



PLUME
Maldon's Community Academy

Frog Guide

Logging into Frog:

Go onto the Academy website, there is a link to frog at the top of the website.



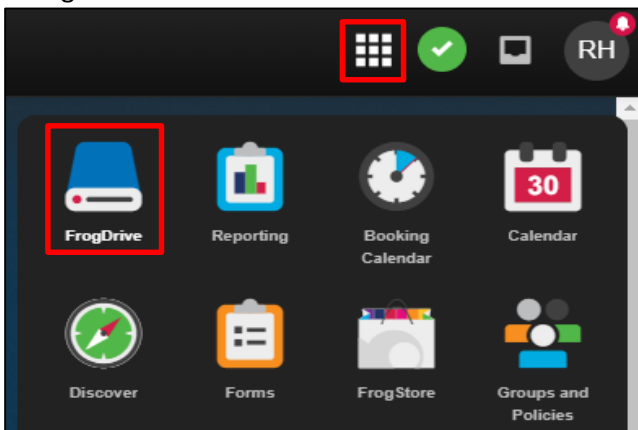
The Frog login page will open, Your Username and Password will be the same as what you use to login to your laptop

Once you have logged in you will see the 'Plume Academy Dashboard',

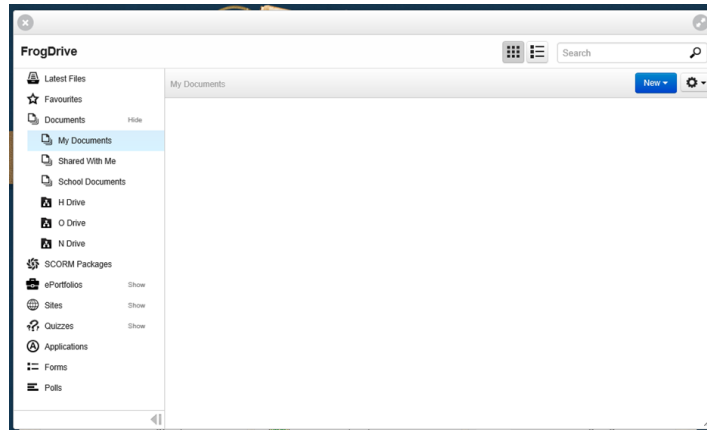


Accessing your drives:

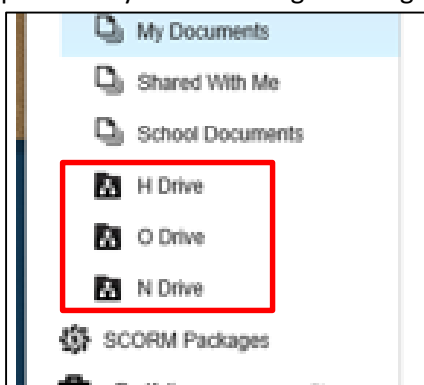
To access your frog drives, firstly click on the dock icon in the top right corner, and then click on 'FrogDrive'



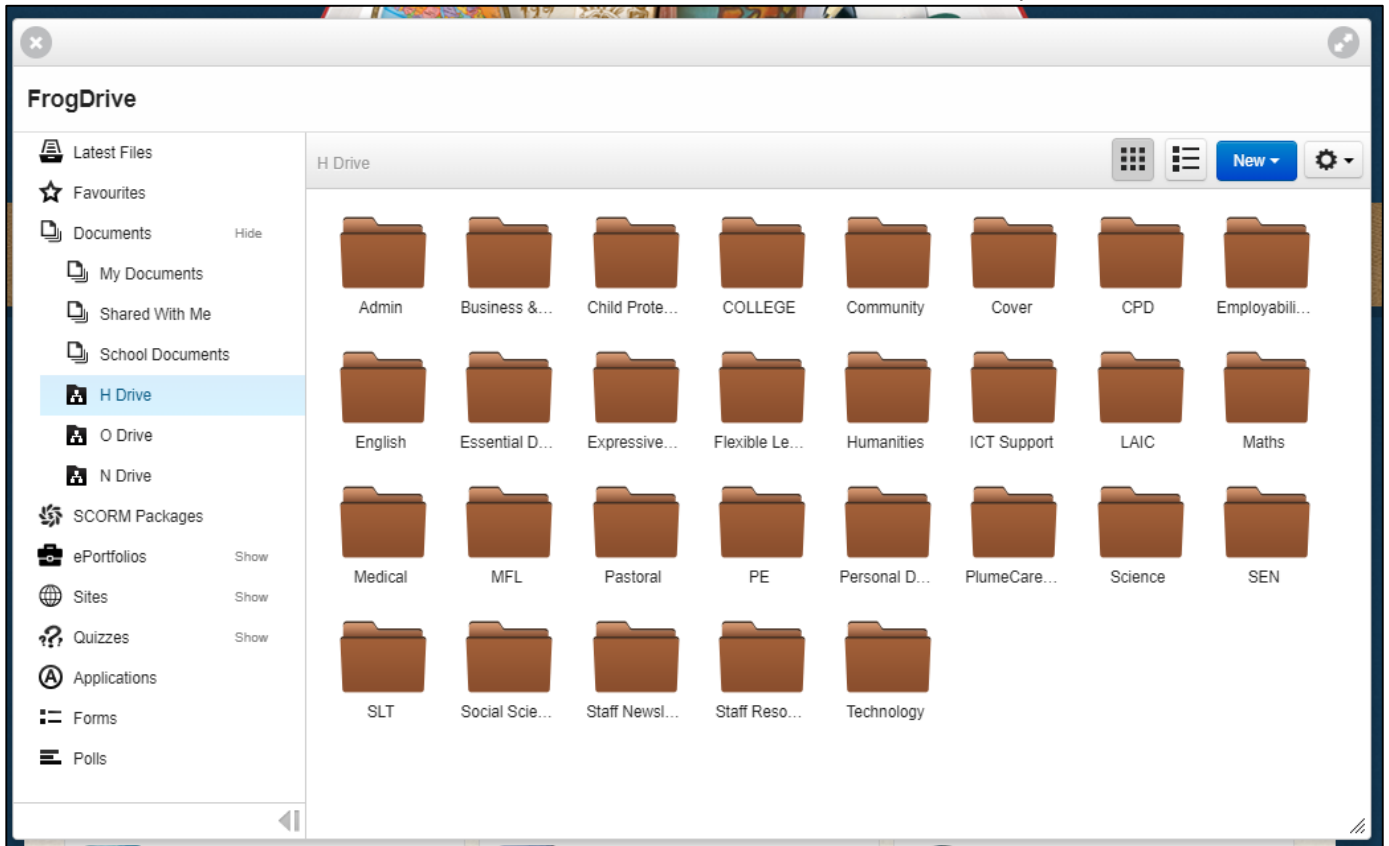
This will open the 'FrogDrive' window, you will be able to access your drives from here.



When you go to access your network drive, it will ask for your username and password, this is the same username and password you used to login to frog.



You will then be able to access all the files in the H and O drives as well as the files in your N drive.



To view and edit a file you will first need to download it, double click on the file you want to open and then 'Download File'



To save a document to your N drive through Frog, firstly you need to save the file on your computer, then in frog go to 'New', and then 'Choose files' next you can find the file you want to upload, then click 'open' to upload it, or you can simple drag the file from file explorer and drop it into in the box in Frog. Once the file(s) have finished uploaded and you see the green tick by the document, click 'done'

