# Module One: Getting Started with Progress

Contents

Introduction

This module introduces you to FrogProgress and provides you with an overview of:

- How to navigate around FrogProgress.
- How to find Help.
- How to use the Dashboards.
- What Quick Launch is used for.
- What to use FrogDrive for.

Navigating around Progress

When you log into FrogProgress for the first time you will either see two or three dashboards, depending on your user type. Staff users will see the Quicklinks dashboard and the Timeline dashboard:
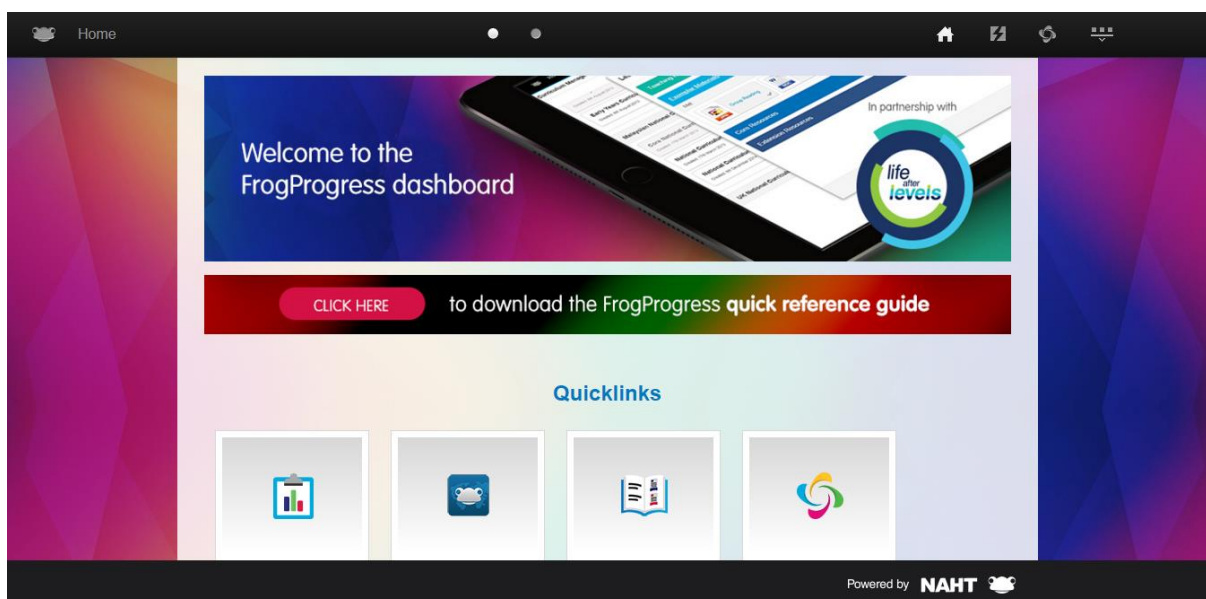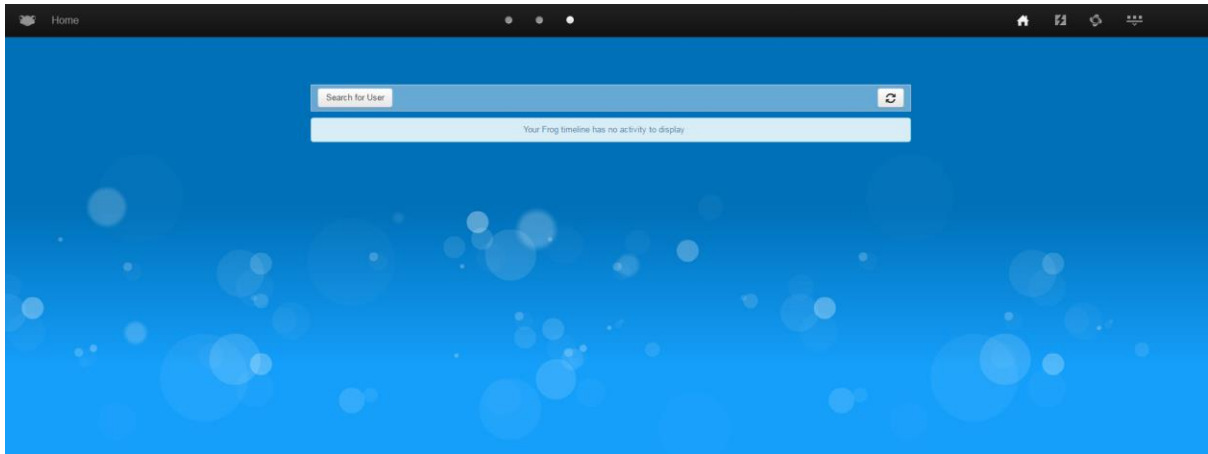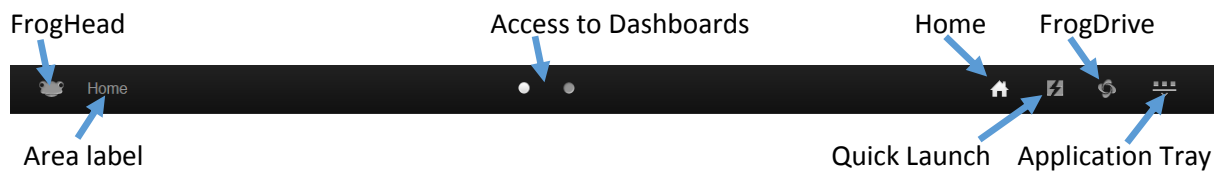
Admin users will see the Quicklinks dashboard, the Timeline dashboard and the Life After Levels steps dashboard:
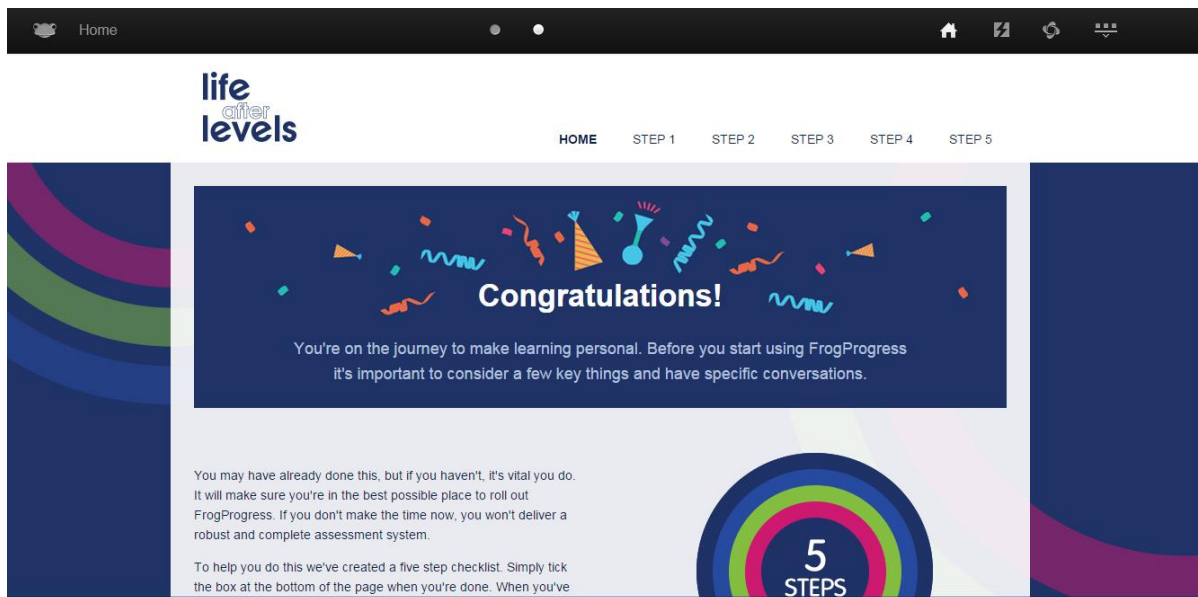
What is the FrogBar?

