in Frog or you may be using another online calendar or just a PDF. Edit the page and either delete the calendar widgets or point them to the Frog calendar.

If you'd like to use Frog's calendars, but haven't set one up, there are separate videos, linked on this page which will talk you through setting up a shared calendar and a create event widget. You could also use a Rule, on the create event widget, just like we did to the Administration page so that only the Appraisal Management team can add events.

As you might imagine, because Frog is so flexible, it's a little difficult to predict how you plan to use these features. If you get stuck, please contact Frog and we'll talk you through the options for calendars.

This shared calendar also exists on the individual's site, so before duplication, we need to add repeat these steps for the site called Frog Appraisal. You'll find the calendar on the front page.

These calendar details are different from the CPD Events. These are more likely the day to day events, such as staff meetings and parents evenings, rather than specific training events.

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### Lesson Observations

With the **Appraisal Management site**, there is a section for lesson observations. Depending on your leadership structure, you may wish to obscure this section from your staff. To do so, follow the same procedure for hiding the Administration section:

1. View the **Lesson Observations page**
2. Click **Edit**
3. On the **page tab**, click on **Rules**
4. Slide the toggle to say you want to **Hide** this page.
5. Now click **Add Rule**
6. In the dropdown, select **The user is in a Group or Profile**
7. In the search box which has appeared, search for '**Appraisal Management**'. The group you just created should appear. Select the group.
8. Now, click **Add**
9. And click **Apply**.

### Sharing

The last thing to check is the sharing permissions for the following sites:

- **Frog Appraisal Management** and **CPD Events** should be shared with the **staff profile** with **Contribute access**
- The **Appraisal Management** group will need **Edit and Manage** rights
- For **Appraisal and CPD Guidance**, **staff** only **view access**
- The **Appraisal Management group** will need **Edit and Manage** rights

All the appraisal sites should be Private.

And that's it for pre-distribution, In the next video, we'll look at making the appraisal sites for each department.