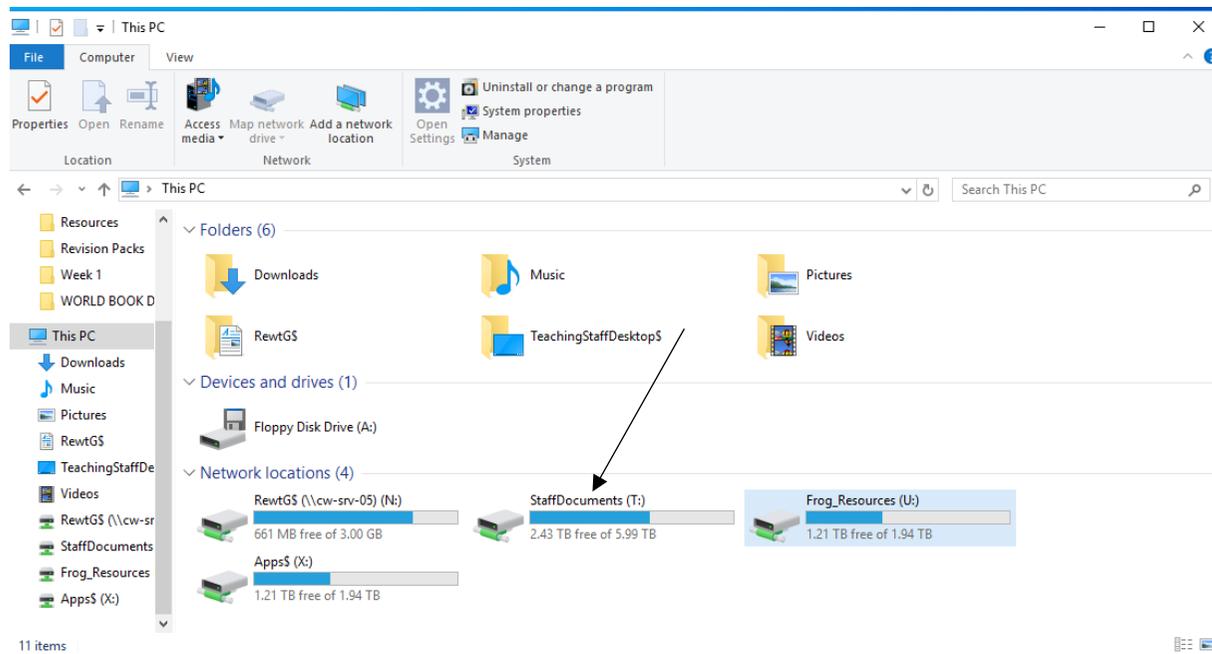


A guide to uploading resources to FROG

By adding resource to frog, it is possible for your department areas to access all of the same resources that they can assign to their classes/students. This document has 3 different methods that detail how to upload resources to frog.

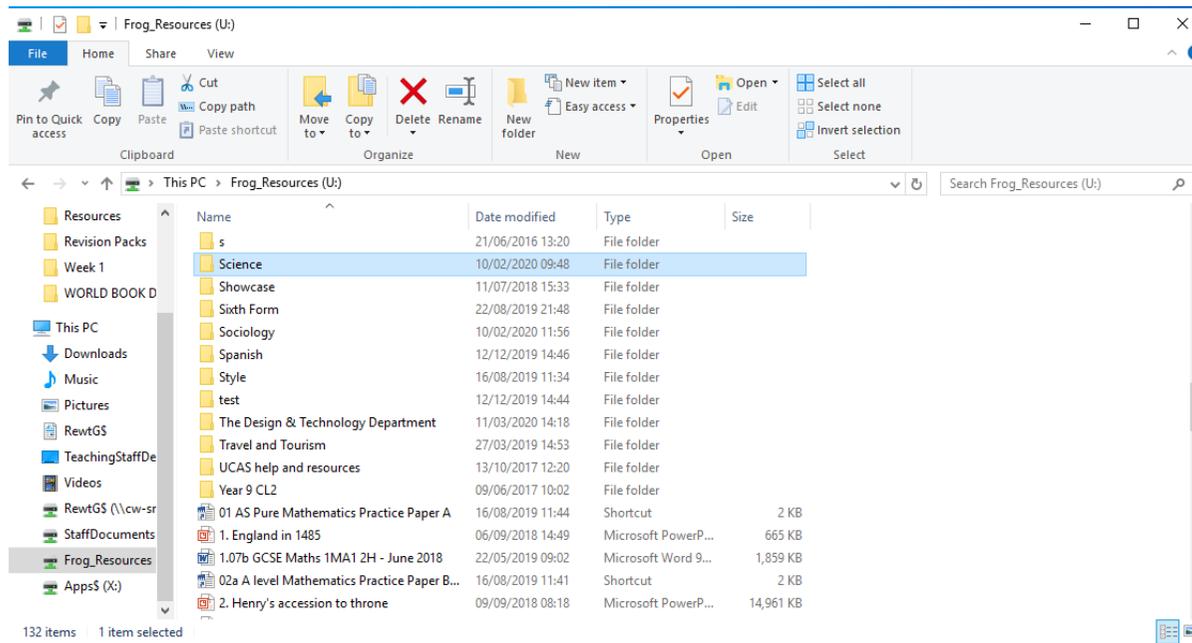
Method 1:

