FrogProgress:
Setting up for a new academic year

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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:

- o Setting the Cycles/Periods for the forthcoming academic year
- o Removing any manually created groups
- o Removing any redundant Progression Charts

Setting Cycles/Periods

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

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
2017/2018	Tues 5th Sept 2017	Sun 4th Sept 2018
Assessment Period	**Start Date**	**End Date**
Autumn 1	Tues 5th Sept 2017	Sun 30th Oct 2017
Autumn 2	Mon 31st Oct 2017	Mon 2nd Jan 2018
Spring 1	Tues 3rd Jan 2018	Sun 19th Feb 2018
Spring 2	Mon 20th Feb 2018	Mon 17th Apr 2018
Summer 1	Tues 18th Apr 2018	Sun 4th Jun 2018
Summer 2	Mon 5th Jun 2018	Sun 4th Sept 2018

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 Designer** application and select **Assessment Standards**.
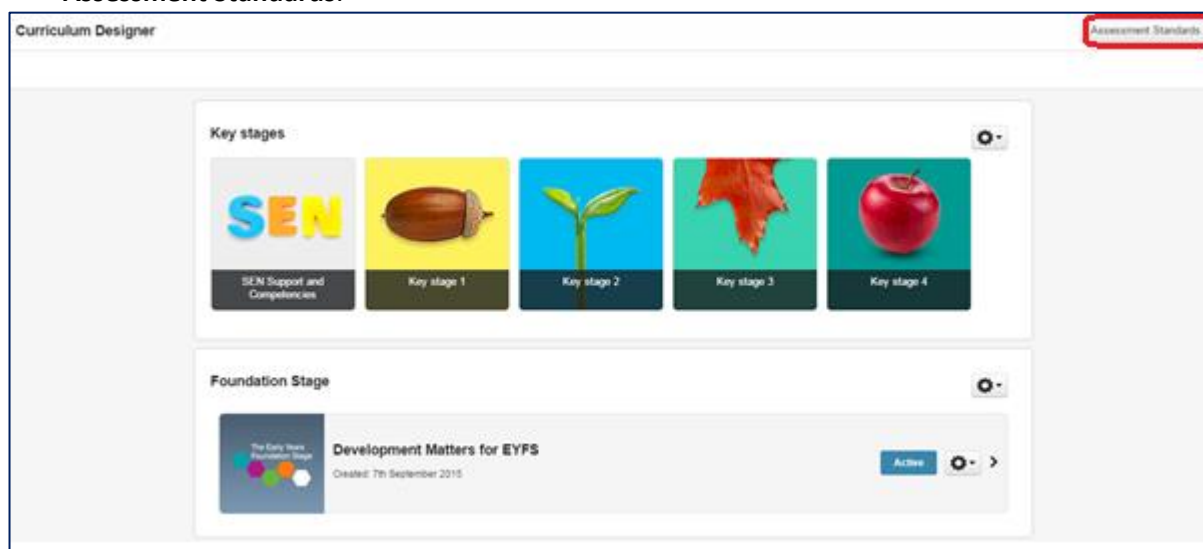
2. Now select **Assessment Cycles**.

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

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

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

A **New Cycle** will appear.

5. Enter the **Cycle Name: 2017/2018.**

6. Also ensure that the **End Date** is correct, i.e. that it is the day before the start of the next academic year (2018/2019).

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

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

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

9. Now click on the blue **+Period** button to add a second Assessment Period.

10. Enter the name of the second Assessment Period.

11. Add the **Start Date** of the second Assessment Period, in the example here this is Mon 31st Oct 2017.

Note: Once the start date for the 2nd assessment period is added you will notice that the end date for the 1st 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.

Removing any manually created groups

As part of your use of Progress through the year, you and other staff may have created a number of groups which you have subsequently used in Progression Charts. For example you may have put students into groups based on ability or sets.
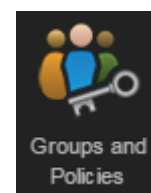
As these groups have been manually created they will not get automatically updated when students move up a year group or class. Therefore, it is likely that these groups will become redundant and you may want to remove them.

