

Module Five: Admin

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Introduction

Within this module we will look at the various sections of FrogProgress which can be used for administration. There are three main applications we will use in this section which are **Groups and Policies, Users** and **System Preferences**.

Groups and Policies is available to **staff** and **administrators**. Users and System Preferences are only available to **administrators**.

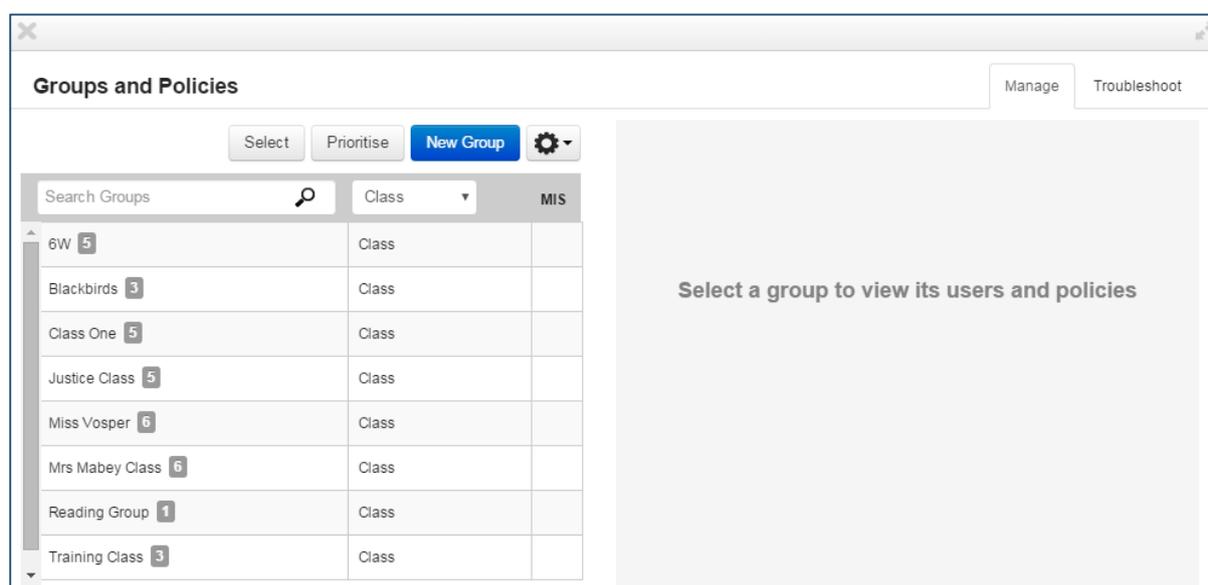
Groups



Groups are a really important part of FrogProgress. Groups are used to create trackers and in reporting, and having the right groups set up can make your life much easier.

There are two main methods of adding and populating groups to the platform; through an MIS integration or through a CSV import. In the normal set up process, year and class groups will be added to the platform and populated through one of these processes before you come to use Progress.

However, there are instances when users might wish to create their own groups within Progress. For example, if a primary school run a split-year class system, the teacher may want to have two separate groups for each year within the class to make tracking easier. If a class is split into sets for Maths, it might be easier for reporting to create Maths sets to compare and contrast progress throughout the year.



A view of the Groups and Policies application showing Class groups.

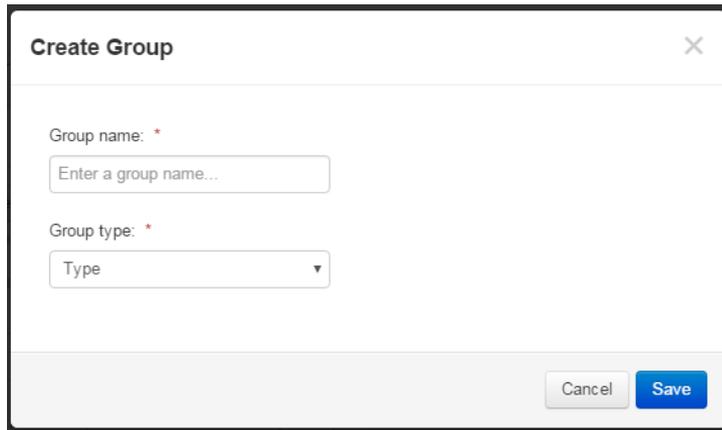
Creating a new group

As previously mentioned, the main creation of class and year groups will likely be done when the platform is set up. This module assumes that the main group creation process is already complete, and that new groups need to be created by individual teachers or admins for a specific purpose – rather than for classes or year groups.

To create a new group, open the Groups and Policies application. This application can be found under the Quick Launch icon, the Quicklinks dashboard (Progress only) or the applications section of FrogDrive. For further information on navigating the system please see **Module One: Getting Started**.

Once the application is open, users should be able to see a blue **New Group** button in the middle of the application. Single click on this button to create your new group.

You will be asked to fill in two fields:

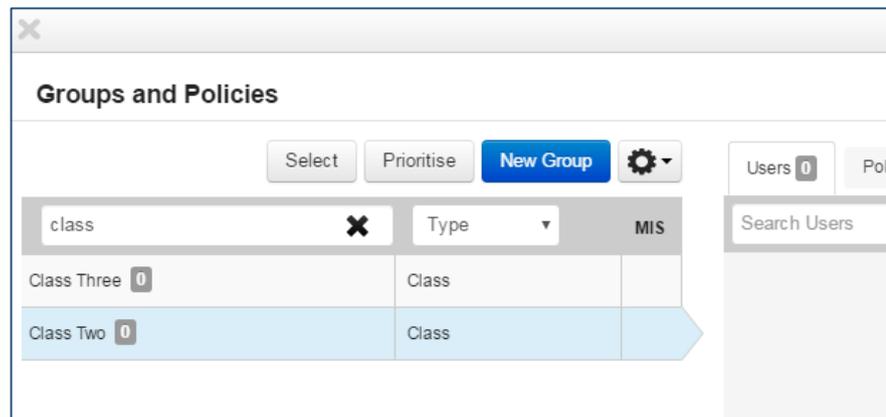


Group name: the name of the group you are creating. Remember that everyone can see this name so make it individual. You don't want to end up with six "maths" groups!

Group type: This drop down is primarily used in the CSV import. We would normally recommend using the Class group type.

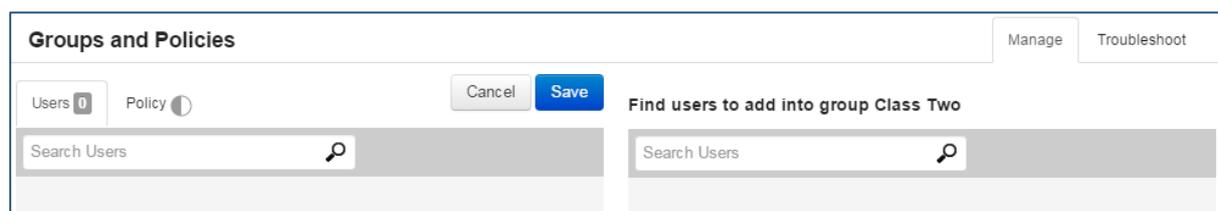
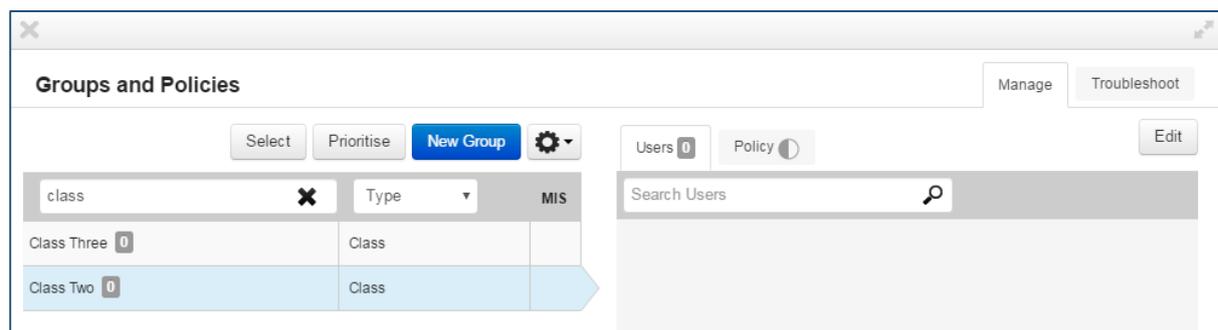
When you have filled in your details, click the blue **Save** button.

You will now see your new group appear. It will automatically be highlighted in blue.

