

Office 365 – OneDrive Preferences

Overview

To enable the Teams integration with FrogLearn you need to have completed the steps outlined in the document **3 - Office 365 – OneDrive Preferences**. Upon completing the steps in this document this should see the section in System Preferences > Office 365 > OneDrive configured with the details below:

- Client Secret
- Application (client) ID
- Directory (tenant) ID

The final step ahead of staff / students being able to utilise the Teams integration is to associate an Office 365 email address with the user accounts.

Should your school wish to have single sign on between Office 365 OneDrive and the Frog platform then you may wish to consider one of the integrations below:

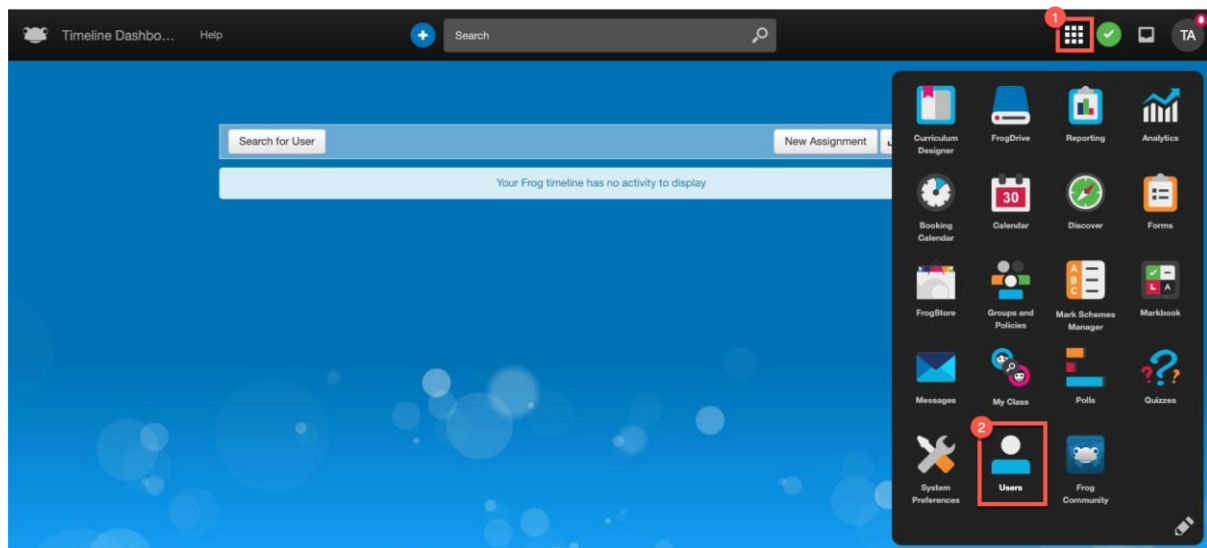
- Active Directory Federated Services (ADFS)
- Azure

Both integrations will be the responsibility of the school to configure, however, if you would like any guidance then please contact the Service Desk on 01422 395 939 or support@frogeducation.com.

How-to

Prior to staff being able to make use of the Teams integration within assignments, all users will need to have a **Teams Email** configured.

Login as an administrator and navigate to **Quick Launch > Users**.



After the **Users** application opens, the **Teams Email** field can be updated in two ways. If this is the first time you are setting up the Teams integration, it is recommended that the Teams Email field is updated via the CSV export / import process.

Within the **Users** application navigate to the **Actions Cog > Export all users**.

User Management

First Name	Last Name	Username	Registration	Year
Tom	Archer	admin10		
Admin 1	Frog Admin 1	admin1		
Admin 2	Frog Admin 2	admin2		
Admin 3	Frog Admin 3	admin3		
Admin 4	Frog Admin 4	admin4		

A CSV file will download to your local device. Open the CSV and look for the field labelled **Teams Email Address**.