The FrogBar appears at the top of the page and is visible wherever you are within Progress.

Frog Head: Log out.

Area label: Changes depending on where you are in Progress. For example, it may read Home, Curriculum Manager, Student Tracker or Reporting.

Access to Dashboards: If you are an administrator you are able to toggle between the Quicklinks dashboard, Timeline and the Life After Levels dashboards. A staff member will see the Quicklinks dashboard and Timeline dashboard.

Home: Takes you to the last dashboard you viewed.

Quick Launch: Short cuts to applications available through Progress.

FrogDrive: An explorer view of the applications available to you in Progress.

Application Tray: Easy access to any Progress applications you may already have open, navigated away from and want to return to.

Where can you get Help?

The best place to get Help for Progress is to visit the Frog Community site. You can access the Frog Community at www.frogcommunity.com or by opening the Community link from Quick Launch.
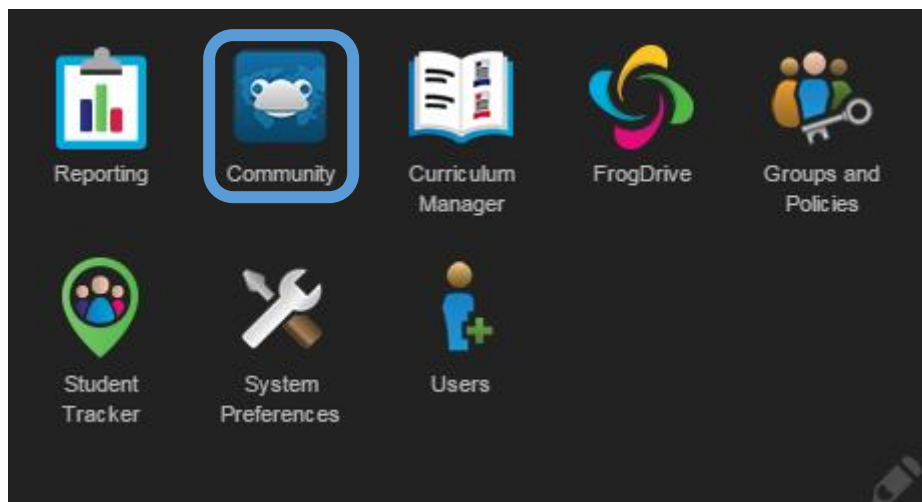
There is a section of the Community site specifically for Progress available here: https://frog.frogcommunity.com/progress

Here you can find release notes for the latest features, tutorials and videos and information on assessment.

What are Dashboards?

There are three Dashboards available in Progress by default. Staff users will see a Quicklinks dashboard and the Timeline dashboard. Admin users will see the Quicklinks dashboard, the Timeline dashboard and the Life After Levels steps dashboards. Parents and students will see the Timeline dashboard.