1. Access the Groups & Policies area.

2. In the left menu identify and click on the group that you need to remove.
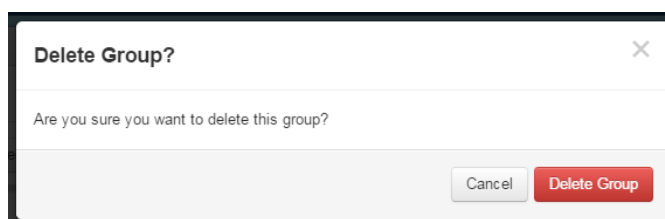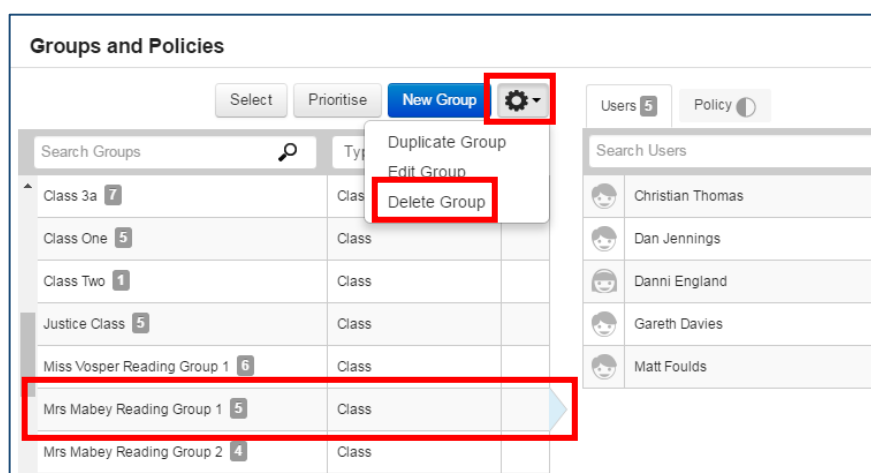
3. Click on the cog and a menu appears.

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 Progression Charts

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

Progression Charts linked to MIS groups

Progression Charts 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 charts which are no longer required.

Progression Charts linked to manually created groups

If you have created Progression Charts linked to any manually created groups, then once the group is deleted the Progression Charts 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.
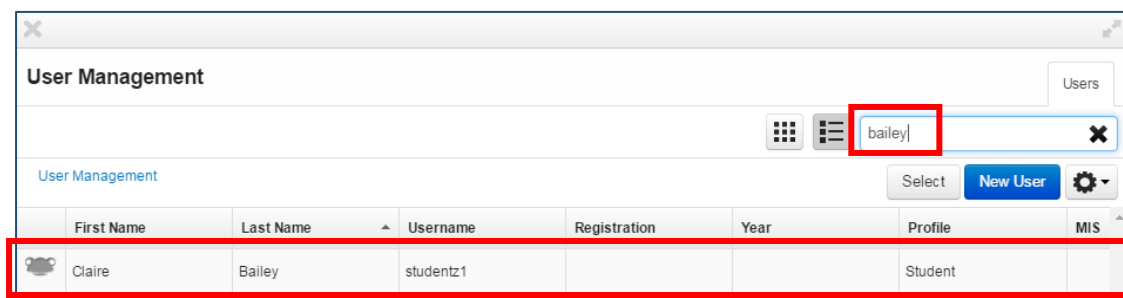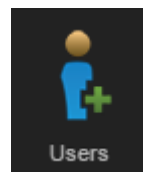
The following tasks will ensure that the school is ready to use FrogProgress for the new academic year:

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

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 Frog. 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 dashboard 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.

	First Name	Last Name ▲	Username	Registration	Year	Profile	MIS
	Claire	Bailey	studentz1			Student	