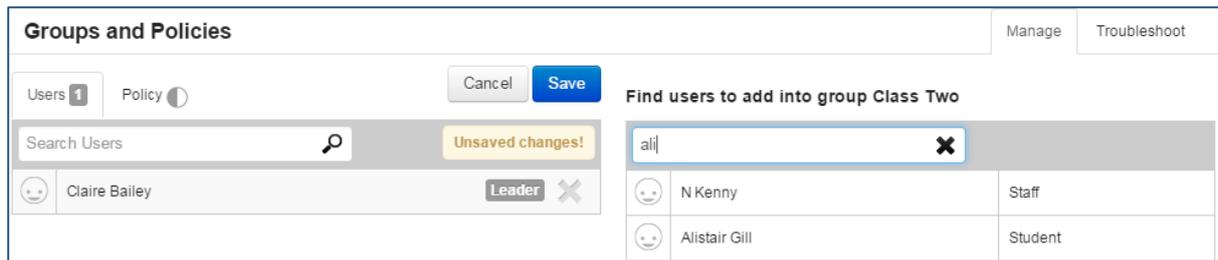


Adding new users to a group

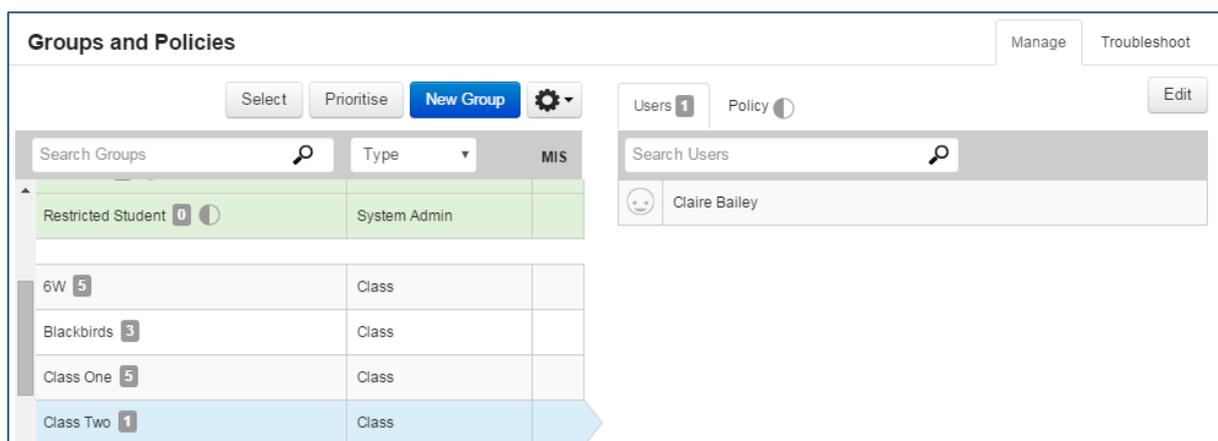
Now that you have your new group, you will want to add some users to it. The easiest way to add users to a group is to make sure that the group is highlighted as above, then use the grey **Edit** button in the right hand side of the app to open the group in edit mode.



To add users into the group, use the search on the right hand side to find individual users. Click on their names to add them to the group. Their names will move to the left hand side showing that they have been added.

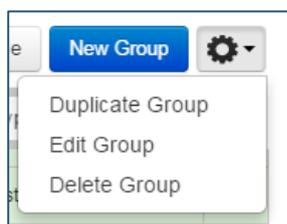


When you are happy with your changes, use the blue **Save** button. The edit panel will slide shut and you will be able to see all users you have added to your group in the group preview panel.



Duplicating a group

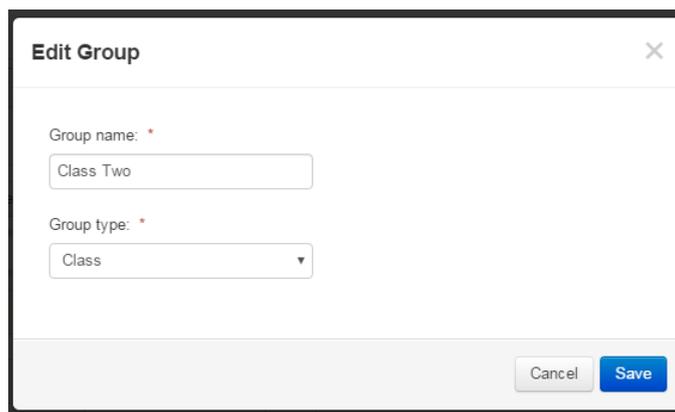
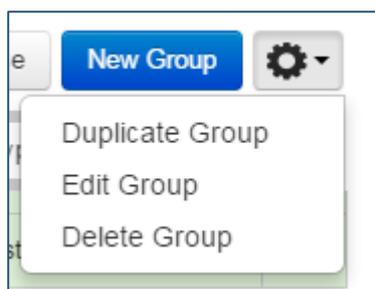
When a group is selected, the **action cog** at the top of the page can be used to **duplicate** the group. In certain situations, it may be appropriate to duplicate a group, rather than create a new group. For example, you may wish to create a group with 20 of your 30 class students in it. Rather than manually add all 20 students into the group, it would be easier to duplicate your class group, edit it as above and remove the 10 unwanted students.



Editing a group

If you wish to edit the name of a group, or the group type, the route to take is the **action cog** followed by the **edit** option.

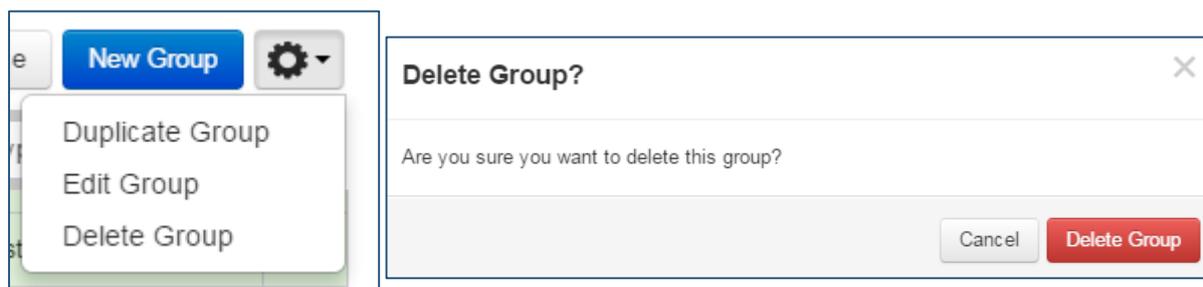
This will give you an Edit Group window where you can edit the group name and type:



Use the blue **Save** button to save your changes.

Deleting a group

To delete an unwanted group, select it by single clicking on it and use the **action cog** to choose the **Delete Group** option.



You will be presented with an “are you sure?” prompt. Use the **red Delete Group** button to delete the group or the grey **Cancel** button to return to the previous screen.

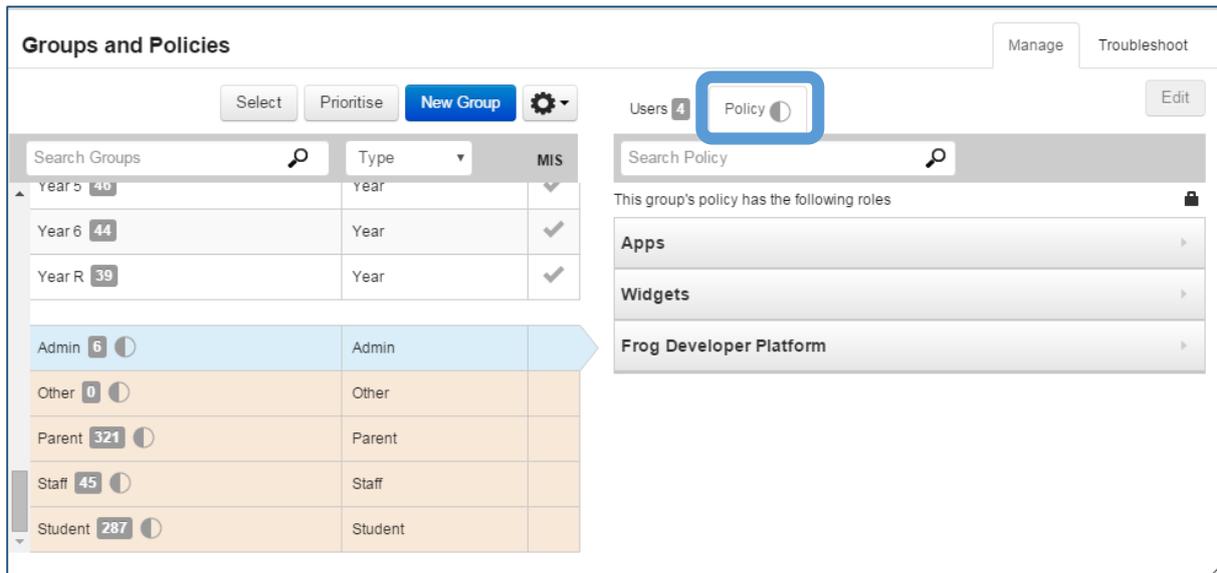
Note: Once deleted, groups cannot be restored. Please ensure you are happy to delete your group before removing it. Student tracker data (evidence and judgements) is not tied to groups so deleting a group will not remove this data from Student Tracker.

Policies

Policies dictate what users can and cannot do within FrogProgress. Some policies are set on the different profiles by default (for example, only administrators can access Curriculum Manager). Other policies can be added and removed by the school administrators to give certain groups more or less power in the platform.

