

# FrogProgress: Setting up for a new academic year

## Table of Contents

End of Year Tasks – Administrators Only .....	2
Setting Cycles/Periods .....	2
Removing any manually created groups.....	5
Removing redundant Student Trackers .....	5
Start of Year Tasks – Administrators Only .....	6
Check new students/staff are appearing.....	6
Provide new staff with user accounts.....	7
Check MIS groups have imported and are correct .....	8
Removing old MIS related groups.....	8
What if the new user accounts or MIS groups are not appearing? .....	9
Adding contextual data for new students .....	10
Dealing with staff/student leavers.....	10
Check Student Trackers .....	12
Start of New Academic Year Tasks – Teaching Staff.....	13
Creating any manual groups required for trackers.....	13
Creating new Student Trackers.....	14
Review saved Reports and ensure they are pointed at new class groups.....	16

## End of Year Tasks – Administrators Only

You may want to look at certain tasks before the end of the current academic year and these are as follows:

- Setting the Cycles/Periods for the forthcoming academic year
- Removing any manually created groups
- Removing any redundant Student Trackers

### Setting Cycles/Periods

It is essential before the end of the previous academic year that you set up the next academic year cycle and any associated assessment periods.

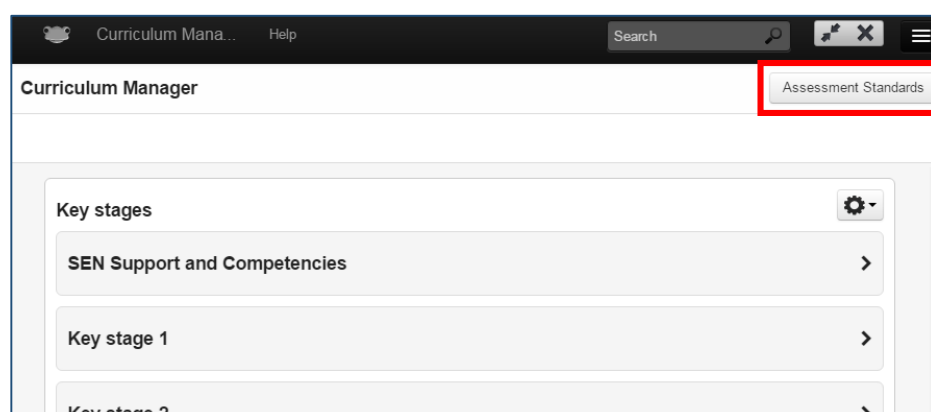
In order to do this, you will need to ensure you have the start and end date of the forthcoming academic year. **Note**; to ensure the integrity of the data, the end date of your academic year will be the day before the start of the following academic year – see example. You will also need the start dates of each of your assessment periods.

For Example Only:

Assessment Cycle	Start Date	End Date
2016/2017	Tues 6 <sup>th</sup> Sept 2016	Sun 3 <sup>rd</sup> Sept 2017
Assessment Period	Start Date	End Date
Autumn 1	Tues 6 <sup>th</sup> Sept 2016	Sun 30 <sup>th</sup> Oct 2016
Autumn 2	Mon 31 <sup>st</sup> Oct 2016	Mon 2 <sup>nd</sup> Jan 2017
Spring 1	Tues 3 <sup>rd</sup> Jan 2017	Sun 19 <sup>th</sup> Feb 2017
Spring 2	Mon 20 <sup>th</sup> Feb 2017	Mon 17 <sup>th</sup> Apr 2017
Summer 1	Tues 18 <sup>th</sup> Apr 2017	Sun 4 <sup>th</sup> Jun 2017
Summer 2	Mon 5 <sup>th</sup> Jun 2017	Sun 3 <sup>rd</sup> Sept 2017

**Note: You can have as many assessment periods as you like and you may decide to reduce the number of assessment periods, which is fine.**

1. Once you are ready you will need to open the **Curriculum Manager** application and select **Assessment Standards**.



- Now select **Assessment Cycles**.

Curriculum Manager

Assessment Standards

Assessment Status	Assessment Cycles		
Assessment Cycles	Cycle/Period Name	Start Date	End Date
	2014/2015	01/09/2014	07/09/2015

Edit

- Next click on the blue **Edit** button.

You are now ready to start adding your new Assessment Cycle and associated Assessment Periods.

- Click on the blue **+Cycle** button.

A **New Cycle** will appear.

Assessment Cycles

Save Cancel

Cycle/Period Name	Start Date	End Date
2014/2015	01/09/2014	07/09/2015
2015/2016	07/09/2015	05/09/2016
New Cycle	06/09/2016	05/09/2017

+ Cycle

- Enter the **Cycle Name: 2016/2017**.

- Also ensure that the **End Date** is correct, i.e. that it is the day before the start of the next academic year (2017/2018). In this example that is Sun 3rd Sept 2017.

2016/2017	06/09/2016	03/09/2017
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▶

- Click on the **black arrow** and your first Assessment Period will be added.

- Enter the name of your first Assessment Period, e.g. Autumn 1.

