
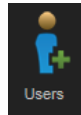
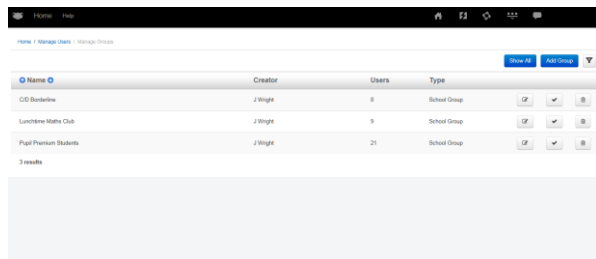


Generally 'Forms' (registration groups) and 'Classes' will be pre-setup when you come to use Frog Play, however you may wish to create **User-defined groups** within the school that can be monitored, reported on or for ease of allocating homework and tasks to these specific students.

From the navigation bar, click on  and then




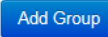

Now Click on Manage Groups

Name	Creator	Users	Type
CD Bookline	J Wright	8	School Group
Lunchtime Maths Club	J Wright	9	School Group
Pupil Premium Students	J Wright	21	School Group

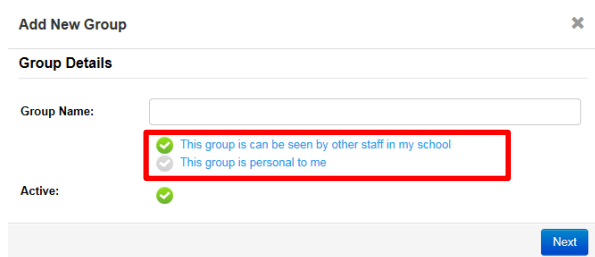
This is the groups list. From here you can add new groups, delete groups or edit the details of existing groups.

You can search for a group by clicking on filter  and then typing the group name in the search box, or change the drop down lists to help refine your search.

To start adding a new group, click  OR to edit a group, click the edit icon 

NOTE: if you are editing, the group will show the existing details which you can overwrite.

Stage 1: Group details



Add New Group [Close]

Group Details

Group Name:

This group is can be seen by other staff in my school
 This group is personal to me


Active:

- Give the group a name
NOTE: This is for your reference only. Students DO NOT know they are in these groups
- Choose if this group is 'whole school' or 'personal'
Whole school means other staff can see, monitor and allocate homework/tasks to this group.
Personal is a group that can be created just for you to see, monitor and allocate homework/tasks.
- When you have entered all of the details, click

NOTE: if you are only editing the details, click to save the changes.

Stage 2: Who is in the group?

The screenshot shows the 'Add New Group' interface. At the top, there is a title 'Add New Group' with a close button 'x'. Below the title, there is a 'Users' section. On the left, there is a search bar with a red box around it, and a list of users: Bennett, Ben; Brown, David; Clarke, Ashleigh; Cooper, Bethany; Davies, Thomas; Evans, Jasmine; James, Harry; Lee, Alexander. On the right, there is a large empty box for selected users. Above the list, there are filters for 'Form' (set to 'CLS 13d.AFY'), 'Group', and 'Year'. There are buttons for 'Add all', 'Remove all', 'Back', and 'Finish'.

- Use the filters to narrow down the learners in the list.
e.g. you could choose year, then an existing class or a form or a user defined group.
- To select all learners click  or choose individuals by clicking on their names. You can also search for an individual using the text search.
The names of selected learners will be shown on the right. To remove them, click on their names again. You can choose individuals and these can be from different years/classes etc.
- When you have finished selecting users, click 