Checking Existing Policies

To check what policies might already be set on a group, first open the **Groups and Policies** application. Single click on the group you wish to check and click the **Policy** tab on the right hand side.



Policies are split into three sections, Apps, Widgets and Frog Developer Platform. For FrogProgress only customers, the main area to focus on is Apps. Clicking on the various sections will expand them so that you can view the different policies already applied.

By default, the only groups with policies attached will be the profile groups (visible in orange for administrators) and a small selection of example policy groups (visible in green at the top of the groups list). Groups which are white do not have any policies attached.

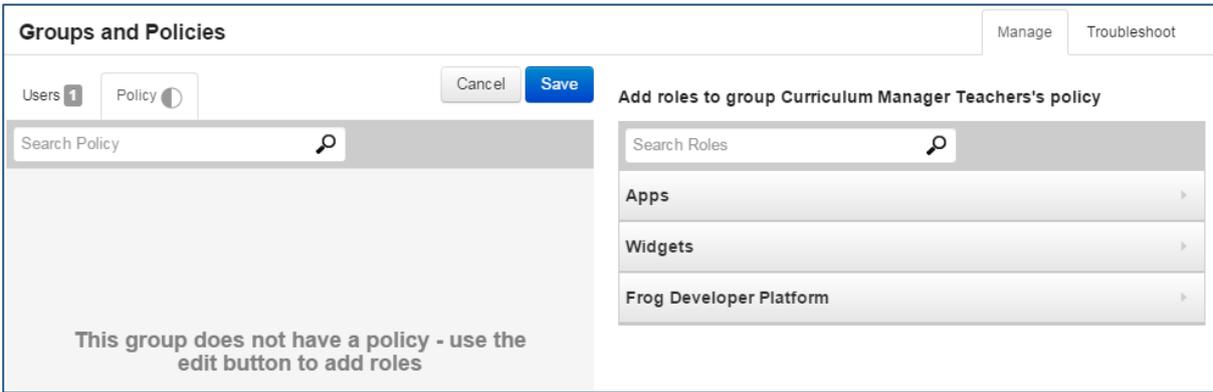
Adding New Policies

In some situations, it might be appropriate to add more policies to a group. For example, a group of teachers who are designated as curriculum or subject leads may need access to Curriculum Manager. In this situation, you would add the users to a **New Group** and then add policies to the group to give them the required access.

To add a new policy, first select the group you wish to use.

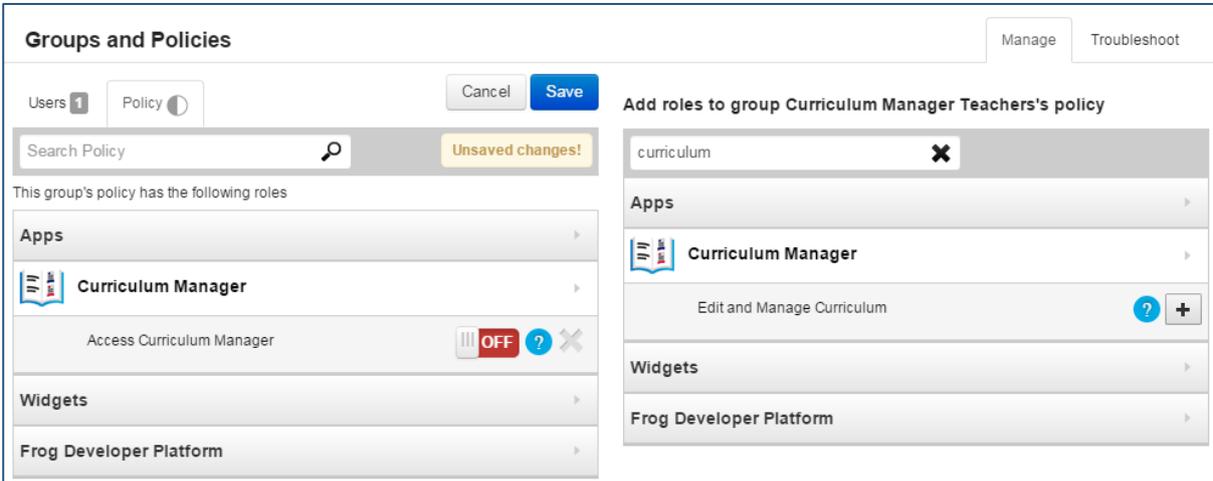


Click the **Policy** tab on the top right of the group window. Then choose the **grey Edit** button on the right hand side of the application.



Use the search box on the right hand side if you know which policies you wish to add. Alternatively use the drop down under Apps to find the right application (for example, Curriculum Manager).

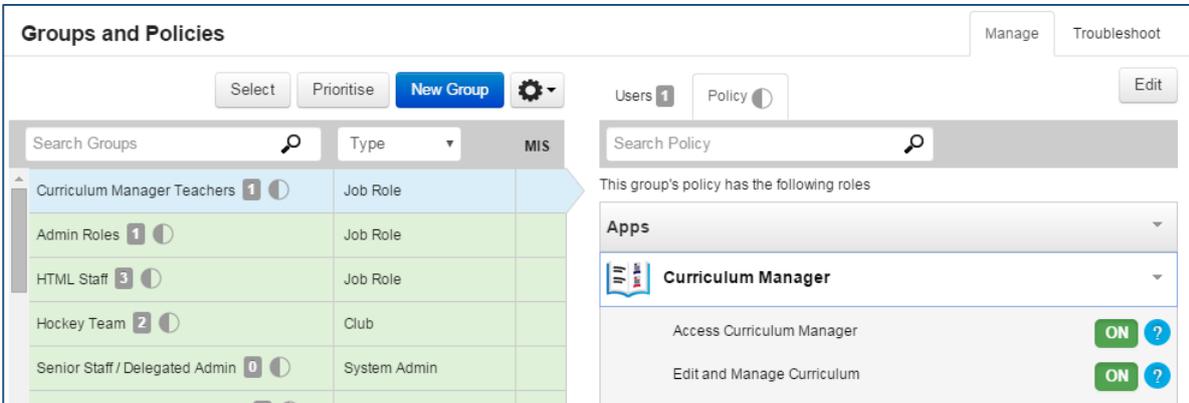
When you have found the policies you wish to add, use the + button to add them to the group.



Once added, they will be visible on the left hand side. Use the **ON/OFF** button to turn the relevant policies on or off for the group.

When you are happy with your choices use the **Save** button to save the group.

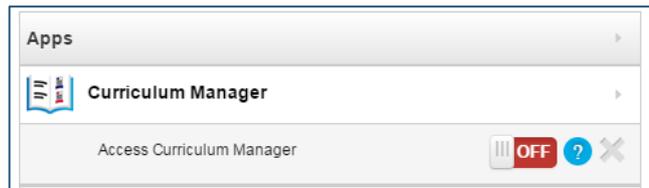
You will then be able to see the policies attached to the group from the main Groups and Policies screen.



Removing Policies

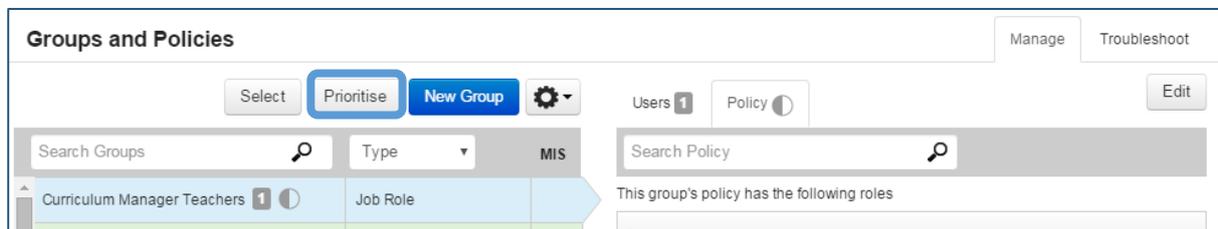
To remove policies from a group, follow the same steps outlined above to edit the policies.

Policies can either be turned **OFF** using the **ON/OFF** option, or they can be removed using the grey X.



Priorities

The ability to add policies to different groups does introduce the possibility of conflict. For example, what happens if a user is in a group where the policy Access Curriculum Manager is turned ON and a second where it is turned OFF? The answer lies in the Prioritise button which sits at the top left of the Groups and Policies screen.



This button allows administrators to order groups to ensure that their policies cascade in the correct way.

When **Prioritise** is selected, users will be able to see a list of all groups with policies attached to them. Using the move icon, groups can be dragged up and down the list to give them greater or lesser priority. The policies of the group at the top will override the ones below and so on and so forth. To give a group greater priority, move it up the list. To reduce its priority, move it down the list.



Note: The Profile groups do not appear in the Prioritise window. They are considered a base line for all users and so you can consider them as having the lowest possible priority.

Users



The Users application allows administrators to view, edit and manage the user accounts on their platform.

As with the Groups, normally users will be imported either from the MIS or through a CSV import before you come to use the platform. As such, this module anticipates that the majority of users have already been added onto your platform.