2016/2017	06/09/2016	03/09/2017
Autumn 1	06/09/2016	03/09/2017

+ Period

**Note: You can't change the dates for your 1<sup>st</sup> period, this will automatically be updated once the 2<sup>nd</sup> Period start date is added.**

9. Now click on the blue **+Period** button; a second Assessment Period is added.

10. Enter the name of the second Assessment Period.

Cycle/Period Name	Start Date	End Date
2016/2017	06/09/2016	03/09/2017
Autumn 1	06/09/2016	30/10/2016
Autumn 2	31/10/2016	03/09/2017

11. Add the **Start Date** of the second Assessment Period, in the example here this is Mon 31st Oct 2016.

**Note: Once the start date for the 2<sup>nd</sup> assessment period is added you will notice that the end date for the 1<sup>st</sup> assessment period has now updated.**

12. Now click on the blue **+Period** button; a third Assessment Period is added.

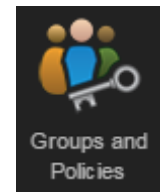
13. Repeat the process until you have the required number of assessment periods.

14. Once all Assessment Periods are added, you can click on the blue **Save** button.

Cycle/Period Name	Start Date	End Date
2016/2017	06/09/2016	03/09/2017
Autumn 1	06/09/2016	30/10/2016
Autumn 2	31/10/2016	02/01/2017
Spring 1	03/01/2017	19/02/2017
Spring 2	20/02/2017	17/04/2017
Summer 1	18/04/2017	04/06/2017
Summer 2	05/06/2017	03/09/2017

## Removing any manually created groups

As part of your use of FrogProgress through the year, you and other staff may have created a number of groups which you have subsequently used in Student Trackers. For example, you may have put students into groups based on ability.



As these groups have been manually created they will not get automatically updated when students move up a year group or class. Therefore, it is likely that these groups will become redundant and you may want to remove them.

1. Access the Groups & Policies area.

2. In the left menu identify and click on the group that you need to remove.

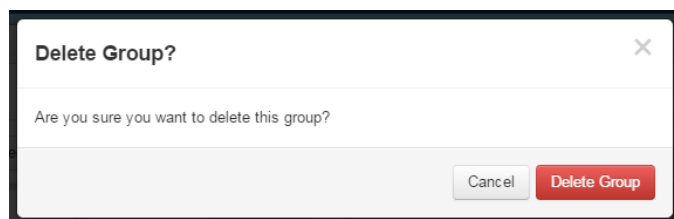
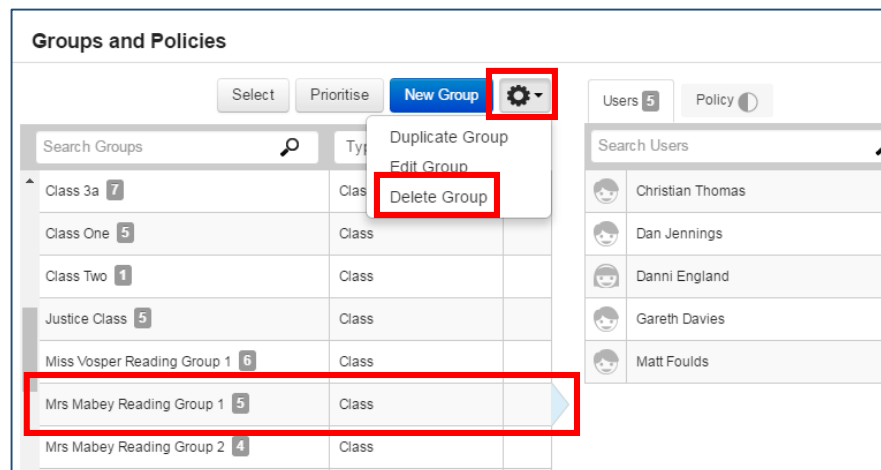
3. Click on the cog and a menu appears.

4. Select **Delete Group**.

5. A warning message will appear asking you to confirm the deletion.

6. Click on the red **Delete Group** button to confirm.

7. Remove any further groups using the same process.



## Removing redundant Student Trackers

Prior to the start of the new academic year it may be necessary to remove any student trackers that are now redundant, e.g. where the class/group the tracker is associated with has changed.

### Student Trackers linked to MIS groups

Student Trackers which are linked to any classes created by the school MIS system will be automatically deleted when the school performs their End of Year process on their MIS system. However, you may also want to check and make sure this has happened and remove any trackers which are no longer required.

### Student Trackers linked to manually created groups

If you have created student trackers linked to any manually created groups, then once the group is deleted the student tracker is also removed.

## Start of Year Tasks – Administrators Only

You may want to wait a few days after the start of the new academic year to carry out the following tasks. You will definitely need to ensure that your MIS database has updated for the new academic year and that you allow at least a day for the data to update into FrogProgress.

