



## End of Year / Start of Year

### A guide for Administrators for removing school leavers and groups

Due to the many different ways schools manage their student data, Frog does not delete old users and groups automatically once they are marked as having left the school. There are often cases of students leaving for a short time only to return, schools changing their term dates and even switching the start of the academic year during term time. It is for these reasons, you as your school's Frog Administrator should try to tidy up your system before the start of the next academic year.

Everything described below should take less than an hour, but we appreciate you may not have done this before or have forgotten what to do. In which case, please remember the Service Desk is available for advice and guidance during the summer break as always.

There are three elements to Frog, which depending on your school set up, you may need to complete. You can skip the sections that are not relevant.

- **FrogLearn**
- **FrogPlay (standalone)**
- **FrogProgress**
- **Frog Home Learning**

In each case, we have provided checklists for you to print off and work through.



# FrogLearn

Within FrogLearn, there are several areas you will need to deal with:

- Assignments and Markbooks
- Assessment Cycles and Periods
- Users
- Groups
- ePortfolios
- Sites
- Acceptable Use Policy
- Noticeboards

## Assignments and Markbooks

When you remove users from the system, any marking for them in assignments will be archived as well. Any markbooks from the old academic year should be downloaded first if you wish to keep them.

As an Admin, you can export all markbooks as CSV files:

- Open Markbook
- Use the View menu to **View All** markbooks
- In the Action Cog, select Export to CSV

This can take some time, but you can continue to use Frog in a new tab.

## Bulk Closing old assignments

Within the Assignments tab in Markbook, there is an option for teachers to bulk close all their old assignments.

As an Administrator, you can contact the Service Desk to arrange to bulk close *all* old assignments.

### Notes:

The Year Roller at the top of a markbook will allow you to view the previous year's assignments in the markbook's subject for the students in your current class, even after archiving old groups and classes.

There is all a Year Roller on the first page of the Markbook app. This allows you to view markbooks created in the previous year. However, when the group is deleted, the markbook will also be deleted. The assignments remain, but are not connected to a markbook.



## Assessment Cycles and Periods

In order for Frog to know when your academic year starts and ends, you need to set dates. Markbooks cannot be used if the current date is not in an assessment cycle

- Open System Preferences
- Click on Assessment Cycles and Targets
- Click on the **Edit** button
- Click + Cycle
- Give your cycle a name, e.g. 2020/2021
- **Set an end date**, e.g. 31/08/2021
- If your school also uses **FrogProgress**, you will need to **expand** the Cycle space and include dates for each half term
- Click **Save**

## Users

### Check the MIS Import

Ensure you have the latest importer and that the imports are up-to-date.

More information can be found on this link:

<https://www.frogeducation.com/community/training/housekeeping/froglearn/checkingmis>

### Check new users have been imported correctly

Any users imported from your MIS will have a tick in the MIS column.

<https://www.frogeducation.com/community/training/housekeeping/froglearn/new-users>

### Ensure usernames are correct for new users

New users do not import from Active Directory, Office365, Google etc... You will need to ensure their usernames match for shared logins.

Usernames can be set to match in System Preferences > MIS Importer > Usernames. For more information, click here to view a Common Question:

<https://forum.frogcommunity.com/index.php?/topic/2332-can-i-have-usernames-match-ad-automatically/>

### You can also modify usernames by CSV

1. Log into the platform as an admin.
2. Head to the Users application.
3. Use the Action Cog in the top right-hand corner to export a list of your users to a CSV.
4. When your CSV has exported you will be able to open the file in Excel.
5. Update the username field for the users who need it.
6. Head back to the platform and use the Import option under the Action Cog to import the CSV back into the platform.
7. The usernames should now be updated.
8. If you have any issues importing your CSV, download the error log provided by the platform to check for problems. If you are still having problems, please contact our Service Desk.



## **Remove Old Users**

Click here for a guide on how to remove old users, both in small groups and in bulk:

<https://www.frogeducation.com/community/training/housekeeping/froglearn/old-users>

### **Notes:**

Unarchiving a user can only be handled by the Service Desk.

If a user is likely to return to the school, you could always make their account Inactive instead. This prevents them from logging in or being assigned work, but is easily reversible. It might be worth doing this for any school leavers for the first half-term of the new year. GCSE students who leave to attend college occasionally change their mind and return to school to study.

## **Schools managing users via CSV**

This community page contains the information you need:

<https://www.frogeducation.com/community/training/housekeeping/froglearn/csvschools>



## Groups

All classes, years, tutor groups and clubs in Frog are all types of Group. Classes, year and tutor groups are created automatically from the MIS import. You cannot control membership of any of these MIS groups.

At the start of a new academic year, any class and tutor (registration) groups no longer linked to your MIS lose their connection to the MIS, but will remain in Frog. If class names are reused for the new year, old class groups will have the name prepended with last year's academic year, e.g.:

Y10/Sci will become 2019\_Y10/Sci

Year groups and tutor groups will see their students update to the new membership.

For more information, click on this page:

<https://www.frogeducation.com/community/training/housekeeping/froglearn/groups>

### Check new MIS groups have been created

Check with your school's data manager for the name of a few classes and verify they exist in Frog. Remember Frog updates from your MIS overnight unless you manually import the data.