Adding Users

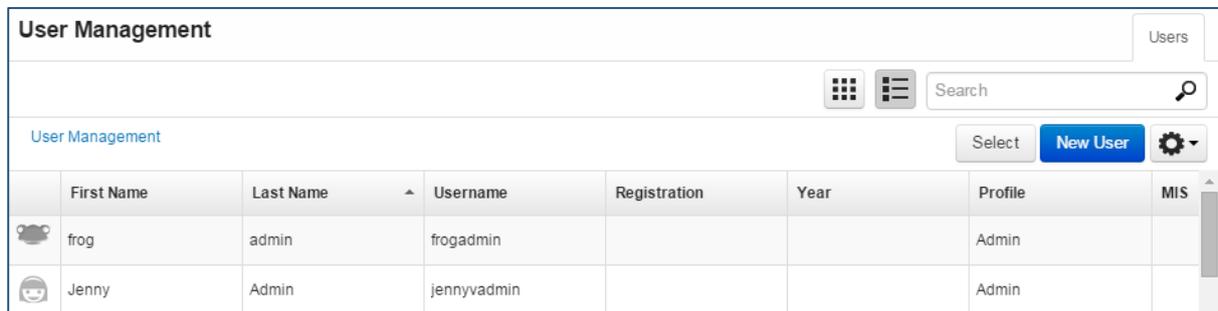
Users can be added into FrogProgress in a variety of ways:

- Manually through the Users application
- By a CSV import
- By the MIS import

We will not go into detail of the MIS import route here. For more information on the MIS import please see our Knowledge Base [here](#).

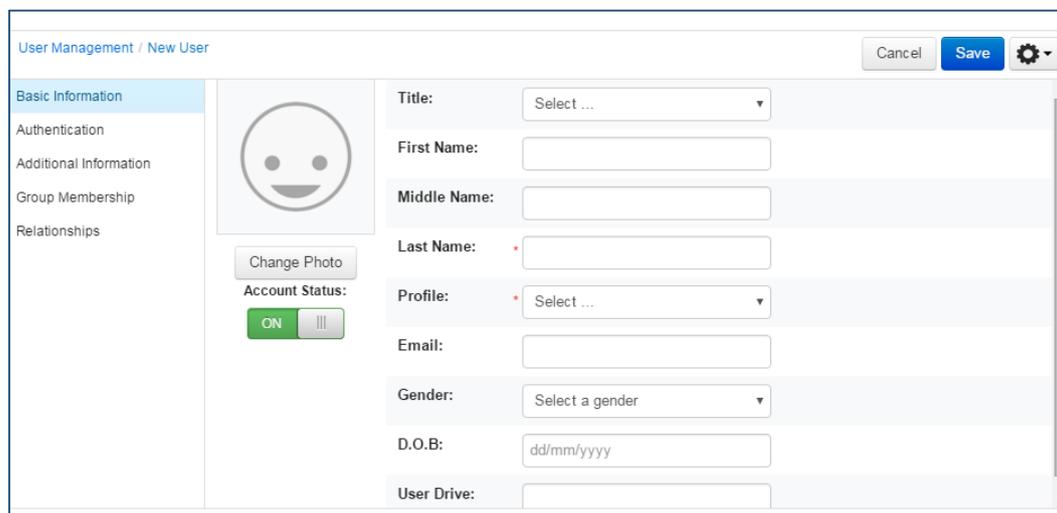
Manually adding Users

To manually add a user, open the Users application. Select the **New User** button in the top right corner.



	First Name	Last Name	Username	Registration	Year	Profile	MIS
	frog	admin	frogadmin			Admin	
	Jenny	Admin	jennyvadmin			Admin	

On the subsequent screen you will see a selection of fields to fill in to add detail about the user. There are several required fields on different screens:



User Management / New User

Cancel Save

Basic Information

Authentication

Additional Information

Group Membership

Relationships

Change Photo

Account Status: ON

Title: Select ...

First Name:

Middle Name:

Last Name:

Profile:

Email:

Gender: Select a gender

D.O.B: dd/mm/yyyy

User Drive:

Basic Information:

Basic Information

Last Name – the surname of the user

Profile – select the Profile you wish the user to have

We would also recommend populating the First Name field.

Authentication:

Authentication

Authentication – by default this will be Frog. This does not normally need to be changed.

Username – what will the username of the user be.

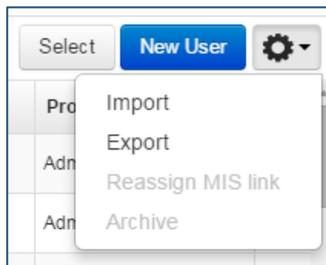
New Password – set their password.

Retype Password – confirm their new password.

Force user reset on next login – do you want them to be able to set their own password when they first log in?

When you are happy with your settings, use the blue **Save** button to save your new user.

Adding users through a CSV import

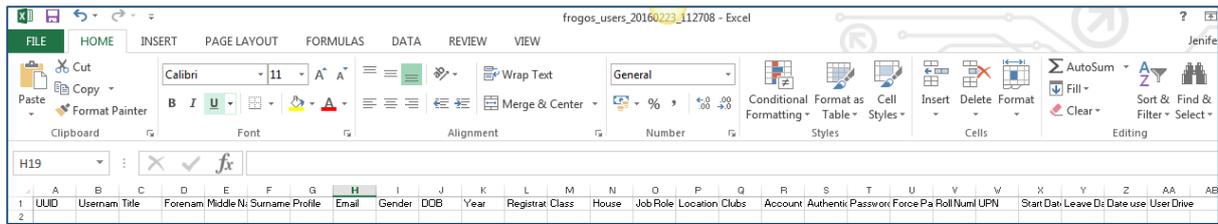


This method is really useful for adding lots of users in one go.

To add users through a CSV import, you must first build your CSV. FrogProgress has a strict structure for CSVs which must be followed for a successful import. An example of this format is available within FrogProgress under the Users application > **action cog** > **Import** and the blue **information** icon.

When you have your CSV file containing the correct headers, you need to add in the details of the new users.

There are a certain number of fields on the CSV that either must be populated at import or are a good idea to populate prior to import. These are:



Username: The username of the user.

Forename: The forename of the user.

Surname: The surname of the user.

Profile: The profile they will belong to. This must match the name of the profile in FrogProgress exactly, i.e. Admin, Staff, Student, Parent, Other.

Account Status: This should be entered as Active.

Authentication: This should be entered as Frog.

Password: The password for the user.

You may also want to populate the group columns and the **Force Password Reset** column depending on how you will be managing these user accounts.

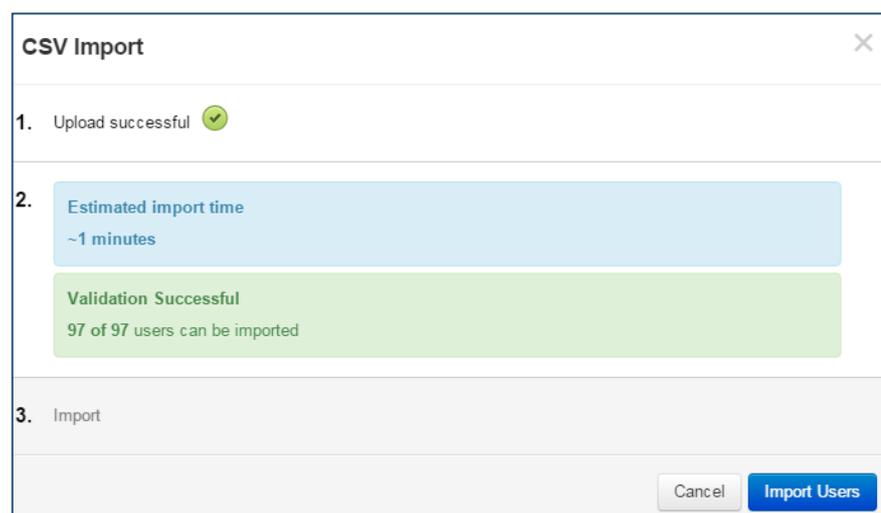
A good way to see how your CSV should look is to use the action cog in the Users application to Export the users who are already in Progress. This will let you see the kind of information which you should be filling in for new user accounts.

When you have your CSV file, save it locally and head back into FrogProgress. Use the action cog and choose the **Import** option as outlined above.

Upload your file using the blue **Upload** button. FrogProgress will scan the file to verify that it can be imported. If there are any problems, you will be informed in an error message and you will be given the option to download an error log which will tell you more detail about the error.

If there are no problems, use the blue **Import Users** button to import your new users.

You will then be able to see your new users in the user list.



Editing Users

Occasionally it might be necessary to edit a user. This could be to edit their password or their username.

There are two ways to edit a user account, manually through the Users application or by a CSV.

Note: If a user account is linked to the MIS, certain fields cannot be updated in Frog. These include the Forename and Surname fields and group membership of any MIS linked groups. This information will need to be updated in the MIS which will then be pulled through into FrogProgress automatically.

Manually editing users through the Users application

To manually edit a user through the Users application, open the Users application and locate the user you wish to edit.