1. Open My Computer and select “Frog Resources”

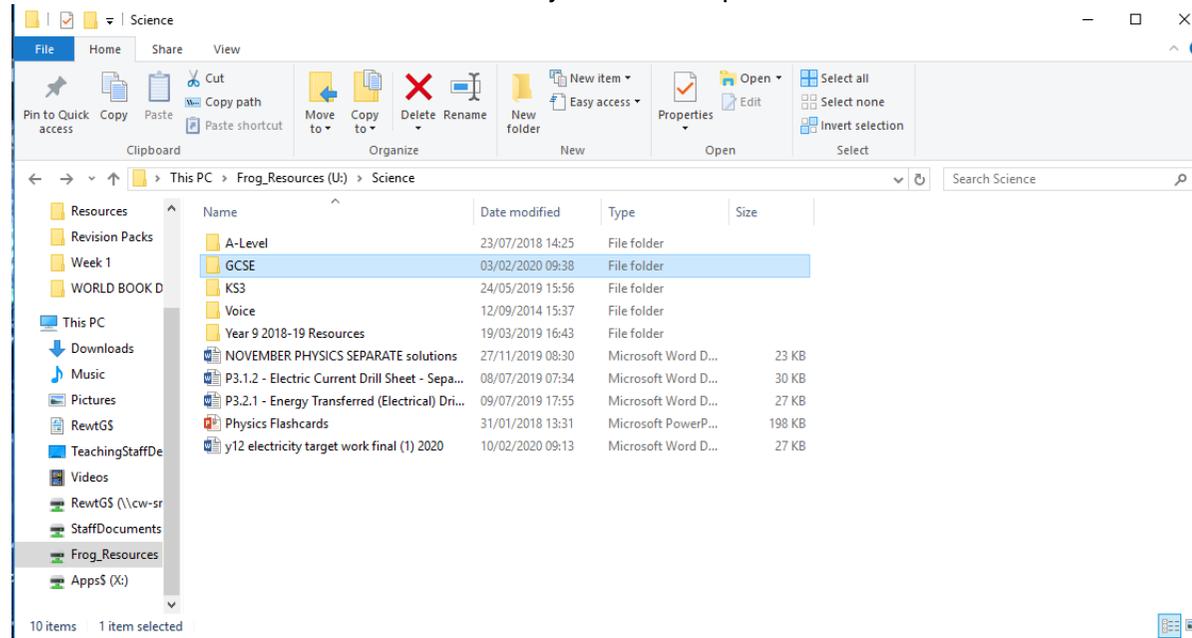


Frog resources

2. Choose and open your subject area's Frog folder.



3. Select what folder you want to upload work into



4. Drag & Drop the files to this location you want to upload directly into their new location.

The image shows two Windows File Explorer windows side-by-side. The left window is titled 'RewtGS (\vcw-srv-05) (N)' and displays a list of files. The file '1.1.3_exercise_2_-_titration_calculations (1)' is selected. The right window is titled 'Frog_Resources (U) > Science > GCSE' and shows a folder structure with files like '1. Exam questions OCR GATEWAY', '2. Kerboodle assessments', '3. Knowledge documents', and '4. Broadsheets'.

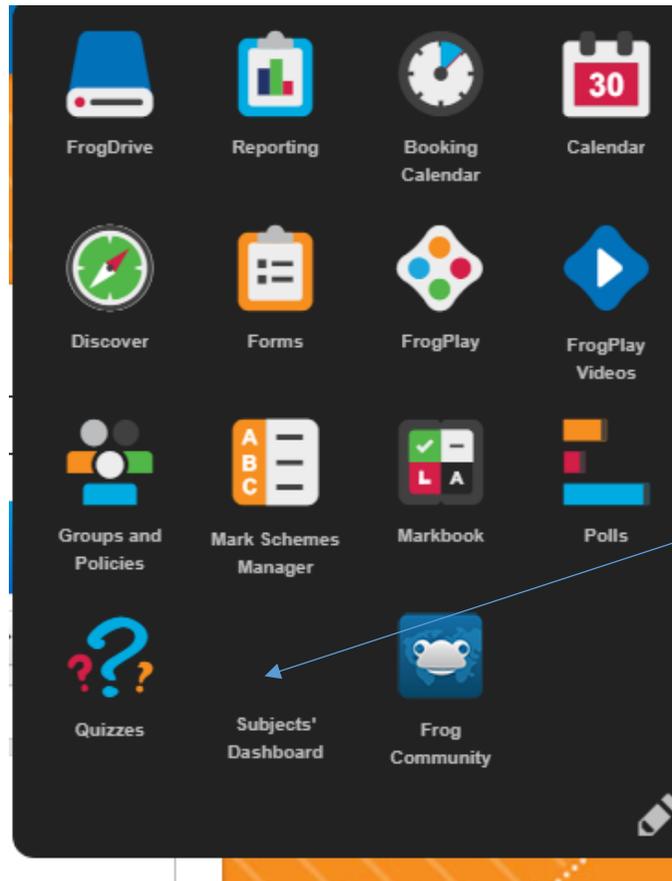
Name	Date modified	Type	Size
STEM presentation 061217 LN	03/07/2019 08:12	Adobe Acrobat D...	
1 COVER FOR LESSONS	09/12/2019 16:18	Microsoft Word D...	
1.1.3_exercise_2_-_titration_calculations (1)	27/03/2019 10:31	Microsoft Word 9...	
1.1.3_exercise_2_-_titration_calculations	14/06/2018 10:24	Microsoft Word 97 - 2003 Document	
1.2_exercise_3_-_ideal_gas_equation (1)	30/01/2018 09:03	Microsoft Word 9...	
1.2_exercise_3_-_ideal_gas_equation (2)	30/01/2018 09:03	Microsoft Word 9...	
1.2_exercise_3_-_ideal_gas_equation (3)	30/01/2018 09:03	Microsoft Word 9...	
1.2_exercise_3_-_ideal_gas_equation (4)	20/11/2018 12:19	Microsoft Word 9...	
1.2_exercise_3_-_ideal_gas_equation	30/01/2018 09:00	Microsoft Word 9...	
1.2_exercise_5_-_ionic_equations	06/03/2018 12:54	Microsoft Word 9...	
1.2_notes	30/01/2018 09:00	Microsoft Word 9...	
4.2_exercise_1_-_kc	11/02/2019 08:57	Microsoft Word 9...	
4.2_test	11/02/2019 08:57	Microsoft Word 9...	
4.3_answers_to_exercises	12/02/2019 07:47	Microsoft Word 9...	
4.3_exercise_2_-_ph_calculations	12/02/2019 07:47	Microsoft Word 9...	
4.3_exercise_3_-_buffer_solutions	12/02/2019 07:47	Microsoft Word 9...	
4.10_exercise_1_-_analysis_and_synthesis	23/04/2018 09:49	Microsoft Word 9...	
4.10_notes	23/04/2018 09:49	Microsoft Word 9...	
05_Module_five_-_Quizzes	07/11/2018 10:53	Adobe Acrobat D...	
5.1_notes	06/03/2019 10:37	Microsoft Word 9...	
5.4_database_part_1_ms	01/05/2019 08:01	Rich Text Format	
5.4_test	01/05/2019 08:01	Microsoft Word 9...	
5.4_test_ms	01/05/2019 08:01	Microsoft Word 9...	
5th March department meeting	05/03/2018 16:00	Microsoft PowerP...	