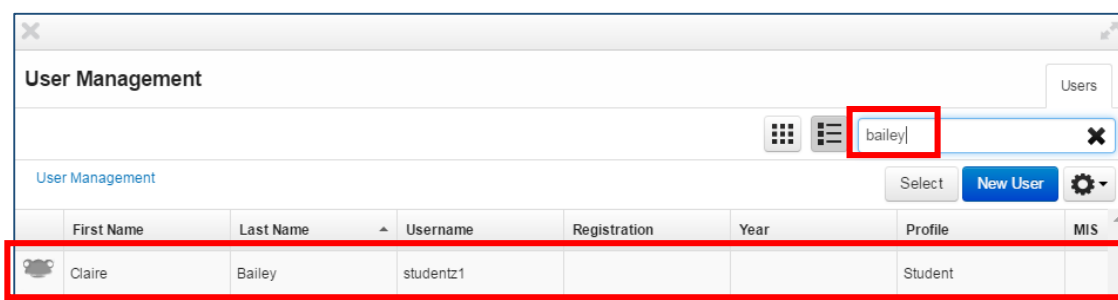
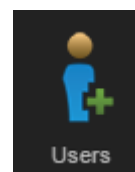
The following tasks will ensure that the school is ready to use FrogProgress for the new academic year:

- Check new students/staff are appearing
- Provide new staff with user accounts
- Check MIS groups have imported and are correct
- Removing old MIS related groups
- Adding contextual data for new students (for non-SIMS schools)
- Dealing with staff/student leaver accounts
- Checking Student Trackers

### Check new students/staff are appearing

If the MIS import is running correctly, you should find that the new users who have been added to your MIS now have accounts within FrogLearn. You will need to check the new users have been imported and that they have the correct usernames and set the password for staff users.

1. Log into the platform with your admin account.
2. Select the **Users** application. This will appear on your FrogProgress desktop or can be found on Quick Launch or in the FrogDrive.
3. Search to find the new staff or student users you want to check; you can search using their first or surname.



### Setting staff passwords

You will want to set a password for staff accounts and get their username details.

Once you have searched for the relevant staff member:

1. Click onto the user to get into their account.

2. Choose **Authentication** from the left hand side to view their username.

User Management / Miss C Bailey

Basic Information

**Authentication**

Additional Information

Group Membership

Relationships

Authentication: Frog

Username: cbailey

Password: \*\*\*\*\*

Edit

3. Click on the **Edit** button in order to set the password.

User Management / Miss C Bailey

Basic Information

**Authentication**

Additional Information

Group Membership

Relationships

Authentication: \* Frog

Username: \* cbailey

Password: Change Password

Cancel Save

New Password: \*

Retype Password: \*

Force user reset on next login

4. You can now click on the **Change Password** button; you will be required to enter the password twice and have the option to tick the checkbox in order to force the user to reset their password when they first login.
5. Click on the blue **Save** button to confirm the change.

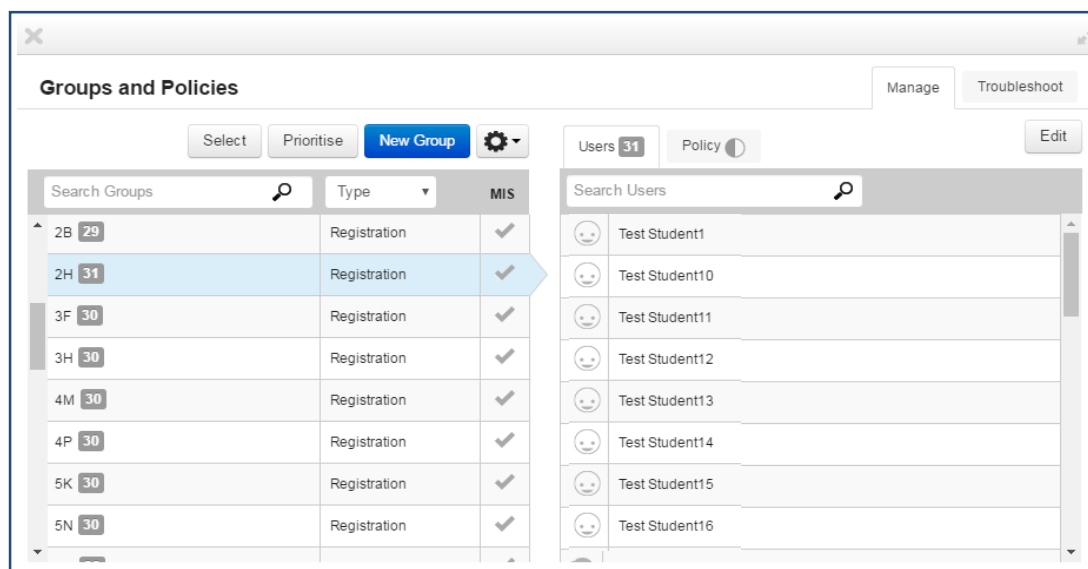
### [Provide new staff with user accounts](#)

At this point you can make a note of the username and password to give to the new staff member.

## Check MIS groups have imported and are correct

### New Groups

New groups should now have been added to the platform by the MIS import. Their memberships should also have been updated.



- Access the **Groups & Policies** area.
- View the Groups listed and check the following:
  - a. Have the new groups been created?
  - b. Are they named correctly?
  - c. Is their membership correct?

If any of this information is wrong, the first step would be to check in your MIS as Frog will pull all this information from there. As an MIS linked group, you will have no access to update the membership or name of the group, so any changes need to be made in the MIS.

### Updated Groups

Any group that has maintained the same MIS ID after the end of the year will not be replaced but will be updated.

These groups may update their name or their membership so there are two checks to make:

- Have the changes applied in the MIS filtered through?
- Is the membership of the group correct?