Single click on their account and use the grey **Edit** button in the top right hand corner to open their account in edit mode.

The screenshot shows the 'User Management' interface. At the top, there's a 'Users' button. Below it, a breadcrumb trail reads 'User Management / Claire Bailey'. To the right of the breadcrumb is an 'Edit' button and a gear icon. The main content area is divided into a left sidebar with navigation links: 'Basic Information' (selected), 'Authentication', 'Additional Information', 'Group Membership', and 'Relationships'. The main area displays the user's profile for 'Miss Claire Bailey'. It includes a placeholder for a profile picture, an 'Account Status' toggle set to 'ON', and a list of fields: 'Profile: Student', 'Email:', 'Gender:', 'D.O.B:', and 'User Drive:'.

You will now be able to make any necessary changes to the user account. Use the blue **Save** button to save your changes when complete.

Editing a user using a CSV

A CSV would normally be used for editing multiple user accounts at once. For example, if a set of users need to have their passwords updated or you want to add contextual data for students.

Open the Users application and use the action cog to export all the users from FrogProgress.

The screenshot shows the 'User Management' interface with a table of users. The table has columns for 'First Name', 'Last Name', 'Year', 'Profile', and 'MIS'. Two users are listed: 'frog' (admin) and 'Jenny' (Admin). A context menu is open over the table, showing options: 'Select', 'New User', 'Import', 'Export', 'Reassign MIS link', and 'Archive'. The 'New User' button is highlighted in blue.

The Export button will download a CSV file of all the users in the platform. Depending on which users you wish to edit, we would recommend cutting down the CSV by group, or profile, to reduce the amount of user accounts you will have to deal with.

Edit your CSV to make the required changes and save it locally. When you have your CSV file, follow the **Import** instructions under the action cog to complete the editing process.

Archiving Users

Archiving users from FrogProgress is done through the Users application. Archiving users can be done manually (one at a time) or in bulk to save time.

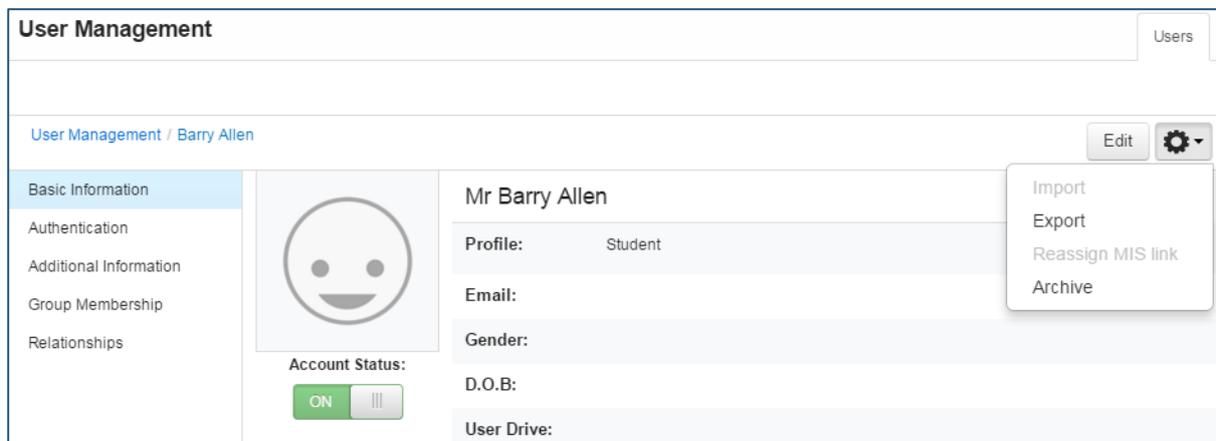
Note: Any users who are linked to the MIS cannot be removed from FrogProgress. The user must pass their leaving date or be removed from the MIS which will break the MIS link to FrogProgress. The user can then be archived using one of the methods below.

IMPORTANT: Please make sure that you are happy for these users to be deleted before proceeding.

Removing individual users

To archive individual users from FrogProgress, open the Users application and find the user you wish to remove.

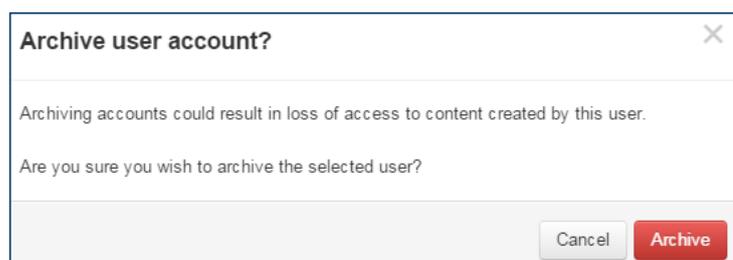
Click on the user and click on the action cog in the top right hand corner of their account screen:



Use the **Archive** button to archive the user.

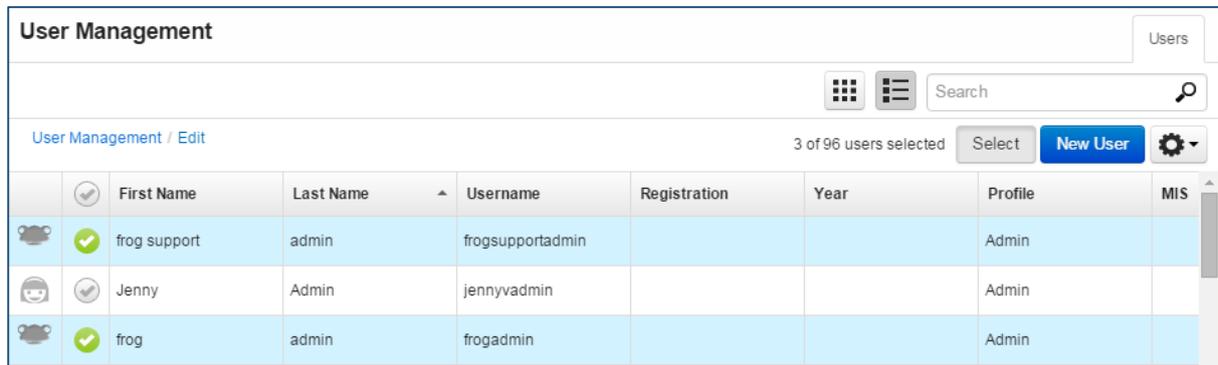
You will be presented with a warning window. If you are happy to remove the selected user, click the red **Archive** button.

You will see a notification telling you that the user account has been archived, and it will no longer appear in the User application.



Removing users in bulk

To remove more than one user at a time, open the Users application and click the **Select** button.

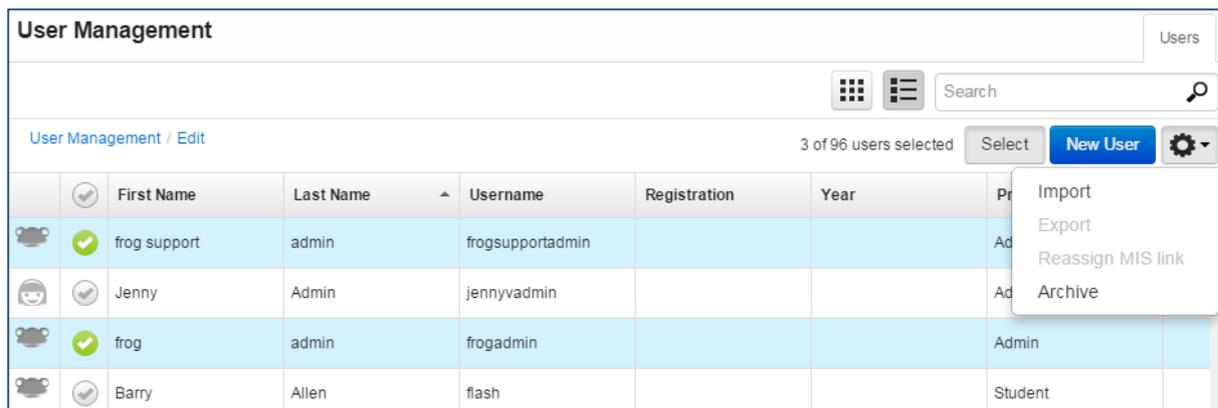


The screenshot shows the 'User Management' interface. At the top, there is a search bar and a 'Users' button. Below the search bar, there are navigation icons and a 'Search' input field. The main area displays a table of users with columns: First Name, Last Name, Username, Registration, Year, Profile, and MIS. Three users are selected, indicated by green checkmarks in the selection column. The selected users are 'frog support', 'Jenny', and 'frog'. The interface also shows '3 of 96 users selected' and buttons for 'Select', 'New User', and a settings cog.

	✓	First Name	Last Name	Username	Registration	Year	Profile	MIS
	✓	frog support	admin	frogsupportadmin			Admin	
	✓	Jenny	Admin	jennyvadmin			Admin	
	✓	frog	admin	frogadmin			Admin	

Click on the grey tick icons next to the First Name field to change them to green and select the users to be removed.

