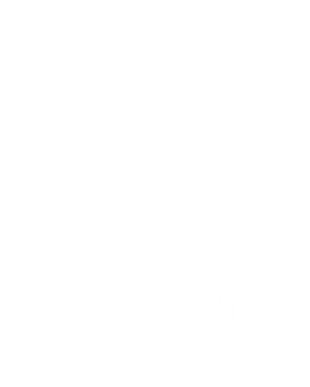
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Frog Appraisal Training Guides

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 is, 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 can 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 to 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.

Using Frog Appraisals as a teacher

Your school has decided to use Frog’s appraisal system to help you and your line manager document your objectives and CPD. The appraisals process may seem daunting, but it is not intended to be something done to you, rather it is your chance to demonstrate your skills and abilities.

The first element is **centralised guidance** around appraisals. Frog provide the DfE’s standard guidance here, although your school may have adapted or updated it. In fact, they can continue to edit this section.

Next we have the Objectives pages. **Personal Objectives** uses a blog to allow you to record additional objectives, which may not fit in with your overall objectives.

The next page contains your **Objectives** for the year. By default, there are 3 objectives spaces with several elements in each. You should complete these in discussion with your head of department.

I don’t want to teach you how to set objectives, this will be personal to you and your school environment, so I’ll just explain that each wall widget will record the time and date for you. Objectives can be updated with comments throughout the year.

Each objective also has an **evidence log** and this is here to help you. Rather than waiting until your reviews, you can now add evidence throughout the year. This might take the form of comments and links to lessons or files. We’re using the noticeboard widget, but as you can see, it acts like a blog.

By having your appraisal within Frog, you don’t need to log in anywhere else or keep paper copies. The appraisal site is private to you, your department head and the SLT too.

Finally, on this page is the Appraisal **review** section, there are more comment spaces, for you to document your review and there is a central form. This is to allow you to report on how your objectives have gone. Your school’s CPD lead will use this review to report on trends to your senior leaders. It is important to be honest here as this can be a point of intervention for you.

Let’s leave the Objectives for now and take a look at the CPD section.

Using Frog Appraisals as a teacher (cont.)

Here we can see a list of upcoming **CPD events**. Where appropriate there is a booking form allowing you to add yourself to attend the event.

The **My CPD** section allows you to review any CPD you have attended and reflect on how you think it will help.

Under **CPD-Led / Disseminated**, we have a journal space where you can record any training or investigations you have led on.

And finally for this section, we have **shared resources** in your school. Hopefully you and your colleagues will contribute useful material here so that everyone can benefit.

**Your reflections** is a blogging space for you to record anything not connected directly to your objectives. Here you should feel free to document anything you want to mention later in your reviews.

Finally, in the lesson section, we have added a site timeline. Any photos or videos of you teaching, or work you have created can be uploaded here. If you are using FrogSnap, this becomes very easy to do.

Setting up Frog Appraisals

The Appraisals system compromises 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.

Setting up Frog Appraisals (page 3)

You notice, I’m not part of the Appraisal Management group, so that Admininstration 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.

Setting up Frog Appraisals (page 4)

**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.

Making a collection of Appraisals for each department

Once you have prepared your **Appraisal site**, you’re ready to start duplicating it for your staff. Please make sure you’ve watched the ***Setting Up Appraisals*** video – as you’ll be creating copies of the site, which means changes made later may involve editing dozens of sites. It’s worth taking the time to work through the Setting Up video.

Once you are ready though, open the **site Frog Appraisal**. In this video, I’m going to create a Collection for the Maths department. I want to make collections per department, so that the heads of department can only view their own teachers’ ePortfolios and not everyone else’s.

Using the **Share** link in the **FrogBar**:

* Click on **Create ePortfolio**
  + In the wizard that opens, you can now set the **titles** and **description**. I’m going to **change the title to include the name of the departm**ent I’m creating a collection for.
  + I’m going to alter the first Name box to be Appraisal Maths. Note how the preview title changes.
  + I’m going to use the teachers’ display name and their username for the other fields.
  + I’m going to leave the description as it is, but obviously I could change it if I wanted to
* In the **Recipients** section, I’m going to search and add each teacher in the Maths department. As I find their name and click on it, they appear below. Their access rights are set to **Can contribute to their ePortfolio**. You should leave it at this level.
* Once I’ve added all the Maths teachers, scroll down and **expand** the **Collection Access** area. This is where I will add anyone who will have access to all the departments appraisals.
  + **Search for ‘Appraisal Management’** in the search box. This is the group we created in the Setting Up video. Change their access to **Can Edit and Manage**
  + Now search for the name of the **head of department**. You can leave their access as **Can Contribute**.