5. Open Frog via RM Unify and select quick launch.

The screenshot shows the Staff Portal interface. At the top, there is a navigation bar with tabs for Staff Home, Notices, Safeguarding, Calendars, Documents/Information, Contacts, Teaching & Learning, Inclusion, Progress, Exams, and Frog Information. A search bar is located in the top right corner. Below the navigation bar, the main content area features a large orange banner with the text "Staff Portal" and "A portal for coordinating the school staff". On the left side, there are several quick launch buttons: Applications, Room Booking, Seating Plans, and Frog Community. On the right side, there is a Timetable section for 11/03/2020, showing a calendar grid with the 11th highlighted. Below the timetable, there is a section for Science in room 10b/Sc2 from 10:10 to 11:10.

Quick Launch

6. Click on Subject Dashboard

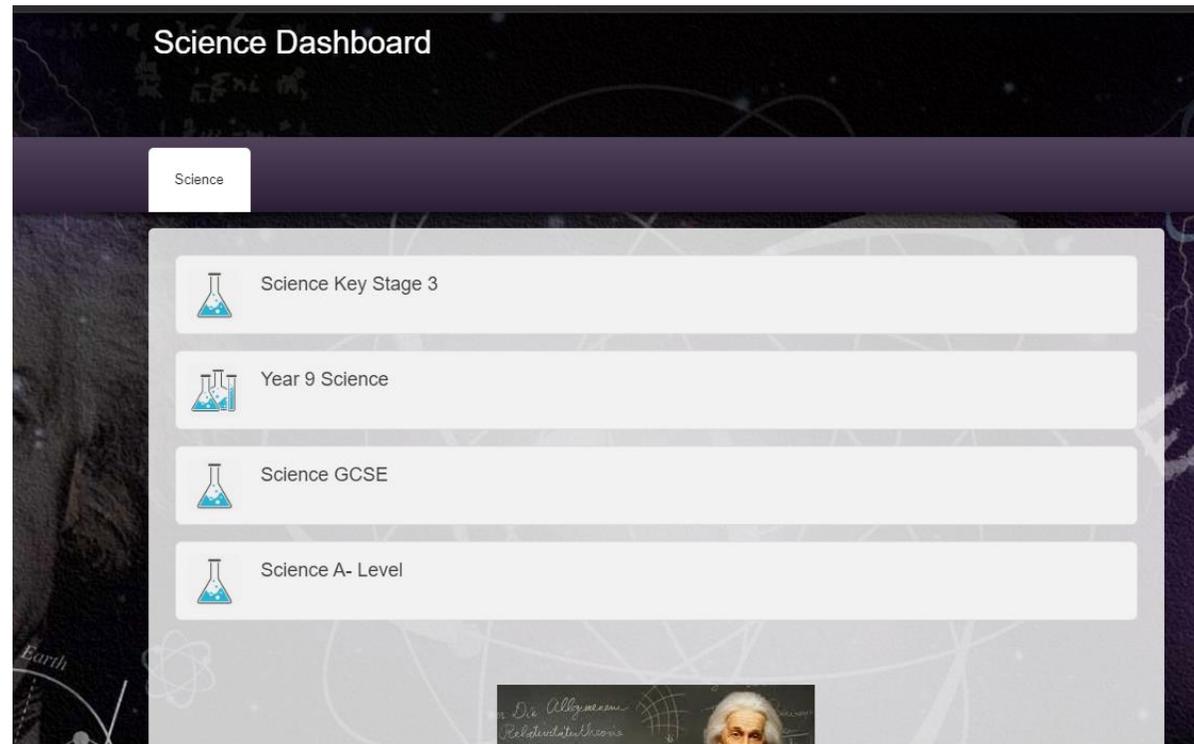


Subject Dashboard

7. Select your subject by clicking on the subject area

 English	 Food Preparati...	 French Dashbo...
 Geography Da...	 History Dashbo...	 Site not available You do not have access t.
 Law Dashboard	 Maths Departm...	 Media & Film S...
 Music Dashboard	 P.E Dashboard	 Photography
 Psychology	 R.E. Dashboard	 Science Dashb...
 Spanish Dashb...	 Travel & Tourism	

8. You will have arrived at the subject dashboard. Click on the link to where you have uploaded your work.



The image shows a 'Science Dashboard' interface. At the top, the title 'Science Dashboard' is displayed in white text on a dark background. Below the title is a dark purple horizontal bar containing a white button labeled 'Science'. The main content area is a light gray panel with four white rectangular buttons, each featuring a blue and white icon of a flask or beaker and a text label. The buttons are arranged vertically and contain the following text: 'Science Key Stage 3', 'Year 9 Science', 'Science GCSE', and 'Science A- Level'. The background of the dashboard is a dark, space-themed image with faint white lines and a small portrait of a man in the bottom right corner.

