



**Introduction**

The school VLE is called Frog and will enable you to access school learning materials from home through your web browser. Each subject has an area on Frog - with lesson materials and revision resources. Initially, just revision resources will be available but over time more learning materials and content will be added, plus extra-curricular information about careers, the school council and house competitions, for instance. The VLE will allow you to access your school home drive, access the R drive, see your timetable and perform other useful tasks. *Please remember that the school's policy for the acceptable use of ICT applies to the VLE as well.*

**Logon and Set Your Password**

First open your web browser (Internet Explorer, Google Chrome, Firefox, etc). In the browser address bar, type in <https://frog.kings.lincs.sch.uk> and press Enter. (Or, open the school website and click on the Frog link on the bottom of the school homepage.)



Next, enter your username and password to login. Your username is **firstname . surname** – as in school, and your password is the word **password** - all in lowercase You can make as many attempts as you wish to login!



Change your password before accessing Frog

New Password Password  
Confirm Password Confirm Password  
Update

You should now be prompted to set your *new* password. Ideally, make this the same as your school password but it can be different if you wish. Enter the password twice to confirm it. Press Enter or click **Update** to save your new password. (If they do not match, a warning will appear and you will need to make them match.)

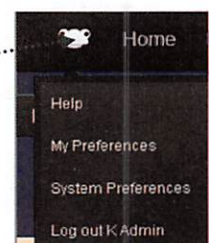
The Frog *dashboard* should then appear to show that you have logged in correctly....



Click on the **Departments** tab and you can see all the subjects. To close a subject, click the **X** on the *top right* of the page.






**To logout**, first click on the Frog icon on the top-left of the screen, then choose *Log out*. *My Preferences* allows you to set your own background colour-scheme and to change your password. You must keep your password secure.






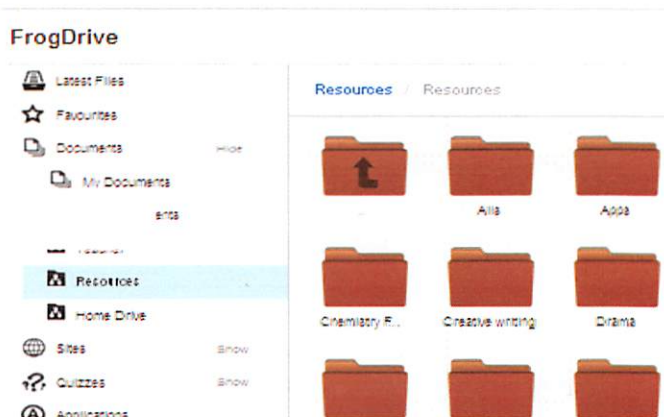
### The Frog Interface




-  **School Dashboard:** displays the school dashboard. After logging-in, all users see the school dashboard. Click the first circle to return to the school dashboard at any time.
-  **Timeline:** displays a timeline showing recently added curricular or extra-curricular sites shared with you, assignments, shared files.
-  **Personal Dashboard:** displays your personal dashboard which you can customise to show your timetable, the R drive, your Home drive, etc. *Only you can access your personal dashboard.*

**Search:** allows you to search for sites and assignments stored on Frog.

 **Frog Drive:** allows you to find and store your own files on Frog (in My Documents) and see sites, quizzes, surveys etc. teachers may have shared with you. You can also see your Home drive and the Resources (R) drive. *You might choose not to store anything directly on Frog because you can access your Home drive.*



 **Notifications:** shows messages for recent events such as new sites, surveys and so on.

### Customise Your Personal Dashboard

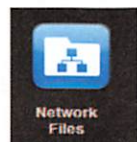
Click on the 3<sup>rd</sup> circle on the Frog menu bar and open your personal dashboard. The personal dashboard can be used to place links to the school drives, show your timetable, create a notepad, etc. Now click the **Edit** button and you can add/remove items from your personal dashboard.



First try a different theme. Click **Settings** and you can set a new name for your dashboard and choose a different theme (the theme sets the colour scheme).

Next click **Page** and you can choose a page layout with a certain number of boxes. To add new pages, click +. Then click **Page** again to give the new page a name and choose a layout.

Inside each box on a page you can now place widgets. Click the **Widgets** tab and *drag* the required widget onto your dashboard, e.g., the Network Files widget. Then click **Settings** to choose which drive to link to (the R drive, or your Home drive). Click and drag the Timetable widget to place your timetable on your dashboard. To remove a widget from your dashboard, just click the red cross next to it. To test your dashboard, click **Save Changes** and click the X to exit editing mode. Your dashboard can therefore give you quick access to useful areas.



If you try to access your Home drive or the school R drive, you may need to enter your *school username and password*. If prompted for these, make sure you enter **grkin\firstname.surname**.