

Getting Started – For Admins

Navigating around Frog

Frog's **FrogBar** is always available wherever you are in the platform.

As a single-page-application there are certain advantages to having sites and applications load within the same browser tab.

The **Frog logo** in the top-left-corner is the link back to your dashboards. You can **switch between dashboards** using the selector which hovers above the page at the bottom of the screen or by tapping 1, 2, 3 and so on using your keyboard.

Next to the Frog head, we have the site or Frog application's name **and in-context help**. For sites, there is also the Share options – this is where you alter who has access to the current site AND where you can assign a site.

In the centre of the Frogbar, we have the **Plus Symbol**, allowing you to create a new site, assignment or quiz directly. You can also create these things elsewhere in the platform, but this plus button gives you a handy shortcut.

Sharing the centre space is the **Search bar**. This allows you to quickly find any site or application you have access to. You can do a more in-depth search using the site search tool in FrogDrive.

On the right-hand-side, we have the 9 squares icon of the **Quick Launch** menu. Any sites or applications you open will appear here, to make it easier to have lots of things open at once. You can add global links to the Quick Launch menu here too. Only sites and applications which a user has access to will appear. So if you want to add a site for your SLT, you can as it will not show up for all staff.

You can open multiple copies of the same item by right-clicking and choosing Launch now.

And you can also close items from here directly by right-clicking and choosing Close.

Next to Quick Launch is the **app interface** – similar to the MyFrog app available to download for Android and iOS devices, this section displays all work set or due to for staff, students and parents. Calendars are also built in, meaning this section and the phone apps can serve as a student planner.

Navigating around Frog (cont.)

In the final section, we provide a quick link to the **My Documents** area of **FrogDrive**, the ability to set a personal background and configure notifications for email in My Preferences.

Speaking of notifications, **in platform notifications** about wall postings, site sharing, assignments can be viewed in a new page connected to the notifications links.

These notifications are not the same as the notifications pushed to the MyFrog app.

The next link in this menu is **System Preferences**. Here you can configure login authentication, custom file types, network drives and many more elements.