UUID	Username	Title	Forename	Middle Name	Surname	Profile	Email	Gender	DOB	Registration	Class	House	Job Role	Location	Clubs	Account Status	Authentication Type	Password Force	Teams Email Address
4E7063952005208AFD87ABD26850D90B143AC31A67EA	student1	Mrs	Student 1		Frog Student 1	Student	student1@example.com	female								Active	Frog	N	
4E70919320050087197910200980C73488DC8B8E2A	student10	Mr	Student 10		Frog Student 10	Student	student10@example.com	male								Active	Frog	N	
4E7084052005180A264F8A7254F0F97EABCC850A0C3	student2	Mr	Student 2		Frog Student 2	Student	student2@example.com	male								Active	Frog	N	
4E70A09200508F872149F1E0D7DE003A20F68C307F7336	student3	Mrs	Student 3		Frog Student 3	Student	student3@example.com	female								Active	Frog	N	
4E70C7320051817835C9796483170E75A7F30C82A4FD	student4	Mr	Student 4		Frog Student 4	Student	student4@example.com	male								Active	Frog	N	
4E70E86120051987839F6C76610E07C8F46C0306F32B	student5	Mrs	Student 5		Frog Student 5	Student	student5@example.com	female								Active	Frog	N	
4E70099200504178044F30C5A4700820297CACE346E97	student6	Mr	Student 6		Frog Student 6	Student	student6@example.com	male								Active	Frog	N	
4E70A482005785F7A7C7C0A5280078E201CCE744951C	student7	Mrs	Student 7		Frog Student 7	Student	student7@example.com	female								Active	Frog	N	
4E70A783200505A3468BF8E746309E1E5C38CF318E79	student8	Mr	Student 8		Frog Student 8	Student	student8@example.com	male								Active	Frog	N	
4E70E60020050356764F65CA28020821392FCAF4E159	student9	Mrs	Student 9		Frog Student 9	Student	student9@example.com	female								Active	Frog	N	
4E70C3620050788F4F7AACAC0065F280CCE00A09	staff1	Mrs	Staff 1		Frog Staff 1	Staff	staff1@example.com	female								Active	Frog	N	
4E70A207200518A48A80F1C2A3E40A8094BCL49F04E	staff10	Mr	Staff 10		Frog Staff 10	Staff	staff10@example.com	male								Active	Frog	N	
4E70B0862005085618418B71CB28008F0D02CE7C8A62F	staff2	Mr	Staff 2		Frog Staff 2	Staff	staff2@example.com	male								Active	Frog	N	
4E70C81200506C03A48F108F8721020C44E7AC3A8070D5	staff3	Mrs	Staff 3		Frog Staff 3	Staff	staff3@example.com	female								Active	Frog	N	
4E700A920050C4A8A01E14E37460363038CC2C4A51	staff4	Mr	Staff 4		Frog Staff 4	Staff	staff4@example.com	male								Active	Frog	N	
4E70C21C200508805801A728418BAE013578ACAC647C54C	staff5	Mrs	Staff 5		Frog Staff 5	Staff	staff5@example.com	female								Active	Frog	N	
4E70A2F82005087958F02F8E4A3E1095F327AC4C65A489A	staff6	Mr	Staff 6		Frog Staff 6	Staff	staff6@example.com	male								Active	Frog	N	
4E70A45E20050E9A70787E53792A0509E328E093689E	staff7	Mrs	Staff 7		Frog Staff 7	Staff	staff7@example.com	female								Active	Frog	N	
4E70C8C8200500F81F7694D756909261821CF843B2C3	staff8	Mr	Staff 8		Frog Staff 8	Staff	staff8@example.com	male								Active	Frog	N	
4E70D09F20050F81C86CF88887850AED6084BC37AAEEF	staff9	Mrs	Staff 9		Frog Staff 9	Staff	staff9@example.com	female								Active	Frog	N	

Populate the **Teams Email Address** field with the users Office 365 email address. For example, a teacher Tom Archer has an Office 365 email address of tarcher@support.frogosdev.co.uk. Enter this email address into the **Teams Email Address** field. Complete this process for all relevant users in the CSV file.

When happy save the CSV file and import this back into the **Users** application by selecting the **Actions Cog** > **Import**. Then follow the onscreen instructions to import the data.