Science Dashboard

Science

Science Key Stage 3

Year 9 Science

Science GCSE

Science A- Level

9. You will now see a browser that allows you to access where you have uploaded your resources.

GCSE Resources Kerboodle Revision Quizzes

Science revision - login again!

GCSE

Title	Type	Size	Date Created
1. Exam questions OCR GATEWAY	Folder		17/06/2019
2. Kerboodle assessments	Folder		06/03/2019
3. Knowledge documents	Folder		06/06/2019
4. Broadsheets	Folder		04/06/2019
TEST 123	Folder		11/03/2020
Textbook answers - end of chapter	Folder		06/03/2018

Useful Websites

- Kerboodle
e- Learning Material
- Isaac Physics
- OCR** Combined Science Specification
Foundation and Higher Combined Science specification
- OCR** Separate Biology Specification
Separate Biology (a.k.a triple) specification

10. Click on this link and you will be able to see the resources you have uploaded.

The screenshot shows a web interface for 'GCSE Resources'. At the top, there are navigation tabs for 'GCSE Resources', 'Kerboodle', and 'Revision Quizzes'. Below this is a blue header with the text 'Science revision - login again!'. Underneath, there's a breadcrumb trail 'GCSE / TEST 123' and a toolbar with icons for grid view, list view, an 'Add' button, and a settings gear. The main content is a table with the following data:

Title	Type	Size	Date Created
..	Folder		
113_exercise_2_-_titration_calculations (1)	doc	32 KB	27/03/2019

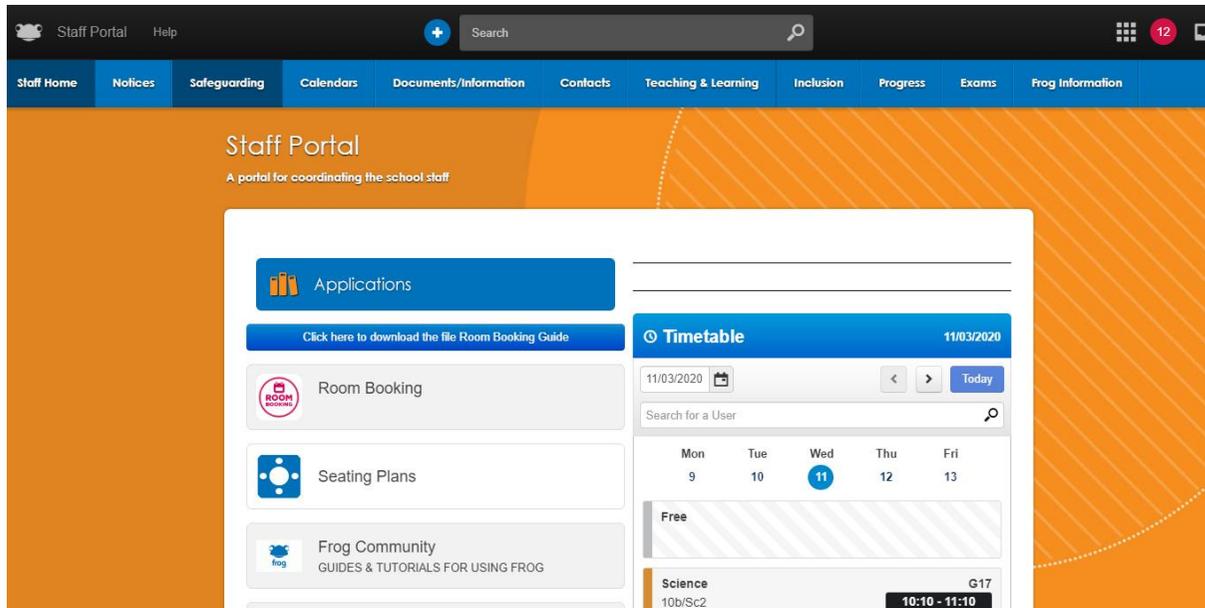
Below the table, there is a section titled 'Useful Websites' with three links:

- Kerboodle**
e- Learning Material
- OCR** Combined Science Specification
Foundation and Higher Combined Science specification
- OCR** Separate Biology Specification
Separate Biology (a.k.a triple) specification

At the bottom left, there is a link for **Isaac Physics** with a leaf icon.