Quicklinks Dashboard

Available to all users, this dashboard is designed to help users get to grips with Progress. The dashboard contains a link to the FrogProgress quick reference guide and Quicklinks to helpful applications in the Progress platform.
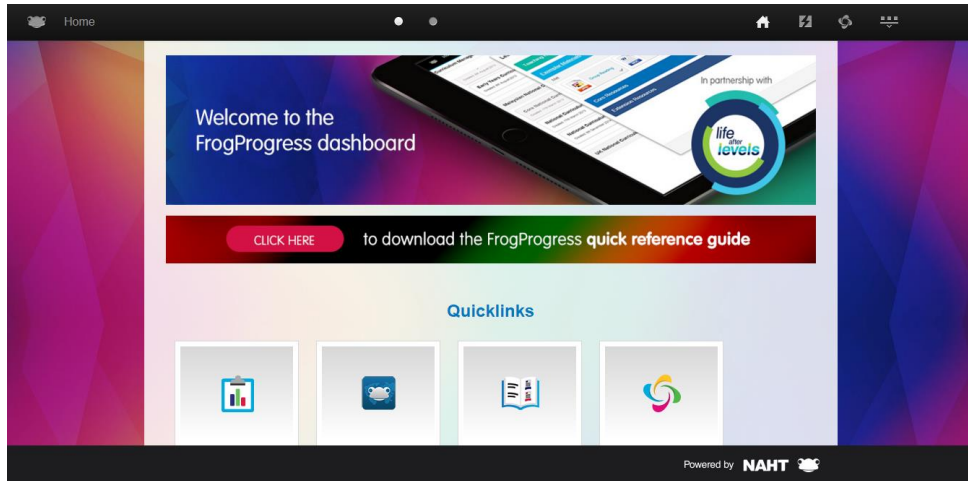
Users can open any of these applications by single clicking on them. The small pencil icon in the bottom right corner of the Quicklinks section can be used to edit the section.
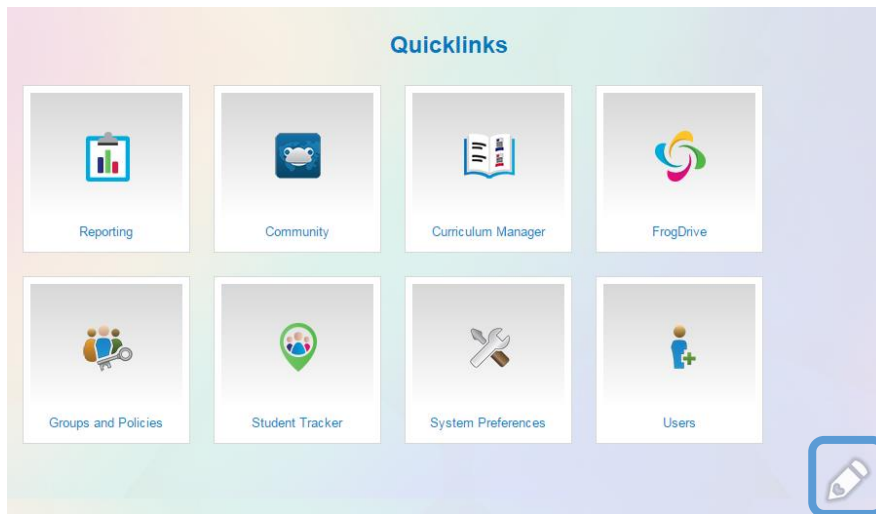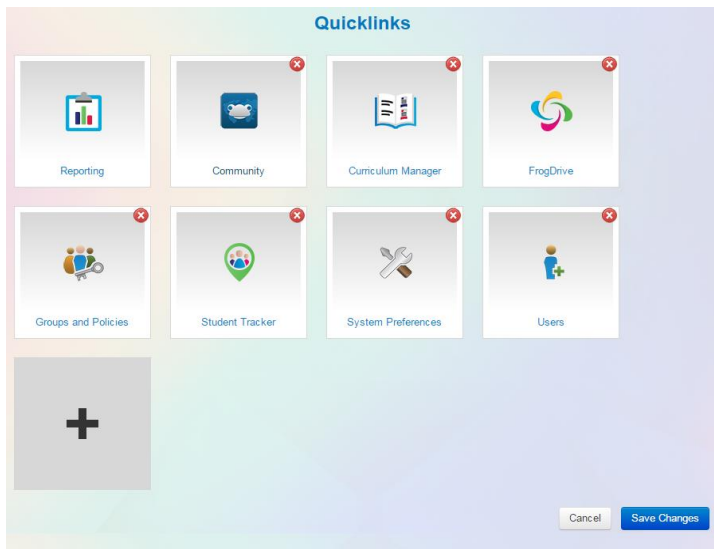

Users can choose to remove any application that they do not use by clicking the red cross in the top right corner of the selected application to remove it from their list.
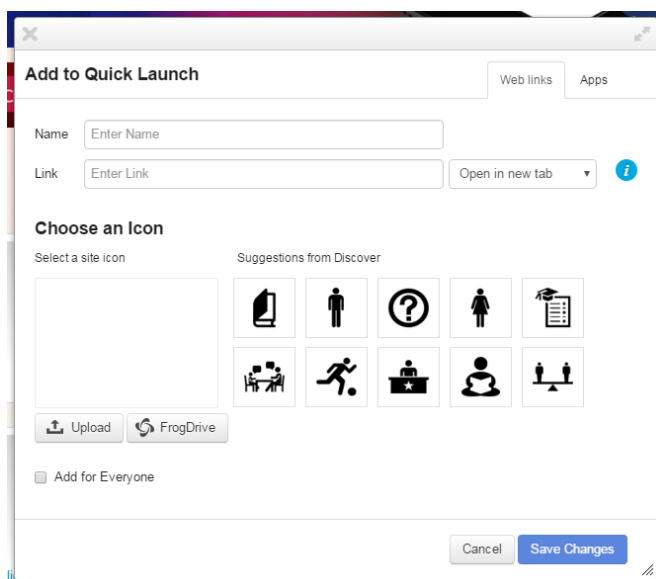
The large grey + icon will allow users to add in links to external websites, or other applications available to them on the Progress platform.

Administrators can choose whether to add this new link or application for all users.