User Management

First Name	Last Name	Username	Registration	Year
Tom	Archer	admin10		
Admin 1	Frog Admin 1	admin1		
Admin 2	Frog Admin 2	admin2		
Admin 3	Frog Admin 3	admin3		
Admin 4	Frog Admin 4	admin4		

To check that the **Teams Email Address** has been imported successfully, search for a user and select **Additional Information** from the left-hand side menu. Check that the **Teams Email** field has been populated with the users Office 365 email address as per the CSV upload.

In this example we can see that the **Teams Email** is displaying as tarcher@support.frogosdev.co.uk.

User Management Users

User Management / Mr T Archer [Edit](#)


<ul style="list-style-type: none"> Basic Information Authentication <li style="border: 2px solid red; border-radius: 5px; padding: 2px;">1 Additional Information Group Membership Relationships 	<p>Roll Number:</p> <p>Pupil Number:</p> <p>Start Date:</p> <p>Leave Date:</p> <p>Google ID:</p> <p style="border: 2px solid red; border-radius: 5px; padding: 2px;">2 Teams Email: tarcher@support.frogosdev.co.uk</p>
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Alternatively, if there a requirement to edit a few users, this can be achieved manually. Search for a user within the **Users** application and then select the **Edit** button.

In this example we are going to edit the details for a student Tracy Wilson.

User Management Users

User Management / Tracy Wilson [Edit](#)

<ul style="list-style-type: none"> <li style="background-color: #e6f2ff;">Basic Information Authentication Additional Information Group Membership Relationships Student Contextual Data 	 <p>Account Status</p> <p>ON </p> <p>Last Modified: 27/09/2021</p>	<p>Miss Tracy Wilson</p> <p>Profile: Student</p> <p>Email: twilson@support.frogosdev.co.uk</p> <p>Gender: Female</p> <p>D.O.B:</p> <p>User Drive:</p>
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From the left-hand side menu select **Additional Information**.

User Management Users

User Management / Tracy Wilson [Cancel](#) [Save](#)

<ul style="list-style-type: none"> Basic Information Authentication <li style="background-color: #e6f2ff;">Additional Information Group Membership Relationships Student Contextual Data 	<p>Roll Number: <input type="text"/></p> <p>Pupil Number: <input type="text" value="924567810003456"/></p> <p>Start Date: <input type="text" value="dd/mm/yyyy"/></p> <p>Leave Date: <input type="text" value="dd/mm/yyyy"/></p> <p>Google ID: <input type="text"/></p> <p>Teams Email: <input type="text"/></p>
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In the **Teams Email** field enter the users Office 365 email address. In this example the student Tracy Wilson has an Office 365 email address of 19twilson@support.frogosdev.co.uk which has been populated into the **Teams Email** field.

User Management Users

[User Management](#) / Tracy Wilson Cancel Save

Basic Information	Roll Number:	<input type="text"/>
Authentication		
Additional Information	Pupil Number:	<input type="text" value="924567810003456"/>
Group Membership		
Relationships	Start Date:	<input type="text" value="dd/mm/yyyy"/>
Student Contextual Data		
	Leave Date:	<input type="text" value="dd/mm/yyyy"/>
	Google ID:	<input type="text"/>
	Teams Email:	<input type="text" value="19twilson@support.frogosdev.co.uk"/>

When happy with the **Teams Email** entered select the **Save** button to have the change applied immediately.

User Management Users

[User Management](#) / Tracy Wilson Cancel **Save**

Basic Information	Roll Number:	<input type="text"/>
Authentication		
Additional Information	Pupil Number:	<input type="text" value="924567810003456"/>
Group Membership		
Relationships	Start Date:	<input type="text" value="dd/mm/yyyy"/>
Student Contextual Data		
	Leave Date:	<input type="text" value="dd/mm/yyyy"/>
	Google ID:	<input type="text"/>
	Teams Email:	<input type="text" value="19twilson@support.frogosdev.co.uk"/>

Once a **Teams Email** address has been entered for all users the Teams integration is now ready for staff and students to utilise within assignments. For more information on the Teams integration please refer to the document **6 - Office 365 - Teams User Guide**.