Method 2: Uploading directly onto FROG

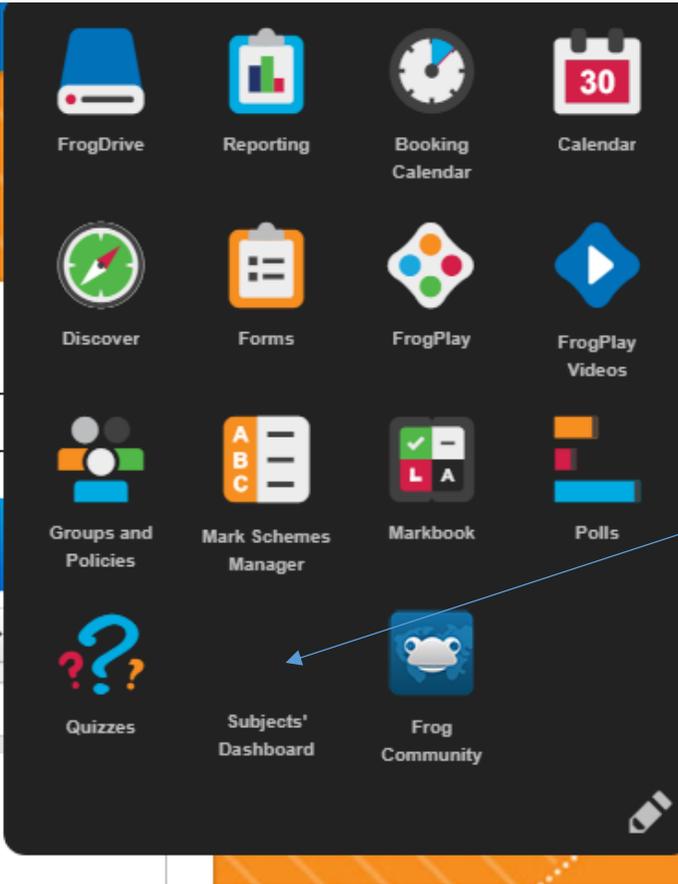
1. Open Frog via RM Unify and select quick launch.



The screenshot displays the Staff Portal interface. At the top, there is a navigation bar with tabs for Staff Home, Notices, Safeguarding, Calendars, Documents/Information, Contacts, Teaching & Learning, Inclusion, Progress, Exams, and Frog Information. A search bar is located in the top right corner. Below the navigation bar, the main content area features a central dashboard with several tiles:

- Applications**: A blue tile with a bar chart icon.
- Room Booking**: A tile with a red 'ROOM BOOKING' icon and a link to download the file Room Booking Guide.
- Seating Plans**: A tile with a blue circular icon.
- Frog Community**: A tile with a blue frog icon and the text 'GUIDES & TUTORIALS FOR USING FROG'.
- Timetable**: A blue tile showing the date 11/03/2020 and a calendar view for the week of 11/03/2020. The calendar shows a 'Free' slot for the time 10:10 - 11:10 on Wednesday, 11/03/2020, for room 10b/Sc2.

