Setting up

The Digital Planner comprises two sites:

- **Digital Planner** – the site you will duplicate for every student

- **Digital Planner Hub** – a central site containing the school information and administration sections

Before you use the ePortfolio system to create planners for each student, you should work through this video to ensure the Digital Planner is right before duplication. It might even be worth making a collection for a small group of students initially. That way you can address any suggestions and make changes before you make sites for every student in school.

As with everything to do with Frog sites, you have complete control. You can and should delete and change pages and even the theme. We've tried to give you everything you might want – but do not want to be prescriptive.

Planner Home

Working through the pages in order, we'll start with the Planner Home page.

The page has a different theme to the rest of the site. We're using a variation on the Crystal theme which display page icons. This makes it a better browsing experience for students on their mobile by being icon-drive.

If you wish to add your own pages, we have a bank of prepared icons on Frog Community, although, obviously you can create your own too.

https://www.frogeducation.com/digitalassets

To add a new page and icon:

- Click **Edit**
- Click on any of the pages
- The page will load with the general Crystal theme. Click on the **+** in the right-hand corner
- Using the editing panel on the left-hand side:
  - Give your **page a name**,
  - Scroll down to the **Set page icon** toggle and click it
  - Now upload your image
- When you're happy with your changes, click **Save Changes** and leave the editor
- Switching back to the **Planner Home** page, you'll see your new page and icon on the menu

You may have noticed when you clicked Edit that there is a nested page widget on the home page. This allows you to update content after your have created the individual planners. We'll cover that in the Digital Planner Hub video.

Setting up (cont.)

School Notices

This page uses a Nested Page widget to embed notices from another site. It is set up with a hidden page on the Digital Planner Hub site, within the hidden Administration section.

If you use another site for notices already, you could switch out the widget for the Embed Site widget.

The Digital Planner Hub video will look at editing the existing page.

My Information

This page replicates a common area we have seen in paper planners. The student records their tutor group and form tutor and their house.   We have used the **Set Keyword** widget here.

Because this is a long video already, we've separated out how we have created the **tutor group buttons** into their own video. It is linked to from this page.

We also have a wall widget, for students to record emergency contacts. This is also replicating an area some school use in their paper planner – to make it easy to retrieve details – especially when a teacher does not have access to their MIS.

School Information

We'll look at the content more thoroughly in its own video, so for now I'll show you want we've done. Using the Embed Site widget, we have an entirely separate site, full of school information. By doing it this way, we can update this information and even add pages throughout the school year.

Timetable and Homework

We have added the timetable and assignment calendar widgets to their own pages. If you intend students to only access their planners through MyFrog, then this is duplicating information, but if you also want them to be used via computer, it's handy to put the information directly in front of your students.

The homework calendar replaces the bulk of pages in a paper planner. By assigning work on Frog, even if you're not intending to collect the work in via Frog, you can at least give students a single place to view all their home learning organised by due date.

Setting up (cont.)

Agreements

The Abbey School have kindly allowed us to use their **home/school agreement**. We've used the Nested Page widget to embed this within the planner. This means you can adjust the contents and agreement form as you need to. It's another page in the hidden Administration section of the Planner hub site.

We also have a Safety in Practical Areas form and an Internet and ICT policy.

If I open the editor, you'll note that I have embedded the home school agreement twice, once on the top agreements page and once on its own. This is to improve user navigation. If a student is clicking through the agreements, and wants to return to the Home School Agreement, they do not have to remember to click on the top Agreements link – instead it is on its own page.

By nesting these forms, I can centrally collect the information. Unfortunately, though I do have to plan ahead, as I've made each form its own page. I could have used an Embed Site widget instead, this would have given more flexibility for the future, but to do that, I'd need to create an extra site just for the forms, otherwise all the school information would have appeared here too.

It's something to think about and decide on the best approach for your school. Of course, if you'd used a paper planner, you'd have to have made these decisions months before.

Academic Monitoring

We have included a nested page pointing to the Attainment Table widget – this is a widget which requires FrogParent and reads information from your MIS. You can configure the widget from the page in the Digital Planner Hub.

We have also included SMART Targets, which the students can use to make their own goals, when in conversation with their tutor using the Wall widget. This will become a record of these conversations.

My Progress

For schools with FrogProgress, we have included two pages, for the students and their parents to be able to view Progress reports within their planner and the evidence timeline.

We have hidden these pages from staff and admins, as the embedded apps are personalised to the user, so there is no advantage to teachers to look up this information via the planner. It is easier for them to use their Progression Charts and Reporting application.

Setting up (cont.)

Notes and Recipes

Both the notes and recipes pages use a **noticeboard widget**, configured as a blog to allow students to record any learning notes and in the case of Food Technology allow them to record their recipes.

Gallery

We're using a Site Timeline here to record any photos, videos, or documents the students want to add to their planner. Because each planner is named for the student, it is easy for teachers to find planners, by simply searching for the student in the Global Search or from within the free FrogSnap app. This means that teachers can help celebrate work their students have produce by being able to easily add to the individual planners.

By sharing the planners with parents, they too can see the work their children have done.

Absence Reporting

Finally for the digital planners, we have an Absence Reporting form. This page is restricted to just the parent profile, but does allow parents to communicate with the school office via Frog to report that their child cannot attend.

This form is nested on the Planner Hub site.

And that's it for the Planner site itself.   Next we'll look at that hub site and once you're happy with the set up, we'll move onto creating the planner collection using ePortfolios.