### Removing old MIS related groups

Old teaching and registration groups that no longer exist in the MIS will have their MIS link in Frog removed. This means that they can be deleted from the Groups & Policies application. The old groups will be marked with 2015\_xxx so that they can be easily identified. Old groups will only be



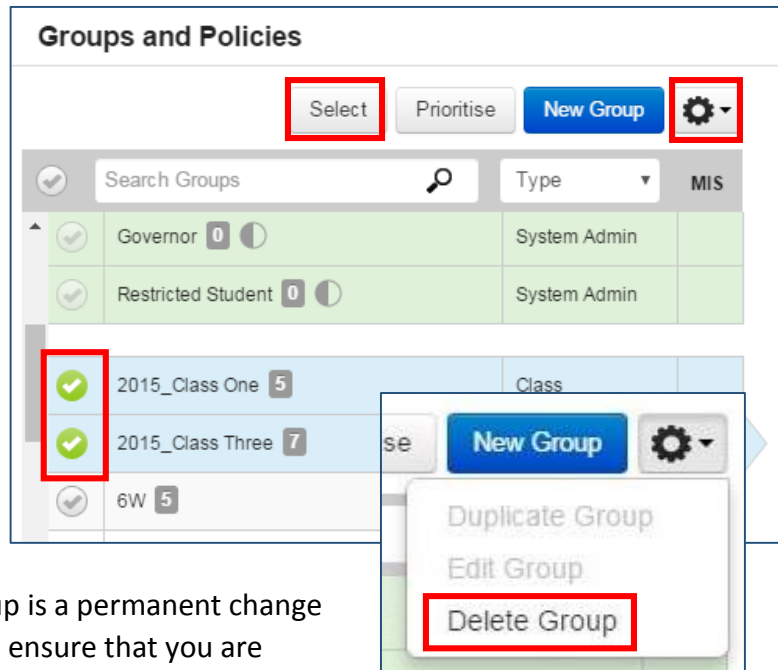
visible within the Groups & Policies application; they will not be visible when creating Student Trackers in FrogProgress to reduce any confusion before the groups are removed.

1. Navigate to the **Groups & Policies** application.

2. Check your old groups, they should have 2015\_xxx as a prefix and the MIS column should be blank (no tick).

3. Use the **Select** button to multiply select the groups you want to delete.

4. Use the **Action Cog** to choose the **Delete Group** option.



**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.

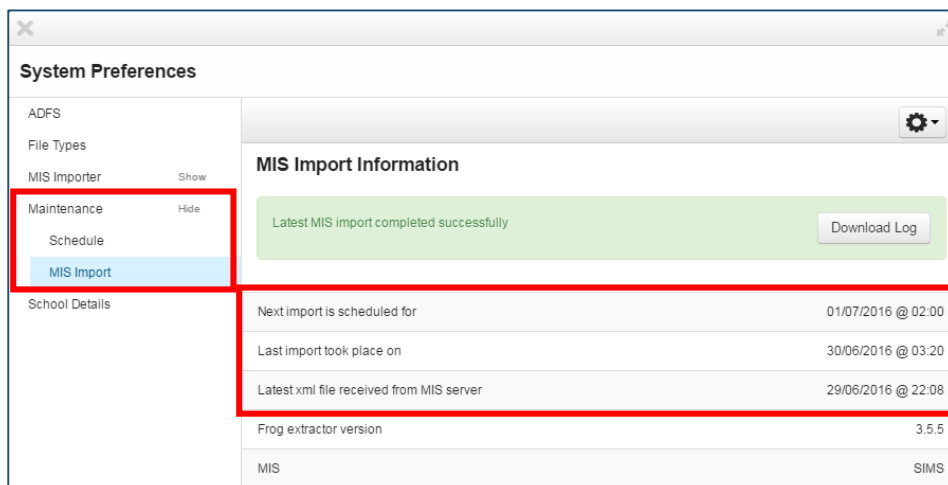
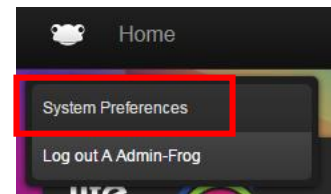
### What if the new user accounts or MIS groups are not appearing?

It could be possible that when you check, the new staff/students and MIS groups are not appearing. If this is the case it is likely that the users and groups have not yet been imported into FrogProgress.

It is possible to check when the latest import of users and groups from your MIS system took place.

1. Click on the Frog head in the toolbar and select System Preferences from the menu.

2. Within the Systems Preferences screen select **Maintenance > MIS Import** from the menu on the left.



You can now check the date when the **Latest xml file was received from the MIS server**. If it looks like this hasn't updated since you rolled your MIS system to the new academic year, then please contact the Service Desk on:

- 01422 395939
- servicedesk@frogeducation.com

### Adding contextual data for new students

If you are school which uses SIMS for their MIS then contextual data for students will automatically be added when student users are created in FrogProgress.