2. Click on Subject Dashboard

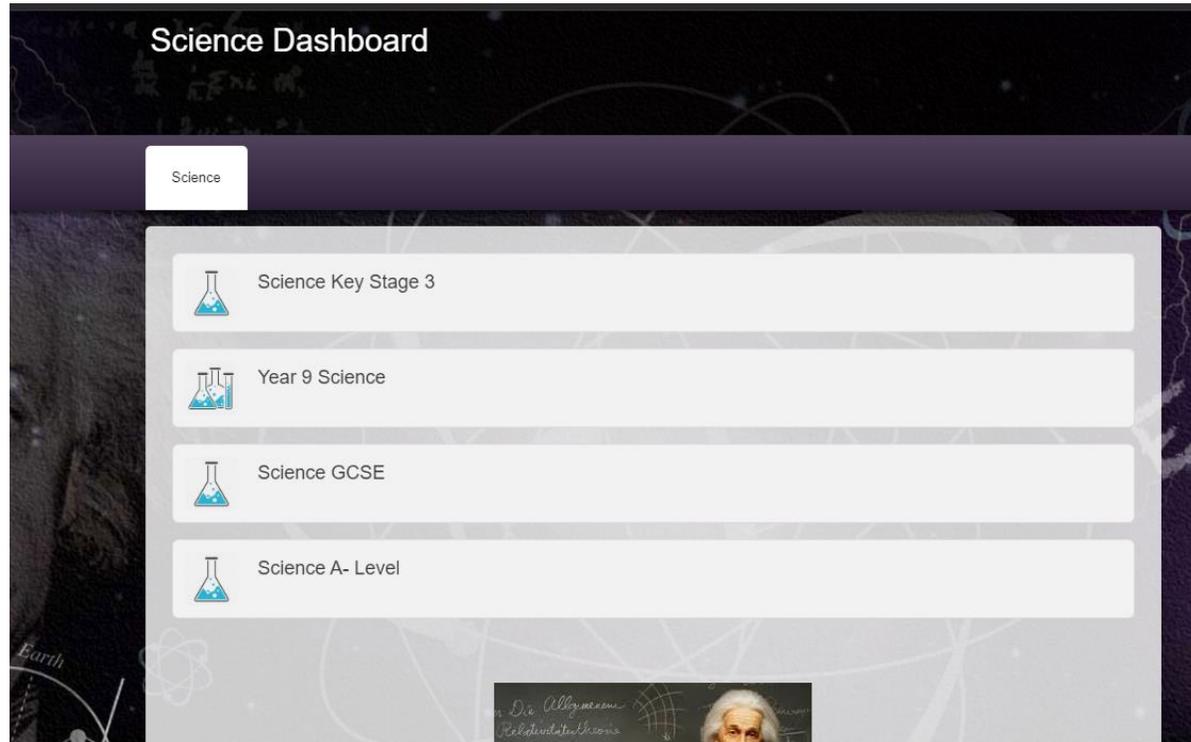


Subject Dashboard

3. Select your subject by clicking on the subject area

 English	 Food Preparati...	 French Dashbo...
 Geography Da...	 History Dashbo...	 Site not available You do not have access t...
 Law Dashboard	 Maths Departm...	 Media & Film S...
 Music Dashboard	 P.E Dashboard	 Photography
 Psychology	 R.E. Dashboard	 Science Dashb...
 Spanish Dashb...	 Travel & Tourism	

4. You will have arrived at the subject dashboard. Click on the link to the area you want to upload your work to.



5. Select the file you want to upload work in to.

GCSE Resources Kerboodle Revision Quizzes

Science revision - login again!

GCSE

	Title	Type	Size	Date Created
	1. Exam questions OCR GATEWAY	Folder		17/06/2019
	2. Kerboodle assessments	Folder		06/03/2019
	3. Knowledge documents	Folder		06/06/2019
	4. Broadsheets	Folder		04/06/2019
	TEST 123	Folder		11/03/2020
	Textbook answers - end of chapter	Folder		06/03/2018

Useful Websites

-  Kerboodle
e- Learning Material
-  Isaac Physics
-  **OCR** Combined Science Specification
Foundation and Higher Combined Science specification
-  **OCR** Separate Biology Specification
Separate Biology (a.k.a triple) specification

6. Click add and select file as well as where you want to upload the files from.

Science revision - login again!

GCSE / TEST 123

  Add 

	Title	Type	Size	Date Created
	..	Folder		
	113_exercise_2_-_titration_calculations (1)	doc	32 KB	27/03/2019

Useful Websites

 Kerboodle
e- Learning Material

 Isaac Physics

 OCR **Combined Science Specification**
Foundation and Higher Combined Science specification

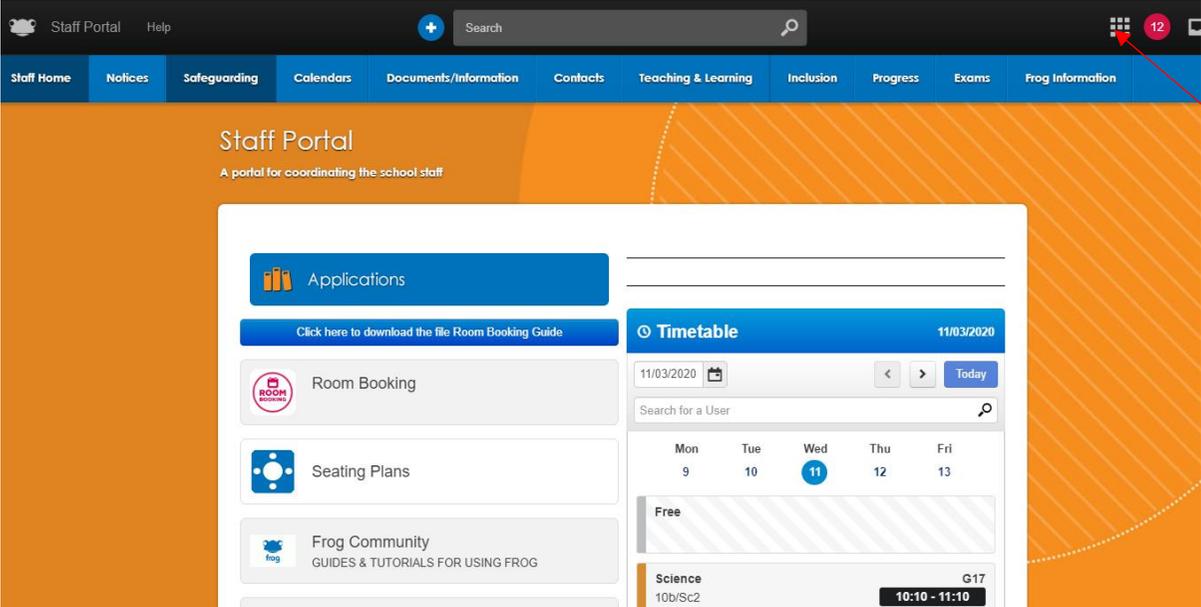
 OCR **Separate Biology Specification**
Separate Biology (a.k.a triple) specification

7. Drag your files that you want uploaded into the file uploader. When it has been uploaded, a green tick next to the file will indicate this. Once you press done means that it has been uploaded onto Frog and is now available to everyone who has access.

