Digital Planner Hub for Admins

If you search for and open the site Digital Planner Hub, you will see when it opens that it is the source for the School Information page. The site looks different to most sites in Frog, as it uses a theme with embedding in mind, designed to look like part of a page rather than a site in its own right.

The first section is open to students and we have included pages for term dates, who's who, a map of the school, policies and even a periodic table. Obviously what you choose to include here is up to you. We have tried to include examples from the schools we have been working with. By embedding this site into the Digital Planners you can update it at any time, even after planner duplication, and include new pages and delete old ones.

Planner Administration

I'll now scroll down past the School Information pages and click on the page **Planner Administration**. This page and its subpages are **hidden by a Rule to only show to Administrators**. It's in here that the other nested content lives.

On the first page, we have links to the tutorials around digital planners, should you need any refreshers on the different elements. We have also included quick text guides for creating planners and adding individuals. I imagine this page being more useful 6 months from now, when you're having to add students and just need a quick reminder.

Forms

The next few pages are the forms nested into the **Agreements section**. You can update these pages and the changes will be reflected in the planners.

Using the settings in the Advanced section for each Form, you can configure these to email the relevant people.

The page **Form Reports** allows you to access all the form submissions, you can download the information and clear the data from here too.

School notices

School notices contains the noticeboard nested on the planner noticeboard. You may wish to point the nested page widget to another site or location.

One word of caution. In order for students to be able to submit to the Forms, they will need *Contribute* access to the Planner Hub site. This means that for the School Notices noticeboard widget, in the **advanced settings**, there is a setting for **Only users with edit and manage rights can create notices**. This needs to be left checked, otherwise students will be able to create notices for everyone to read.

Of course, if you are embedding notices from another site, then you won't need to worry about that checkbox. That site's permissions will control creating notices.

Digital Planner Hub for Admins (cont.)

The next page, **Content on Planner Home page**, allows you to add information below the large icons on the planner home page. If you recall from the Setting up video, this page uses a different theme which makes the icons very prominent. But should you need to add content, we have nested this hub page.

Finally, we have the **Academic Reporting** content. By nesting this page, you can adjust the widget settings as you need throughout the year. The Select User widget has a Rule to hide it from students, although parents will need it if they have more than one child in school.

Sharing

When you're happy with the content – which you can change at any time – you now need to share the site.

In the FrogBar:

- Click on **Share**
- Select the **Share** option in the pop up
- Click **Next**
- Change the site to be **Public in the School**
- Set the **Student** and **Parent profiles** to have **Contribute** access
- Set the **Staff** profile to have **Administrator** access – if you plan to allow them to post their own notices to the noticeboard.
- Click **Share**