User Management

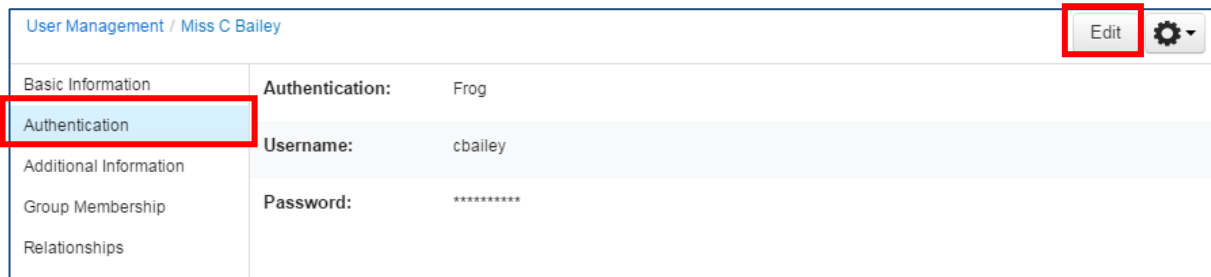Users

User Management   Select   New User   ⚙▾

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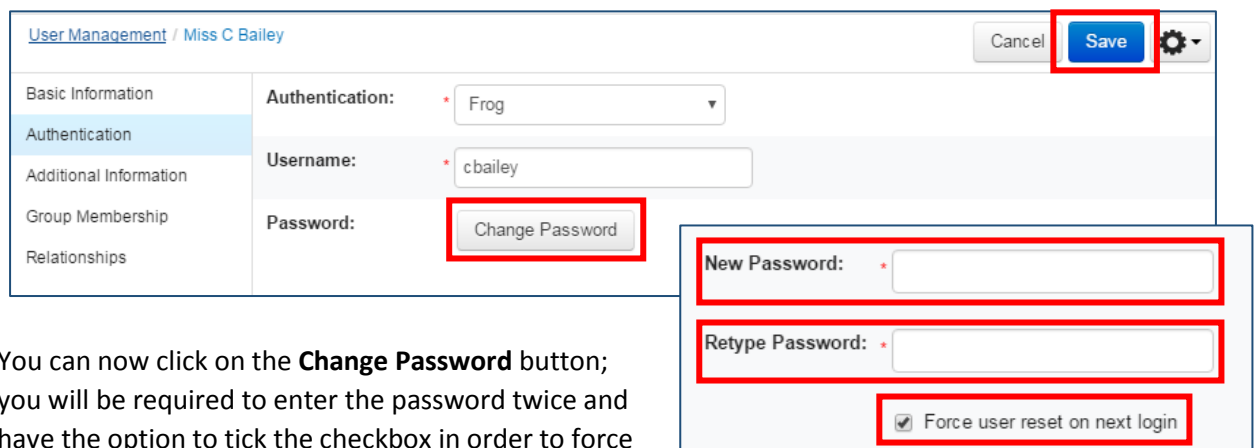
3. Click on the **Edit** button in order to set the password.

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.

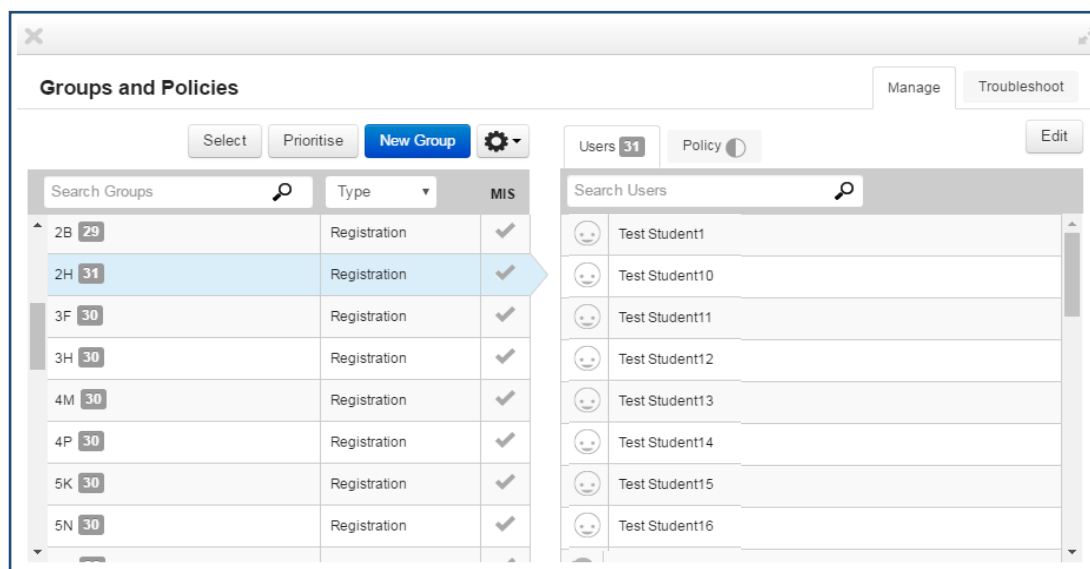5. Click on the blue **Save** button to confirm the change.