The screenshot shows a web interface for a science revision resource. At the top, a blue header reads "Science revision - login again!". Below this, a breadcrumb trail shows "GCSE / TEST 123". A central modal window titled "File Uploader" is open, featuring a "Choose Files" button, a large empty area for file selection, and a dashed box with the text "Drag and drop your files here". Below the modal, a "Done" button is visible. In the background, a file list is partially visible with columns for "Title", "Size", and "Date". One file is listed: "113_exercise_2_-_titration_cal" with a size of "32 KB" and a date of "27/03/2019". Below the file list, there is a "Useful" section with several resource cards: "Kerboodle e-Learning Material", "Isaac Physics Challenging Physics questions", "Separate Biology Specification Separate Biology (a.k.a triple) specification", and "Separate Chemistry Specification Separate Chemistry (a.k.a triple) specification".

Method 3: Uploading directly onto FROG

1. Open Frog via RM Unify and select quick launch.



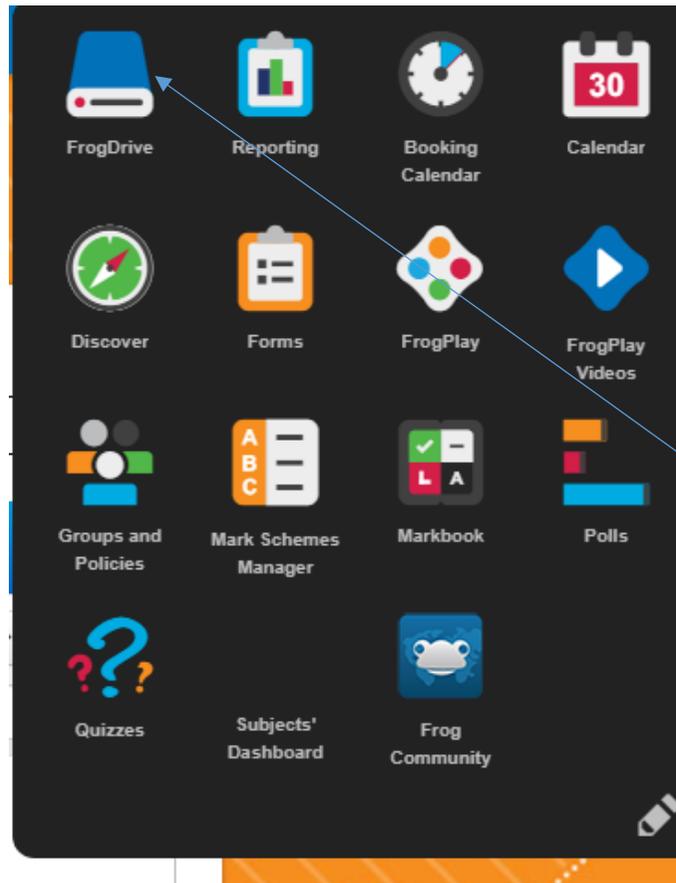
The screenshot shows the Staff Portal interface. At the top, there is a navigation bar with a search bar and a 'Quick Launch' icon (a grid of dots) with a red circle containing the number '12'. A red arrow points from the 'Quick Launch' icon to a callout box labeled 'Quick Launch'. Below the navigation bar, the main content area is titled 'Staff Portal' and contains several widgets: 'Applications', 'Room Booking', 'Seating Plans', and 'Frog Community'. On the right side, there is a 'Timetable' widget for the date 11/03/2020, showing a calendar view with the 11th highlighted and a table of activities for that day.