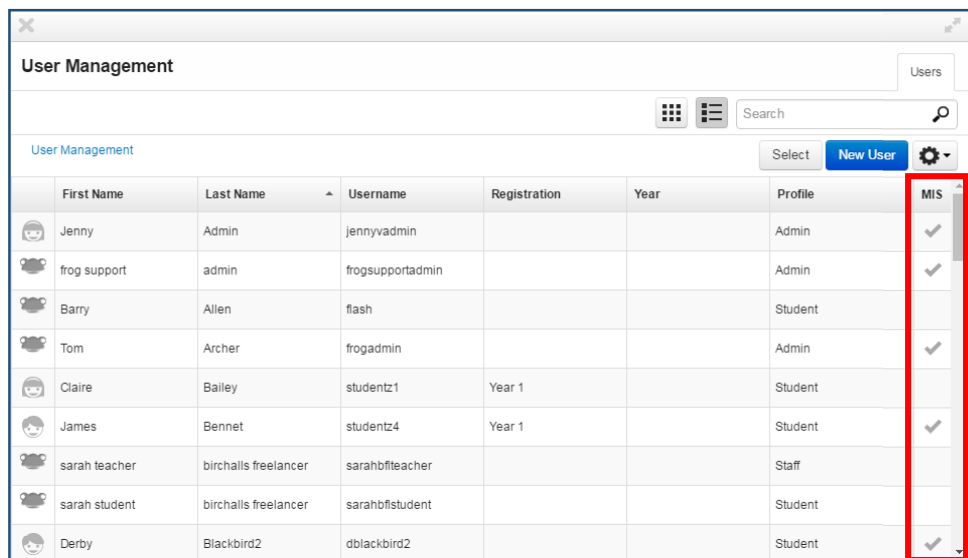
For schools using a different MIS then you will need to add contextual data for your new students; e.g any new class intake and any students who have joined other classes. For further information on adding contextual data see the Frog Community site - <https://frog.frogcommunity.com/configure-context-data>

### Dealing with staff/student leavers

Users who have left the school and have been removed from the MIS will remain in Frog but will have had their MIS link removed so as an administrator you can choose to either leave the user accounts, deactivate them or archive them. What's the difference?

- **Leave accounts alone** – this means that if you ever want to run reports for these users (students) then their data, i.e. judgements and evidence, is still available to access.
- **Deactivate** – makes the user account inactive and removes them from any trackers or reports; it is possible to re-activate their account at any time if you want to access their data.
- **Archive** – removes their accounts permanently from FrogProgress.

The reason that Frog will not automatically delete these users is due to the fact that were there to ever be a problem with the MIS import, legitimate users would have their accounts deleted which would cause problems.



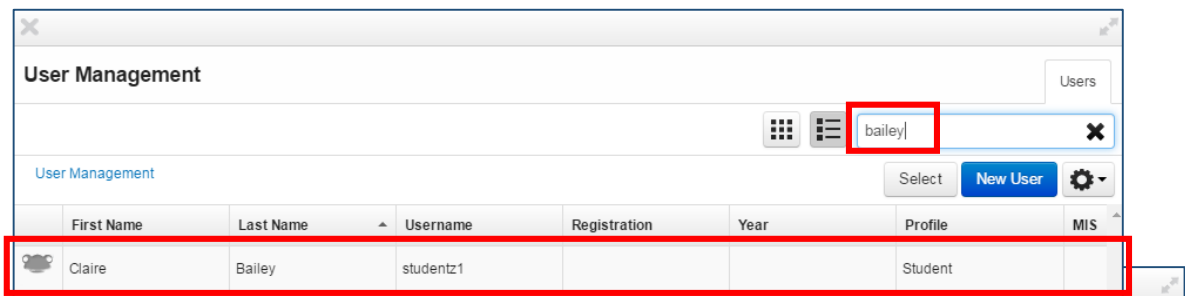
The screenshot shows the 'User Management' interface. At the top, there is a search bar and a 'Users' button. Below the search bar, there are 'Select', 'New User', and a settings gear icon. The main part of the interface is a table with the following columns: First Name, Last Name, Username, Registration, Year, Profile, and MIS. The MIS column is highlighted with a red box and contains checkmarks for each user row.

	First Name	Last Name	Username	Registration	Year	Profile	MIS
	Jenny	Admin	jennyvadmin			Admin	✓
	frog support	admin	frogsupportadmin			Admin	✓
	Barry	Allen	flash			Student	
	Tom	Archer	frogadmin			Admin	✓
	Claire	Bailey	studentz1	Year 1		Student	
	James	Bennet	studentz4	Year 1		Student	✓
	sarah teacher	birchalls freelancer	sarahbfteacher			Staff	
	sarah student	birchalls freelancer	sarahbfstudent			Student	
	Derby	Blackbird2	dblackbird2			Student	✓

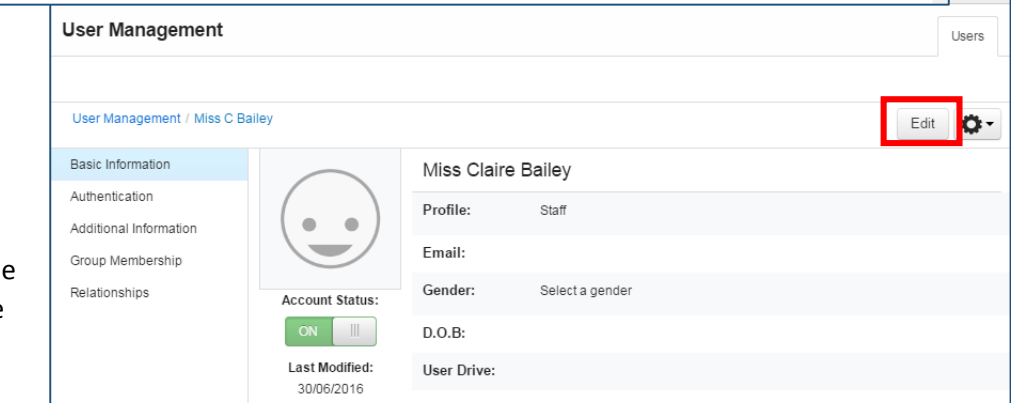
Any user accounts that are no longer linked to the MIS will have had their MIS link removed. This is seen in the **Users** screen; the tick in the MIS column will have been removed.