When you’re ready, click **Create Collection**. Frog will take a little while to do this, as it creates copies of the Appraisal site and shares them according to your choices above.

You can edit the sharing at any time and add individuals to each collection. Watch the video ‘Adding an individual to a department’.

Setting up Collections for each department will take time, but once established, you shouldn’t need to create new Collections. It will be much quicker in subsequent years as all you’ll need to do is edit a collection and add the new teacher.

Appraisal Administration

Within the **Appraisal Management site** there is an administration area.

This section of the site is hidden to most members of staff. If you followed the video: *Setting Up Appraisals*, it talks you through using Rules to restrict access to only the management group.

This area contains the forms which are embedded in the individual appraisal sites and their results.

The **page Review Form**, contains the actual form embedded within everyone’s appraisal site. Updating this form will see each review section updated as well. Please note though, this is only the form element of the review section. The Walls which record specific comments are contained within each individual’s review.

This is because the data you’re collecting here is quantifiable and you can report on numbers of successful reviews etc… The Walls record the notes of the conversations, so while it’s good to have those available, you would not report on them.

As imagined when designing the element, the idea is that a Red review rating will prompt you to open the member of staff’s ePortfolio and read the detail of why the review is red. Of course, being a Frog form, the language, structure and nature of the form can be edited at any time.

The next page to look at is the **CPD Event Review Form**. This form is also embedded within the individual’s appraisal site, this time within the CPD section. Ideally, every member of staff who receives training or guidance should review this within the form. That way the CPD Coordinator has a central store of evaluations for each training event, workshop and course and can use this to determine what works and what doesn’t. Again, this form is entirely customisable to your school and changing it here will change it for everyone.

**To edit a form:**

* Click on the **Edit** tab on the corner of the screen.
* Make sure you’re on the page you wish to edit, then click to **select the form** on the page.
* In the Editing panel, the tabs switch to the form settings
* Now **click Edit form**.
* In the new pop-up, you can click to edit the existing fields or drag in new ones.
* When you’re happy with the changes, click **Save Form**
* And close the pop-up

Forms are really flexible and have lots of additional features. In the editing panel, if you click on the Advanced section, you can add email addresses for the form to be sent to. You can have a copy sent to the person who has filled out the form. You can set the form to only allow one submission per person and limit the number of people who can complete the form – both of these are handy for CPD events.

When you’re happy with the changes, just **click Save Changes** and close the editor.

Appraisal Administration (cont.)

The next section to look at is the **Form Results page**. This is where the form submissions can be found. Each form has its own page. Each set of results can be downloaded as a CSV spreadsheet, should you wish to analyse the information, although you can filter the data directly in the page.

The next page is the **Objectives Template**. The site, Frog Appraisal comes with the first year in place, but for the following year, each colleague during their initial meeting with their line manager will add a set of objectives by clicking the **Add Objectives button**. This creates a new page on their site. The contents of which are determined by the Objectives Template page. This means that how to set up your objectives, the language used and how the page is arranged is entirely up to you.

If you wish to add or remove objectives each year, or switch to a single Evidence Log, then simply edit this Objectives Template page.

Finally, there is a **list of all appraisal sites**. You can use the search feature to locate individuals and open their sites from here.

Adding an individual to a department collection

At some point, you will need to create a new appraisal for a new member of staff. Unlike creating whole departments though, we don’t need to find the original site.

* **Open FrogDrive**
* Navigate to **ePortfolios** > **Collections**
* **Single-click** to select the Appraisal **collection** with the appropriate department. This is why we added the department name to during the site creation video.
* Click on the **Action Cog**
* Select **Edit Collection**
* The ePortfolio Collection wizard opens, and now you can search for the new staff member in the Recipients search box.
* Once they have been added, click **Save**

The new staff member will have a site created and the rest of the team will remain untouched.

You can use this Edit Collection option to give others access to the whole collections, using the Collection Access section. Which if handy if you need to change the line manager for instance.

**Adding an event to CPD Events**

The CPD Events section is a separate site embedded within the appraisal sites. In order to make changes to the site, you will have to open the site directly. To do this:

From the **Appraisal Management** home page, open the site directly:

* Click on the **Administration** section
* Click on site link for **CPD Events**

You’ll notice when the site opens, it doesn’t look the same as most Frog sites, that because its theme is designed to embed within other sites, so we have stripped off any title bar or description space and any design elements like padding.

The initial site has an example training workshop, called *Boosting Boys Confidence and Engagement.* Let’s edit the site and take a look at this page.