Mon	Tue	Wed	Thu	Fri
9	10	11	12	13

Free

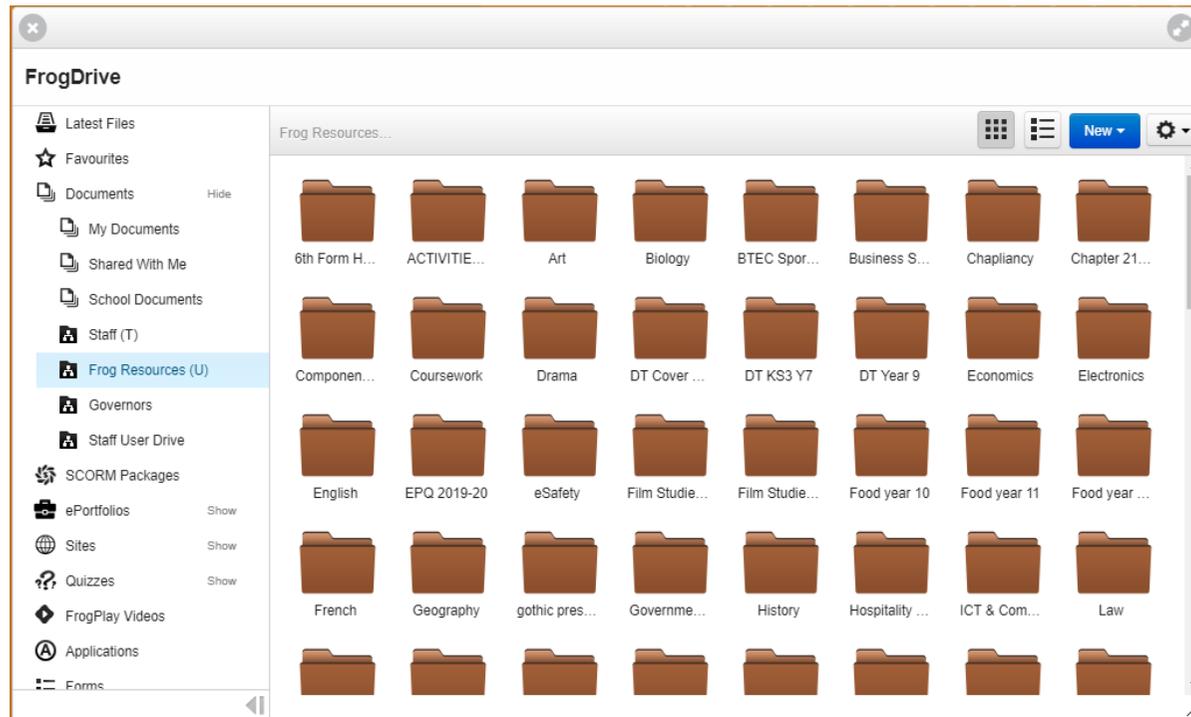
Science	G17
10b/Sc2	10:10 - 11:10

2. Click on Frog Drive

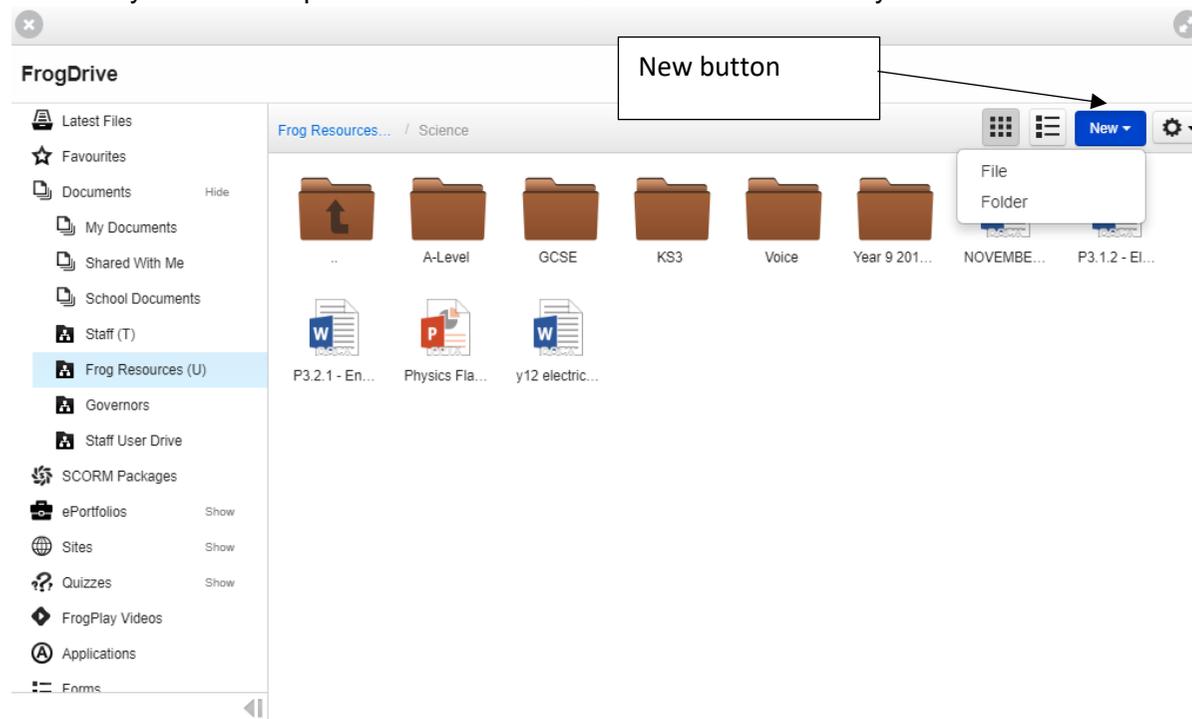


Frog Drive

3. Select Frog Resources in the sidebar of the browser.



4. Enter the folder where you want to upload work to and select new and click on if you want to create a file or upload a file.



5. Drag your files that you want uploaded into the file uploader. When it has been uploaded, a green tick next to the file will indicate this. Once you press done means that it has been uploaded onto Frog and is now available to everyone who has access.

The screenshot shows a web application interface for file management. At the top, a blue header reads "Science revision - login again!". Below this, a breadcrumb trail shows "GCSE / TEST 123". A "File Uploader" modal window is open in the center, featuring a "Choose Files" button, a large empty area for file selection, and a dashed box with the text "Drag and drop your files here". A "Done" button is located at the bottom right of the modal. In the background, a file list table is visible with columns for "Title", "Size", and "Date". The table contains three entries: a folder named "--", a file named "113_exercise_2_-_titration_calc" with a size of "32 KB" and a date of "27/03/2019", and a folder named "New Folder". Below the file list, there is a "Useful" section with several resource cards: "Kerboodle e-Learning Material", "Isaac Physics Challenging Physics questions", "Separate Biology Specification Separate Biology (a.k.a triple) specification", and "Separate Chemistry Specification Separate Chemistry (a.k.a triple) specification".

Title	Size	Date
--		
113_exercise_2_-_titration_calc	32 KB	27/03/2019
New Folder		