### Deactivating user accounts

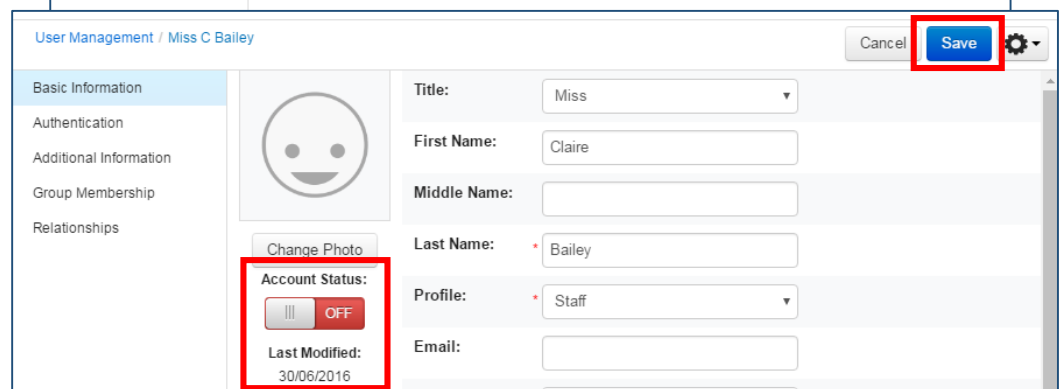
1. Navigate to the **Users** application.
2. Search to find the user account you want to deactivate; you can search using their first name, surname or username.



3. Click onto the user to get into their account.
4. Click on the **Edit** button access the account to make changes.



5. Switch the Account Status to **OFF**
6. Click the blue **Save** button to save the change.



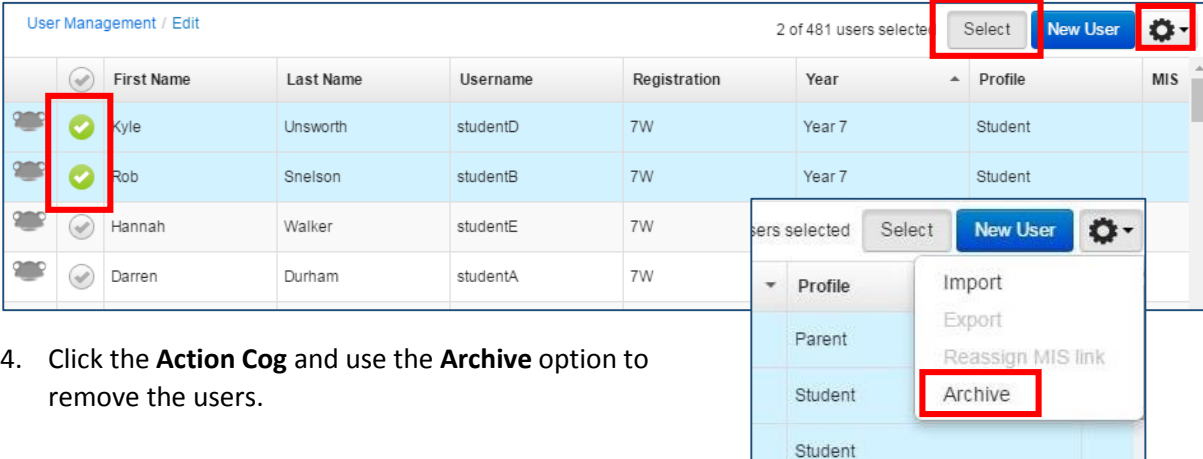
7. When the **User Management** screen is refreshed the user will then appear as **Inactive**.

	First Name	Last Name	Username	MIS
	Claire	<b>Inactive</b>	Bailey	cbailey

## Archiving user accounts

**Important Note:** Archiving a user will result in its removal from the platform. This action cannot be undone. Please be completely sure that you want to archive the user prior to proceeding.

1. Navigate to the **Users** application.
2. At this point you can either filter by Year Group or Registration by clicking on the column header to make this job easier.
3. Use the **Select** button to allow you to select multiple users.



The screenshot shows the 'User Management / Edit' interface. At the top right, there are buttons for 'Select', 'New User', and a gear icon (Action Cog). The main table lists users with columns for First Name, Last Name, Username, Registration, Year, Profile, and MIS. Two users, Kyle Unsworth and Rob Snelson, are selected, indicated by green checkmarks in the selection column. An action menu is open over the table, showing options: Import, Export, Reassign MIS link, and Archive. The 'Archive' option is highlighted with a red box.

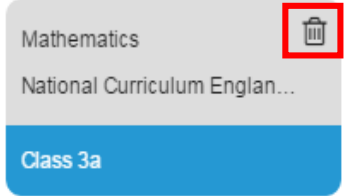
	First Name	Last Name	Username	Registration	Year	Profile	MIS
<input checked="" type="checkbox"/>	Kyle	Unsworth	studentD	7W	Year 7	Student	
<input checked="" type="checkbox"/>	Rob	Snelson	studentB	7W	Year 7	Student	
<input type="checkbox"/>	Hannah	Walker	studentE	7W			
<input type="checkbox"/>	Darren	Durham	studentA	7W			

4. Click the **Action Cog** and use the **Archive** option to remove the users.

## Check Student Trackers

You may want to check that any Student Trackers still showing are relevant and correct for this coming academic year.