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 2016_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 Progression Charts 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 2016_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.
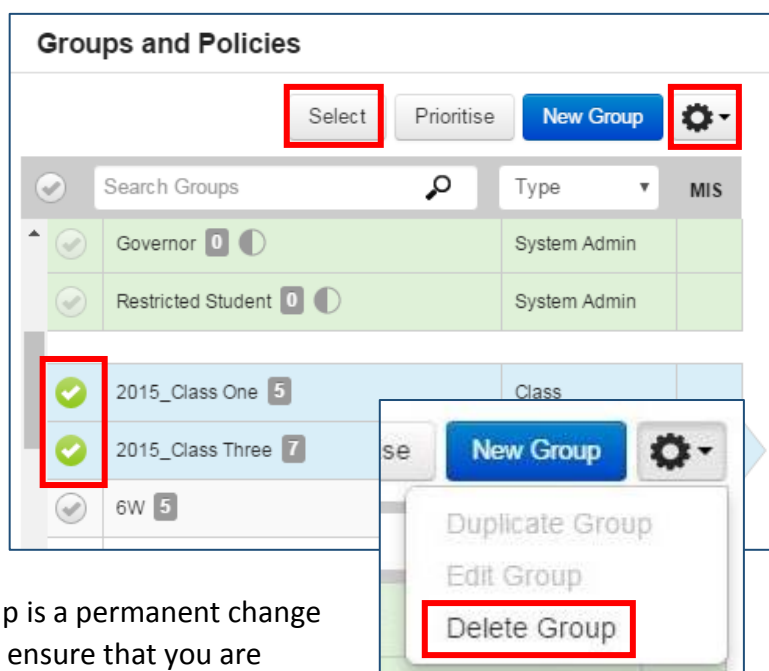
Important Note: Deleting a group is a permanent change which cannot be undone. Please ensure that you are happy the group is no longer in use before removing it.

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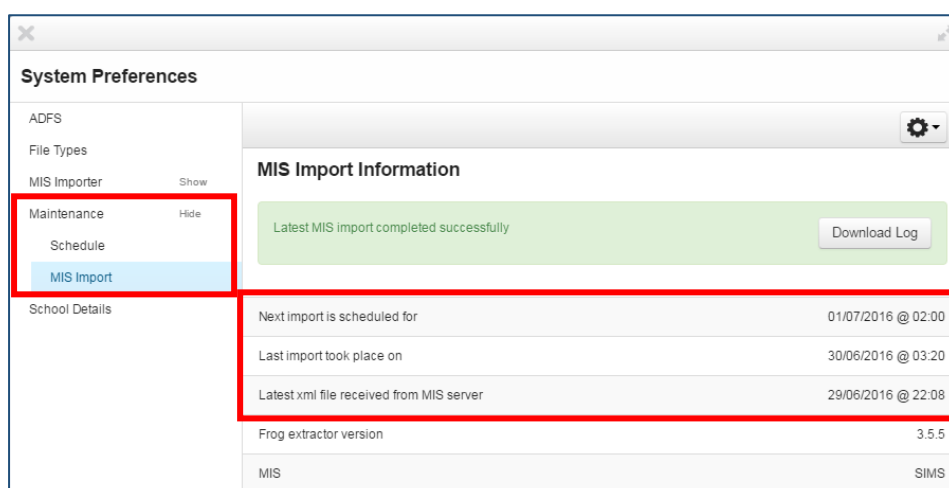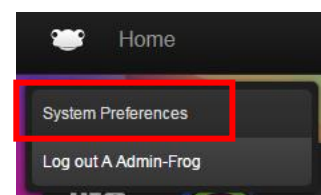
You can now check the date when the **Latest xml file was received from the MIS server**. If it looks like this hasn't updated since you rolled your MIS system to the new academic year, then please contact the Service Desk on:

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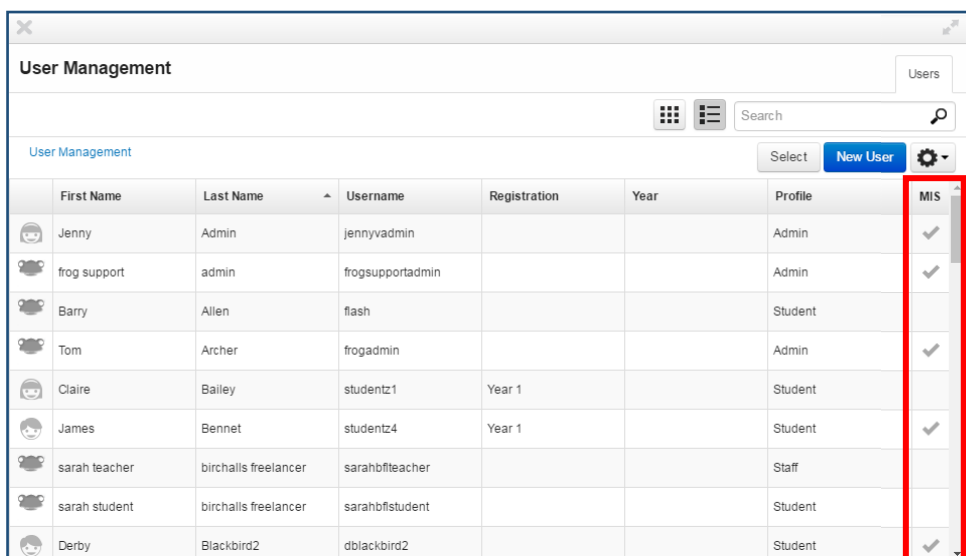
For schools using a different MIS then you will need to add contextual data for your new students; e.g any new class intake and any students who have joined other classes. For further information on adding contextual data see the Frog Community site - https://frog.frogcommunity.com/configure-context-data

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 charts 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.