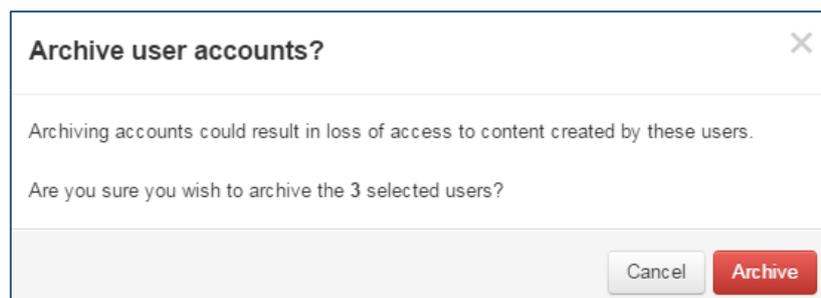
When you have chosen the users to be removed, use the **action cog** and select **Archive**.



The screenshot shows the 'User Management' interface with the 'Archive' option selected in the action menu. The table of users is visible, and the 'Archive' option is highlighted in the dropdown menu. The selected users are 'frog support', 'Jenny', and 'frog'. The interface also shows '3 of 96 users selected' and buttons for 'Select', 'New User', and a settings cog.

	✓	First Name	Last Name	Username	Registration	Year	Profile	MIS
	✓	frog support	admin	frogsupportadmin			Admin	
	✓	Jenny	Admin	jennyvadmin			Admin	
	✓	frog	admin	frogadmin			Admin	
	✓	Barry	Allen	flash			Student	

Again, you will receive a warning window. If you are happy to continue, click the red **Archive** button.



The screenshot shows a warning window titled 'Archive user accounts?'. The text inside the window reads: 'Archiving accounts could result in loss of access to content created by these users. Are you sure you wish to archive the 3 selected users?'. There are two buttons at the bottom: 'Cancel' and 'Archive'.

Student Contextual Data

If you are school which uses SIMS for your 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.

Importing Contextual Data via CSV

Schools not using SIMS can import contextual data via a CSV file, as seen in the example below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ													
1	UU	Username	Title	Forename	Middle	Surname	Profile	Email	Gender	DOB	Year	Register	Class	Ho	Job	R	Local	Clu	Account	Auth	Pass	Force	Roll	UPN	Star	Leav	Date	Use	SEN	English	a	Gifted	ar	Pupil	Pre	Free	Sch	Service	C	In	Care	Traveller	Child					
2	4F	student1	Mrs	Student 1	Frog	Stuc	Student	student1	F																		###	Y																				
3	4F	student2	Mr	Student 2	Frog	Stuc	Student	student2	M																		###	Y																				
4	4F	student3	Mrs	Student 3	Frog	Stuc	Student	student3	F																		###	Y																				
5	4F	student4	Mr	Student 4	Frog	Stuc	Student	student4	M																		###	Y																				
6	4F	student5	Mrs	Student 5	Frog	Stuc	Student	student5	F																		###	Y																				
7	4F	student6	Mr	Student 6	Frog	Stuc	Student	student6	M																		###	Y																				
8	4F	student7	Mrs	Student 7	Frog	Stuc	Student	student7	F																		###	Y																				
9	4F	student8	Mr	Student 8	Frog	Stuc	Student	student8	M																		###	Y																				
10	4F	student9	Mrs	Student 9	Frog	Stuc	Student	student9	F																		###	Y																				
11	4F	student10	Mr	Student 10	Frog	Stuc	Student	student10	M																		###	Y																				

There are 4 steps you will need to take to add the contextual data for your students:

1. Export your current user data from FrogProgress
2. Sort your data to leave only students who require contextual data adding
3. Add in your contextual data for each student
4. Import the data into FrogProgress

Step 1

You will need to export a csv of your users from the Users section of FrogProgress. See the section on [‘Editing a user using a CSV’](#) earlier in this guide.

Step 2

Open the CSV that you have downloaded from FrogProgress using a relevant spreadsheet package, e.g. MS Excel. Sort your CSV so that you can remove any users who don't need to have any contextual data added, i.e. any staff or admin accounts can be removed and any students who already have contextual data added. Save your spreadsheet in the .csv format once you have updated it; remember where you have saved it.

Note: It is important NOT to remove any columns from the CSV.

Step 3

Now, using your school's MIS system, update the columns in the spreadsheet. At this point you will need access to your school's contextual data. Depending on how you have this will obviously change the way you populate Frog. We assume you have a printed list of the following contextual data groups:

- SEN
- English as an Additional Language
- Gifted and Talented
- Pupil Premium

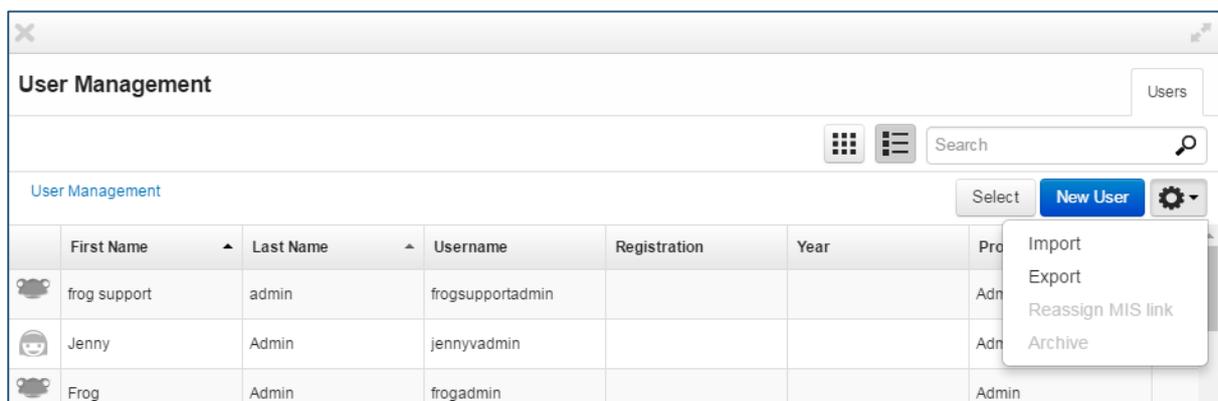
- Free School Meals
- Service Children
- In Care
- Traveller Children

If a child appears in any of the categories above, then you will need to put **Yes** in the corresponding cell in the spreadsheet. You will need to do this for every child who appears in each of the categories. Once you have completed this save the spreadsheet again.

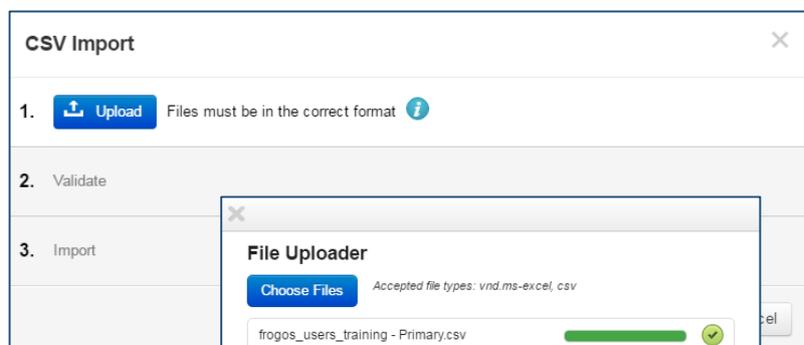
Step 4

You now have a data rich spreadsheet and you now need to put that back into FrogProgress.

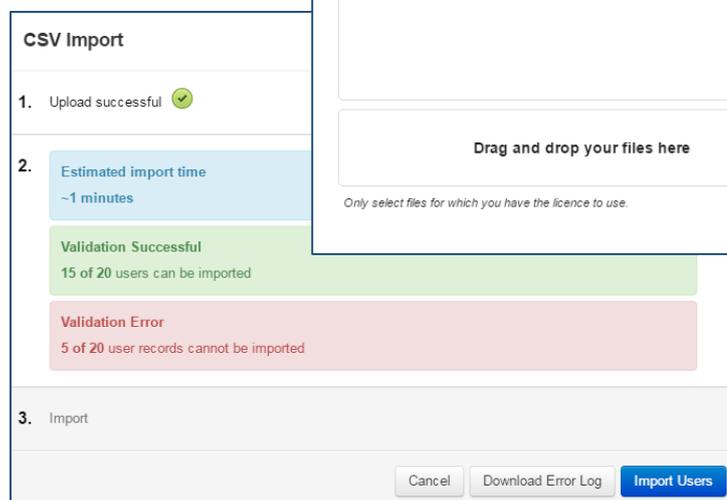
Open the Users application and click on the **action cog**. Select the **Import** option from the menu.