At the top, I have a Text widget, in which I have used a table to list the title, date, time and location. I can edit this as easily as any other Text widget in Frog.

Underneath that Text widget, I have another. This is for my description of the event. This can be as light or in-depth as you choose, but this is the advert for the training.

Below everything, I have included a forum – so that staff can discuss the CPD. It’s always good to encourage discussion, it can help clarify points and highlight where training can be improved.

The final element on the page is the sign up form.

**To make a page for the next event**, we have provided a Page Template:

* Make sure you’re **not in** **Editing mode**, then click on the **Form Results** page
* There is a button at the top, labelled **Add New Event**, click this
* A new page is created and you are prompted to give it a name. I’d suggest the **title and date**.
* Now click **Edit** to edit the site.
* Select your new page and edit the details of the Text widgets
* To set up the Form, click on the form widget
* Now click on the **Edit Form** button and **change the title** of the form to match your event.
* Click **Save** and close the pop up.
* In the Editing panel, click to expand the **Advanced** section, here you can add email addresses and limit the number of submissions.​​​​​​​

When you’re happy with your changes, click **Save Changes** and close the Editor.

The **Form Results page** lists all the sign up forms and will show you who is attending. If you followed the instructions in the *Setting Up* video, this page will be only be accessible to the Appraisal Management group.

**Adding an event to CPD Events (cont.)**

The forms are not just there for staff to note interest, they also serve as a **register**.

Double-clicking on an entry allows you to edit the form – and note the new field, regarding attendance. You can now update the result and there’s your register.

All the form results can be filtered on this page, but if you wish to do more analysis, you can export a spreadsheet. Just click on the **Action Cog** and choose **Export to CSV**

From the Action Cog, you can also **reset forms** and **delete entries**.

**Editing the central guidance**

The Appraisal Guidance section is a separate site embedded within the appraisal sites. In order to make changes to the site, you will have to open the site directly. To do this:

From the **Appraisal Management** home page, open the site directly:

* Click on the **Administration section**
* Click on site link for **Appraisal and CPD Guidance**

You’ll notice when the site opens, it’s doesn’t look the same as most Frog sites, that because its theme is designed to embed within other sites, so we have stripped off any title bar or description space and any design elements like padding. In all other aspects though, this is a regular Frog site.

On the first 5 pages, we have embedded PDFs from the Department for Education. Should you wish to **remove a page**:

* Click **Edit**
* **Select** the page in question
* Switch to the **Page tab** in the editing panel
* Scroll all the way to the **bottom of the panel**
* Click **Delete Page**

You may not wish to remove the Guidance from the DfE, but instead replace the PDF. While in Editing mode:

* Click on the **PDF**
* Click **Upload** in the Editing panel
* Add your new document

Of course, you may wish to leave the DfE’s document on the page but add additional material. To do so, you can drag in widgets from the Widget tab onto any page or you can create a new page by clicking on the + (plus) button.

There is one page already set up for you but left empty. It’s called **School Improvement Policy** and it is free for you to add your school’s content.

Once you’re happy with your changes, click **Save and close the editor**. These changes will appear in everyone’s appraisal site automatically the next time they load their site.

**Lesson Observations**

As part of the Appraisal system, we have included the ability to record lesson observations.

When you get started there are two forms:

* Learning Walks
* Lesson Sampling

**Learning Walks** is a smaller form which allows you to record a snapshot of a lesson.

**Lesson Sampling** is a more in-depth form, allowing you to make notes on lots of different aspects of an observation.

The forms can be completed during, just after the lesson or later on. It is designed to resize for mobiles and tablets but you can also upload digital copies of the paper form. You don’t have to be the person completing the form. As a school, you can provide access to this section to any of your colleagues.

The benefits of using online forms is that you can collate results centrally and provide copies to your colleagues being observed. Being Frog forms, everything about them can be changed. You can remove form entirely, add other ones. You can alter the language and the elements.

**To edit a form:**

* Visit the page with the form on
* Click **Edit** in the top-right corner
* **Click on the Form** element
* In the editing panel which opened, click the **Edit Form button**
* A new pop up opens, and from here you can edit any of the elements and drag in new ones from the side.
* When you’re happy with your changes, click **Save Changes** and **close the pop-up**.

The observation forms can be set to **automatically email a copy** to a set email address and another copy to the person completing the form. At this point, you can then forward the email to the teacher being observed.

You can view the form submissions on the **Form Results page**. These can be viewed directly, by double-clicking on an individual record or by exporting all the results as a CSV spreadsheet.