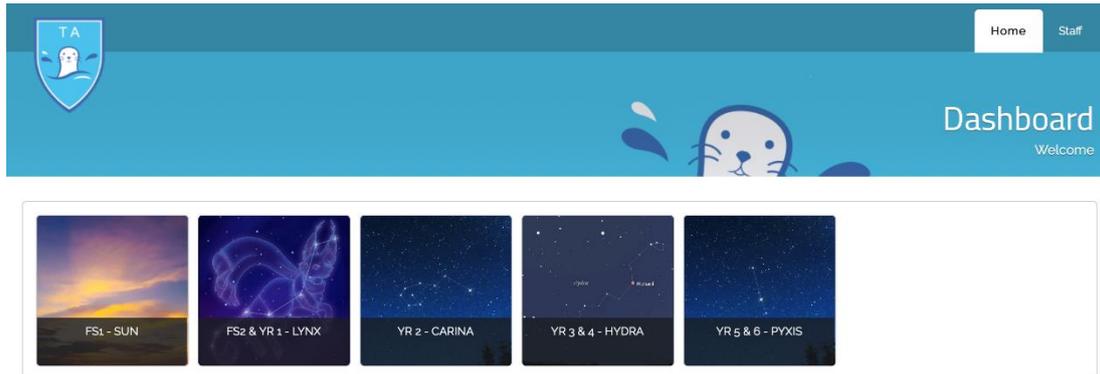


A Guide to using the Message Service on FROG

One of the main benefits of the Frog system, is that it allows you to communicate with your teachers, via the messaging service. You might want to ask them a question about some of the work that has been set; you might want to let them know that you have uploaded some work to the English page; or you might want to just say hello and let them know how you are doing.

It is very simple to use. I hope these instructions help.

Firstly, when you log on to Frog, you should see a page that will look similar to this (it will vary slightly, depending which class you are in):



Next, as the message states at the top, you need to click on the icon with the Theddlethorpe badge.

This will then take you to your messaging page, that will look like this, though the teacher tabs will vary, depending on which class you are in.

A site to allow students to communicate with their teachers.

To contact a teacher, please type a message on the wall below. Then click 'Post' and then click on the correct teacher's name. This will let them know that you have sent them a message. Your teacher will endeavour to respond at their earliest convenience. Please remember, to always click on Post when you wish to send a new message.

Show/Hide all posts

- Contact Mrs Birt
- Contact Miss Marrows
- Contact Miss Robinson
- Contact Miss Stanhope
- Contact Mrs Bull

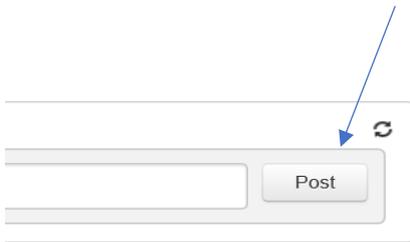
If you want to send a message, you now do the following:

Firstly, type in your message, as below:



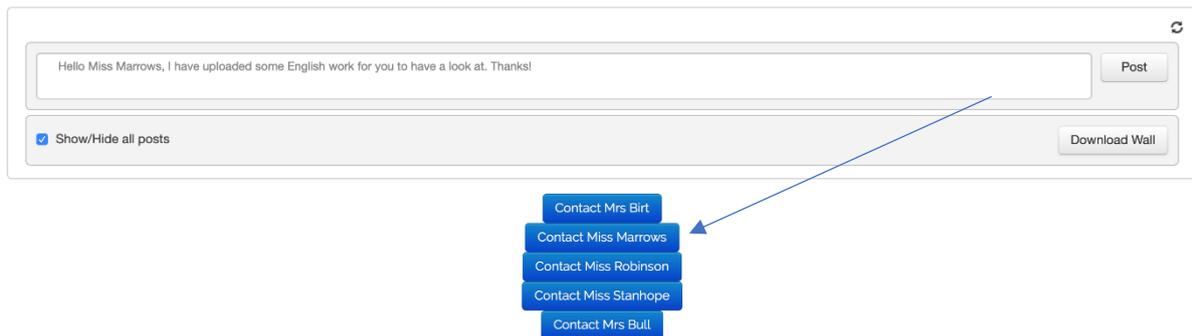
A screenshot of a message input form. The text area contains the message: "Hello Miss Marrows, I have uploaded some English work for you to have a look at. Thanks!". A blue arrow points to the text area. To the right of the text area is a "Post" button. Below the text area is a row of controls: a checked checkbox labeled "Show/Hide all posts" and a "Download Wall" button. A refresh icon is in the top right corner.

Secondly, when you have finished your message, click on Post:



A close-up screenshot of the "Post" button. A blue arrow points to the button. The button is located to the right of a text input field. A refresh icon is visible in the top right corner of the form area.

Finally, then click on the name of the teacher you wish to send a message to:



A screenshot of the message form with a dropdown menu open. The text area contains the message: "Hello Miss Marrows, I have uploaded some English work for you to have a look at. Thanks!". A blue arrow points to the dropdown menu. The dropdown menu lists five options: "Contact Mrs Birt", "Contact Miss Marrows", "Contact Miss Robinson", "Contact Miss Stanhope", and "Contact Mrs Bull". The "Post" button and "Download Wall" button are also visible.

What happens next?

Your teacher will then receive an email, informing them that they have a message from you. When convenient, your teacher will then go in to your individual page and read your message and then reply.

Important:

If you have uploaded some work to the individual pages, please send your teacher a message to let them know that it is there. Otherwise, they will not know, until they visit their sites.

I hope you find this useful. If you are having any general difficulties with FROG, please email enquiries@theddlethorpeacademy.co.uk

Mrs Cook