### Check new MIS groups are named correctly

### Check correct members have been assigned to new MIS groups

### Delete old groups

- Open Groups & Policies
- Search for last year's groups, they should have 2019\_ prefix (or similar) and the MIS column should be blank (no tick).
- Use the **Select** button to multiply select the groups you want to delete.
- Use the **Action Cog** to choose the **Delete Group** option.
- You should also check with your staff regarding any existing Clubs and other groups are still in use and delete ones which are not.

### Important Note:

Deleting a group is a permanent change which cannot be undone. Please ensure that you are happy the group is no longer in use before removing it.



## ePortfolios

When an ePortfolio Collection is created, it is not directly connected to any MIS group. However, when you Edit a collection, to add new users, if the existing students are no longer in the original group, their ePortfolios will be converted to sites and removed from the collection.

### Example:

Imagine you have a collection for a Year 10 group. In the new academic year, you wish to add the new Year 10s to this collection but also retain the collection for the new Year 11s. To do this:

- Select your Collection
- In the **Action Cog**, choose **Edit**
- **Add the Year 11** group (assuming the Year group is still visible)
- Click **Save**
- This may seem counter-intuitive but ePortfolio Collections were designed to make it easy to keep up-to-date with current memberships. When MIS group names are reused, Frog can not know when a student has been removed from a group.

## ePortfolios as Planners

To add a new Cohort to an All Students Planner Collection:

- Select your Collection
- In the **Action Cog**, choose **Edit**
- Click **Save**

Frog will search for all students and create ePortfolios for any that do not have one.



## Sites

When you have performed all your user and group housekeeping within Frog, you need to ensure your sites are in line with any changes that have been made. If you have shared a site with a group or class in the previous year, it is likely that this group has changed with the new academic year, so the site will need to be shared again.

Any sites created by teachers who have since left the school will not be deleted. You can change the ownership of these sites via the Action Cog in FrogDrive > Sites

**For more information:**

<https://www.frogeducation.com/community/training/housekeeping/froglearn/sites>

## Site Sharing & Rules

If a student has had a site shared with them as a group and that group which has been deleted, the student will no longer be able to access that site. You or your teachers will need to reshare the site with one of the new groups.

## Acceptable Use Policy

You may wish to force all students, all staff profiles etc... to reaccept your school's AUP. In System Preferences > Acceptable User Policy you can update the settings.

New users will already be set to accept the policy before they can access Frog.

**For more information:**

<https://www.frogeducation.com/community/training/administratortraining/systempreferences/acceptableusepolicy>

## Noticeboards

Any expired notices are still visible to those with Edit and Manage rights should they need to be resurrected. There is an option in the Action Cog of the noticeboard widget allowing you to Delete expired notices.

There may be notices posted to main areas which are out of date, but the person who created them forget to add an expiration. During the summer break, it is likely there will be no relevant notices. Rather than edit each notice to delete them, it is sometimes quicker to simply delete the noticeboard widget and replace it with a new one.



# FrogPlay Standalone

For schools with both FrogLearn and FrogPlay, these elements are handled via the sync between the two systems. Updating FrogLearn will deal with FrogPlay.

## Check new users have imported correctly after their start date

If your school uses the Extractor make sure that new users have been imported after their start date in September. If your school uses the CSV import process, make sure that a CSV containing your new users is sent to Frog before you wish to start using FrogPlay in the new year.

## Remove Old Users

Remove any users who are no longer required in the system. Remember that if you use the Extractor you may need to wait for these users to be removed from the MIS to prevent them being reimported.

## Remove Old Groups

Delete any unwanted groups. Remember that if you use the Extractor you may need to wait for these groups to be removed from the MIS to prevent them being reimported.

## Check new groups

If your school uses the Extractor, make sure that new groups have been created as required. If any manual groups need to be set up, make sure that these are in place.

## Ask your teachers to:

### Close Old Assignments

Run through any old assignments and close those that are no longer required.





# FrogProgress

At the end of the academic year

## **Setting Cycles and Periods or Targets?**

Watch the video on this page to learn how to set up Cycles and Periods or targets

<https://www.frogeducation.com/community/training/housekeeping/frogprogress>

[Kris – this is currently the top video on this page:  
I think it needs to be on its own page]

## **Removing any manually created groups and redundant Progression Charts**

Watch the video on this page to see how to clear old groups and progression charts

<https://www.frogeducation.com/community/training/housekeeping/frogprogress>

[Kris – this is currently the second video on this page:  
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## **Removing any redundant saved reports**

In the Reporting app, each Saved Report as a bin icon – click that to delete any redundant reports.

## At the start of the academic year

We have prepared a separate guide for you to use to which covers getting your platform ready at for your new intake.

[https://www.frogeducation.com/application/files/6315/0166/5948/Progress\\_-\\_Setting\\_up\\_for\\_a\\_new\\_academic\\_year\\_June\\_17\\_Revision.pdf](https://www.frogeducation.com/application/files/6315/0166/5948/Progress_-_Setting_up_for_a_new_academic_year_June_17_Revision.pdf)



# Frog HomeLearning

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- [assessment-cycles.png]

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