The CSV Import window will open. Click on the **Upload** button and on the file uploader screen select the CSV file that you want to upload

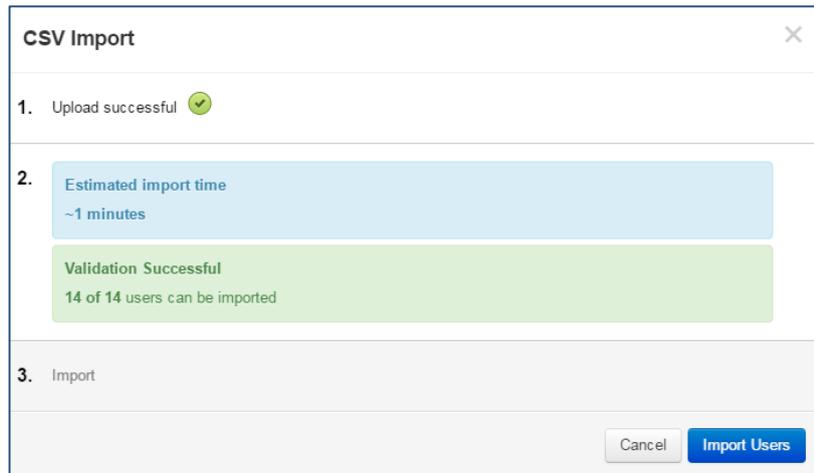


Once the file is uploaded click the **Done** button. The CSV Importer will then check the file and validate it to ensure there are no errors.



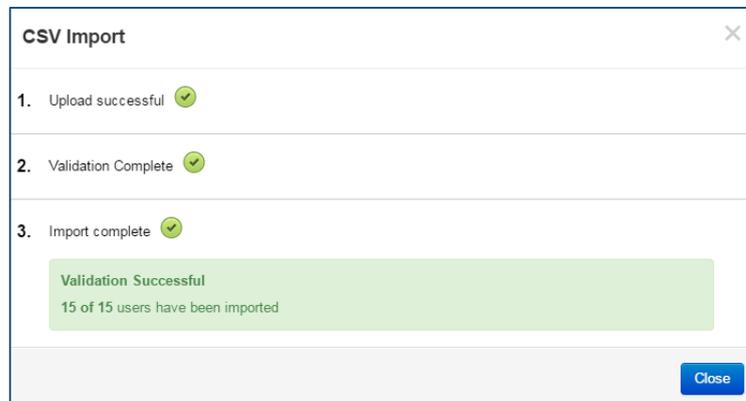
Note: If you find there are errors after you've uploaded your data, you will have the option to download an error log. That will inform you, line by line of data errors in your CSV file. After correcting errors in the CSV file, resave it and upload to FrogProgress again.

If your validation is successful then you can click on the blue **Import Users** button to finally update the users.



Once your users have finally been imported you will see receive confirmation. Click the blue **Close** button to finish the process.

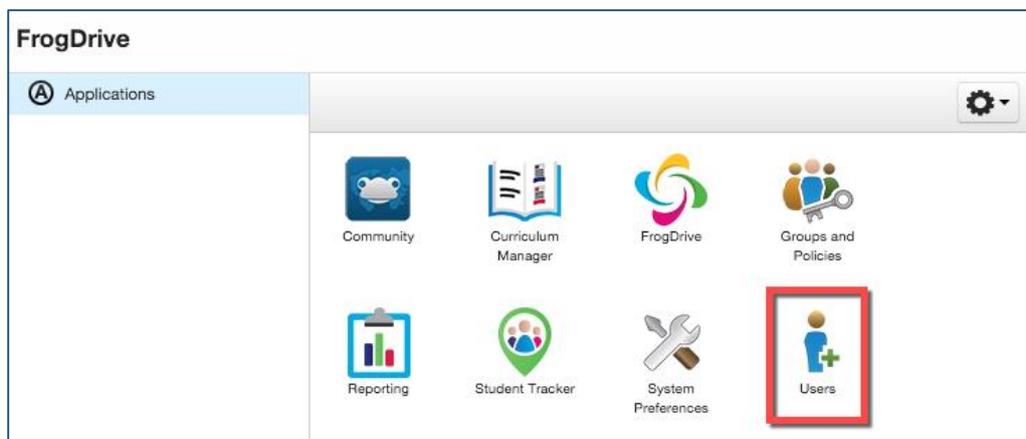
if you have any queries, please contact the Service Desk on 01422 395939 or servicedesk@frogeducation.com



Manually Adding Contextual Data

Schools not using SIMS can also modify a student's contextual data via the Users application. This process is only recommended if small changes are required.

To open the Users application, navigate to **FrogDrive > Applications** and select the application **Users**.



Search for the user you wish to add or modify contextual data for. Select the user and then click on the **Edit** button.

User Management Users

User Management / Tracy Wilson Edit ⚙️

Basic Information

Authentication

Additional Information

Group Membership

Relationships

Student Contextual Data



Account Status:
ON

Last Modified:
21/03/2016

Miss Tracy Wilson

Profile: Student

Email: twilson@frogeducation.com

Gender: Female

D.O.B:

User Drive:

Select **Student Contextual Data** from the left hand side menu.

User Management Users

User Management / Tracy Wilson Cancel Save ⚙️

Basic Information

Authentication

Additional Information

Group Membership

Relationships

Student Contextual Data



Change Photo

Account Status:
ON

Last Modified:
21/03/2016

Title: Miss

First Name: Tracy

Middle Name:

Last Name: Wilson

Profile: Student

Email: twilson@frogeducation.com

Gender: Female

D.O.B: dd/mm/yyyy

A list of contextual data fields will be displayed.

User Management Users

User Management / Tracy Wilson Cancel Save ⚙️

Basic Information

Authentication

Additional Information

Group Membership

Relationships

Student Contextual Data

Special Educational Needs: Not Known

English as an Additional Language: Not Known

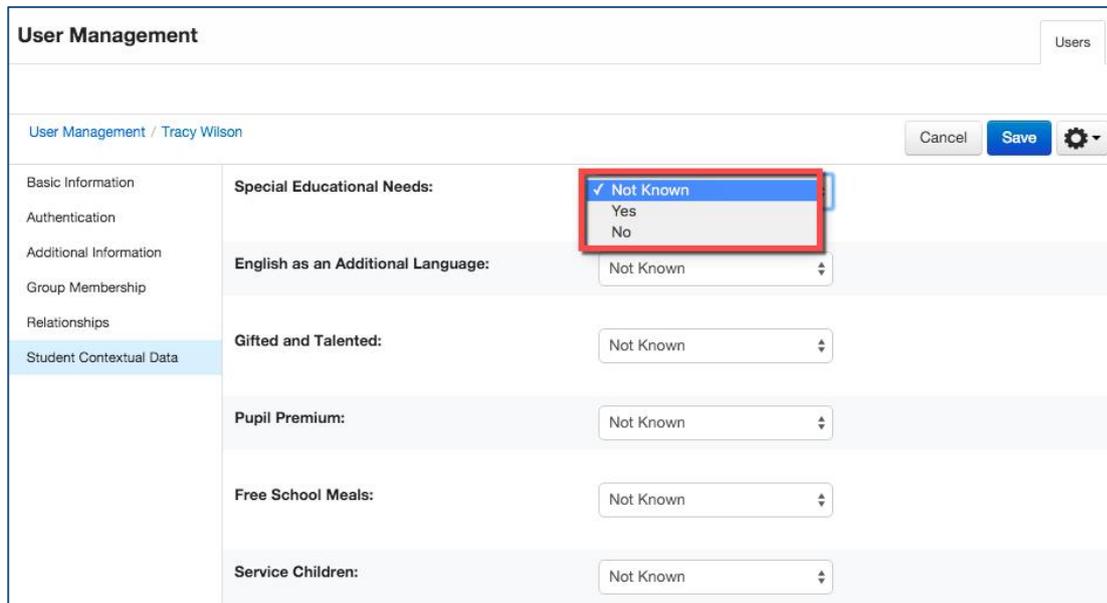
Gifted and Talented: Not Known

Pupil Premium: Not Known

Free School Meals: Not Known

Service Children: Not Known

Select the drop down menu next to the contextual data you wish to update and select one of the options available, i.e. Not Known, Yes or No.



The screenshot shows the 'User Management' interface for user 'Tracy Wilson'. The 'Student Contextual Data' section is active, displaying several dropdown menus. The 'Special Educational Needs' dropdown is open, with 'Not Known' selected. Other dropdowns for 'English as an Additional Language', 'Gifted and Talented', 'Pupil Premium', 'Free School Meals', and 'Service Children' are all set to 'Not Known'. The interface includes 'Cancel', 'Save', and a settings gear icon at the top right.

When happy with the contextual data options selected click on the **Save** button. The changes will be applied immediately for the selected user.