Remove any unwanted trackers by clicking on the **recycle bin** icon.



The screenshot shows a 'Class 3a' card. The card has a grey header with 'Mathematics' and 'National Curriculum Englan...'. A red box highlights a trash can icon (recycle bin) in the top right corner of the card. The bottom of the card is a blue bar with the text 'Class 3a'.

## Start of New Academic Year Tasks – Teaching Staff

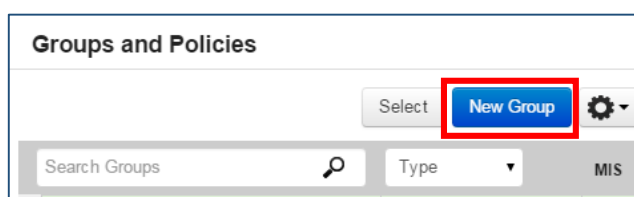
For teaching staff there are a few tasks that you should carry out in FrogProgress to ensure you are ready to complete assessments for the new academic year.

- Creating any manual groups required for trackers
- Creating new Student Trackers
- Review saved Reports and ensure they are pointed at new class groups

### Creating any manual groups required for trackers

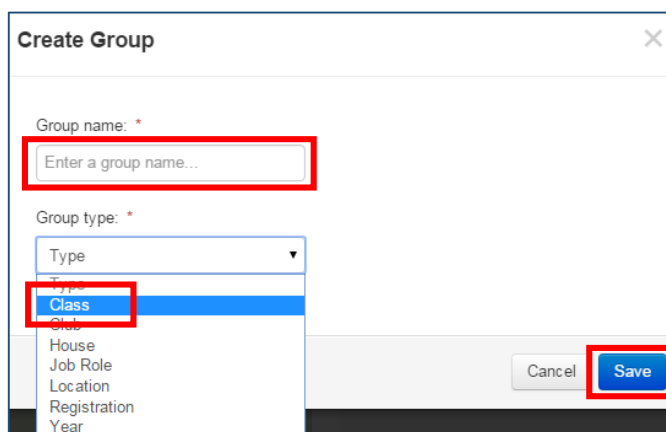
You may decide that you want to create some of your own groups to be used in the Student Trackers, e.g. in order to make assessment easier you may add some ability groups.

1. Access the Groups & Policies area.



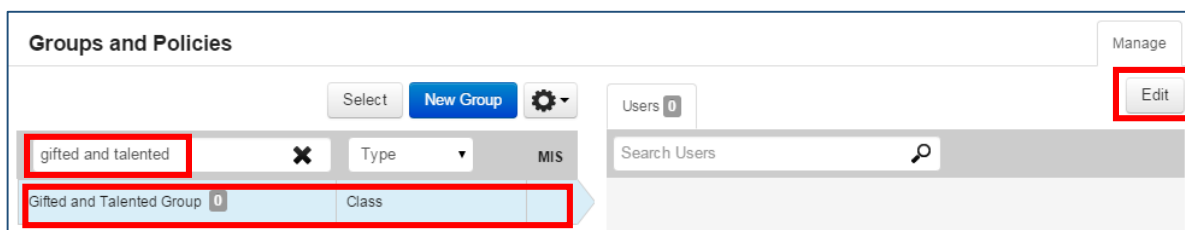
2. Click the blue **New Group** button.

3. Add an appropriate **Group name** and select a group **Type** from the drop down list.



4. Click the blue **Save** button to create your group.

5. Search for and select your newly created group and click the **Edit** button.



6. Then follow the instructions in the diagram below to add users to your new group.

The screenshot shows the 'Groups and Policies' interface. On the left, a list of users is shown with 'Leader' roles. On the right, a search box contains 'training student' and a list of users is displayed. Callouts provide the following instructions:

- 1** Search for users: Points to the search box containing 'training student'.
- 2** Select individual users for the group: Points to the list of users on the right.
- 3** Selected users automatically appear in this box: Points to the list of users on the left.
- 4** Remember to save: Points to the 'Save' button at the top.

Once you have saved your group you will be returned to the Groups and Policies screen where your group will be highlighted. It will show how many users belong to the group and list their names. Further changes can be made by using the Edit button to change the group membership again.

The screenshot shows the 'Groups and Policies' interface with a group named 'gifted and talented' highlighted. A red box highlights the number '4' in the group name, indicating the number of users in the group. The 'Edit' button is visible in the top right corner.

## Creating new Student Trackers

Now that the new academic year has started you will need to create Student Trackers for your new class.



1. Open **Student Trackers**.

2. To create a new tracker, click the **+ New Tracker** button.

The screenshot shows the 'Student Tracker' interface. A red box highlights the '+ New Tracker' button in the top right corner. Below the button, there is a section for 'Key stages' with a 'Year 2' filter and a 'Mathematics STEP UP v6' card.

You will be presented with the Create New Tracker screen.

