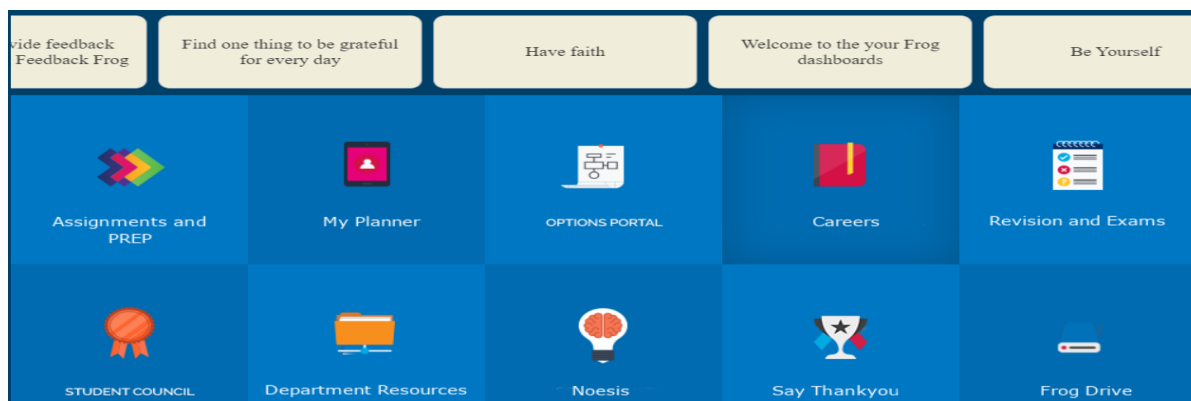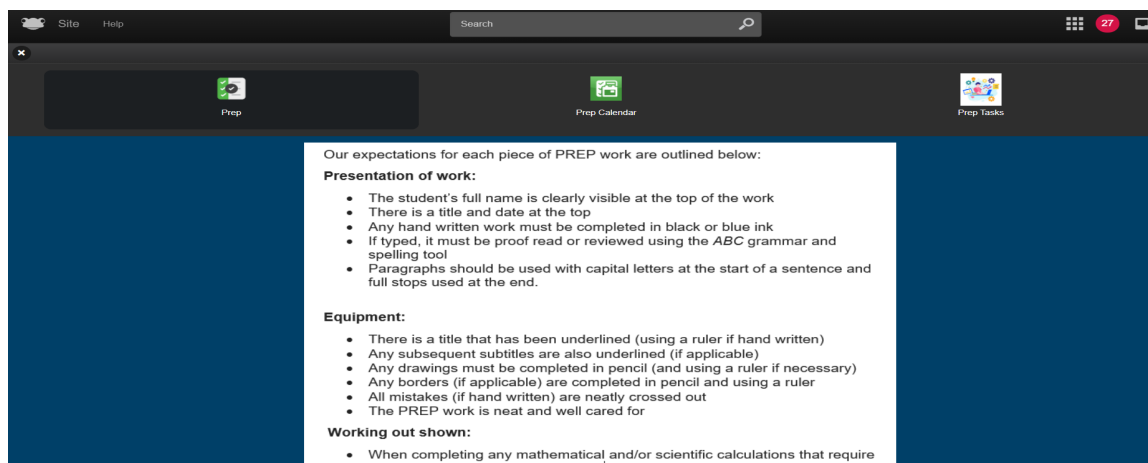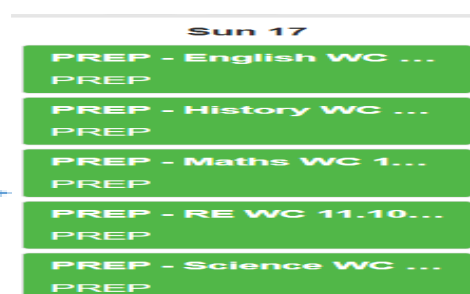# PREP FAQ's

How do I access PREP?

PREP assignments are accessed by clicking logging into frog and clicking on the symbol named 'PREP assignments'.

The screen below will then appear. Clicking on the box in the top right hand corner named 'PREP tasks' will take you to your calendar.