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.**

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.

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

Check Progression Charts

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

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

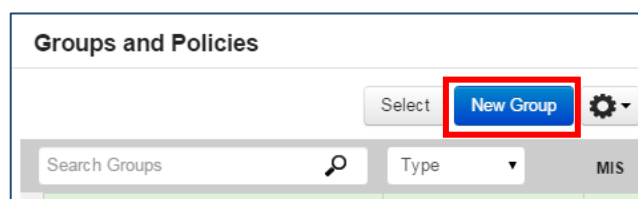# Start of New Academic Year Tasks – Teaching Staff

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.

- o Creating any manual groups required for charts
- o Creating new Progression Charts
- o Review saved Reports and ensure they are pointed at new class groups
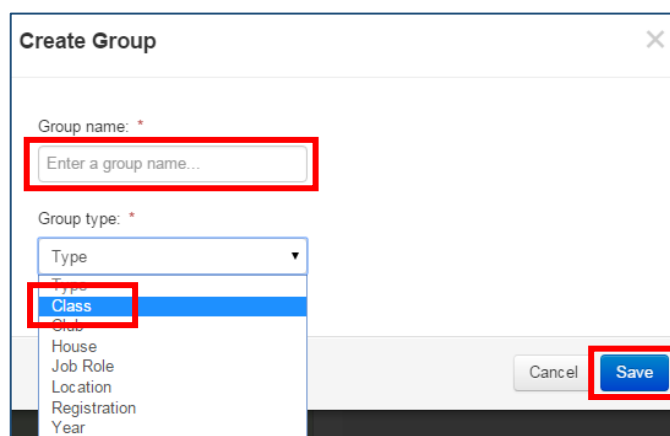
Creating any manual groups required for charts

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

1. Access the Groups & Policies area.
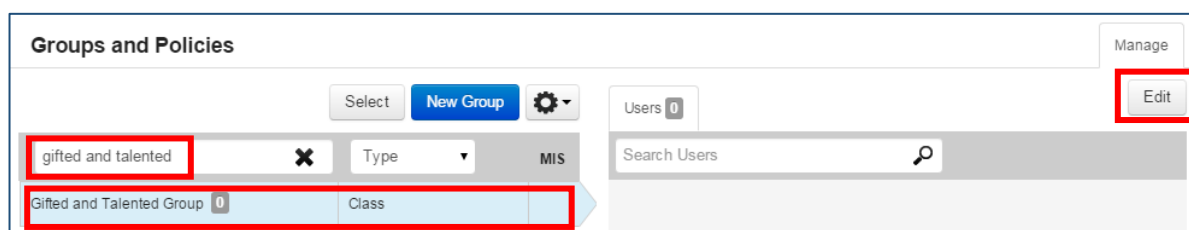
2. Click the blue **New Group** button.

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.

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.
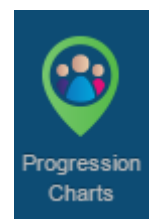

Creating new Progression Charts

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

1. Open **Progression Charts.**

2. To create a new chart, click the **+ New Chart** button.

You will be presented with the Create New Chart screen.

1. Charts 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.

Key Stages

Key Stage 1 >

Key Stage 2

Key stage 3

Key stage 4

Home / Key Stage 1

Year 1 >

Year 2 >

Home / Key Stage 1 / Year 1

Art and Design >

Computing >

Design and Te...

English

Home / Key stage 1 / Year 1 / English

NAHT — National Curriculum England 2014 - NAHT As... >
Created: 7th September 2015

Cancel · Create Tracker

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. Charts 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 green **Create Chart** button.

The screen will refresh to show you your newly created chart. 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.

Create New Chart ✕

Home / Key stage 2 / Year 3 / Mathematics / National Curriculum England 2014 - NAHT Asse...

Who would you like to chart?

Select groups: | Type a name of a group

Group: Year 3 ✕

Cancel · Create Chart

Review saved Reports and ensure they are pointed at new class groups

Reporting

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.