1. Trackers are created for specific areas of the curriculum and so the first step is to choose your Key Stage.

2. Once you have chosen your Key Stage, you will be asked to choose a Year.

3. When you have selected your Year, you will be presented with a list of subjects. Choose your subject from the list.

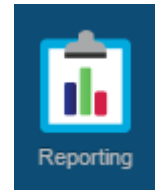
4. You will then be presented with a list of available curricula within that subject. Choose your curriculum.

5. You will then be asked who you would like to track. Trackers are created for groups, and so the prompt will ask you to type the name of a group. The field is predictive so simply start typing the name of the group you wish to use and it will appear in a drop down.

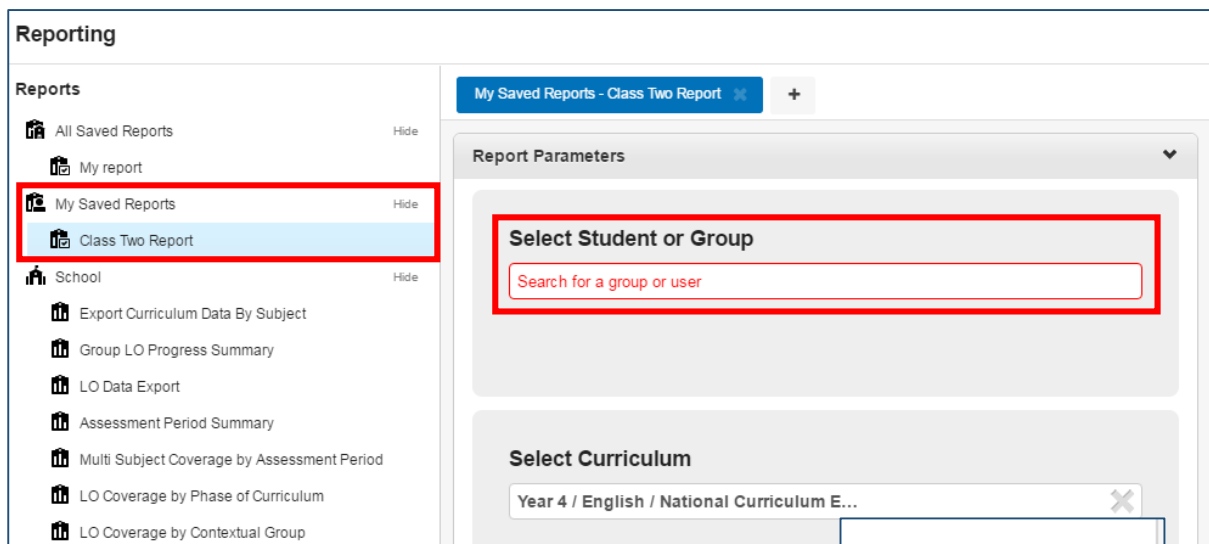
6. Single click on the group to select it and click on the blue **Create Tracker** button.

The screen will refresh to show you your newly created tracker. The Learning Objectives and KPIs from the curriculum and subject you have chosen will be shown down the left. The students in the group you have chosen will be shown along the top.

Review saved Reports and ensure they are pointed at new class groups  
If you have previously saved any reports, then you may want to change these so that the parameters of the report point to your new class groups.

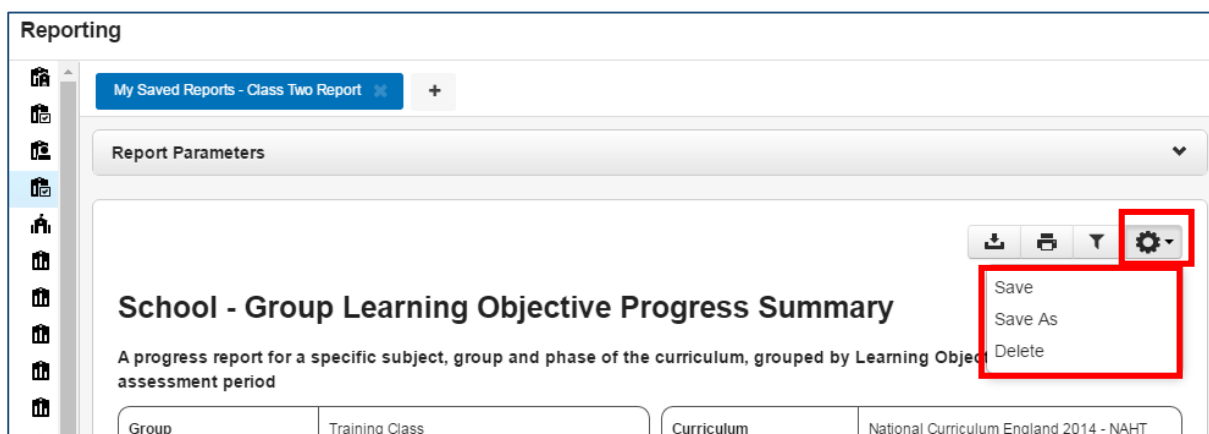


1. Open **Reporting**.
2. Review any reports which you have previously saved – see **My Saved Reports**.



3. Where a group (used in a report) has been removed you will be asked to a Select Student or Group for the report. The field is predictive so simply start typing the name of the group you wish to use and it will appear in a drop down.

4. Once you have your new group selected click on the blue **Run Report** button at the bottom of the screen.



5. When the report runs it will be possible to use the **Action Cog** to save the new parameters.

**Note:** It is possible to delete the report at this point if you no longer want to keep it.