

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):



Welcome to the Pilgrim Academy Frog. Please click on the sites below for your class, to access work and activities from your teachers. If you wish to send your teachers a message about the work, please click on the icon with the Pilgrim Badge at the bottom of this page. We hope you find this useful. Mr Clark



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



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.



Contact Mrs Backhouse

Contact Mr Gibbon

Contact Mrs Ireson

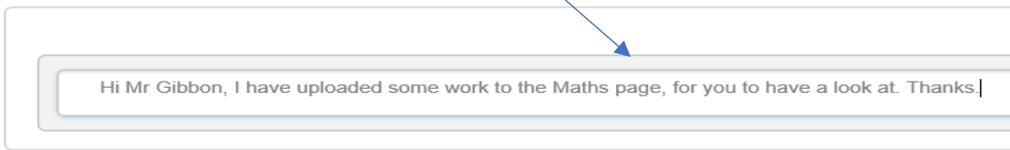
Contact Mr Lond

Contact Miss Evans

Contact Mrs France

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

Firstly, type in your message, as below:



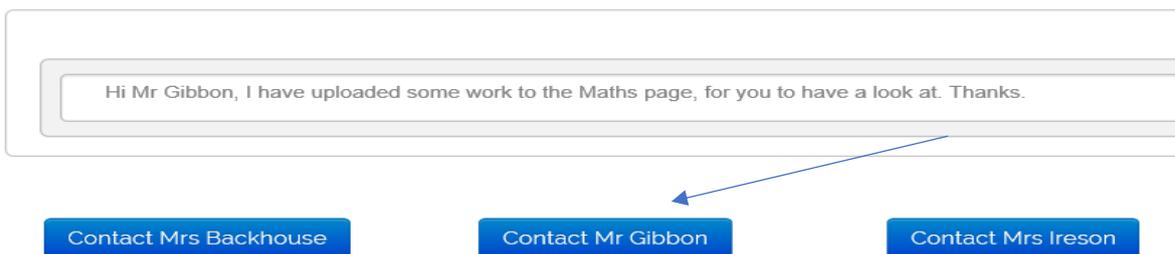
Hi Mr Gibbon, I have uploaded some work to the Maths page, for you to have a look at. Thanks.

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



Post

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



Hi Mr Gibbon, I have uploaded some work to the Maths page, for you to have a look at. Thanks.

Contact Mrs Backhouse Contact Mr Gibbon Contact Mrs Ireson

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@pilgrimacademy.co.uk

Mr Clark