System Preferences

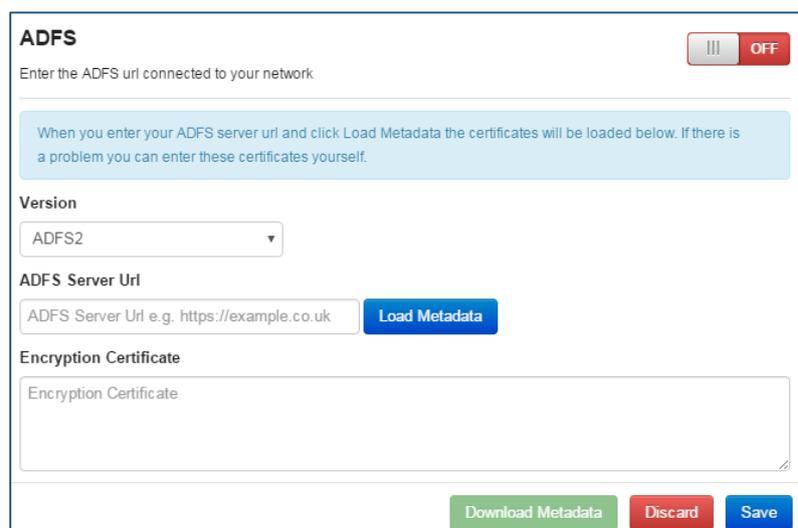


The System Preferences application is only available to Administrators. System Preferences can be accessed from the Quick Launch, the FrogDrive Applications section and the Quicklinks dashboard (FrogProgress only).

There are six main areas of the System Preferences app which we will outline below.

ADFS

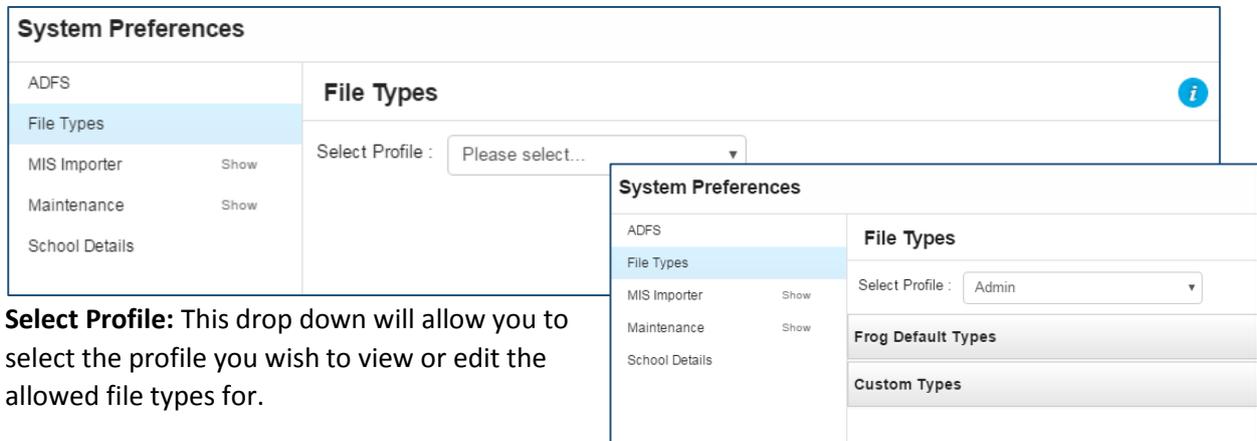
If you wish to set up ADFS integration with FrogProgress we would recommend reading [this guide](#) to setting up ADFS, and if you have any queries, please contact the Service Desk on 01422 395939 or servicedesk@frogeducation.com



The screenshot shows the 'ADFS' configuration page. At the top right, there is a toggle switch for ADFS, currently set to 'OFF'. Below this is a text input field for the ADFS url. A blue informational box states: 'When you enter your ADFS server url and click Load Metadata the certificates will be loaded below. If there is a problem you can enter these certificates yourself.' The 'Version' dropdown is set to 'ADFS2'. The 'ADFS Server Url' input field contains 'ADFS Server Url e.g. https://example.co.uk' and has a 'Load Metadata' button next to it. Below this is an 'Encryption Certificate' input field. At the bottom, there are three buttons: 'Download Metadata', 'Discard', and 'Save'.

File Types

There is a white list of allowed file types in FrogProgress which dictates what file types users can upload. In certain situations, it may be appropriate to add file types to this list to extend it for certain profiles.



The screenshot shows the 'System Preferences' interface. On the left is a sidebar with menu items: ADFS, File Types (highlighted), MIS Importer (with a 'Show' link), Maintenance (with a 'Show' link), and School Details. The main content area is titled 'File Types' and includes a 'Select Profile' dropdown menu currently set to 'Please select...'. An information icon (i) is in the top right corner. A second, smaller screenshot is overlaid on the right, showing the same interface but with the 'Select Profile' dropdown set to 'Admin'. Below the dropdown, there are two sections: 'Frog Default Types' and 'Custom Types', both currently empty.

Select Profile: This drop down will allow you to select the profile you wish to view or edit the allowed file types for.

When you have chosen your profile, there are two further options available. **Frog Default Types** will allow you to view the current white list. **Custom Types** will present a text box where administrators can type in the file extensions of any files they may wish users to upload.

MIS Importer

The MIS Importer area is only relevant if your school is using an MIS Import. If you are using a CSV file to update your users, this area is not relevant to your school.

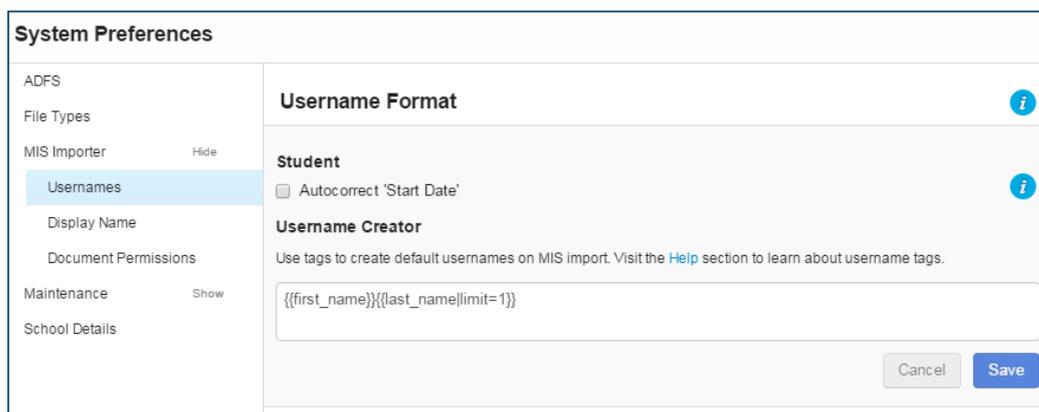
The MIS Importer area is generally only used when the MIS import is first set up, or if something needs to be changed between academic years (for example, the username format for new users).

There are three areas within the MIS Importer area:

Username

The **Username** area dictates how usernames will be set for new user accounts. The username field is only affected by these settings when the user is first imported. To change the usernames of users who exist on Frog, please see the sections above on **editing users**.

Each profile has a different username field where the administrator can specify the username format they wish to use. The small blue  icons will provide further information about each field.



The screenshot shows the 'System Preferences' interface with the 'Usernames' section selected in the sidebar. The main content area is titled 'Username Format' and includes an information icon (i). Below the title, there is a 'Student' section with an unchecked checkbox for 'Autocorrect 'Start Date'' and another information icon (i). The 'Username Creator' section contains a text input field with the placeholder text '{{first_name}}{{last_name|limit=1}}'. Below the input field are 'Cancel' and 'Save' buttons.

We will normally provide support to set up this section for new FrogProgress schools.

Display Name

The **Display Name** area offers two options:

- Use chosen first name: This field will take the chosen first name set in the MIS and use it throughout the platform in the place of the user's legal name.
- Use chosen last name: This field will take the chosen last name set in the MIS and use it throughout the platform in the place of the user's legal name.

The screenshot shows the 'System Preferences' window with the 'Display Name' section selected in the left-hand menu. The main content area is titled 'Display Name' and contains two toggle switches. The first toggle is labeled 'Use chosen first name' and is currently turned 'OFF'. The second toggle is labeled 'Use chosen last name' and is also turned 'OFF'. At the bottom right of the main content area, there are 'Cancel' and 'Save' buttons. An information icon (i) is located in the top right corner of the 'Display Name' section.

Document Permissions

This area is not required for FrogProgress only customers. For more information on this area for FrogLearn customers, please see the in platform Help.

Maintenance

The screenshot shows the 'System Preferences' window with the 'Maintenance' section selected in the left-hand menu. The main content area is titled 'MIS Import Information' and features a green notification box at the top stating 'Latest MIS import completed successfully' with a 'Download Log' button. Below this, there is a table of import details:

Next import is scheduled for	25/02/2016 @ 02:00
Last import took place on	24/02/2016 @ 02:22
Latest xml file received from MIS server	23/02/2016 @ 13:57
Frog extractor version	3.4.8
MIS	SIMS

The **Maintenance** screen is a really useful area for schools using an MIS integration. This screen shows details of the latest MIS import, whether there were any issues, the version of the Extractor being used and the MIS FrogProgress is talking to.

If any issues are found with the MIS import using this screen we would recommend contacting the Service Desk on 01422 395939 or servicedesk@frogeducation.com.

School Details

System Preferences	
ADFS	
File Types	
MIS Importer	Hide
Usernames	
Display Name	
Document Permissions	
Maintenance	Hide
MIS Import	
School Details	

School Details

School Name

School Details

Enter your school name here. It will be displayed on the version of the curriculum you publish to the web

Enter your school name in the **School Details** to have this name appear on your public curriculum pages.