From here you will then see your calendar appear which looks like this. The PREP assignments will show on the right hand side of the calendar and will be labelled PREP along with the subject area.
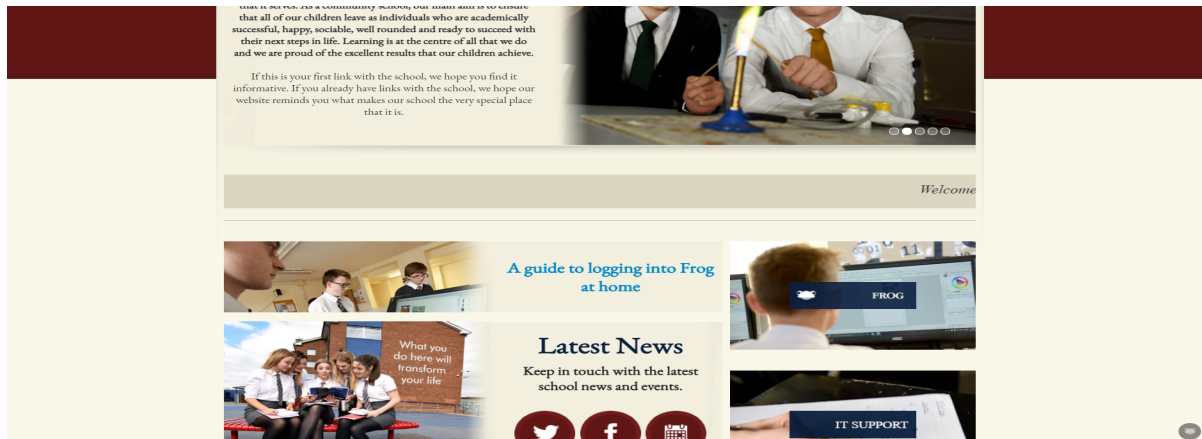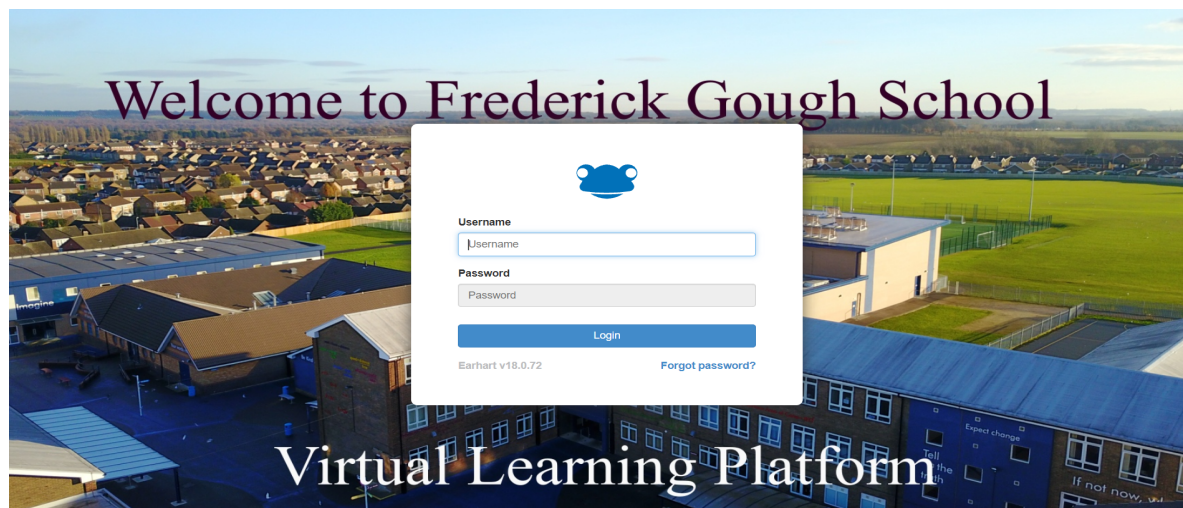
How do I access FROG?

FROG must be accessed by heading to the schools website.

https://www.frederickgoughschool.co.uk/app/os#!schoolwebsite/home-2

From the homepage there is a tab half way down labelled frog or they can click the frog tab in the bottom right corner.
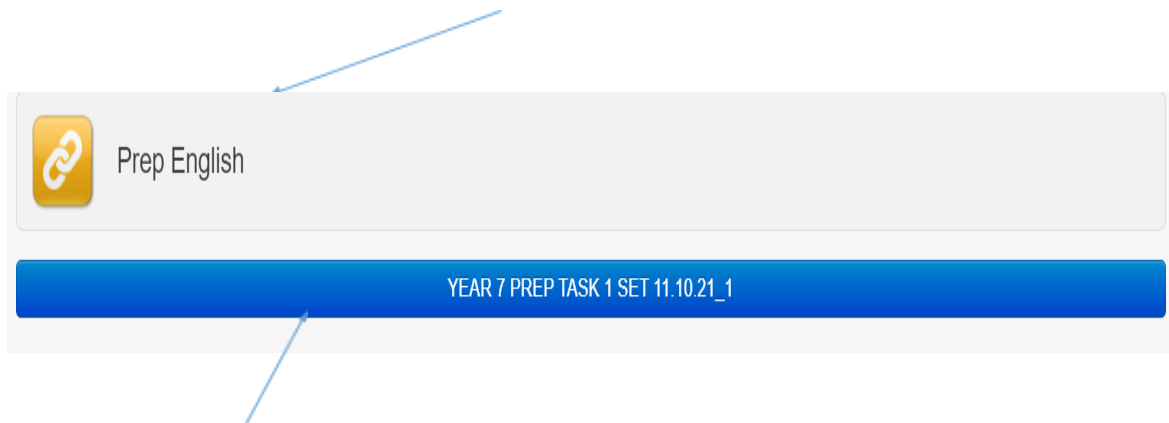

This will then open up the FROG homepage ready for your login details.

What do I do if I don't have Microsoft office?

When you open a PREP assignment there will be two options for downloading the work.

The yellow link is the google link which will open up documents using google drive (if you have a *chrome book* you need to use this link). To access this it is **VITAL** that you sign in **ONLY** using your <u>Frederick Gough School email account</u>. If you use a personal account you **WILL NOT** have access and we cannot give access to personal accounts.

If you have Microsoft office on your laptop or device then clicking the blue link above will download files automatically.

How do I upload a google document?

To upload a google document you need to convert your finished document to a PDF file. To find out how to do this click this short video clip:

https://drive.google.com/drive/folders/1QNK9Nl9CsjtlRgN22XeXPWZQwrIcjQw1

Please also see the help sheet named 'how to use google docs/slides'

How to access a google quiz

If a link to a quiz will not open when you click on it, try highlighting the link and copying and pasting it straight into the search bar at the top of a new web page. This should then open the link straight away.