Timelines Dashboard

The Timelines dashboard is designed to enhance the relationship between the teacher, child and parent by providing an authentic audience for a child to showcase their work and for parents to be able to see the piece of work linked to an objective as part of their child's ongoing learning development.

For more information on setting up and using Timelines, please see our release notes here.

Life After Levels Dashboard

The Life After Levels Dashboard is only available to administrators. It contains five "steps" to help guide schools towards an effective assessment solution. The content of these steps has been created with advice from Mick Walker and the NAHT.
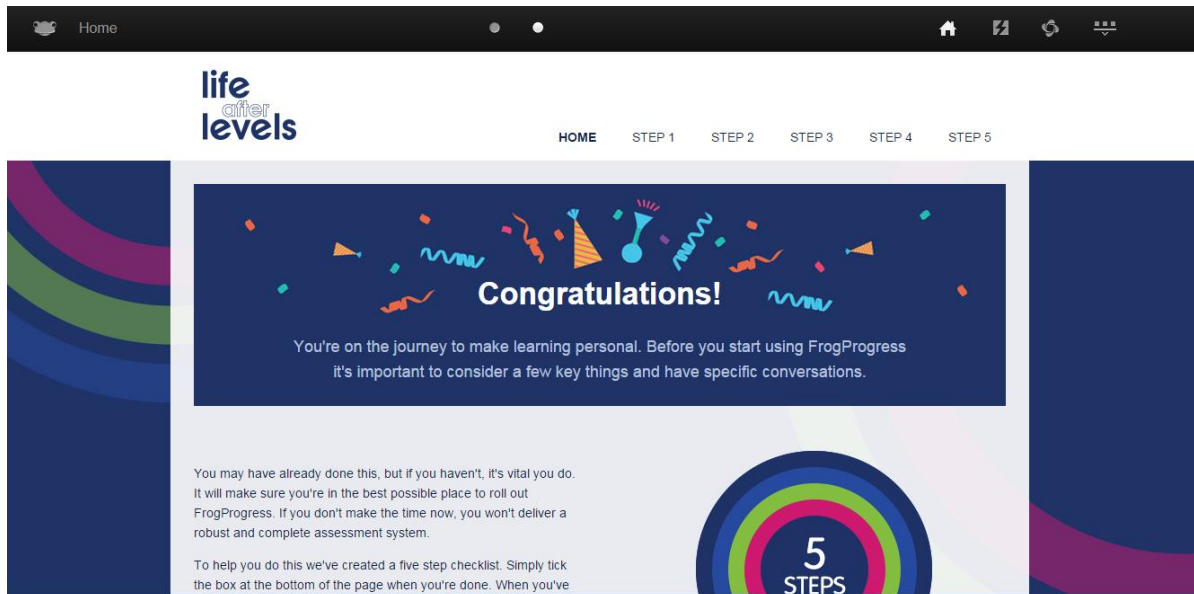

On each "step" page, there are videos, PDF documents and key questions to help you design your approach to assessment. At the bottom of each step, there is a form where you can let us know when each step has been completed. This information is sent to your School Relationship Manager to help us make sure you're on track with Progress.

What is QuickLaunch?

QuickLaunch enables you to access applications that have been added to the QuickLaunch area by yourself or a Frog administrator.

- Click on the QuickLaunch icon on the FrogBar – this will open QuickLaunch.
- Select one of the items listed to open it.
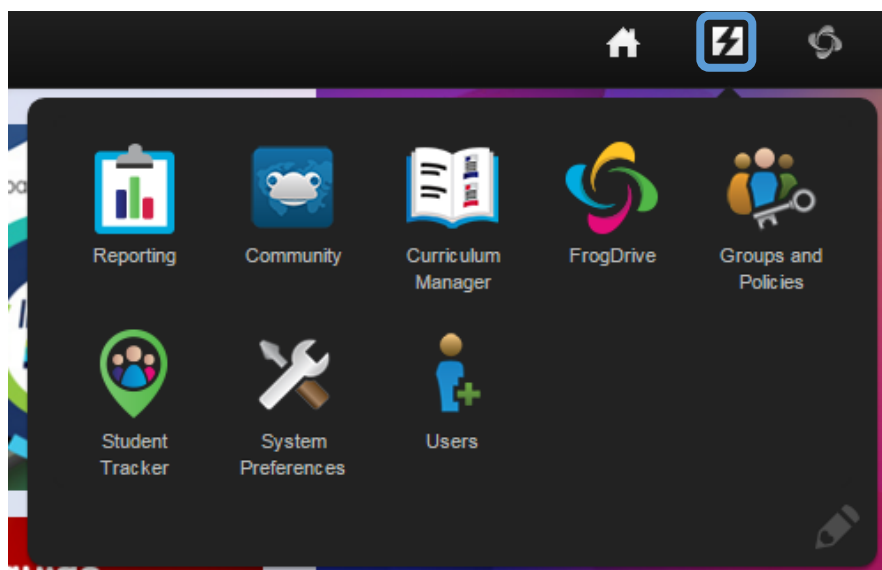
To add or remove items from QuickLaunch:

- Click on the **pencil** icon in the bottom right hand corner to enable changes.
- Click on the **+** button to add links to websites and other applications.
- Click on the **red cross** next to an item to remove it from your QuickLaunch.
- Click on the **Save Changes** button to confirm any changes.

Note: Changes made in this area will affect your personal QuickLaunch unless an administrator account is used and "Add for Everyone" is selected in the + Link window. These changes will also affect your Quicklinks dashboard.

What is FrogDrive?

FrogDrive provides an explorer-type view of the applications available to you in FrogProgress . This enables you to view a complete list of applications and choose to add them to your QuickLaunch.
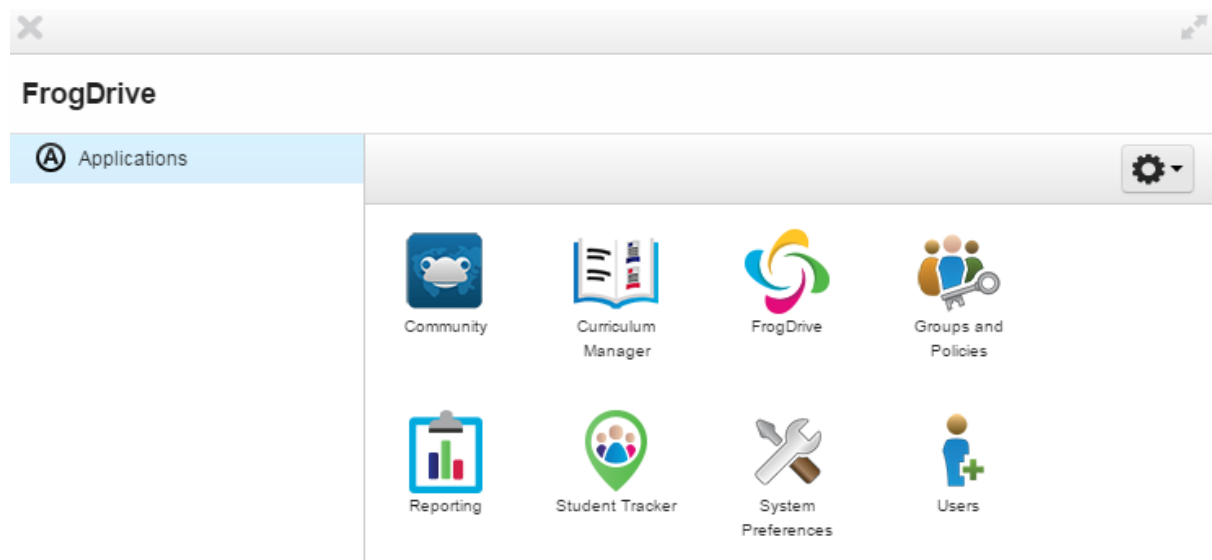
Community: A website built by Frog which contains documents, videos and our Community Forum.

Curriculum Manager: *Admin only*. This application allows you to build and manage your Curriculum.

FrogDrive: The current explorer view.

Groups and Policies: An application which allows you to create and maintain groups, and apply policies to change what certain users can do.

Reporting: An application which allows users to report on the data in Student Tracker.

System Preferences: *Admin only.* This application allows you to manage the technical side of the system, from the MIS import to the types of files users can upload.

Users: *Admin only*. An application which allows you to add, edit, archive and maintain your user accounts.

The action cog in the top right hand corner allows you to add or remove items from your Quick Launch. To use it, single click on the application you want and then select the cog. You will be presented with the following menu: