

# Journals Application

## Overview

This release introduces the new Journals application — a tool designed to give students an authentic audience to showcase their work. In Phase 1, students can share images of their work, helping them build a personal record of achievements throughout their school journey.

Journals empowers parents to gain valuable insights into their child's learning. Parents can interact with posts from their child or teacher by liking them or adding comments, helping to strengthen the connection between home and school.

In addition to teachers being able to post, Journals can provide a window into student activity across the school. Teachers can view posts at different levels — whether it's the whole school, a specific class, individual students, or any group within the platform. This provides teachers with a visual pulse of school life and student engagement.

In this initial release, Journals is available via a browser only. The application is mobile-friendly and can be embedded on dashboards, making it quick and easy for staff, students, and parents to access. Frog is also actively working to bring the Journals application into the Frog GO mobile app, which will be available soon.

## How-to

Given the view / access is different for users when using the Journals application, the release notes have been divided into the following sections.

- [Staff / Admin – Journals overview](#)
- [Staff / Admin – Create post](#)
- [Student – Journals overview and create post](#)
- [Parent – Journals overview](#)
- [Staff / Admin – Additional post options](#)
- [Admin – Deleted comments and comments](#)
- [Admin – System Preference – Journals Acceptable Use Reminder](#)
- [Admin – Frog App and embedding of Journals application](#)
- [Journals on mobile and tablet devices](#)

## Staff / Admin – Journals overview

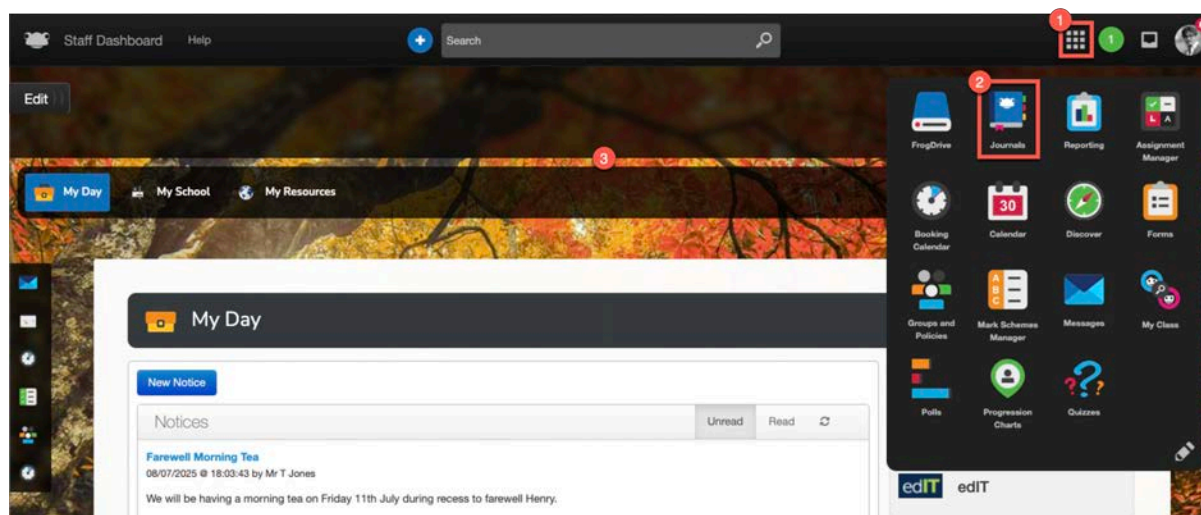
Before we jump in and start exploring the Journals application, it's important to understand the level of access staff accounts have within the application. In short, staff will be able to:

- Create posts
- View all posts created by students and other staff
- Edit any post, including posts created by other staff members
- Delete any post
- Delete any comments on a post, including comments made by other staff members

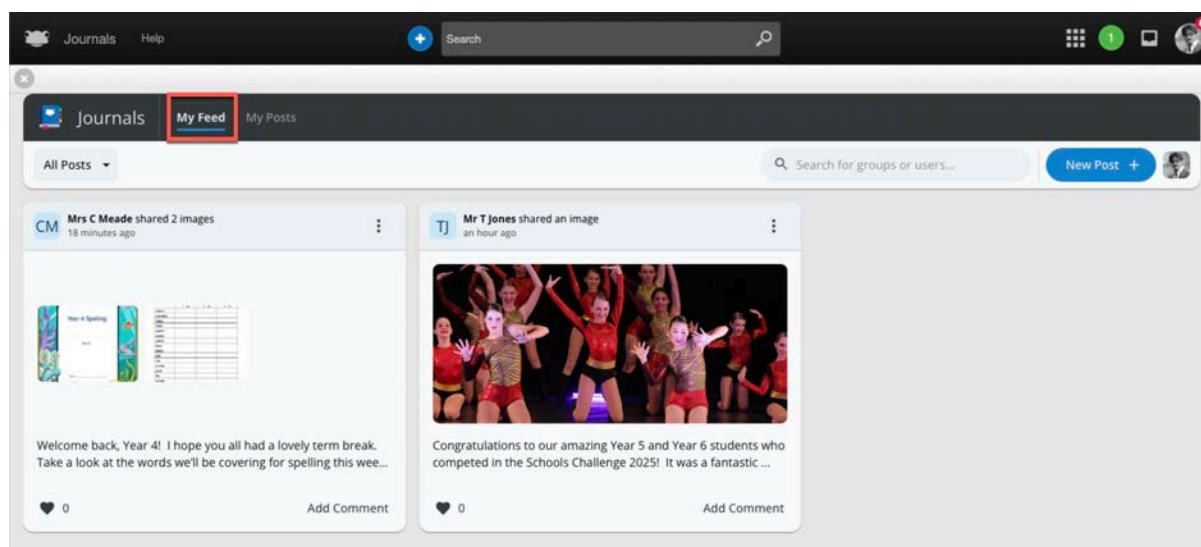
This level of access is designed to give staff autonomy within the application, so they do not need to rely on an admin to remove any inappropriate or unwanted content.

However, it's important to remember that any edits or deletions made to posts or comments created by other users should be handled thoughtfully and appropriately.

Now let's look at the Journals application. To create a post or view your feed, go to Frog Bar > Quick Launch > Journals.

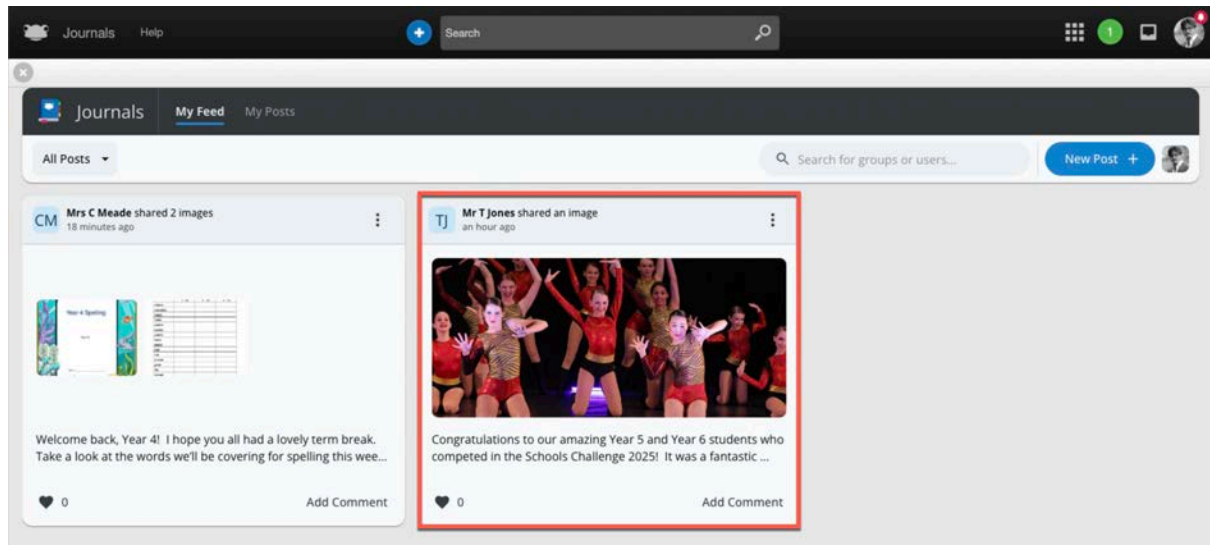


When the Journals application opens, it will default to the My Feed view, displaying all posts made by students and staff across the school.

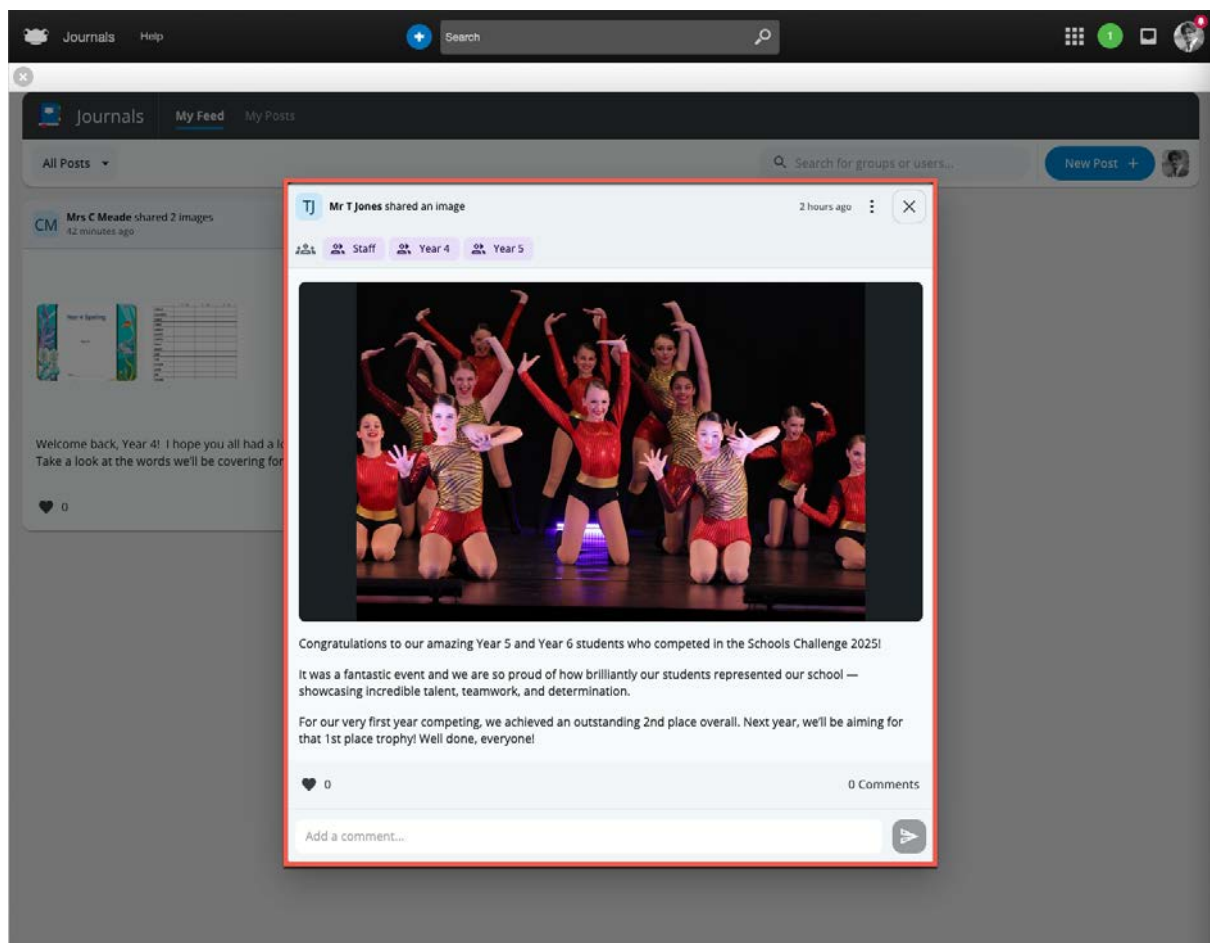


Within the My Feed view, posts are displayed in a gallery style, showing the user who made the post, how long ago it was posted, the uploaded image(s), and the description added by the creator.

**NOTE** – If the description is longer than two lines or contains line breaks, the feed will display a summary that wraps the description and limits it to two lines, indicating additional text by appending ....



When a post is selected, a larger preview window will open, displaying the user who made the post, how long ago it was posted, the audience it was shared with (individuals or groups), the uploaded image(s), and the full description.



From within this preview window, you can comment on posts as well as like them.

To add a comment, simply type your comment and click the arrow button to post it.

JournalsHelp

Search


1

JournalsMy FeedMy Posts

All Posts

CM

Mrs C Meade shared 2 images42 minutes ago




Welcome back, Year 4! I hope you all had a lovely holiday. Take a look at the words we'll be covering for the new year.

0

TJ

Mr T Jones shared an image2 hours ago

StaffYear 4Year 5



Congratulations to our amazing Year 5 and Year 6 students who competed in the Schools Challenge 2025! It was a fantastic event and we are so proud of how brilliantly our students represented our school — showcasing incredible talent, teamwork, and determination.

For our very first year competing, we achieved an outstanding 2nd place overall. Next year, we'll be aiming for that 1st place trophy! Well done, everyone!

00 Comments

1

Congratulations to all the students who participated! You should be so proud of the amazing effort you put in this year to achieve this fantastic result — well done, everyone!

2

The comment will be added to the post and will be visible to all users with whom the post was shared.

JournalsHelp

Search


1

JournalsMy FeedMy Posts

All Posts

CM

Mrs C Meade shared 2 imagesan hour ago




Welcome back, Year 4! I hope you all had a lovely holiday. Take a look at the words we'll be covering for the new year.

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StaffYear 4Year 5



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For our very first year competing, we achieved an outstanding 2nd place overall. Next year, we'll be aiming for that 1st place trophy! Well done, everyone!

01 Comments

Mr J Sparrow · 3 minutes ago

Congratulations to all the students who participated! You should be so proud of the amazing effort you put in this year to achieve this fantastic result — well done, everyone!

0

Add a comment...

To like a post, simply select the heart icon. When a post is liked, the heart icon changes from grey to red.


The screenshot shows a web interface for a school's social media platform. At the top, there's a navigation bar with 'Journals', 'Help', and a search bar. Below this, the main feed is titled 'My Feed'. A post by 'Mr T Jones' is highlighted, showing a group of young girls in red and yellow dance costumes performing on stage. The post text congratulates Year 5 and Year 6 students for their performance in the 'Schools Challenge 2025'. Below the post, there's a heart icon with the number '1' and a comment section with one comment from 'Mr J Sparrow'.

Journals My Feed My Posts

All Posts

Mr T Jones shared an image 2 hours ago

Staff Year 4 Year 5



Congratulations to our amazing Year 5 and Year 6 students who competed in the Schools Challenge 2025! It was a fantastic event and we are so proud of how brilliantly our students represented our school — showcasing incredible talent, teamwork, and determination.

For our very first year competing, we achieved an outstanding 2nd place overall. Next year, we'll be aiming for that 1st place trophy! Well done, everyone!

1

1 Comments

Mr J Sparrow · 7 minutes ago

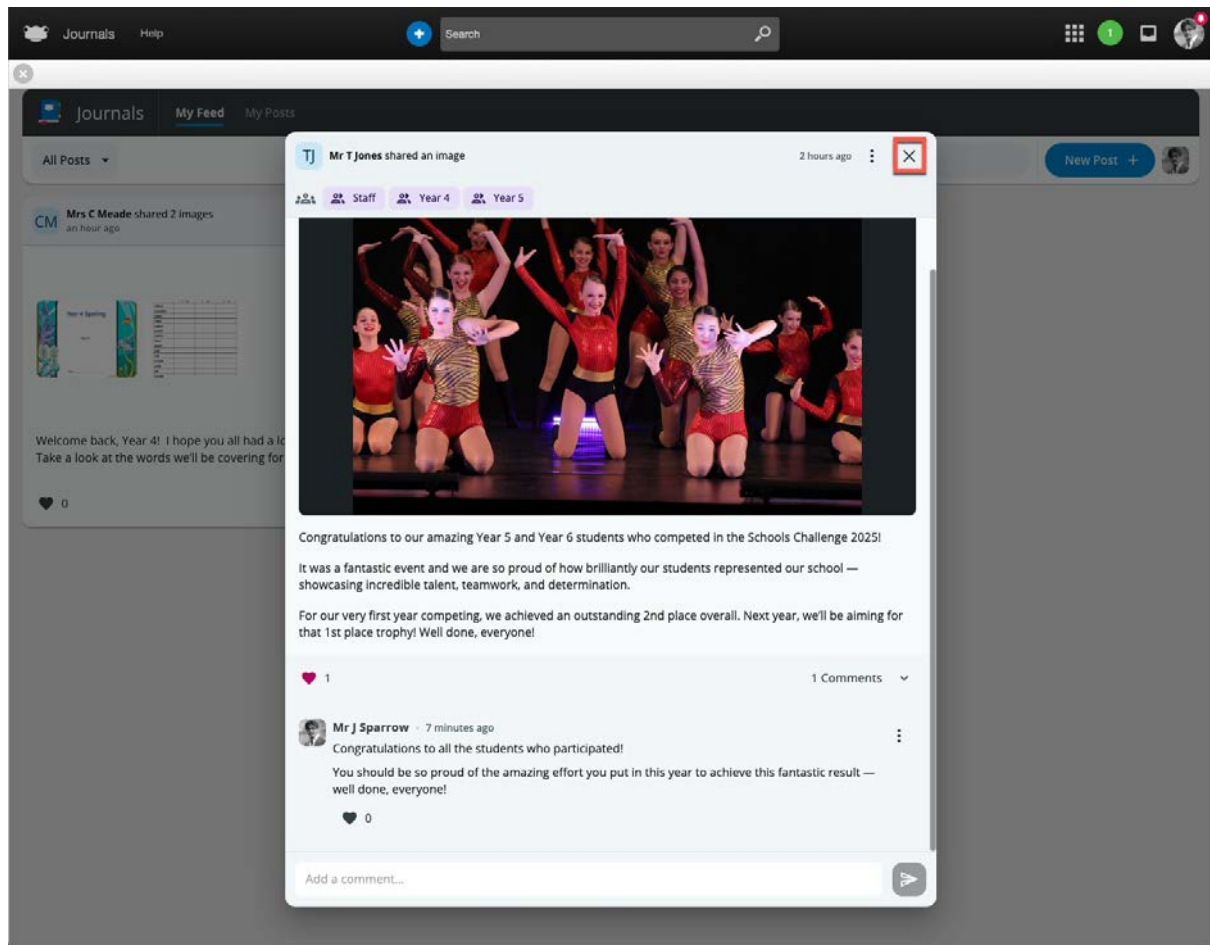
Congratulations to all the students who participated! You should be so proud of the amazing effort you put in this year to achieve this fantastic result — well done, everyone!

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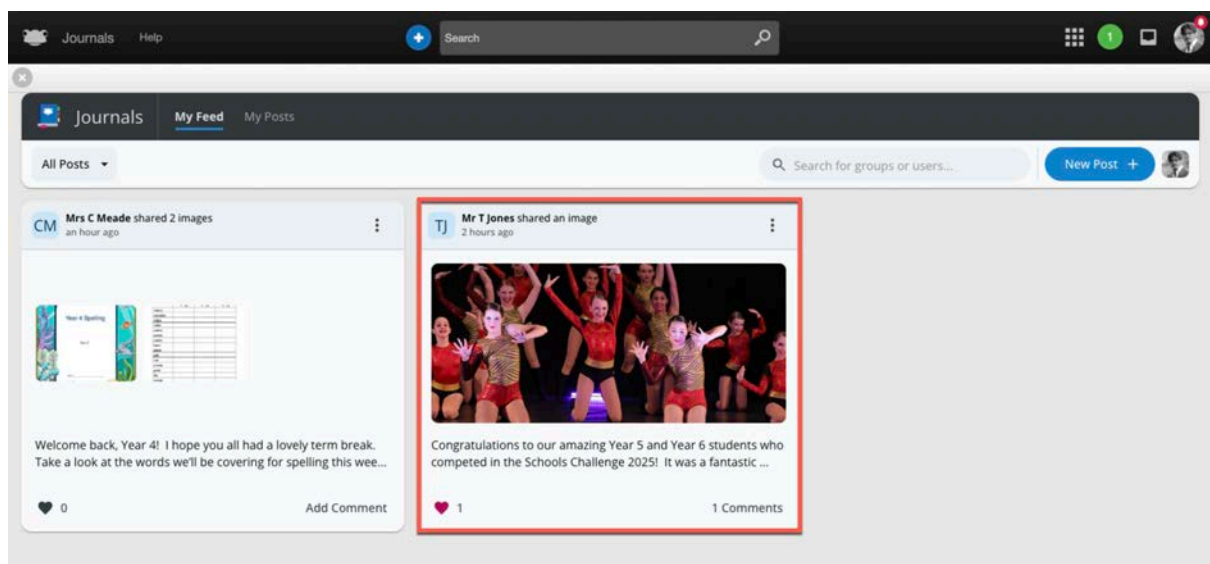
Add a comment...



To close the preview window, simply click the X icon in the top right corner to return to the My Feed view.



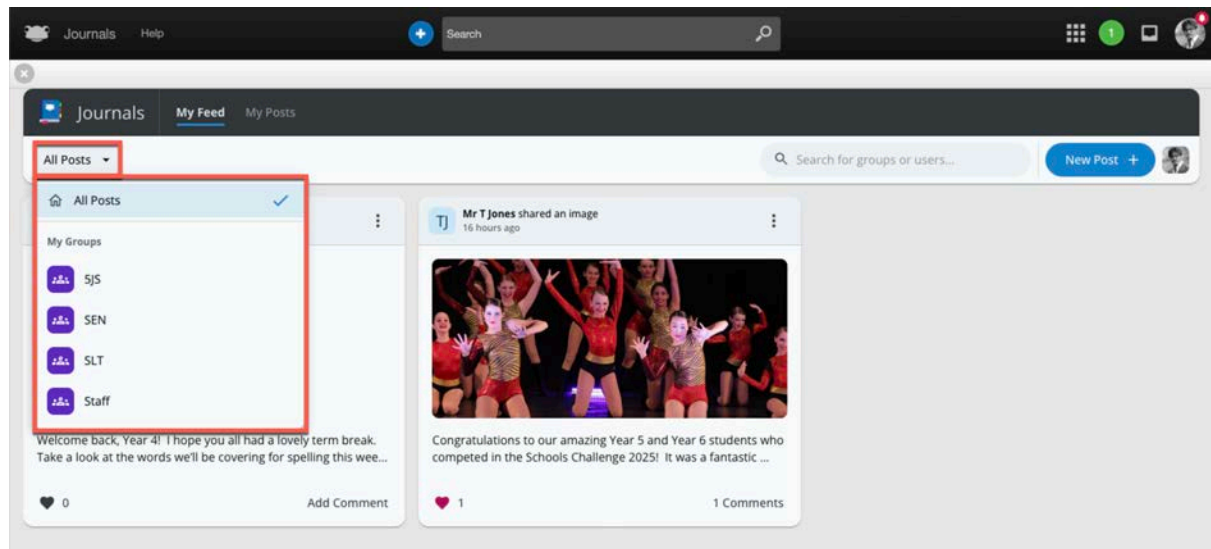
You will notice that upon returning to My Feed, the post has updated to show that there is one like and one comment added.



We will now look at some of the other options available. Some of these will be covered again later in this document, after we show you how a staff member or admin can create a post.

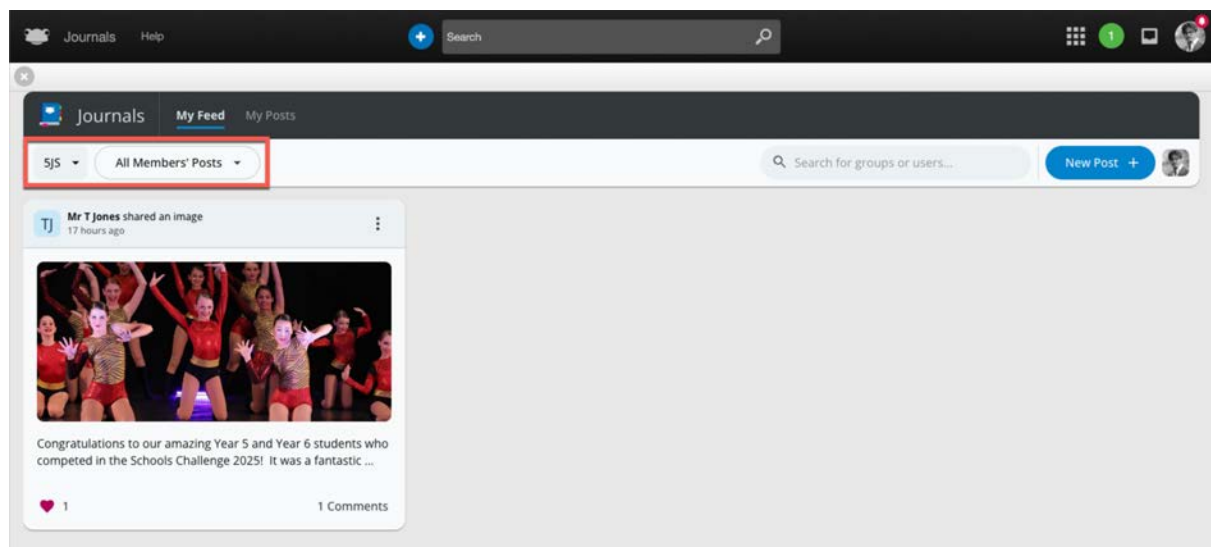
As mentioned earlier, by default your My Feed view will display All Posts.

However, if you select this dropdown, you will also see a list of the groups you are affiliated with. These groups could include your roll groups, classes, or any other groups that have either come across from the EMS or have been manually created on your platform.

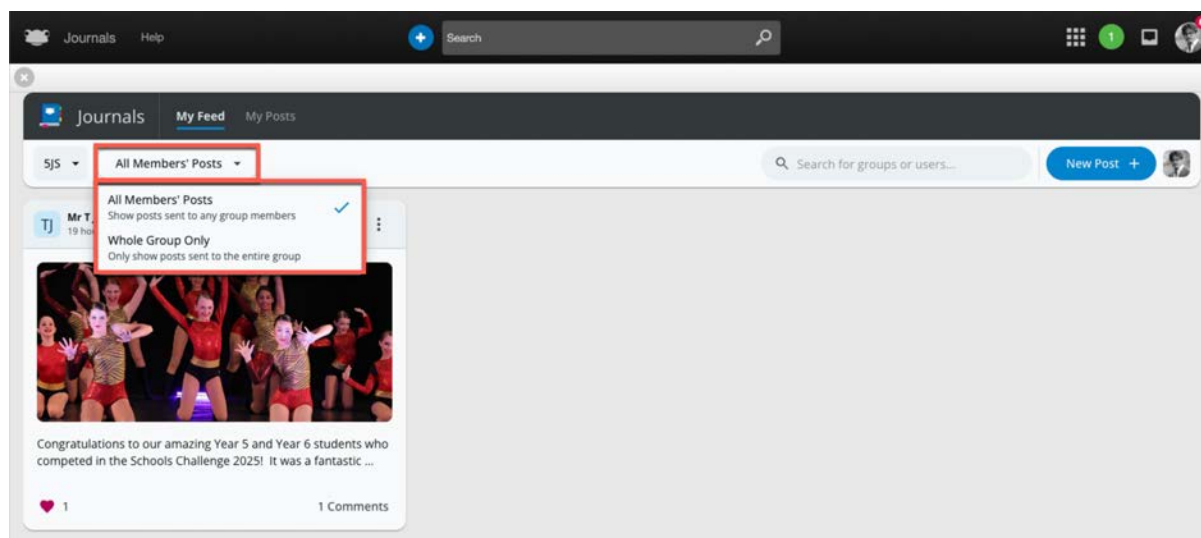


If you select a group, it will default to show any posts shared with any user within that group. This is highlighted by the option All Members' Posts being selected.

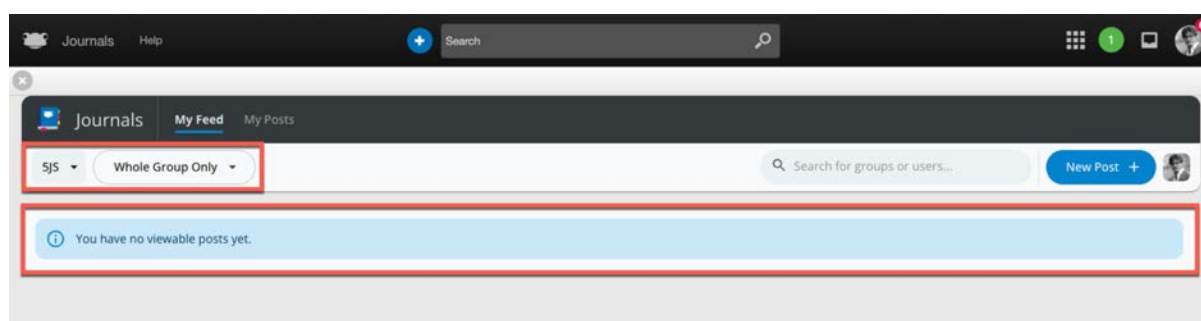
In this example, the group 5JS has been selected, and we can see a post shared by Mr T Jones.



If you select the dropdown for All Members' Posts, you will also see the option Whole Group Only. This option will display only the posts that were shared with the entire selected group as a whole.

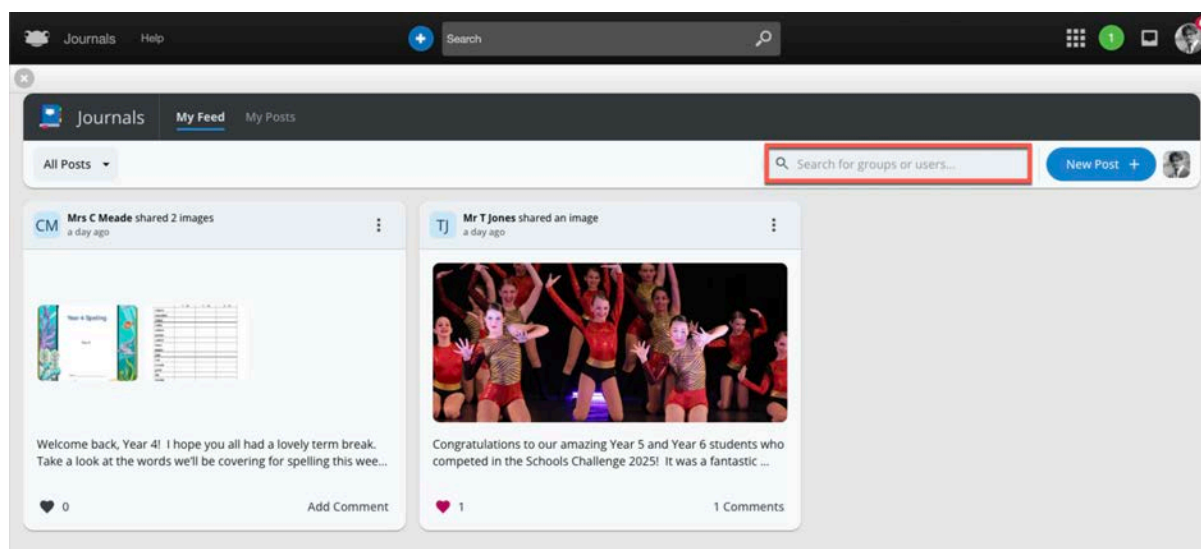


In this example, when the Whole Group Only option is selected for the group 5JS, no matching posts are displayed and the message You have no viewable posts yet appears. This is because, to date, no posts have been shared with the 5JS group.



We will revisit the Whole Group Only option later in this document after we show you how a staff member or admin can create a post.

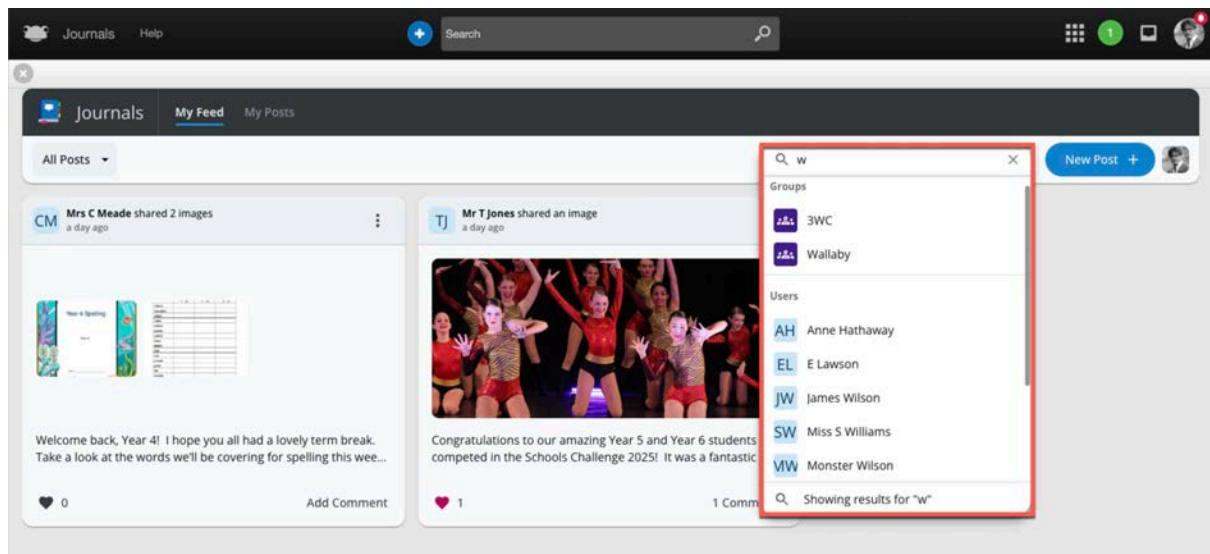
Next, within the My Feed view, there is a search option that allows you to search for users and groups and see any posts either created by them or shared directly with them.





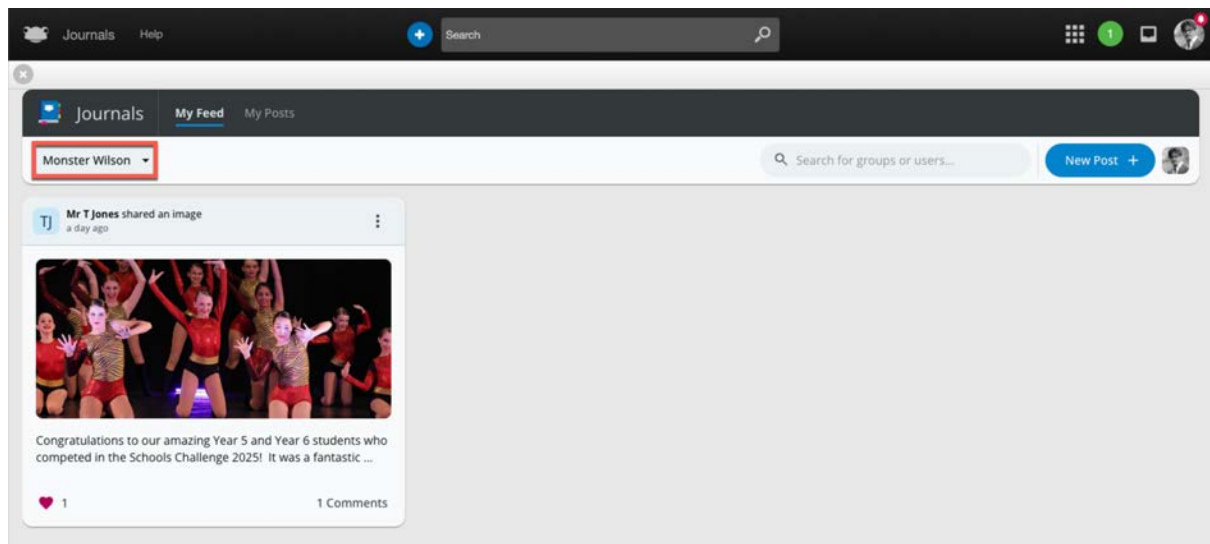
In the Search field, enter your search term — this can be as simple as a single character — to display a list of any matching groups or users. In the search results, groups are indicated with a purple icon, while users will display either their initials or their profile picture if one is associated.

In the example below, the search term “w” was entered in the Search field to display the list of matching groups and users.

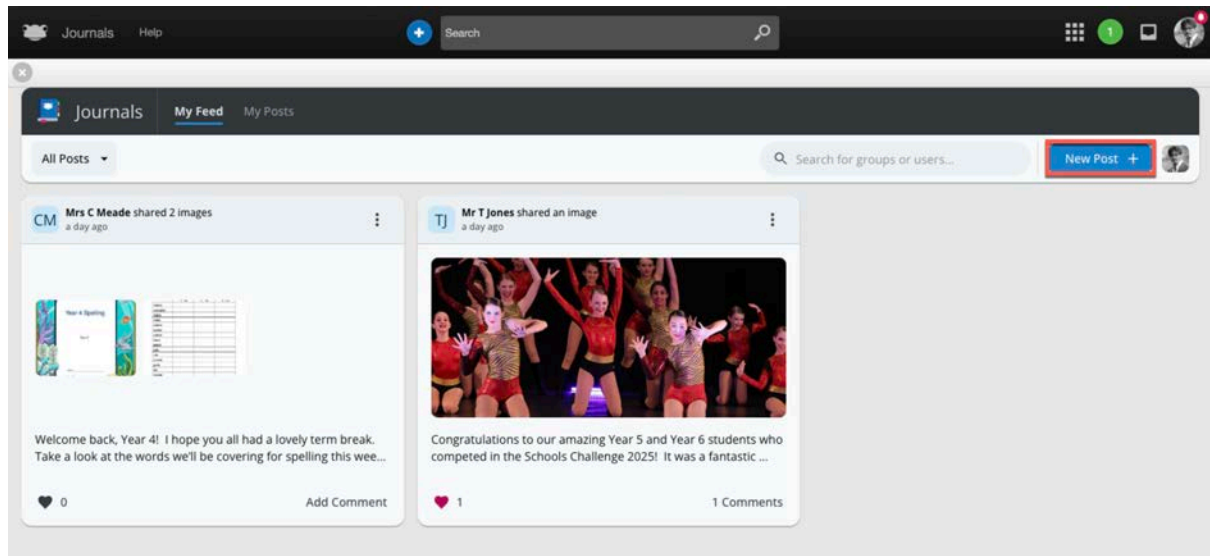


When you select a group or user, their name will appear on the left-hand side, indicating that any posts listed are associated with that selection.

In this example, the user Monster Wilson was selected from the search results, so the posts displayed will be those they have created or that have been shared with them.

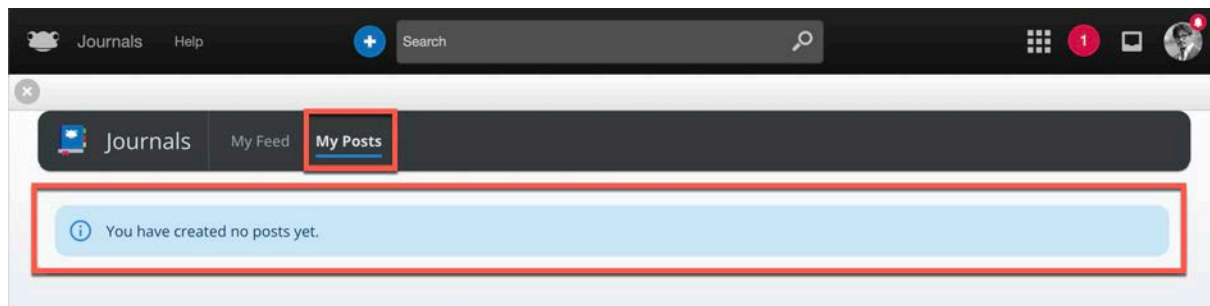


Lastly, within the My Feed view, you'll find the New Post + button on the far right, which allows you to create a journal post. We'll cover how to create a post in the next section of this document.



Before we jump into how staff can create a post, there is one last view available, My Posts. When selected, this will display any posts you have created. If no posts have been made, a message saying You have created no posts yet will be displayed.

In this example, the staff member Mr J Sparrow hasn't created any posts yet. We will revisit this view later in the document once some posts have been created.

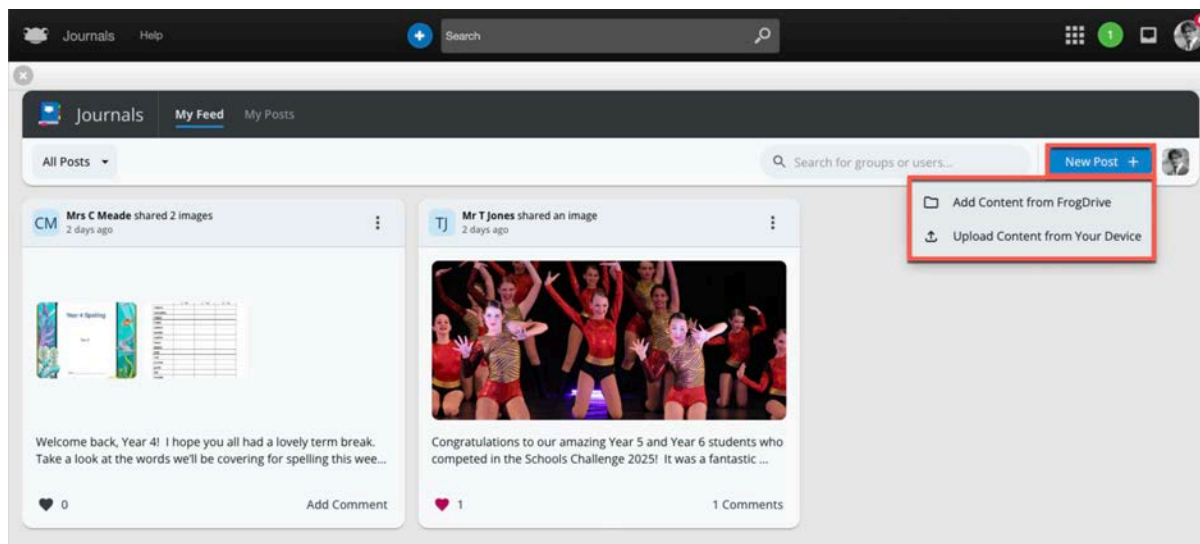


## Staff / Admin – Create post

Staff and admin users can create journal posts targeted to an appropriate audience, including individual users or groups.

To create a post, click the New Post + button. You will then see the following two options:

- Add Content from FrogDrive
- Upload Content from Your Device

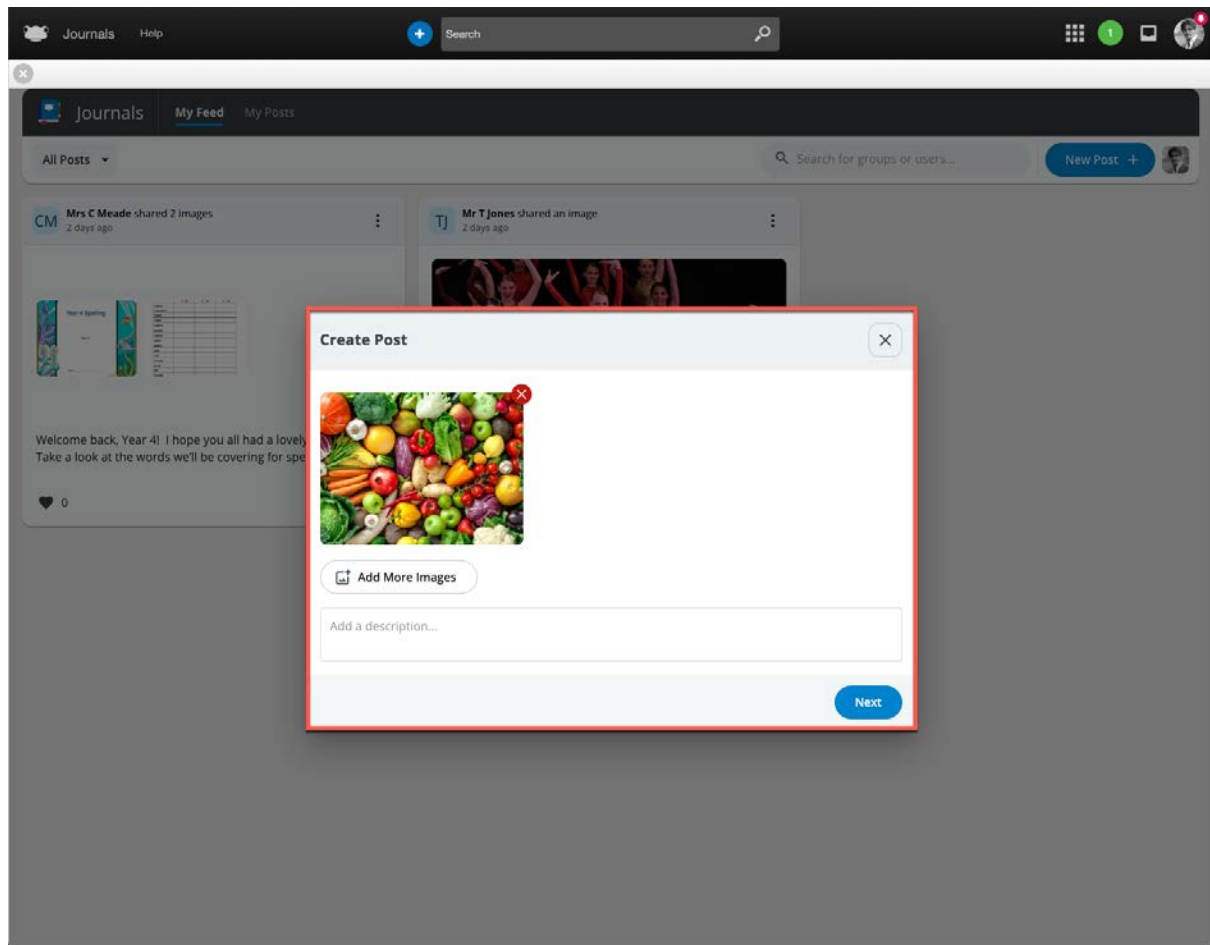


The Add Content from FrogDrive option launches a pop-up window displaying FrogDrive > Documents. Since Journals currently only supports images, only image file types will be displayed in FrogDrive. Choose an image from your FrogDrive area, or if the file is on your local device, navigate to New > File to upload the resource you need.

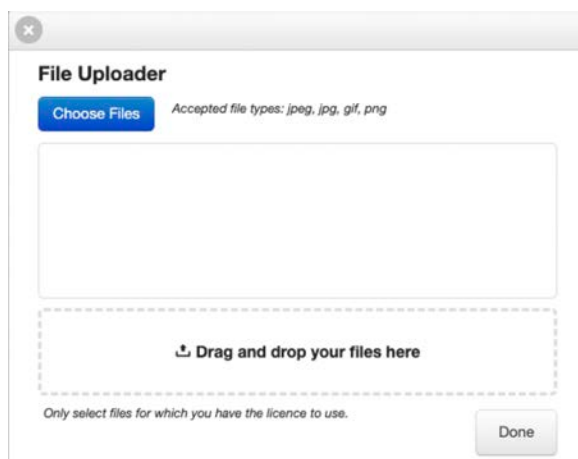
Once you've selected your image, click the Use button to link the file to your post.



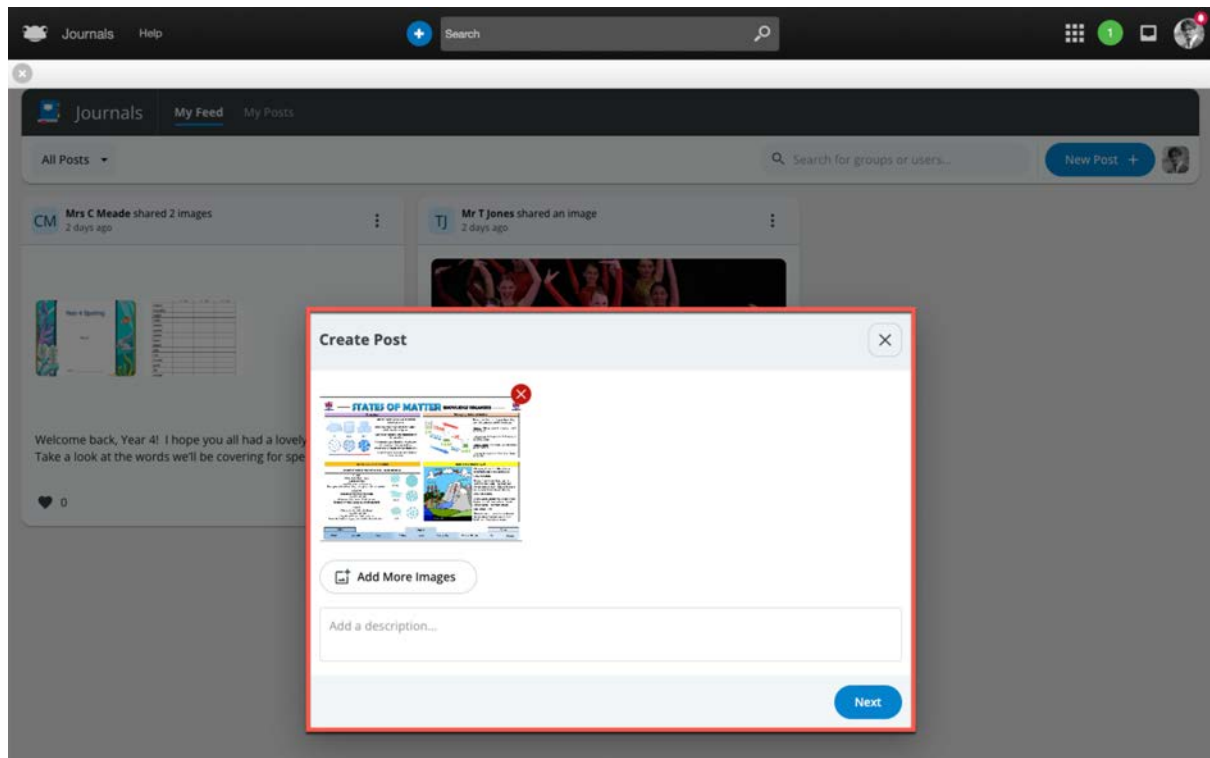
After selecting an image file from FrogDrive, you will be returned to the Create Post pop-up window with the selected image displayed.



The Upload Content from Your Device option launches a File Uploader pop-up window. Drag and drop a file from your local device to attach it to your chat reply.

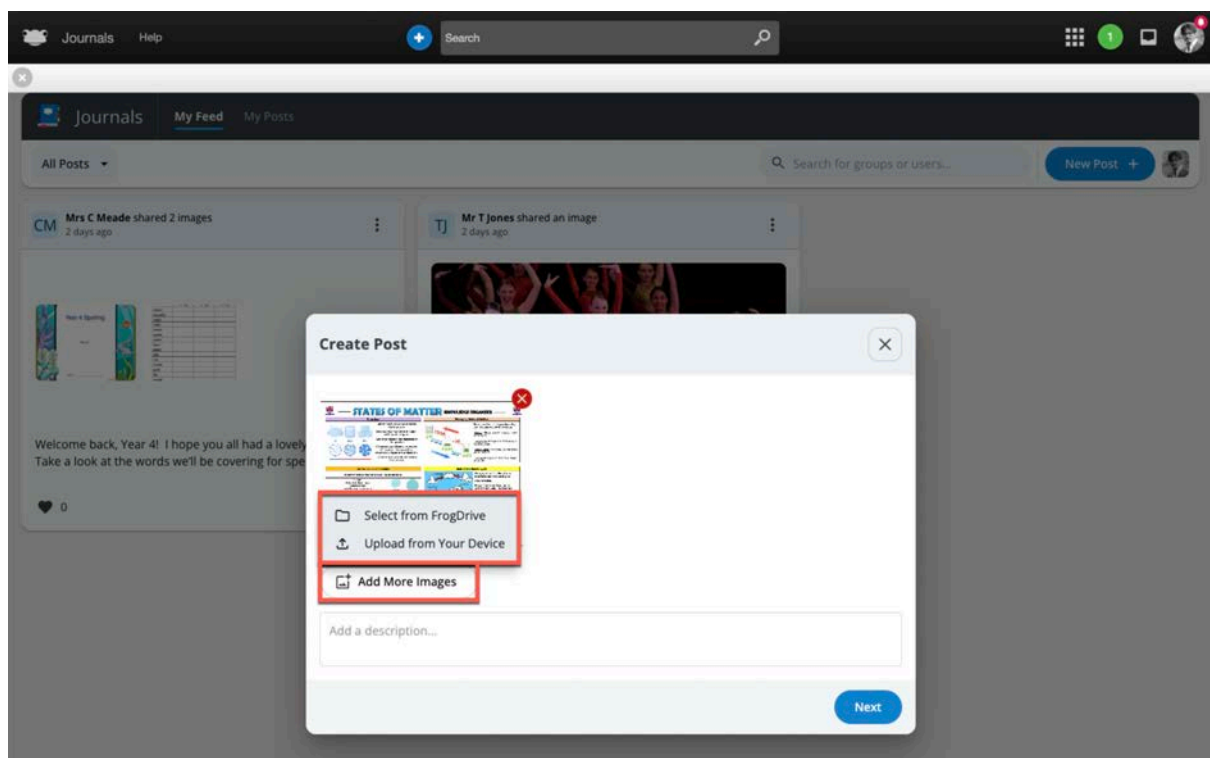


After selecting an image file from your local device, you will be returned to the Create Post pop-up window with the selected image displayed.



Journal posts can have multiple images associated with a single post. If you wish to add more images, select the Add More Images button to see the following two options:

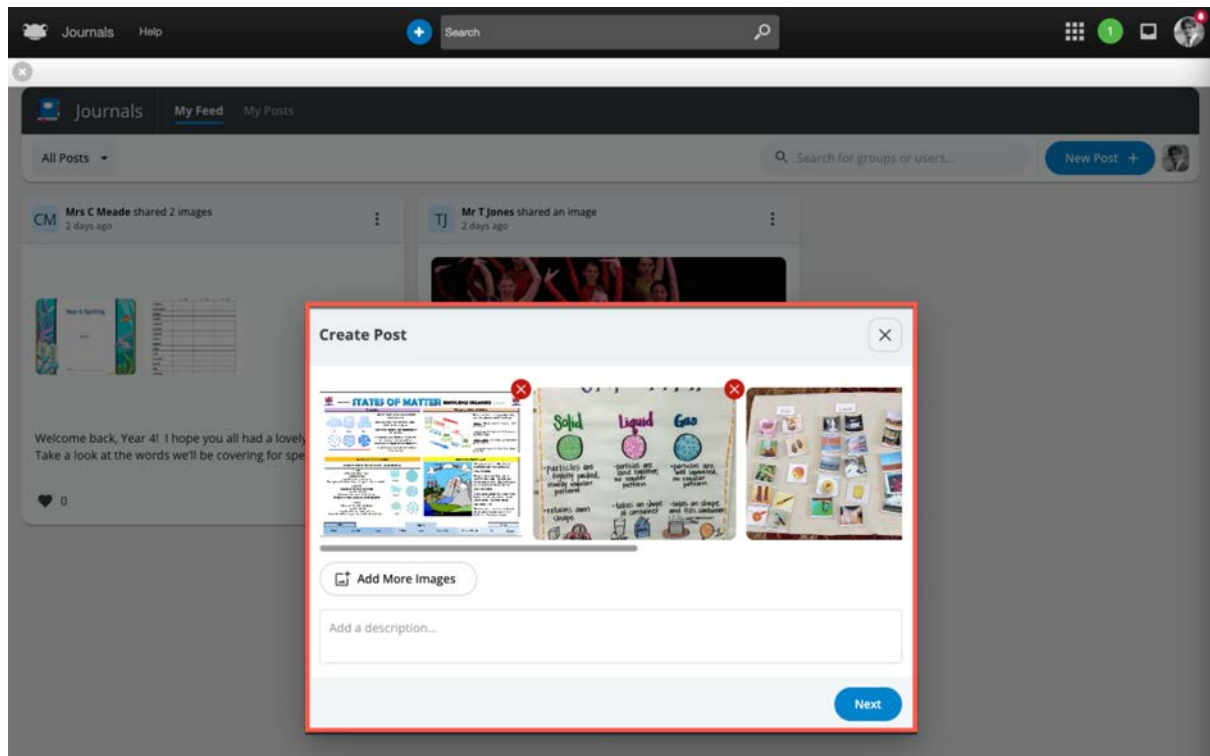
- Select from FrogDrive
- Upload from Your Device



In this example, we have chosen to add multiple images from the local device. Once your images are selected, you'll be returned to the Create Post pop-up window, where all chosen images will be shown.



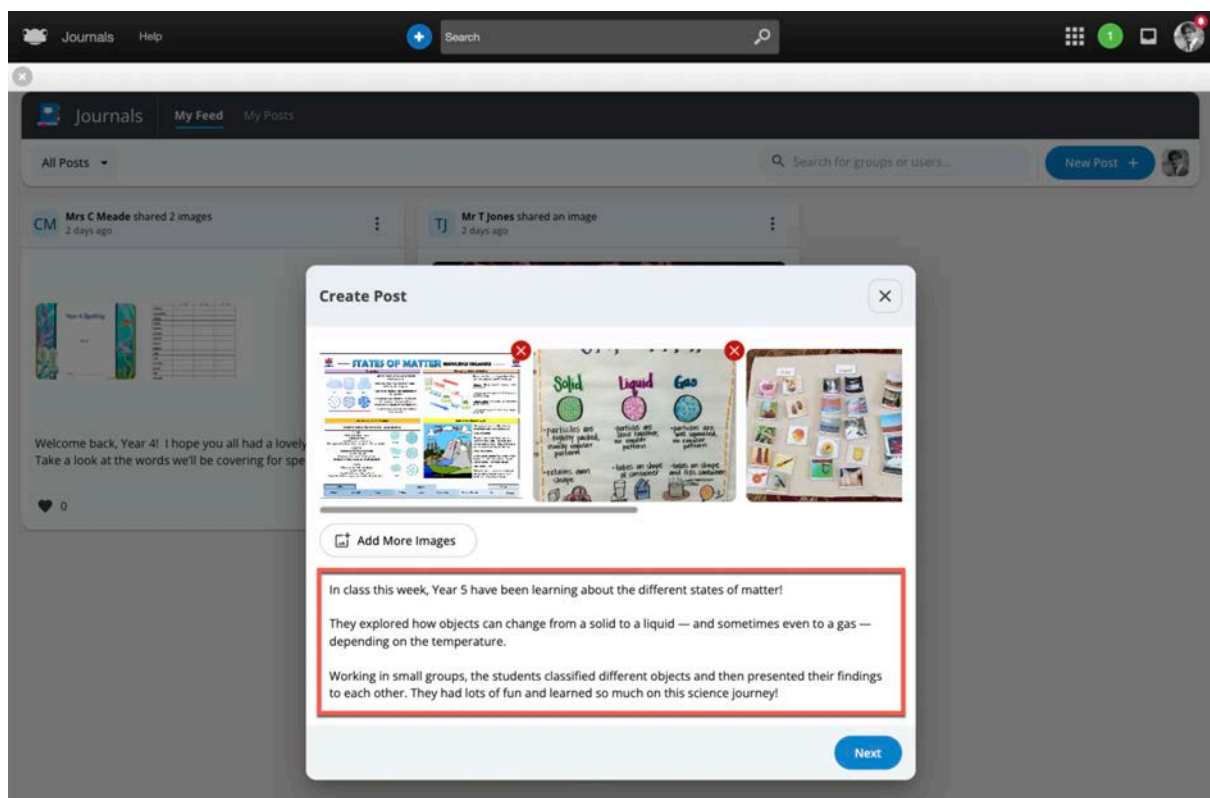
When several images are attached, a scroll bar will appear, allowing you to easily view each one within the Create Post window.



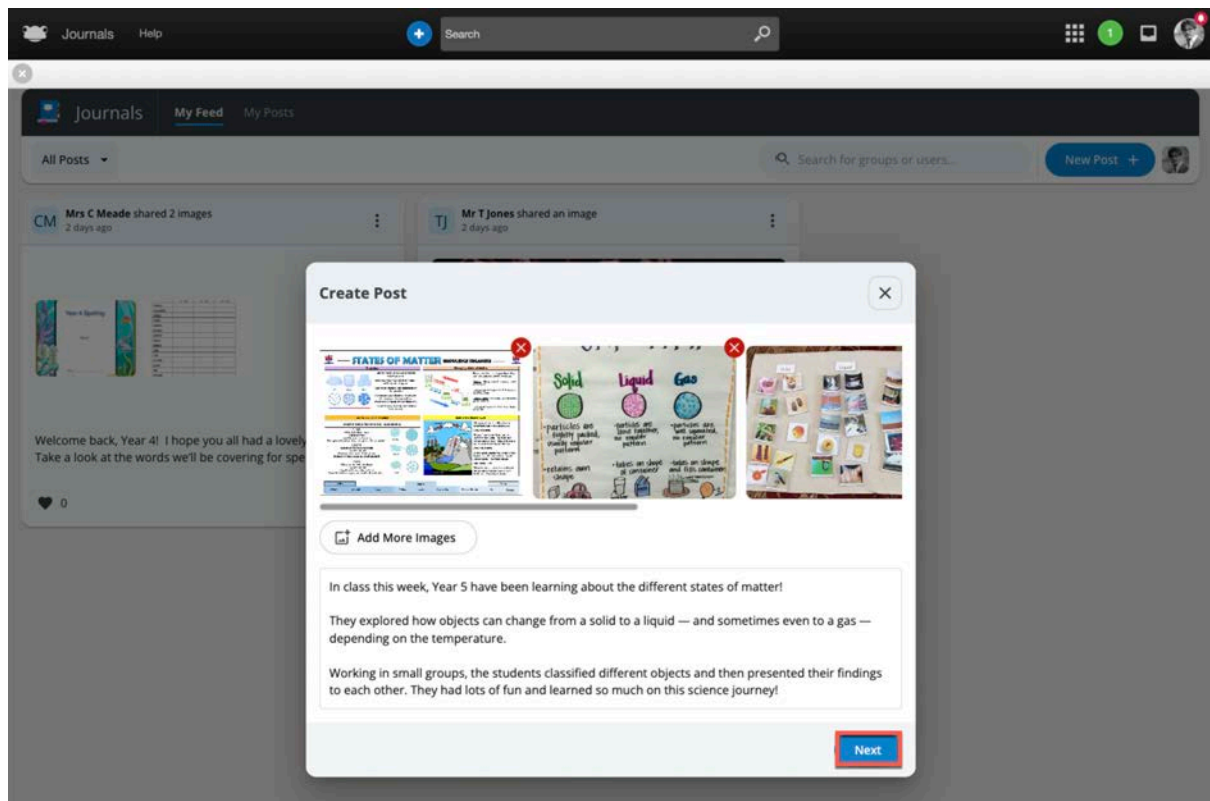
The next step is to add a description to your post that best explains to your intended audience what the images are about.

In this example, we've chosen to share images of a science experiment completed in class this week, along with some of the students' work as part of their learning journey. We want to showcase this to the students in the class and their parents.

**NOTE** – If the description is longer than two lines or contains line breaks, the feed will display a summary that wraps and limits it to two lines, with ... indicating there is more to read. When clicking on the post, the full description will be visible.

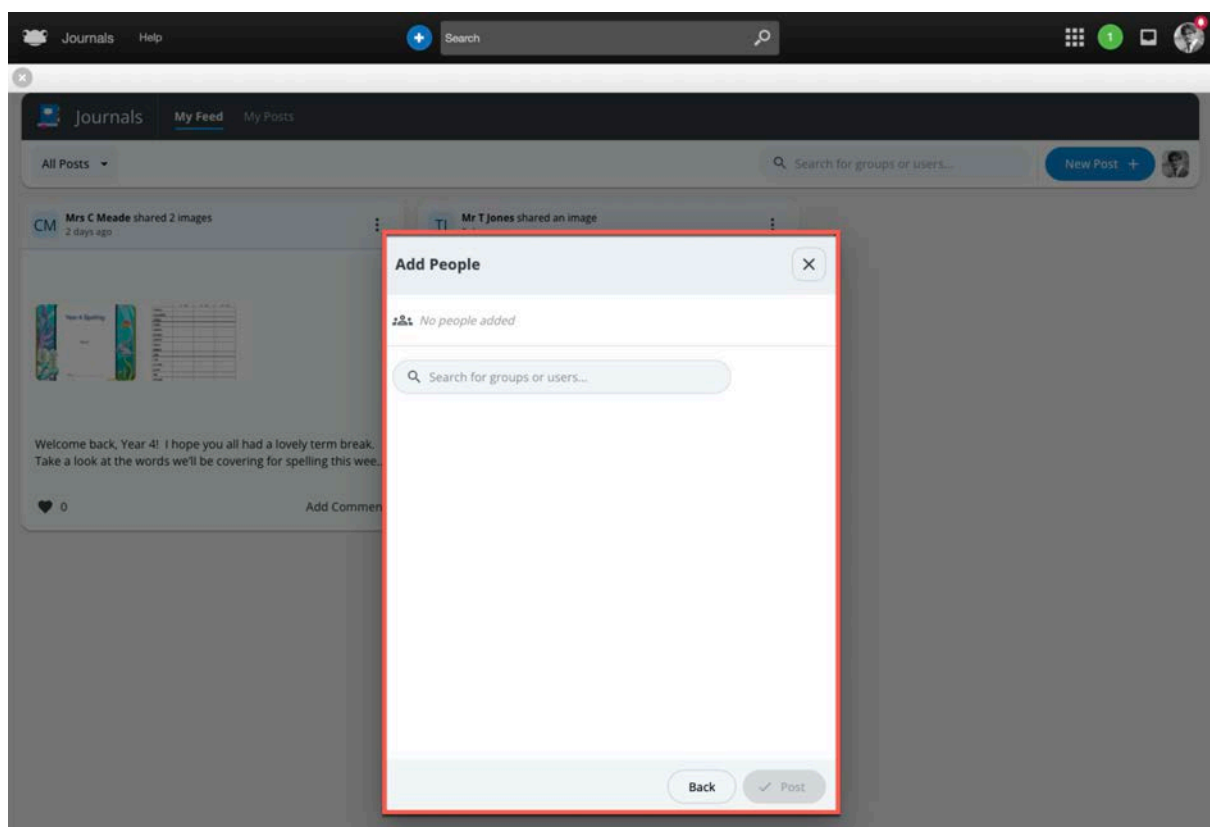


When you're happy with the images and description, click the Next button.



The Add People pop-up window will be displayed, allowing you to add the users or groups you wish to share the post with.

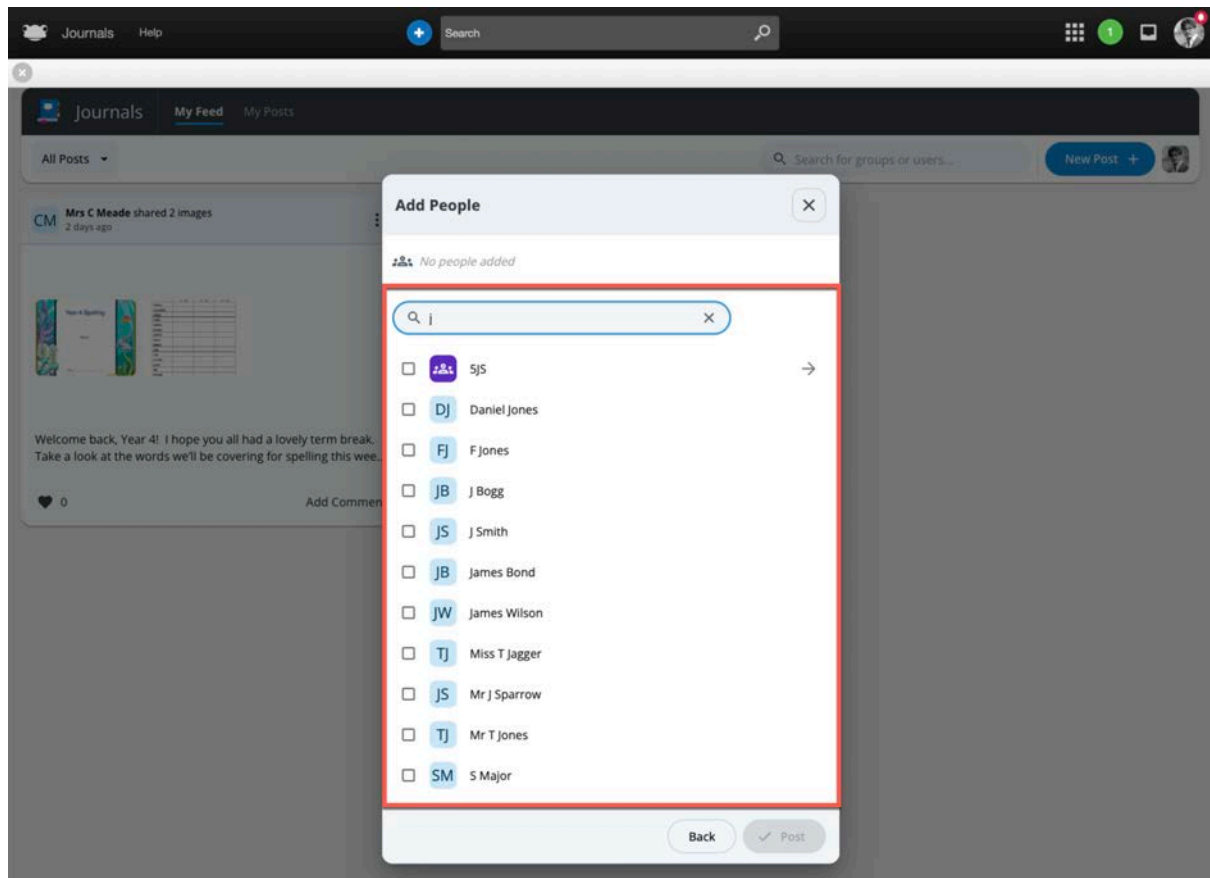
You may notice that the Post button is disabled — until an audience has been added, the post cannot be shared.



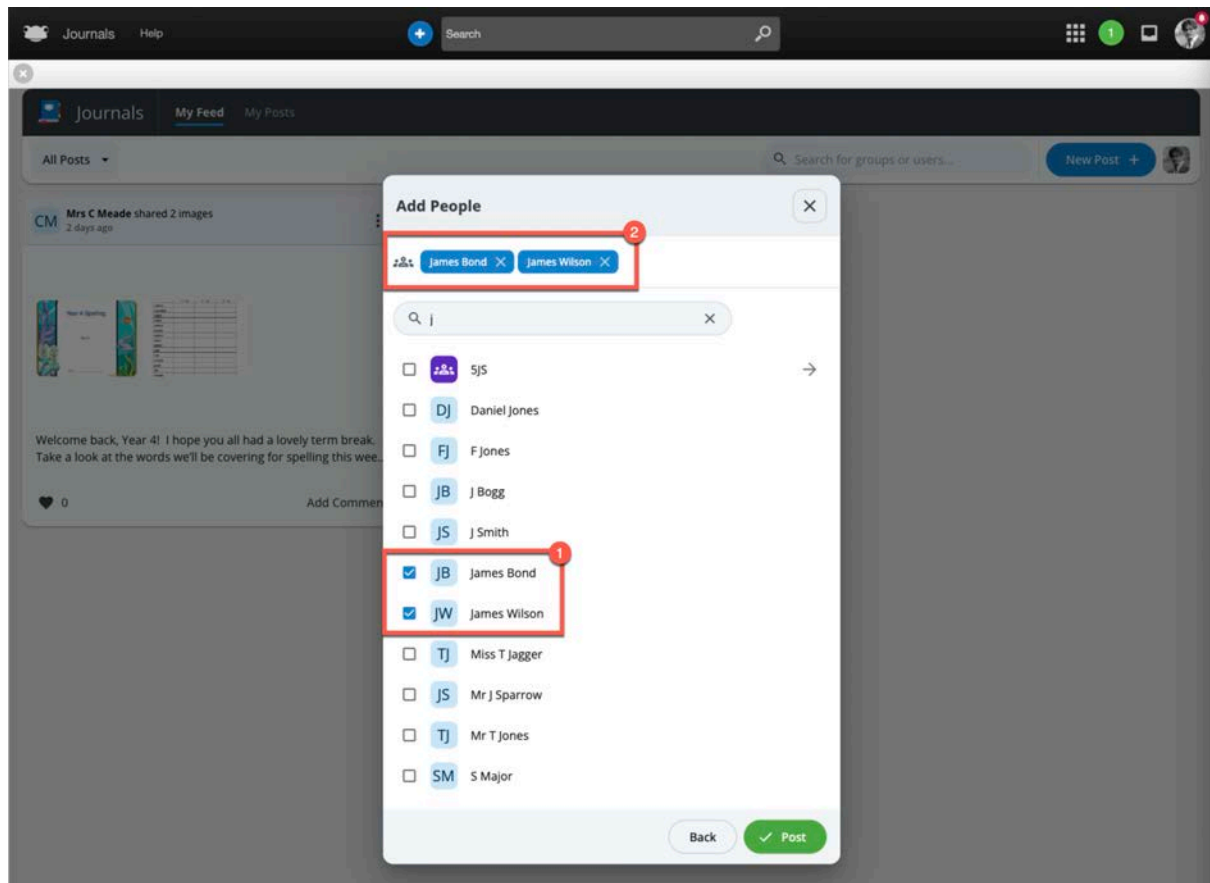
In the Search field, enter your search term — this can be as simple as a single character — to display a list of any matching groups or users. In the search results, groups are indicated with

a purple icon, while users will display either their initials or their profile picture if one is associated.

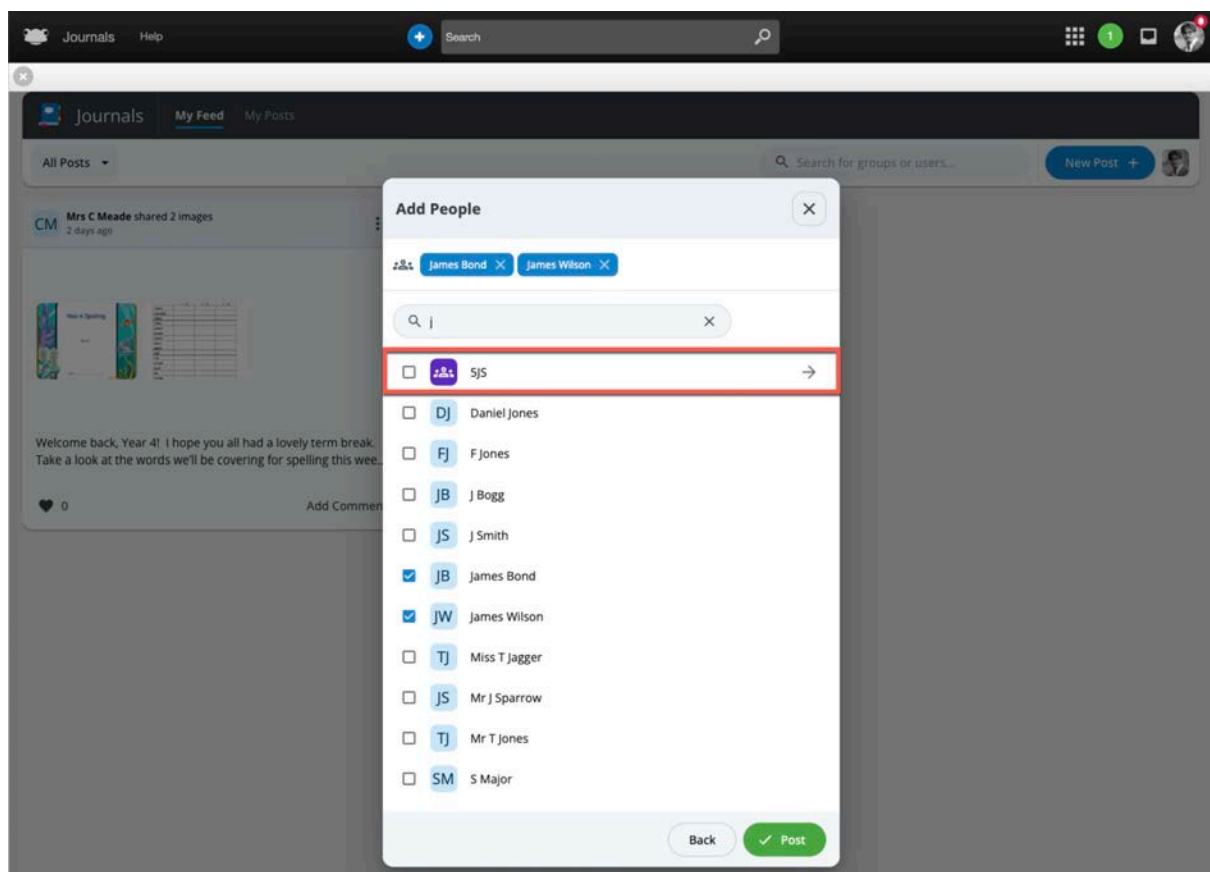
In the example below, the search term "j" was entered in the Search field to display the list of matching groups and users.



To add an individual, simply select the checkbox next to their name. You will see their names appear at the top, indicating that the post will be shared with them.

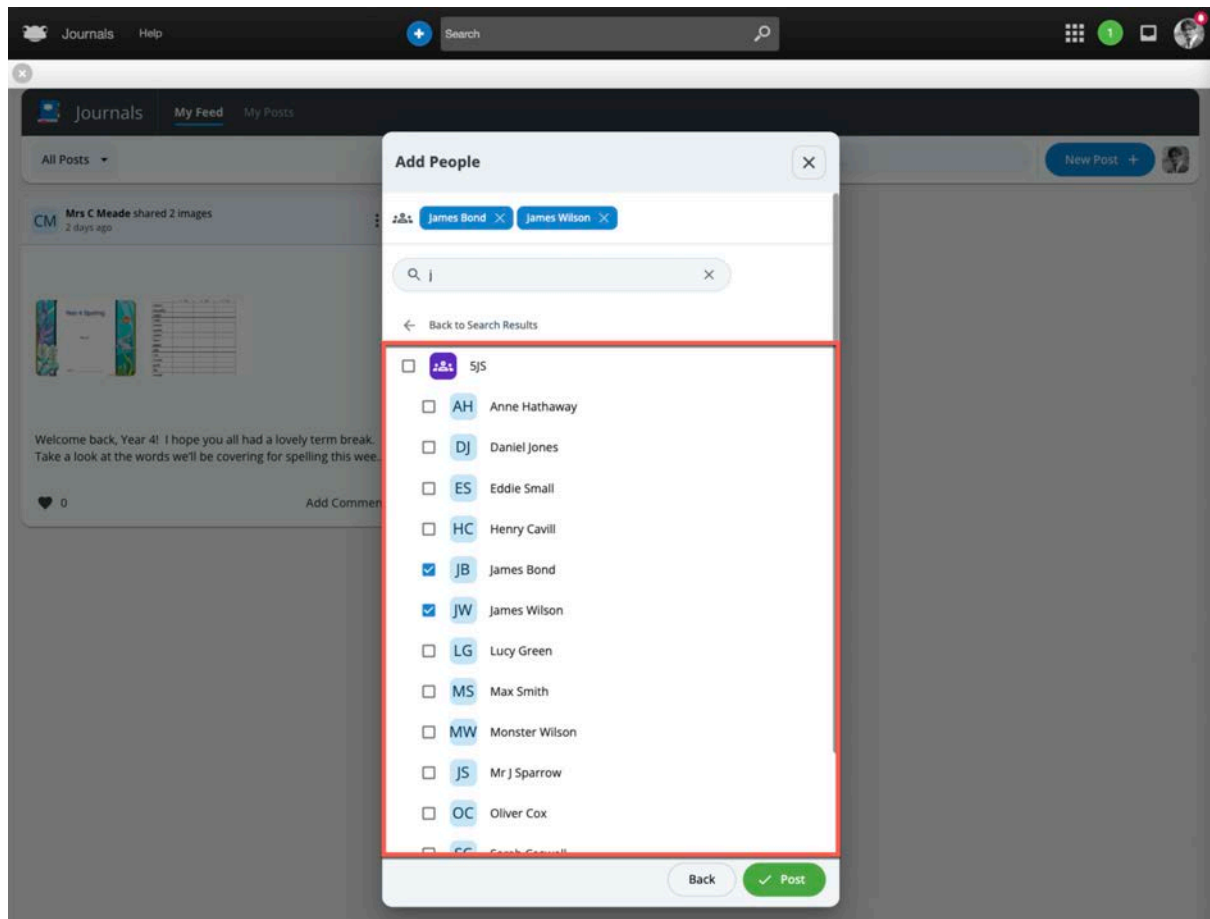


When groups appear in the search results, you will notice an arrow displayed on the far right.

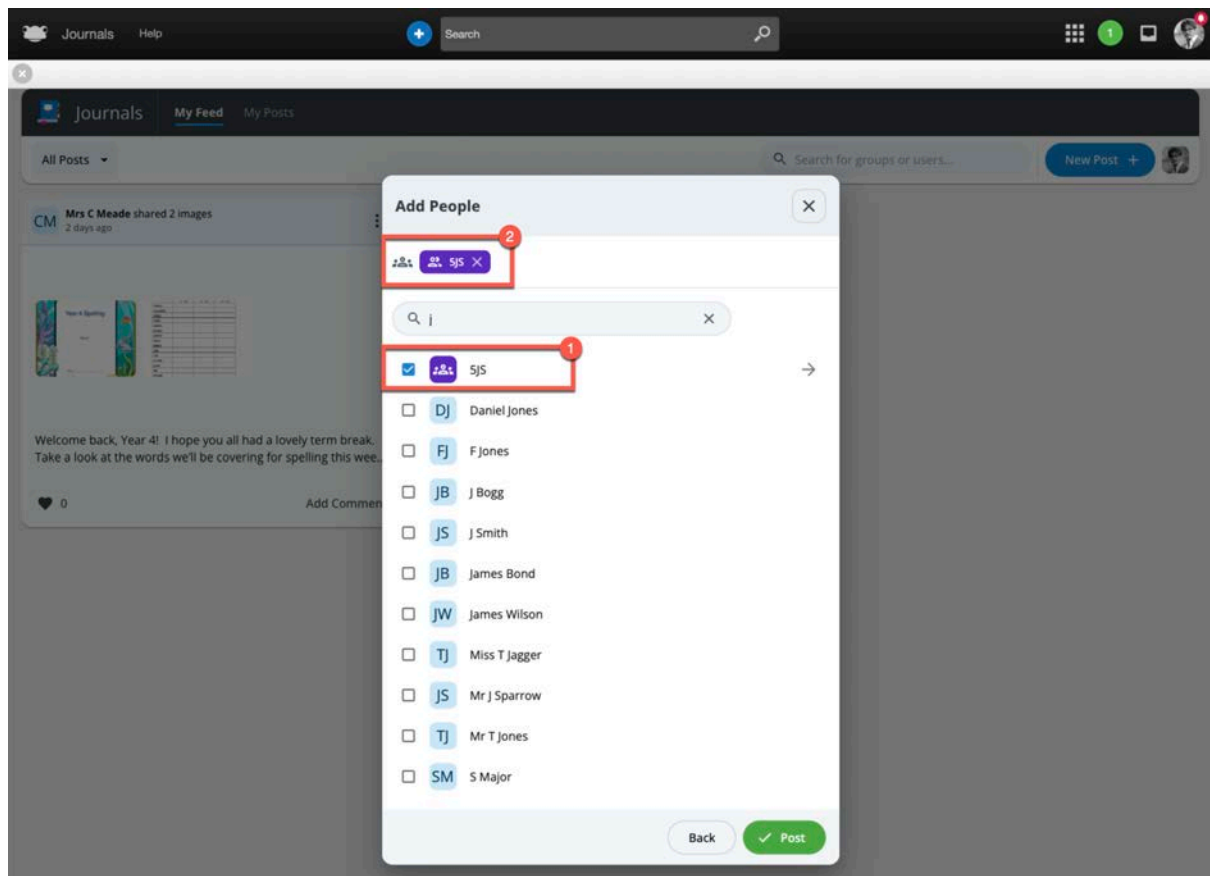


When you select the arrow next to a group, it will expand to show all members associated with that group. In this example, we've selected the arrow next to the group 5JS and can

see all its members listed. This allows you to choose only specific members of the group to share the post with.



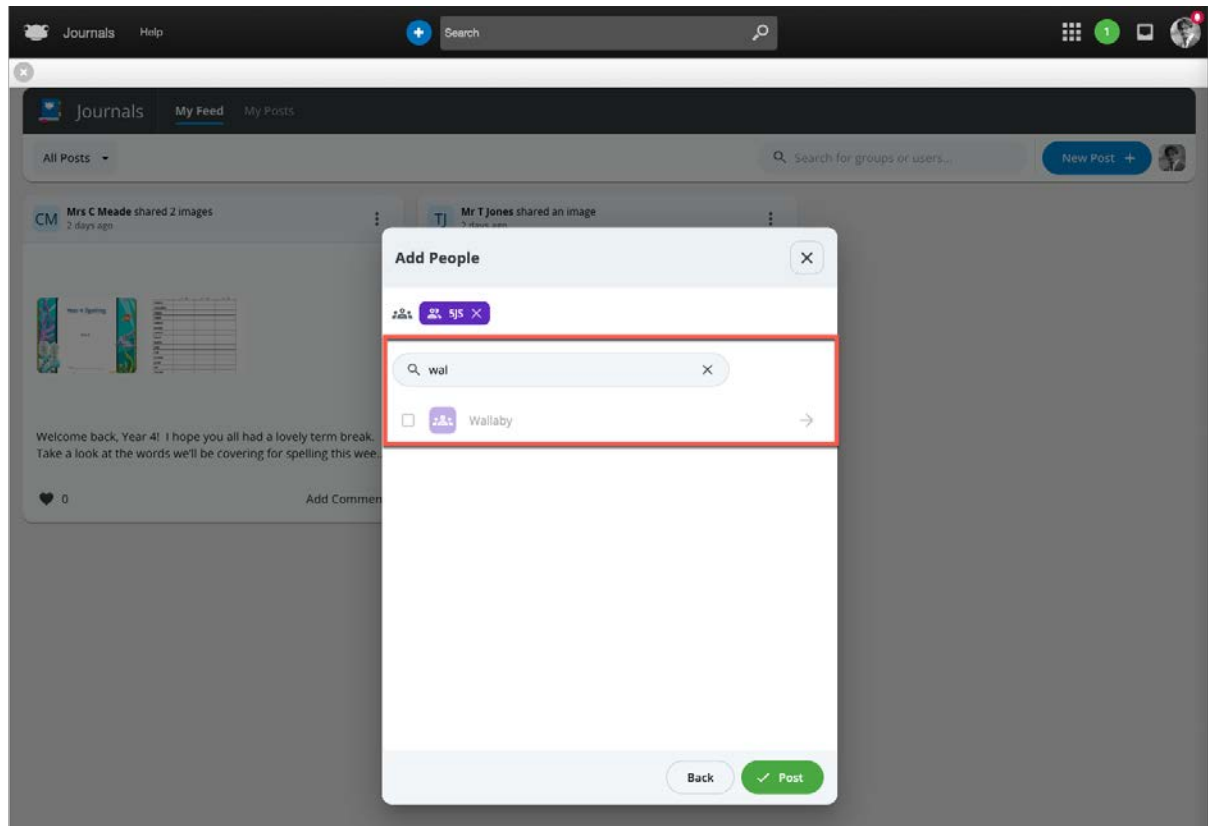
In this example, the checkbox next to the group 5JS has been selected. You will see the group name appear at the top, indicating that the post will be shared with that group.



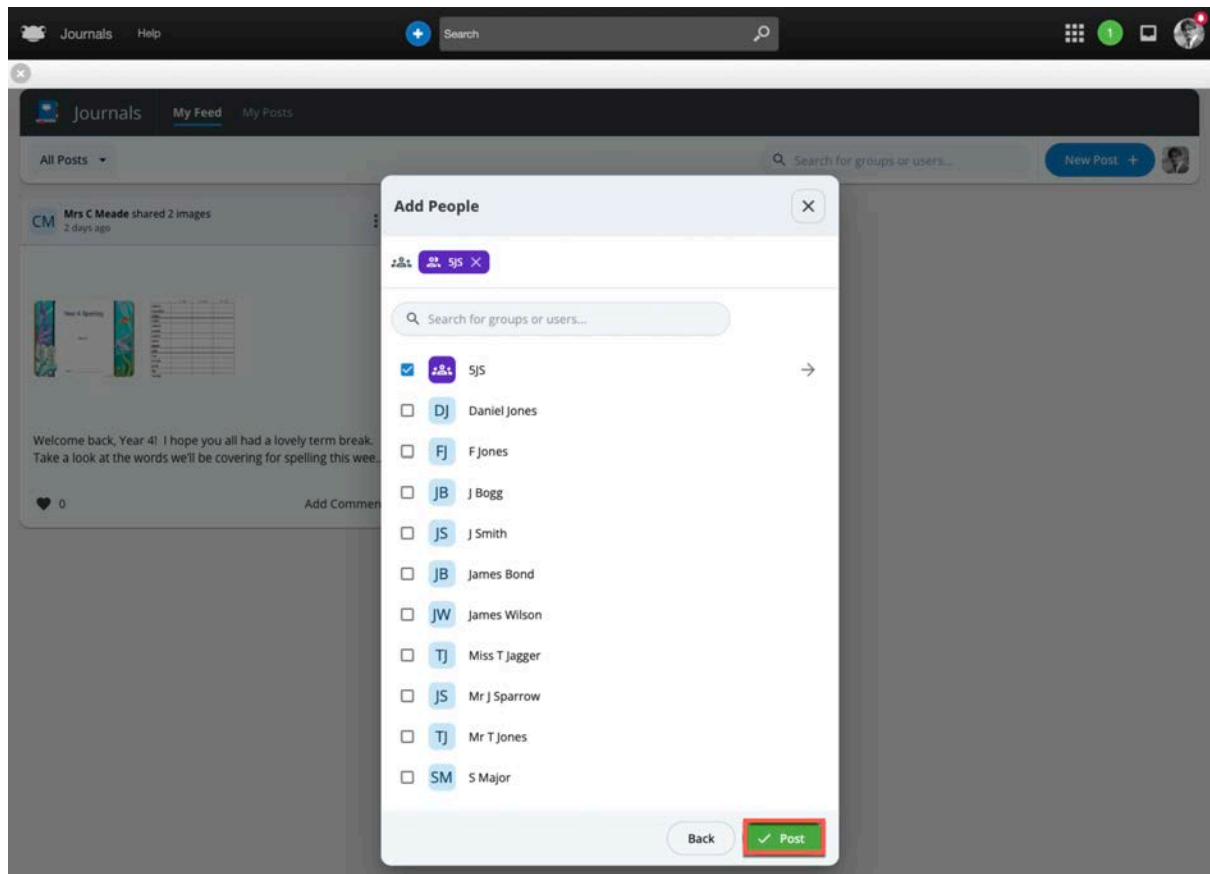


One last thing to note when completing a search, if a group name appears ghosted, this indicates that while the group exists within the site, it doesn't have any users associated with it.

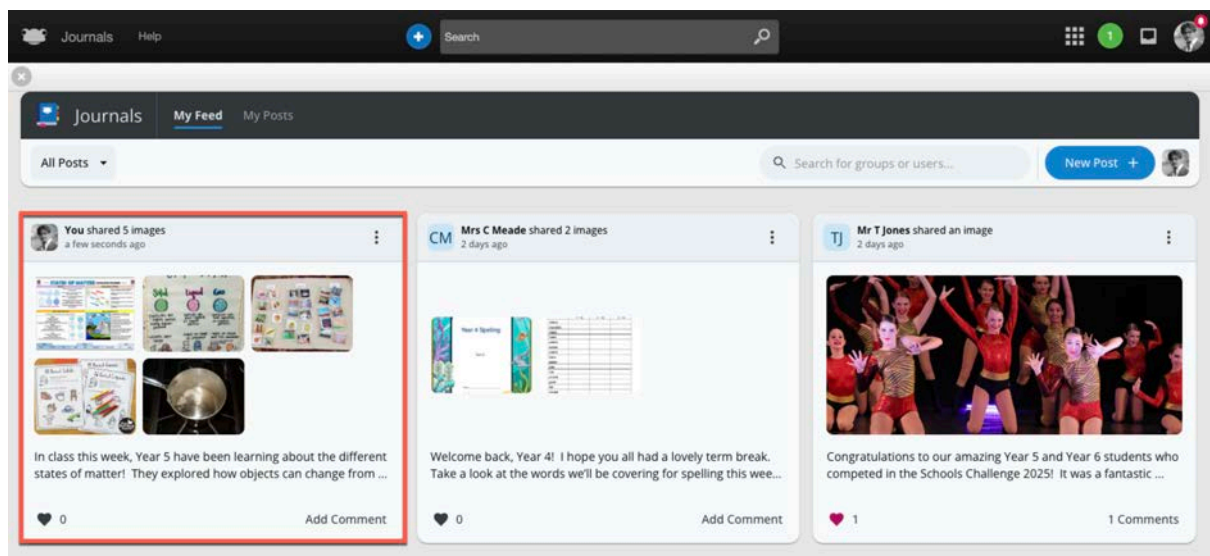
In the example below, the search term "wal" was entered in the Search field, returning the matching group Wallaby, which appears ghosted.



When you're happy with the groups or individuals the post will be shared with, click the Post button.

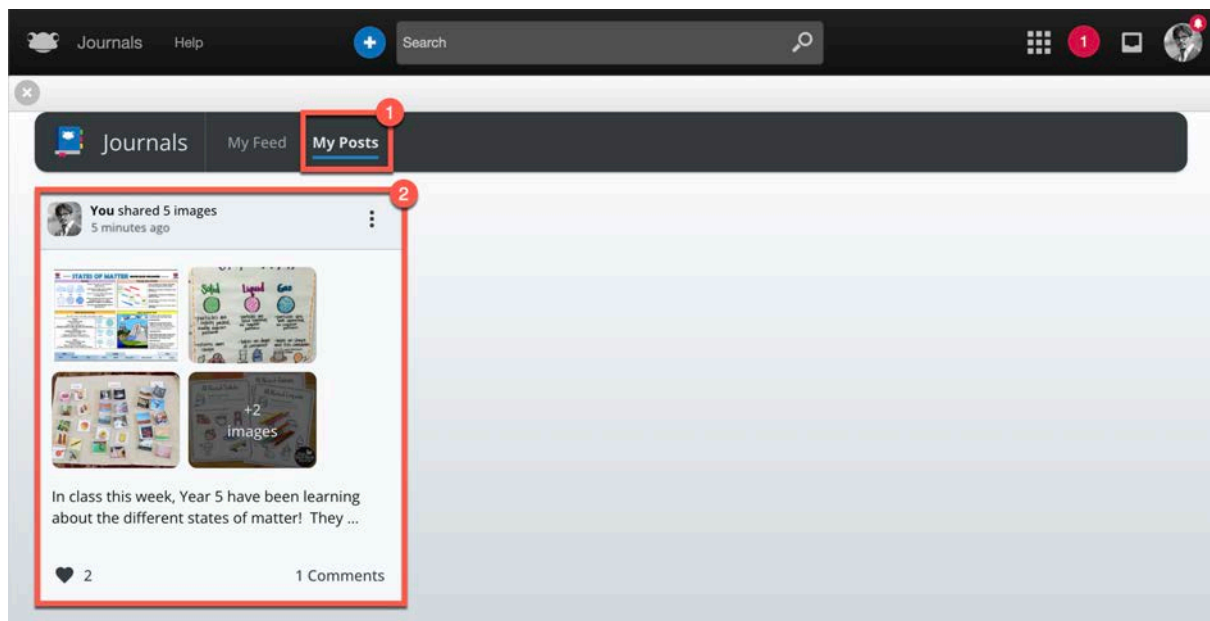


The post will display within your My Feed area and automatically be visible to the audience it was shared with — in this example, all members of the group 5JS.



Earlier in this document, we discussed the My Posts view, which previously displayed the message You have created no posts yet as no posts had been created by this user.

If we now navigate back to My Posts, we will see the recently created post by Mr J Sparrow.



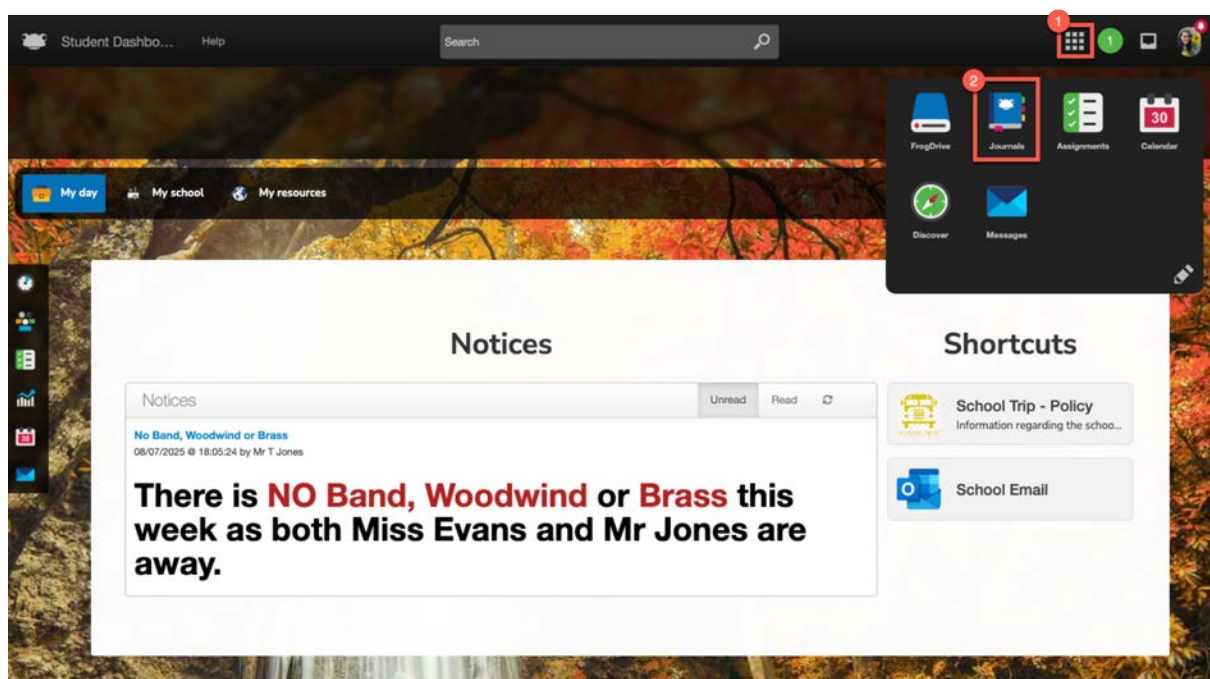
### Student – Journals overview and create post

We are now going to look at the Journals application from a student's perspective. Students will be able to do the following within the application:

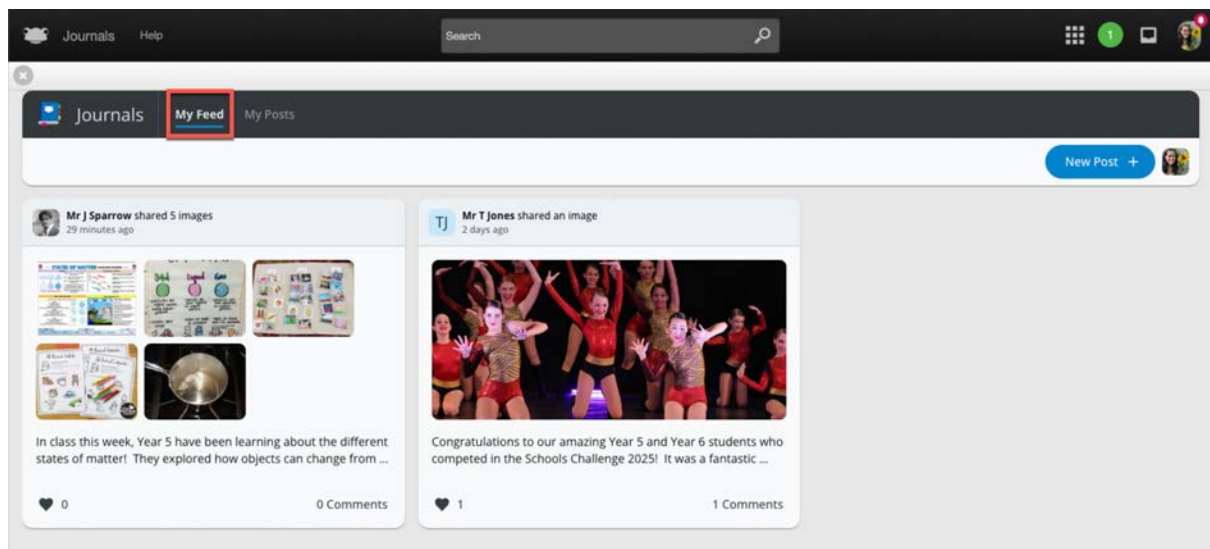
- Create posts
- View posts that have been shared with them directly or through a group they are a member of

By default, the ability for a student to comment on a post is disabled. However, this can be enabled if needed by adjusting the relevant role in the Groups and Policies application.

Now let's look at the Journals application as a student. To access it, go to Frog Bar > Quick Launch > Journals.

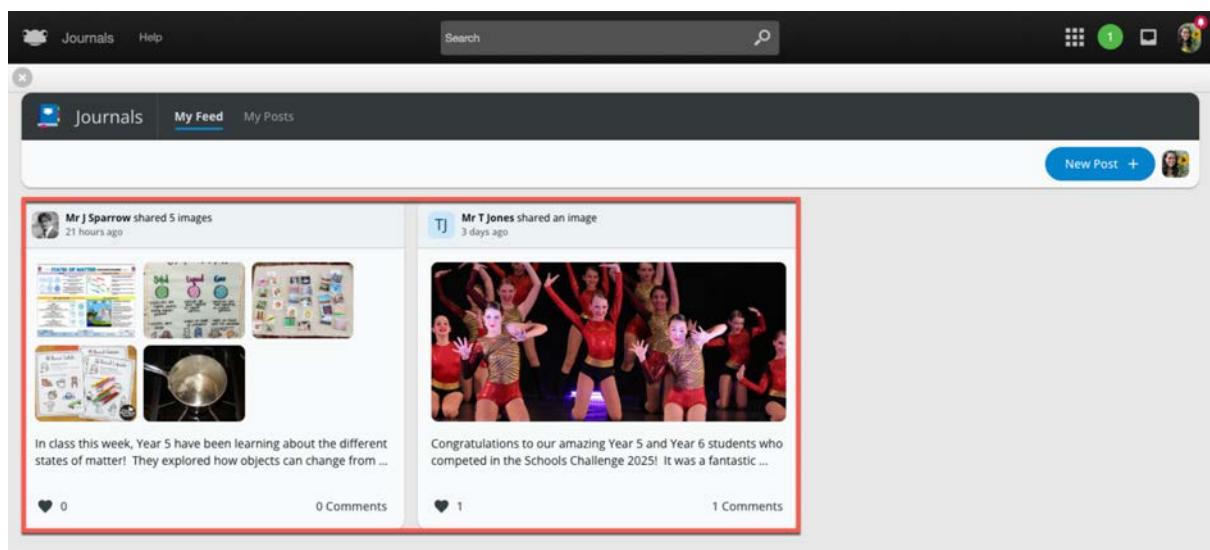


When the Journals application opens, it will default to the My Feed view, displaying all posts created by the student, as well as posts shared by staff either directly or through a group they are associated with.



Within the My Feed view, posts are displayed in a gallery style, showing the user who made the post, how long ago it was posted, the uploaded image(s), and the description added by the creator.

**NOTE** – If the description is longer than two lines or contains line breaks, the feed will display a summary that wraps the description and limits it to two lines, indicating additional text by appending ....



**Journals** | My Feed | My Posts

---

Mr J Sparrow shared 5 images  
21 hours ago
New Post +

In class this week, Year 5 have been learning about the different states of matter! They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

0 Comments



In this example, several images were included as part of the post. A preview of each image is displayed, and when selected, the larger preview window will update to show the chosen image.

JournalsHelpSearch

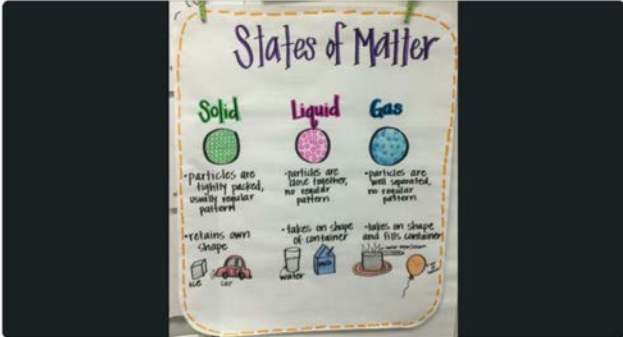
JournalsMy FeedMy Posts

New Post +

Mr J Sparrow shared 5 images21 hours ago

21 hours ago

5/5



In class this week, Year 5 have been learning about the different states of matter!

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

0

0 Comments

From within this preview window, students can like a post.

To like a post, simply select the heart icon. When a post is liked, the heart icon changes from grey to red.

The screenshot shows a social media interface with a top navigation bar containing 'Journals', 'Help', and a search bar. Below this is a 'My Feed' section. A post by 'Mr J Sparrow' is displayed, titled 'Mr J Sparrow shared 5 images' and dated '21 hours ago'. The post features a large image of a hand-drawn poster titled 'States of Matter' which details the properties of Solid, Liquid, and Gas. Below the main image are five smaller thumbnail images. The post text describes a Year 5 science lesson on states of matter. At the bottom left of the post, a heart icon is highlighted with a red box and the number '1'. At the bottom right, it says '0 Comments'.

Mr J Sparrow shared 5 images 21 hours ago

### States of Matter

Solid	Liquid	Gas
<ul style="list-style-type: none"><li>particles are tightly packed, usually regular pattern</li><li>retains own shape</li></ul>	<ul style="list-style-type: none"><li>particles are close together, no regular pattern</li><li>takes on shape of container</li></ul>	<ul style="list-style-type: none"><li>particles are well separated, no regular pattern</li><li>takes on shape and fills container</li></ul>

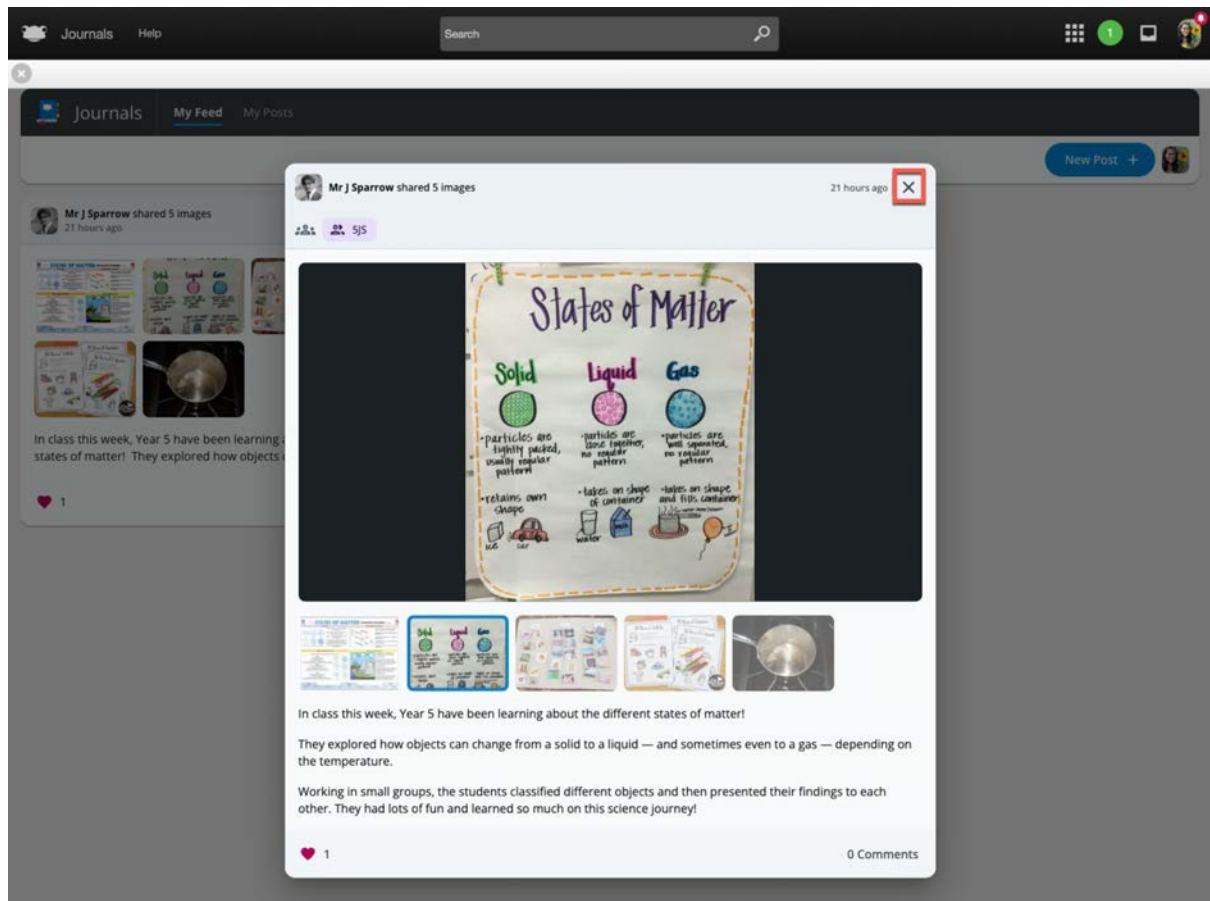
In class this week, Year 5 have been learning about the different states of matter!

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

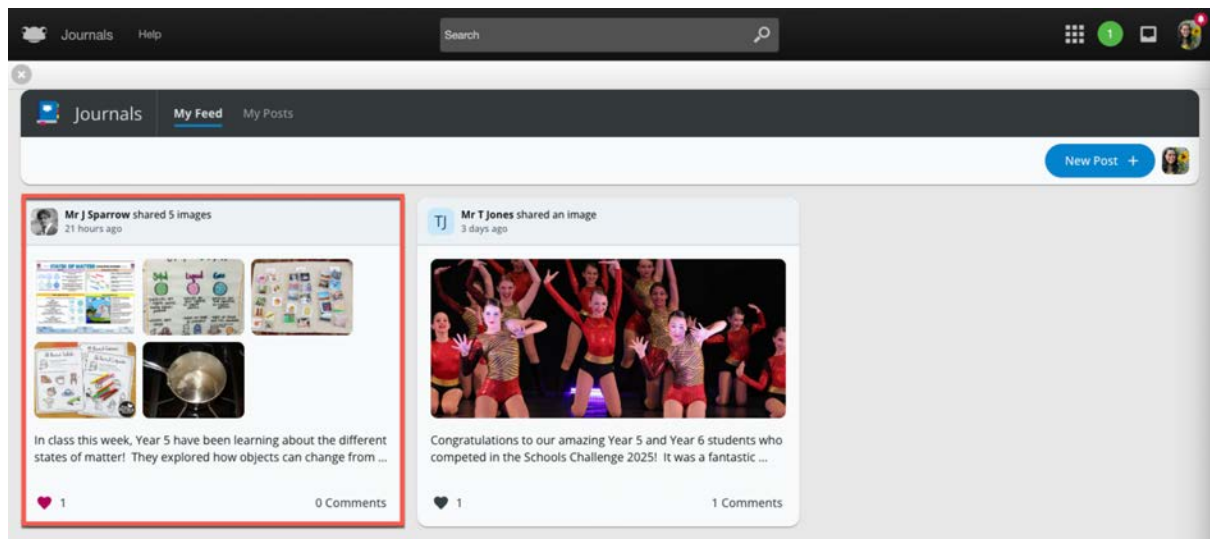
Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

1 0 Comments

To close the preview window, simply click the X icon in the top right corner to return to the My Feed view.

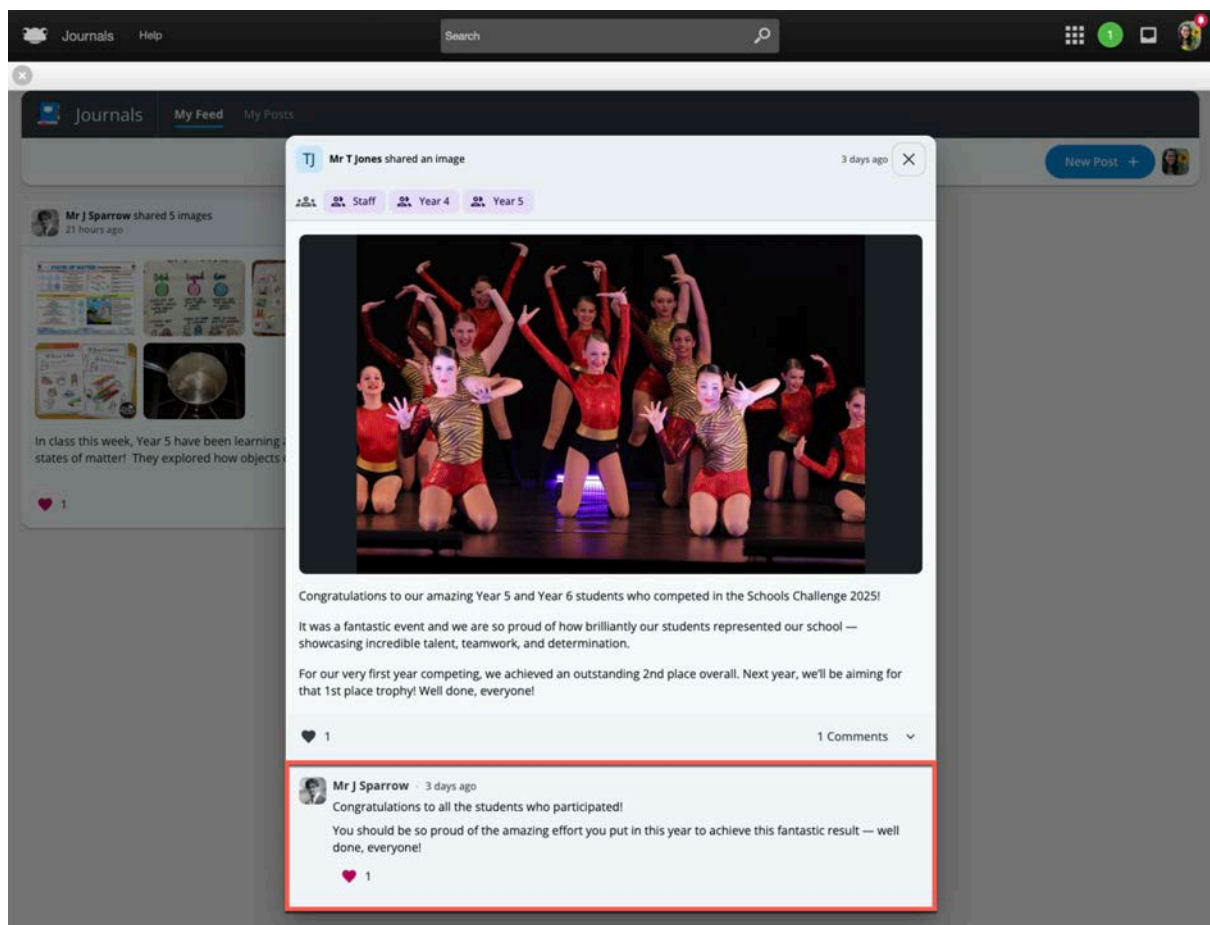


You will notice that upon returning to My Feed, the post has updated to show that there is one like added.



As mentioned earlier in this document, students do not have the ability to comment on a post by default. However, they can view comments added by other users, including staff and parents.

In the example below, when viewing the post created by Mr T Jones, the student (Tracy Rauch) can see the comment added by Mr J Sparrow and can like this comment by selecting the heart icon on it, which will change from grey to red.



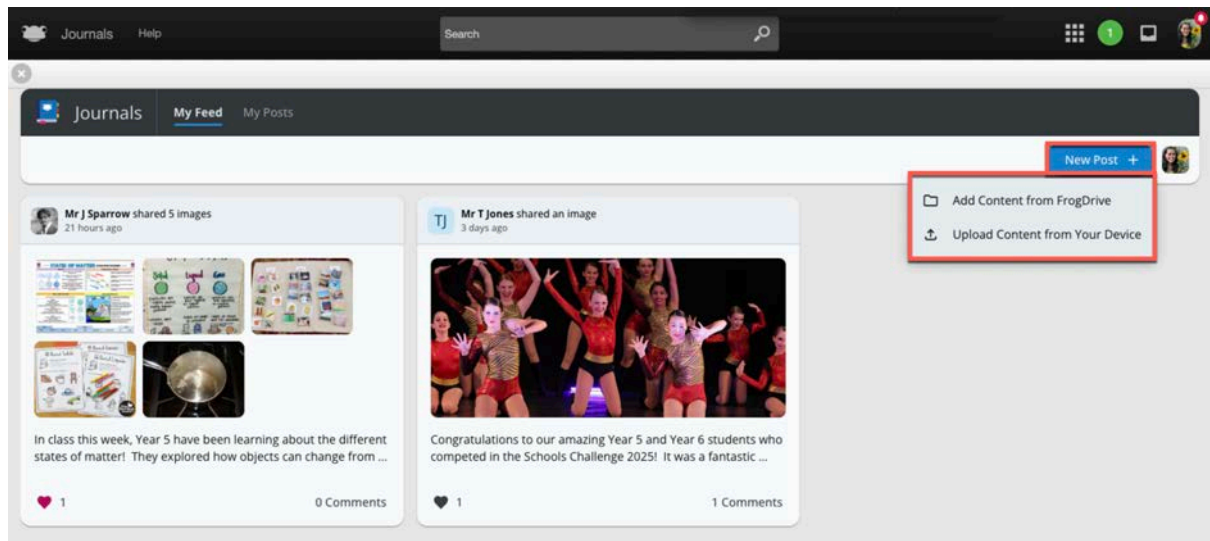
Before we jump into how students can create a post, there is one last view available, My Posts. When selected, this will display any posts you have created. If no posts have been made, a message saying You have created no posts yet will be displayed.

In this example, the student Tracy Rauch hasn't created any posts yet. We will revisit this view later in the document once a post has been created.



Now, let's take a look at how a student can create a post. Click the New Post + button to see the following two options:

- Add Content from FrogDrive
- Upload Content from Your Device



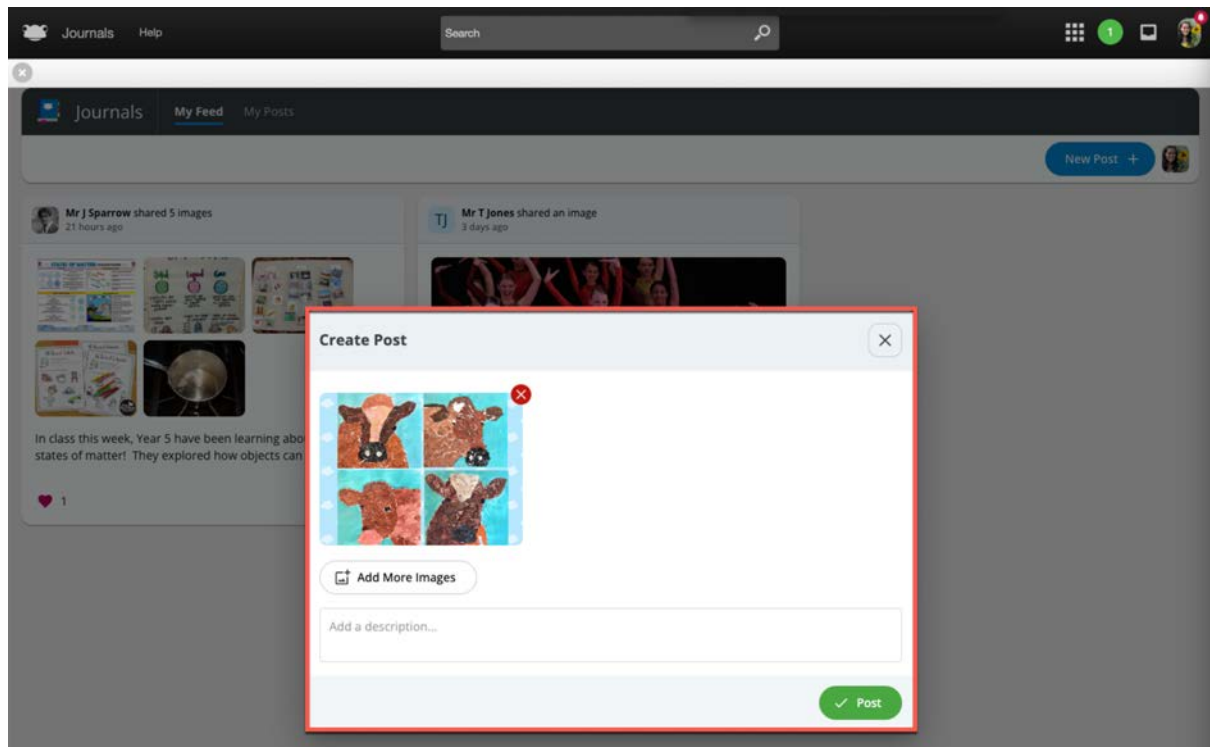
The Add Content from FrogDrive option launches a pop-up window displaying FrogDrive > Documents. Since Journals currently only supports images, only image file types will be displayed in FrogDrive. Choose an image from your FrogDrive area, or if the file is on your local device, navigate to New > File to upload the resource you need.

Once you've selected your image, click the Use button to link the file to your post.

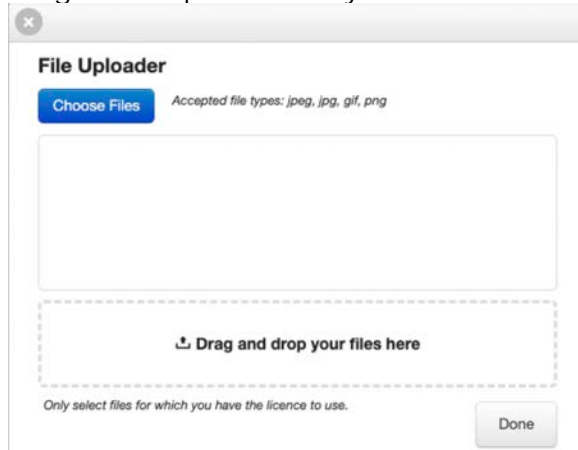




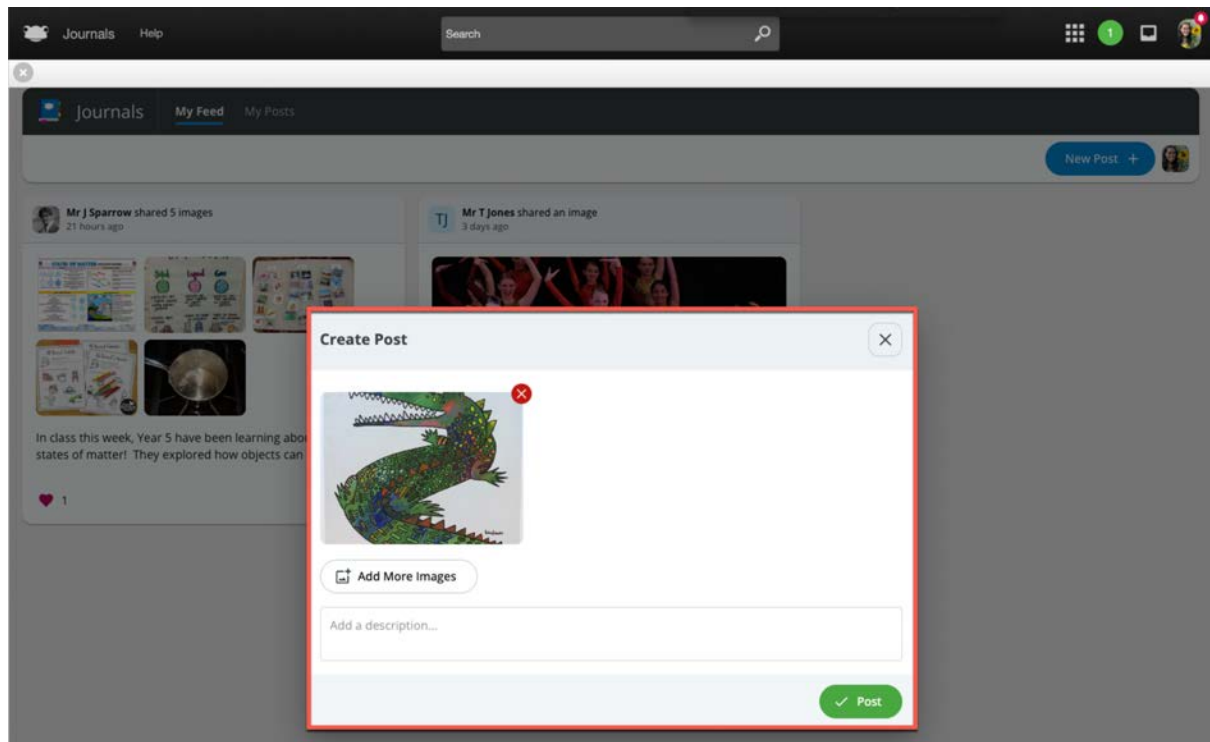
After selecting an image file from FrogDrive, you will be returned to the Create Post pop-up window with the selected image displayed.



The Upload Content from Your Device option launches a File Uploader pop-up window. Drag and drop a file from your local device to attach it to your chat reply.

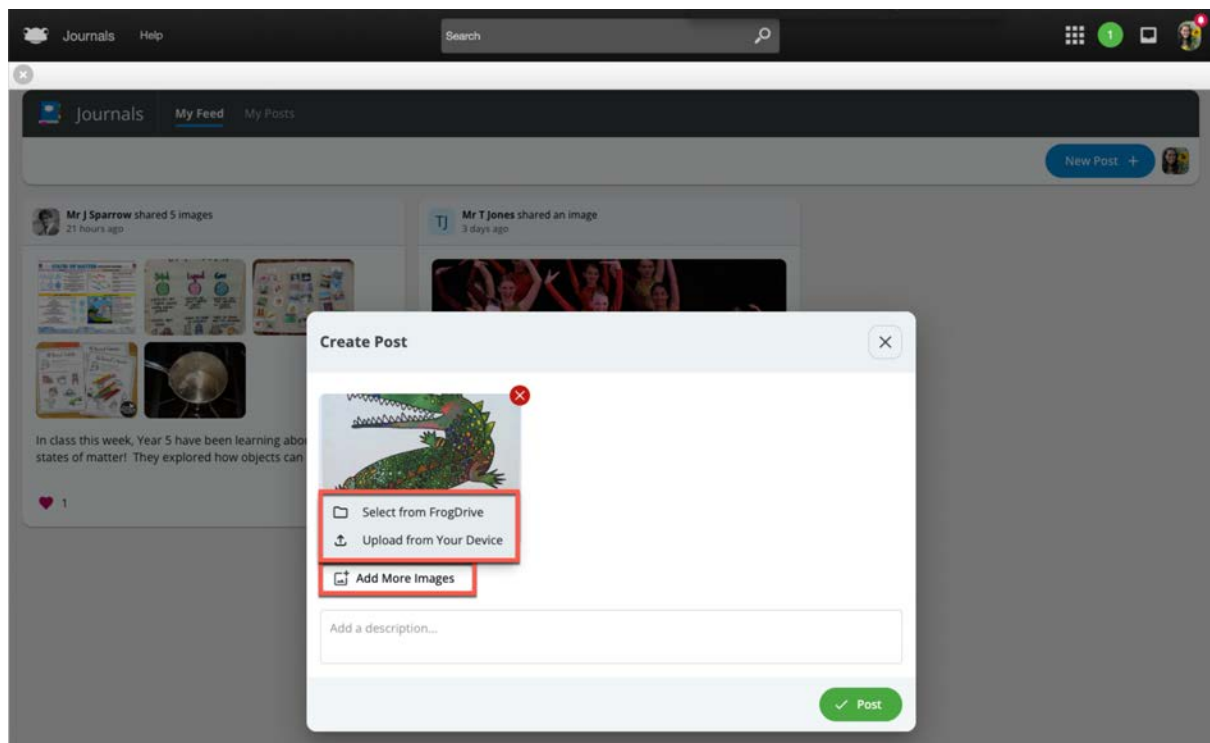


After selecting an image file from your local device, you will be returned to the Create Post pop-up window with the selected image displayed.



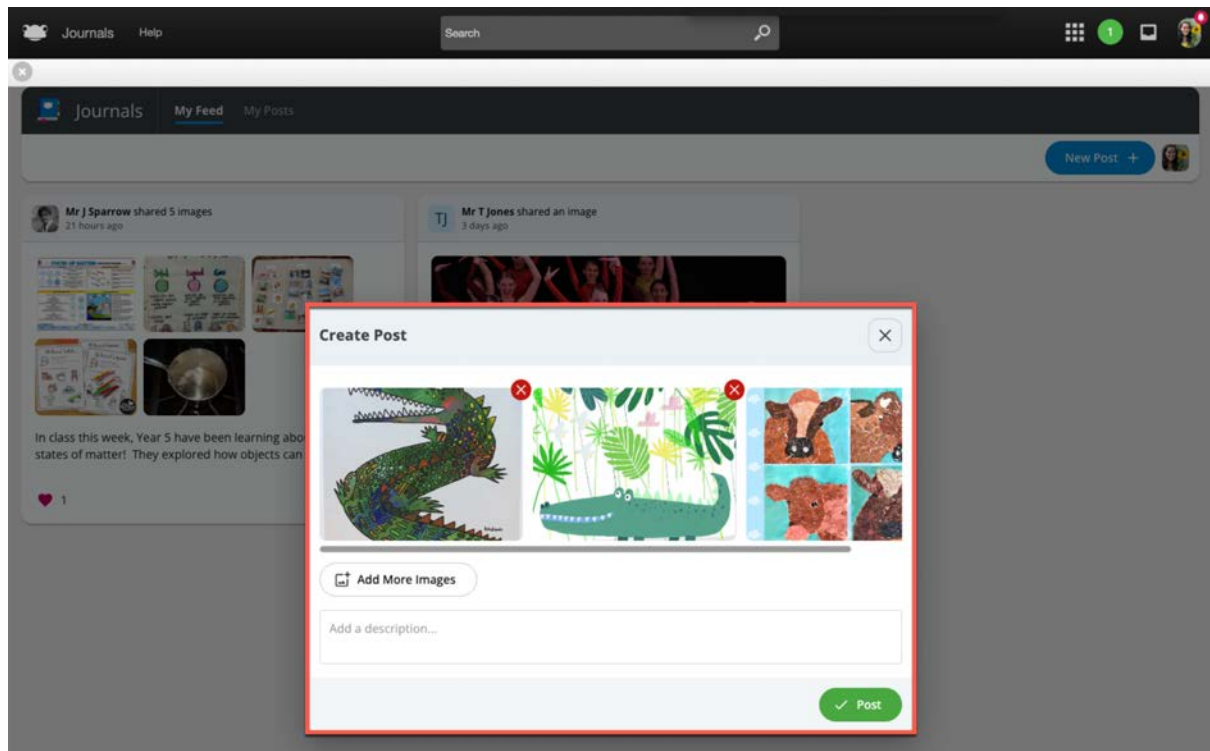
Journal posts can have multiple images associated with a single post. If you wish to add more images, select the Add More Images button to see the following two options:

- Select from FrogDrive
- Upload from Your Device



In this example, we have chosen to add multiple images from the local device. Once your images are selected, you'll be returned to the Create Post pop-up window, where all chosen images will be shown.

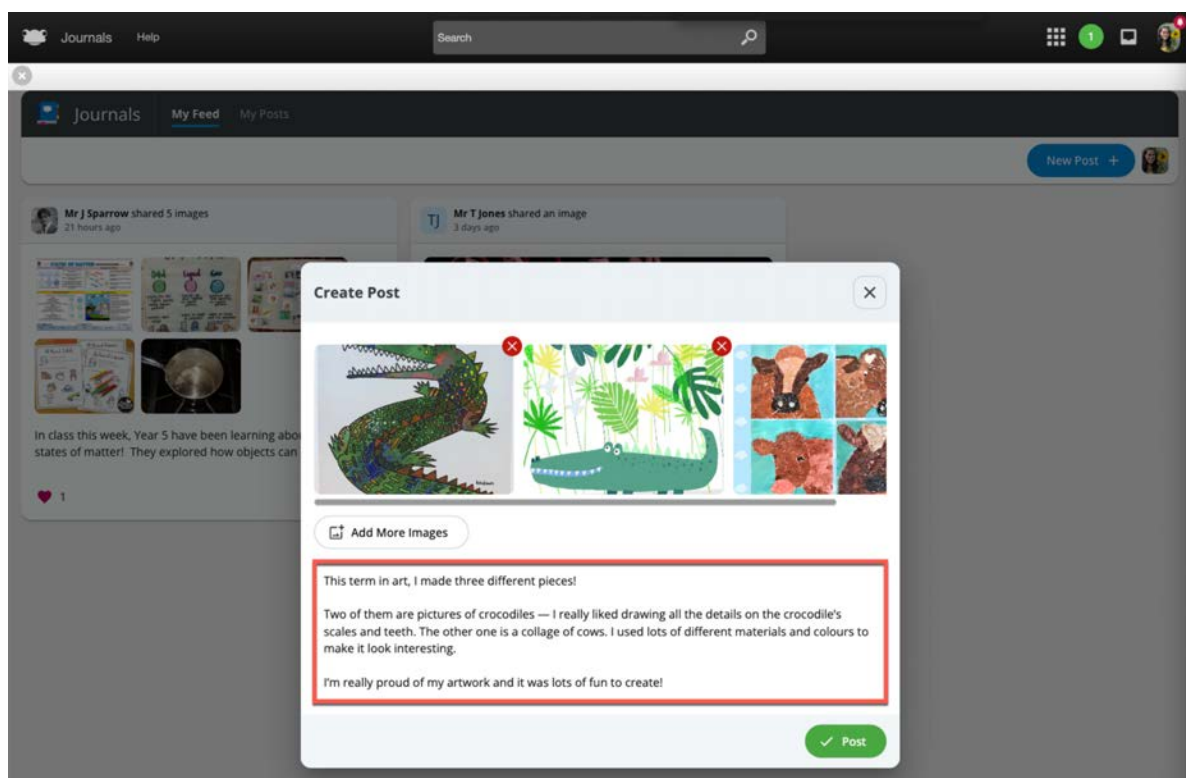
When several images are attached, a scroll bar will appear, allowing you to easily view each one within the Create Post window.



The next step is to add a description to your post. Since this is a student's post, the aim is for students to use Journals to showcase their best work as part of their learning record throughout their school journey. The description should be meaningful to them, describing their images in their own words.

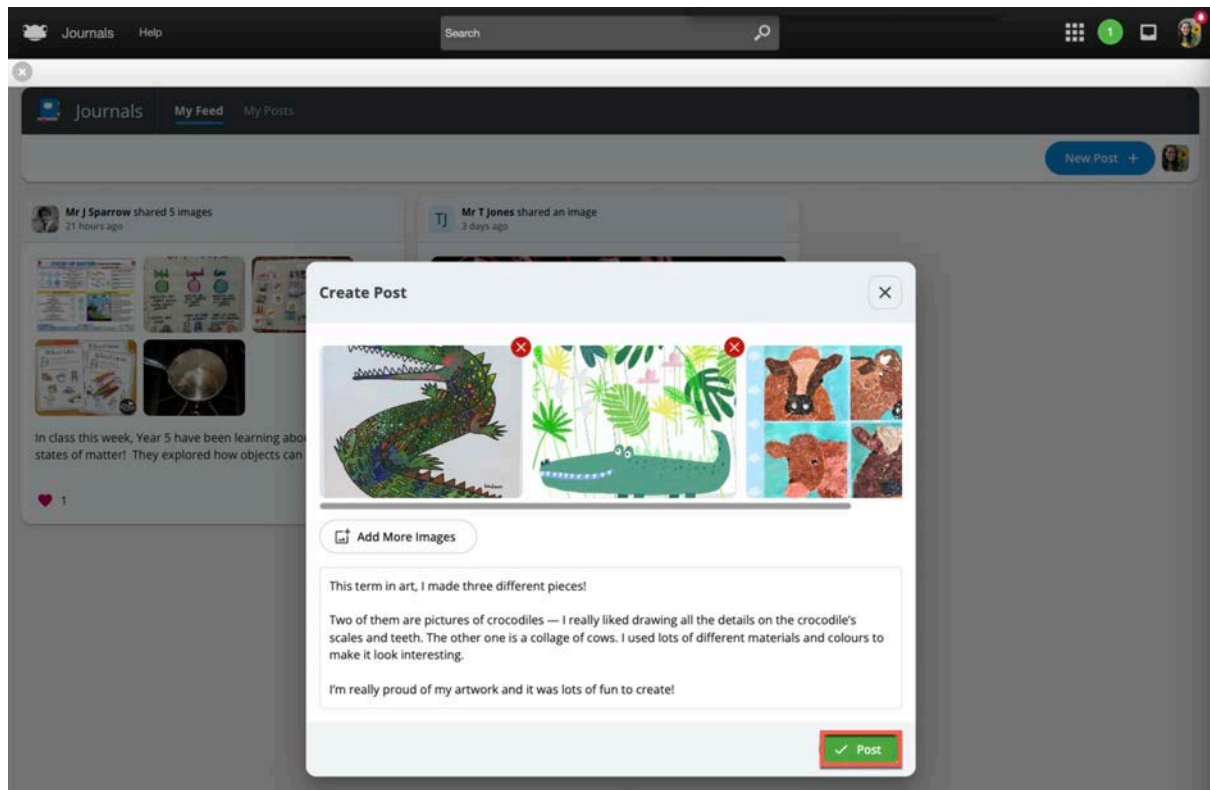
In this example, the student Tracy Rauch has chosen to share images of artwork she created in class this term.

**NOTE** – If the description is longer than two lines or contains line breaks, the feed will display a summary that wraps and limits it to two lines, with ... indicating there is more to read. When clicking on the post, the full description will be visible.

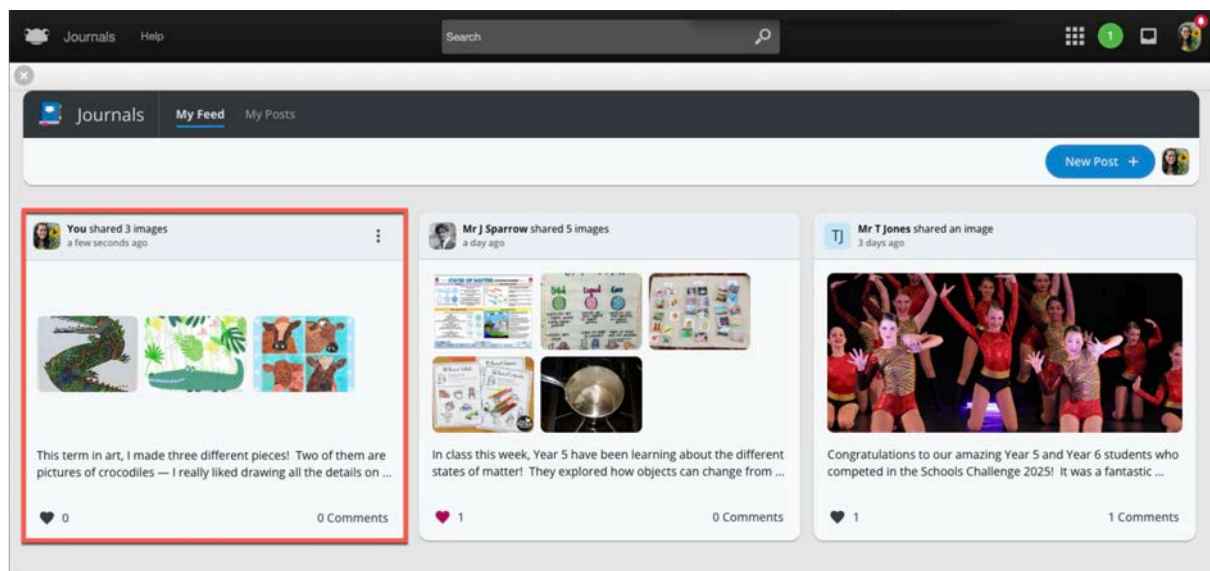


When a student posts to their journal, the key difference compared to a staff member is that they don't choose the audience for their post. Instead, any post created by a student will automatically be visible to all staff and admin users, as well as the student's parents.

When you're happy with the image(s) and description for your post, click the Post button.



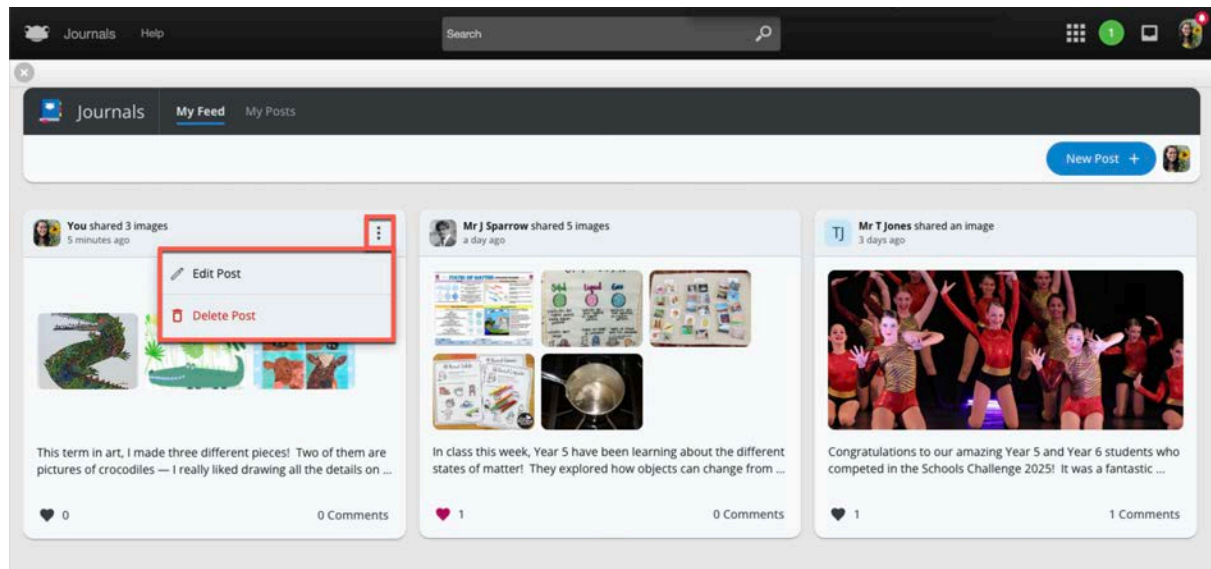
The post will display within your My Feed area and will automatically be visible to all staff and admin users, as well as the student's parents.



There are just a few more options to cover that are available to students for the posts they create.

When a student makes a post, they will see three dots in the top-right corner of the post in the gallery view. When selected, they will have the following options available:

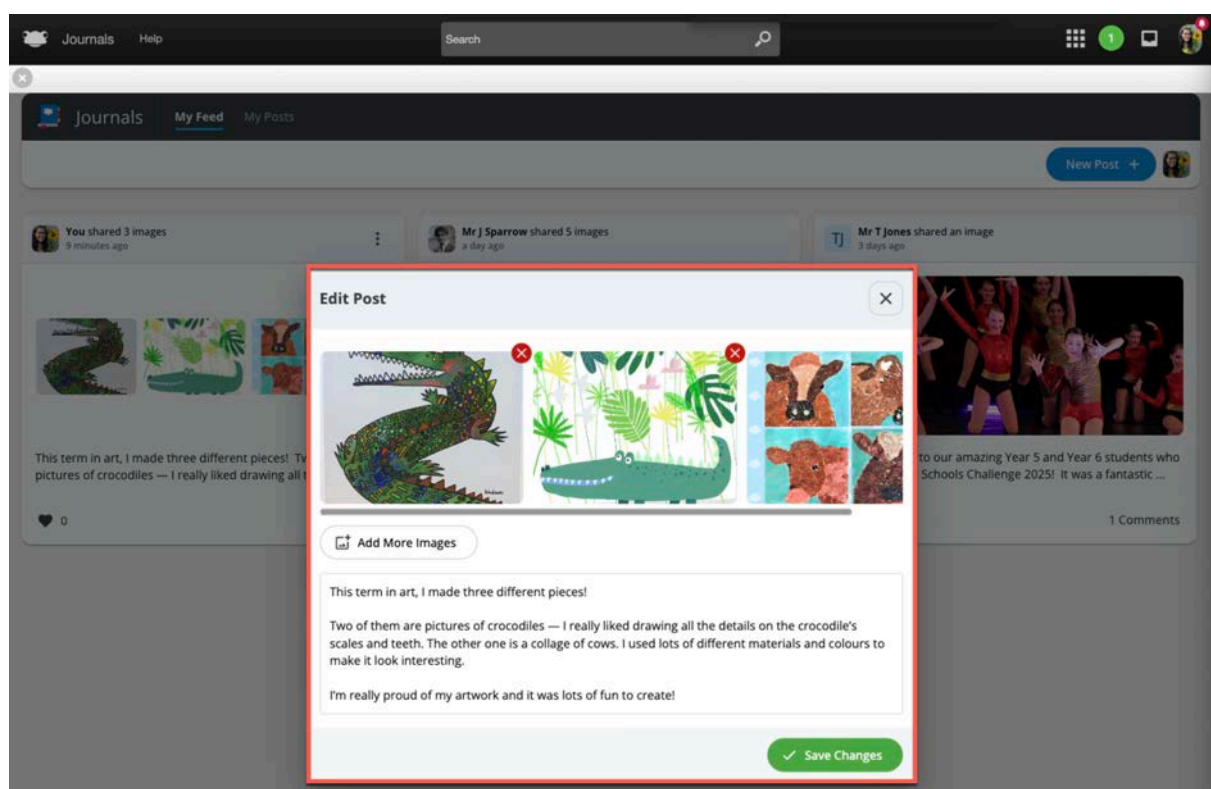
- Edit Post
- Delete Post



Selecting Edit Post will open the preview window for the post, allowing the student to make the following changes:

- Remove any images included in the original post
- Add more images to the original post
- Edit the description that was part of the original post

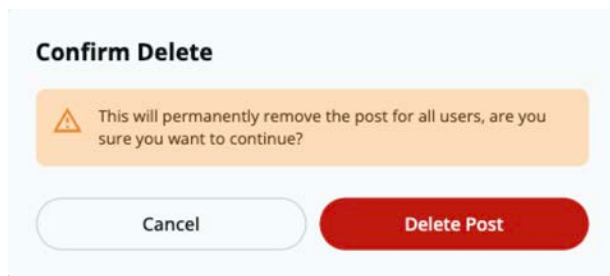
When happy with the edits, select the Save Changes button. The changes will be reflected immediately for the student, all staff and admin users, and the student's parents.





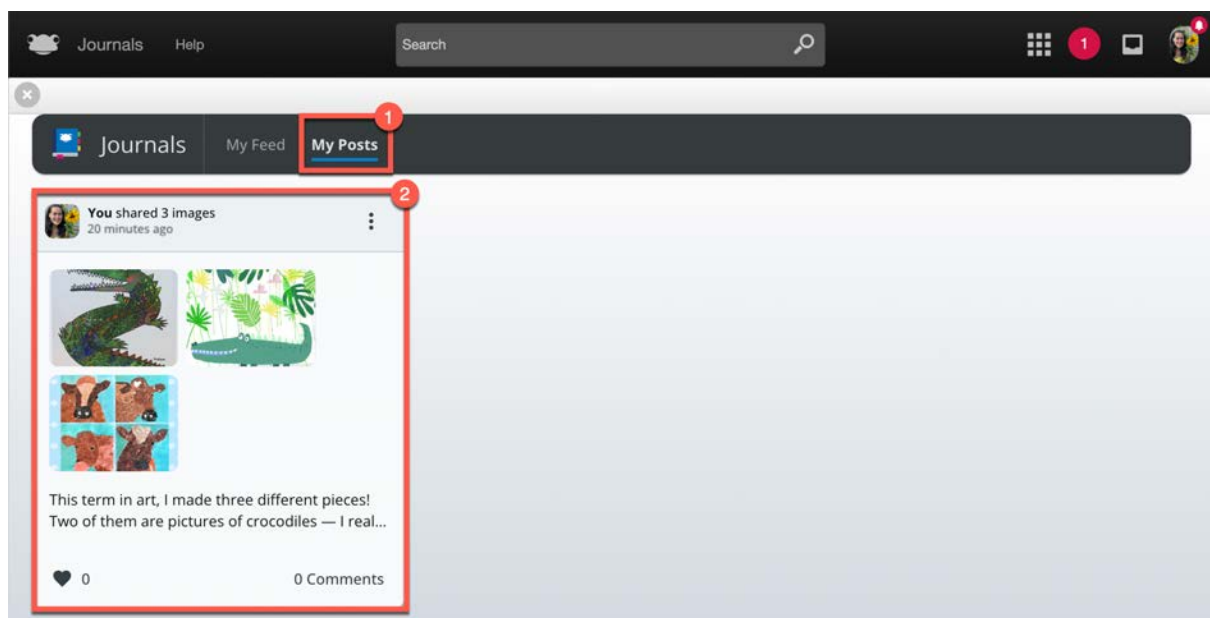
Selecting Delete Post will open a Confirm Delete window asking the student to confirm that they wish to proceed with deleting the post.

By selecting Delete Post, the post will be immediately removed from the student's My Feed area and will no longer be visible to staff, admin users, or the student's parents.



Earlier in this document, we discussed the My Posts view, which previously displayed the message You have created no posts yet as no posts had been created by this user.

If we now navigate back to My Posts, we will see the recently created post by Tracy Rauch.





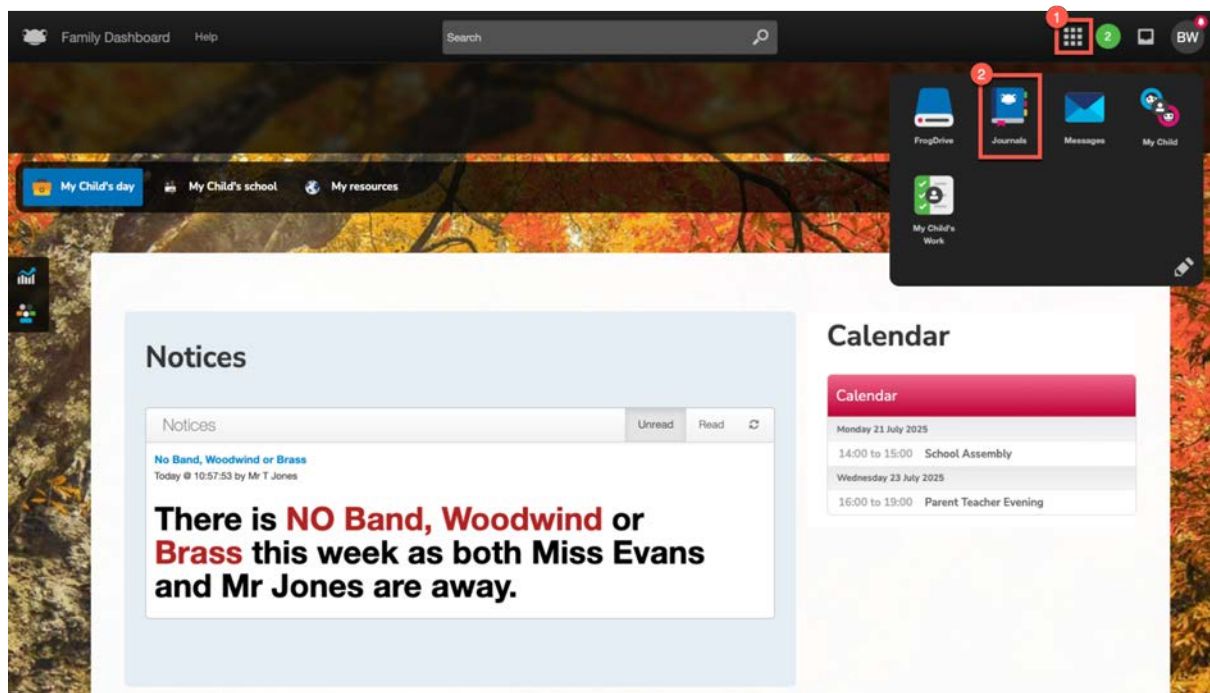
## Parent – Journals overview

We will now explore the Journals application from a parent's perspective. Parents have the following capabilities within the application:

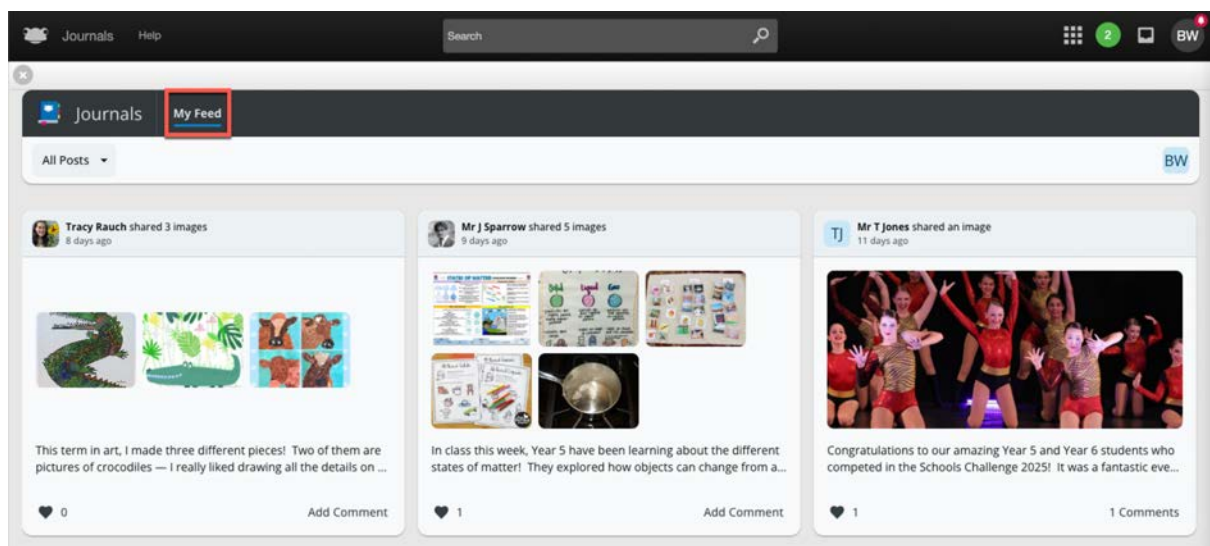
- View posts shared with them directly or with their child
- View posts created by their child
- Add comments to posts
- Delete their own comments on a post

By default, parents cannot create posts, as the initial intention is for teachers to share updates on students' learning journeys. In future updates, the Journals application may be extended to allow parents to create posts on behalf of their child, highlighting learning that takes place at home.

Now let's look at the Journals application as a parent. To access it, go to Frog Bar > Quick Launch > Journals.

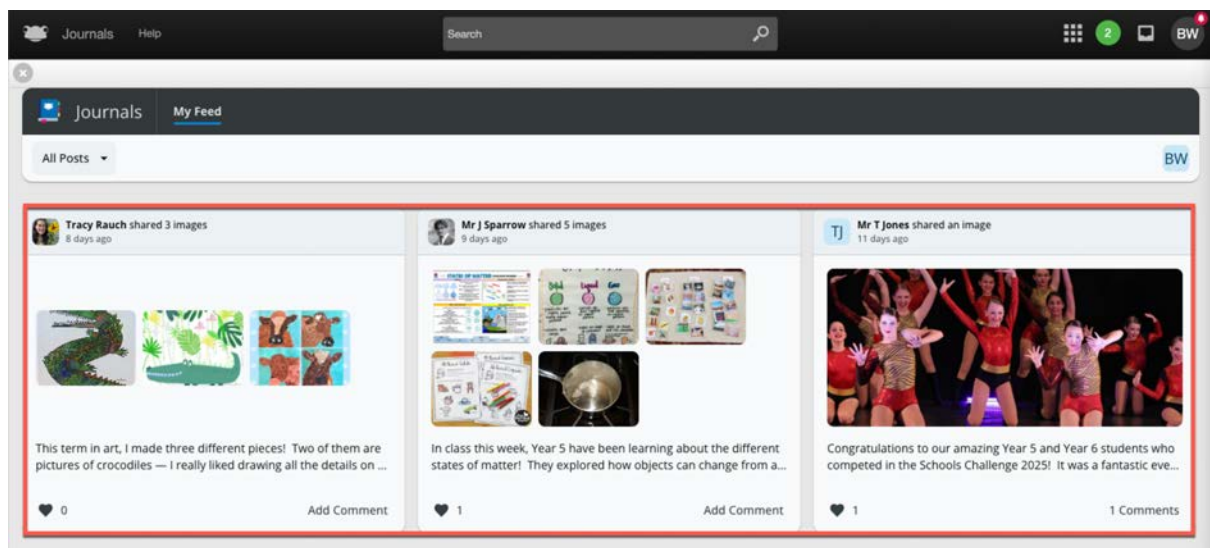


When the Journals application opens, it will default to the My Feed view, displaying all posts shared by staff, either directly with the parent or via a group they are associated with, as well as any posts shared with their child(ren) and any posts created by their child(ren).

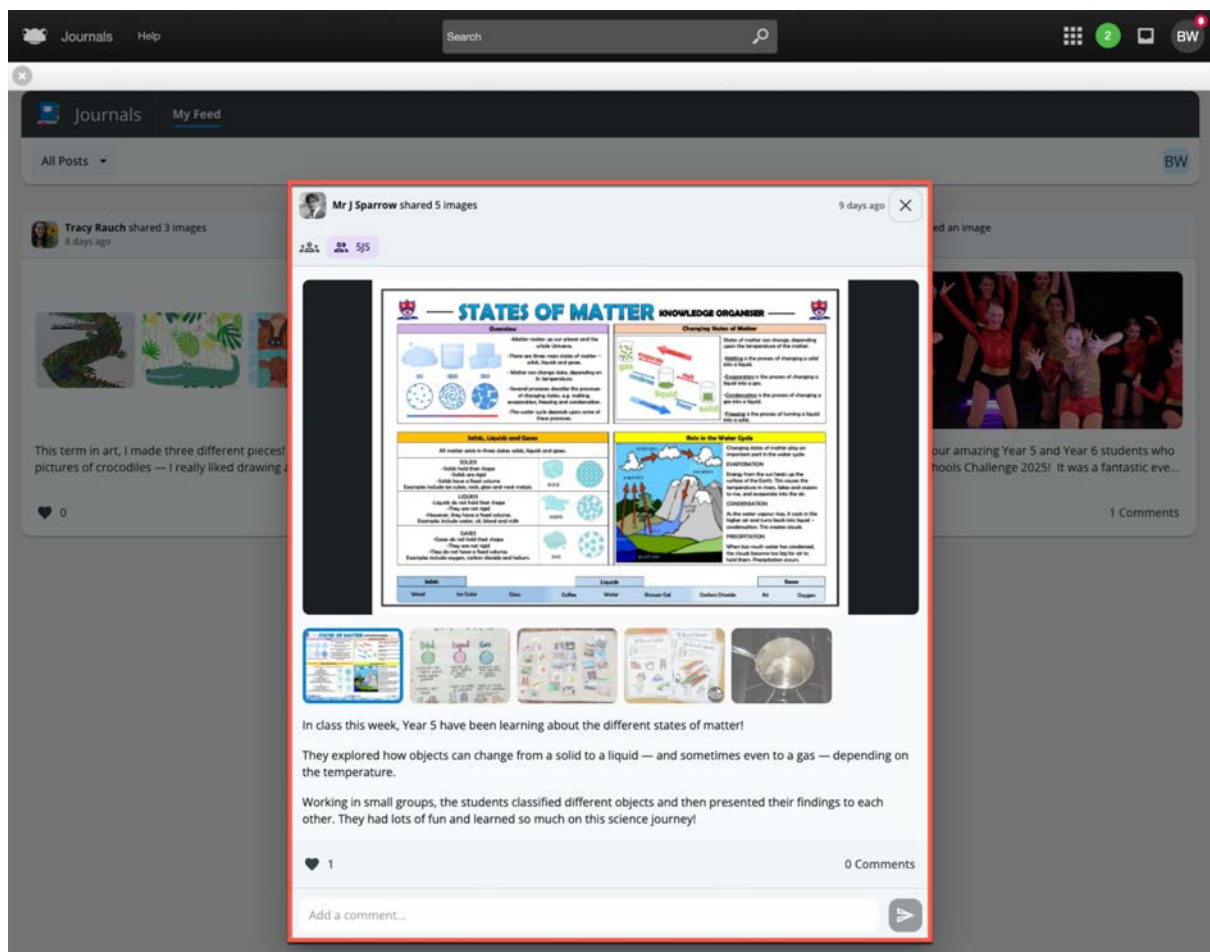


Within the My Feed view, posts are displayed in a gallery style, showing the user who made the post, how long ago it was posted, the uploaded image(s), and the description added by the creator.

**NOTE** – If the description is longer than two lines or contains line breaks, the feed will display a summary that wraps the description and limits it to two lines, indicating additional text by appending ....



When a post is selected, a larger preview window will open, showing the user who made the post, how long ago it was posted, the audience it was shared with (individuals or groups), the uploaded image(s), and the full description.



In this example, several images were included as part of the post. A preview of each image is displayed, and when selected, the larger preview window will update to show the chosen image.

**Journals**

All Posts ▾

---

**Mr J Sparrow shared 5 Images** 9 days ago

In class this week, Year 5 have been learning about the different states of matter!

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

♥ 1      0 Comments

Add a comment...

From within this preview window, you can comment on posts as well as like them.

To add a comment, simply type your comment and click the arrow button to post it.

The screenshot shows a social media interface with a top navigation bar containing 'Journals', 'Help', and a search bar. The main feed displays a post by 'Mr J Sparrow' titled 'Mr J Sparrow shared 5 images' from 9 days ago. The post features a large photo of a classroom display board with cards labeled 'Solid', 'Liquid', and 'Gas' showing various objects and their states. Below the photo is a video of a science experiment. The post has 1 like and 0 comments. A comment box at the bottom is highlighted with a red border and contains the following text:

Wow, what a fantastic way to learn about the states of matter! It's great to see the students working together and presenting their findings so confidently.

Thank you for sharing—such a proud parent moment!

There are also two small red circles with numbers '1' and '2' near the comment box, likely indicating steps in a tutorial.



The comment will be added to the post and will be visible to all users with whom the post was shared.

JournalsHelp

Search


2

BW

JournalsMy Feed

All Posts


Tracy Rauch shared 3 images8 days ago




This term in art, I made three different pieces! pictures of crocodiles — I really liked drawing a

0

Mr J Sparrow shared 5 images9 days ago





In class this week, Year 5 have been learning about the different states of matter!

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

1

1 Comments

BW

Mrs Barbara Wilson · a few seconds ago


Wow, what a fantastic way to learn about the states of matter! It's great to see the students working together and presenting their findings so confidently.

Thank you for sharing—such a proud parent moment!

0

Add a comment...

ed an image



our amazing Year 5 and Year 6 students who took part in the Schools Challenge 2025! It was a fantastic eve...

1 Comments

To like a post, simply select the heart icon. When a post is liked, the heart icon changes from grey to red.

JournalsHelp

Search


2

BW

JournalsMy Feed

All Posts

Tracy Rauch shared 3 images8 days ago









This term in art, I made three different pieces! pictures of crocodiles — I really liked drawing a

0

Mr J Sparrow shared 5 images9 days ago

5/5





In class this week, Year 5 have been learning about the different states of matter!

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

2

1 Comments

BW

Mrs Barbara Wilson · 3 minutes ago


Wow, what a fantastic way to learn about the states of matter! It's great to see the students working together and presenting their findings so confidently.

Thank you for sharing—such a proud parent moment!

0

Add a comment...

shared an image

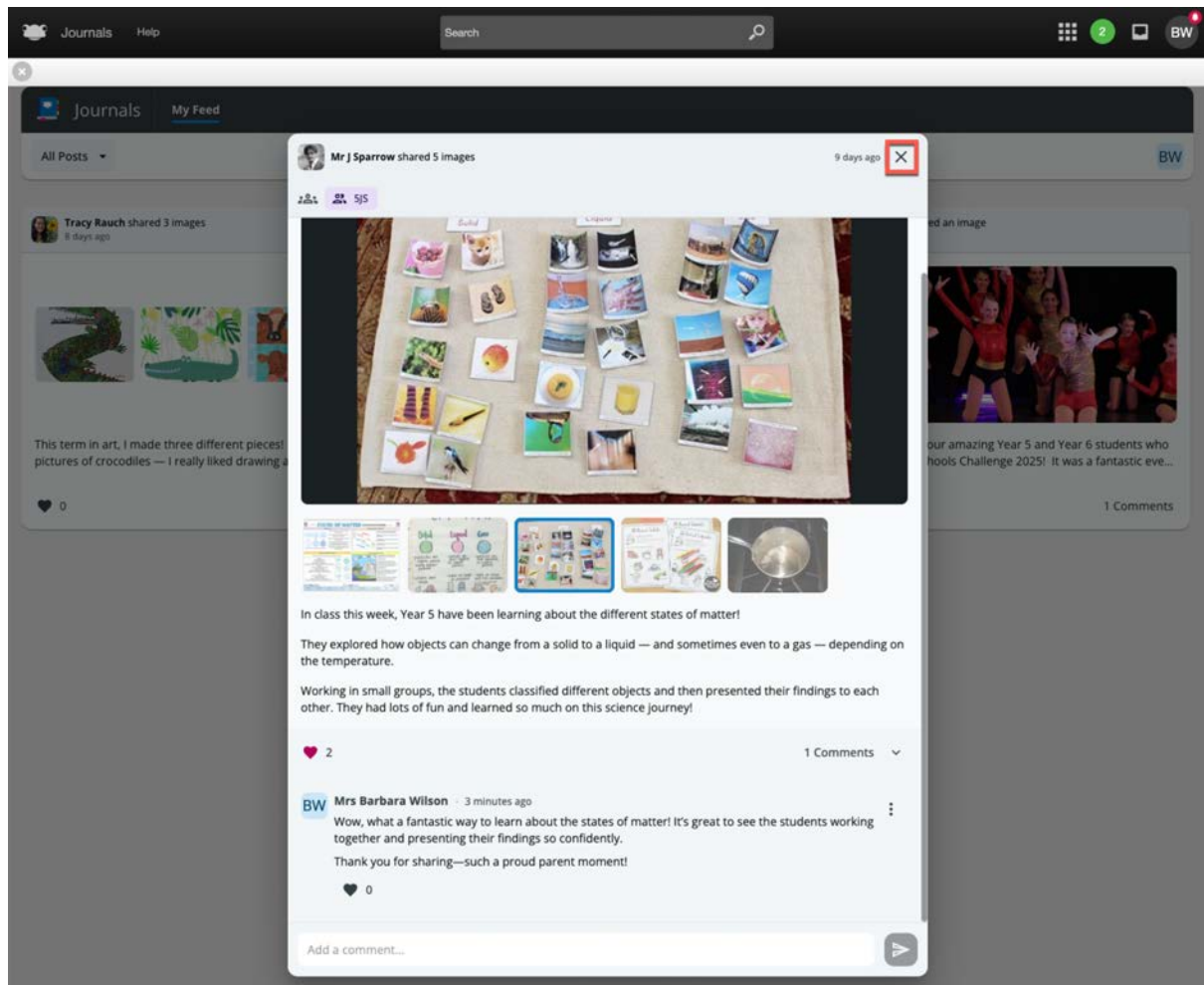


our amazing Year 5 and Year 6 students who took part in the Schools Challenge 2025! It was a fantastic eve...

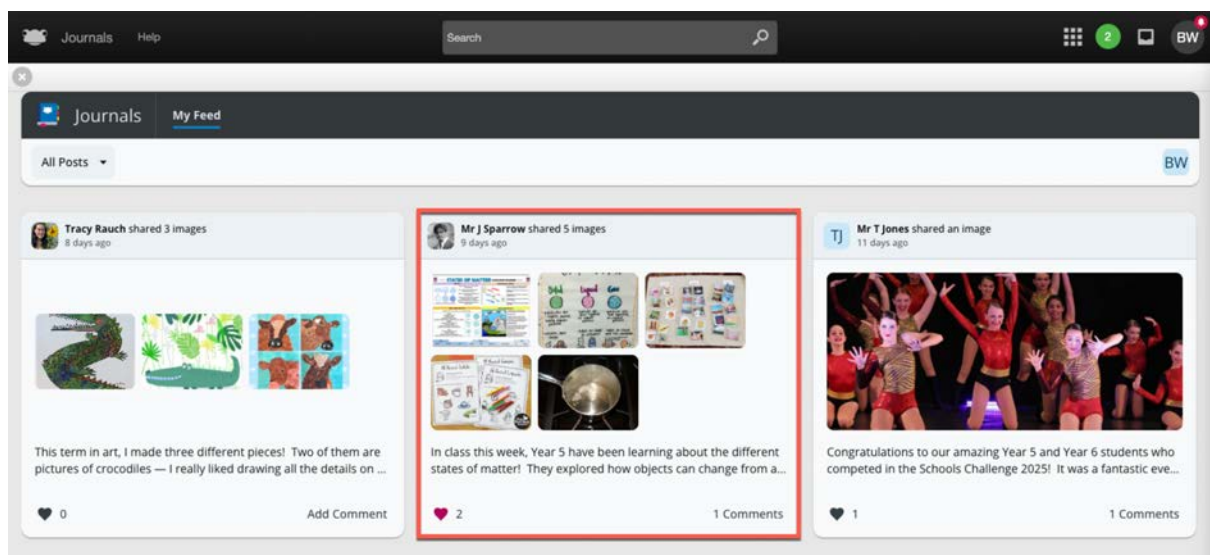
1 Comments



To close the preview window, simply click the X icon in the top right corner to return to the My Feed view.

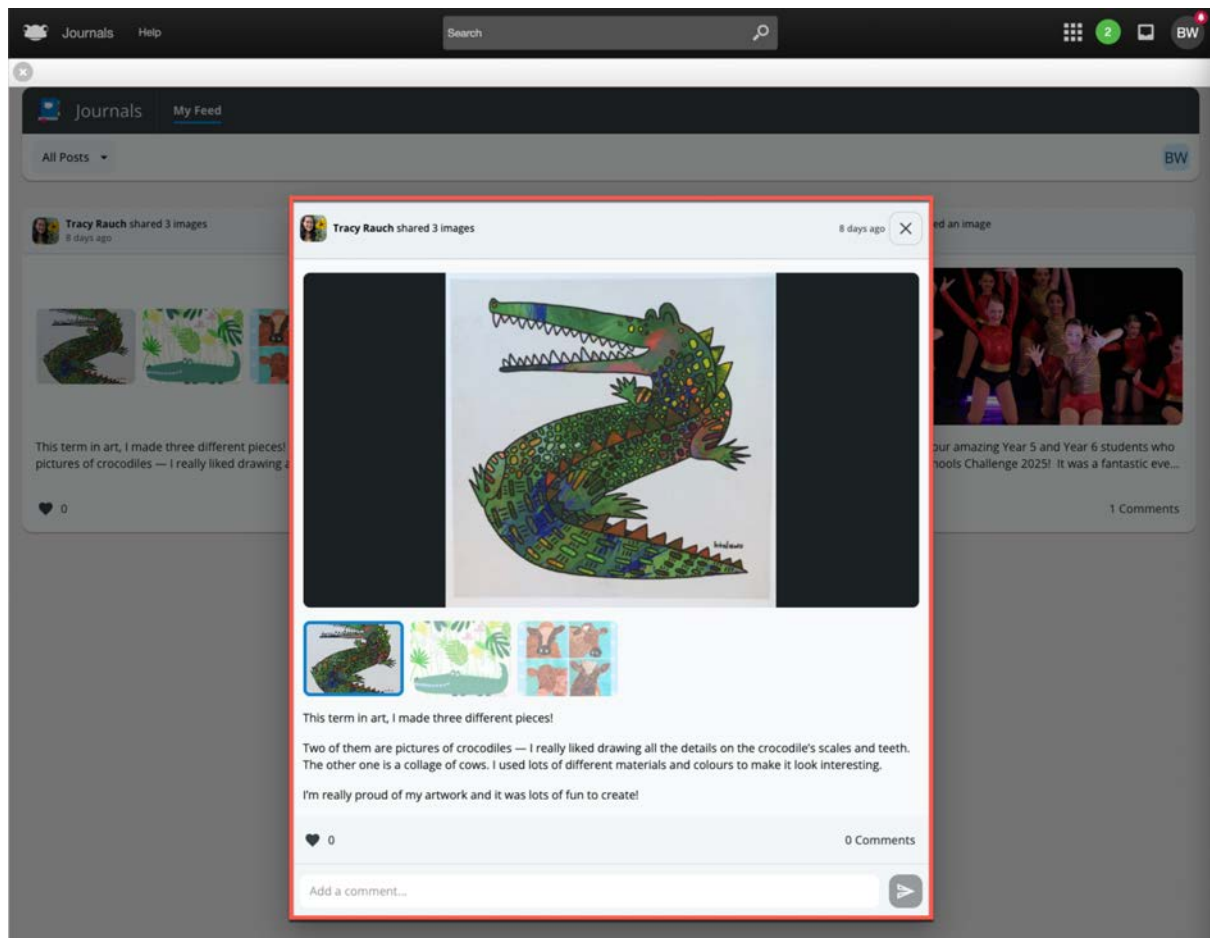


Upon returning to My Feed, you will notice the post has updated to show two likes and one comment.

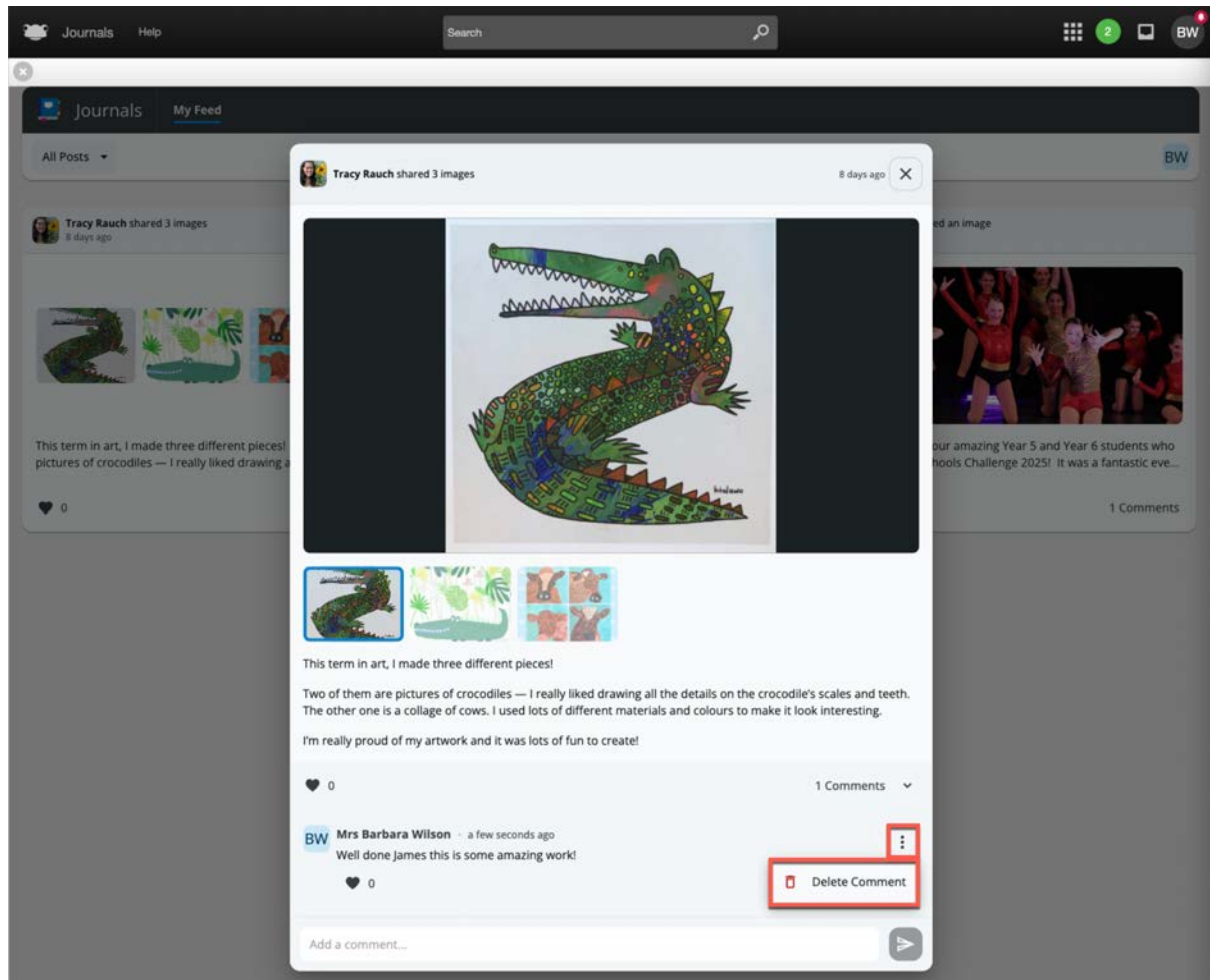


When viewing a post created by their child, parents will see the child's name, how long ago the post was made, the uploaded image(s), and the full description. The key difference is that no audience is shown, as students cannot share their posts — instead, posts are automatically visible to all staff and the child's parents.

As with posts shared by staff, parents can like and comment on their child's posts.

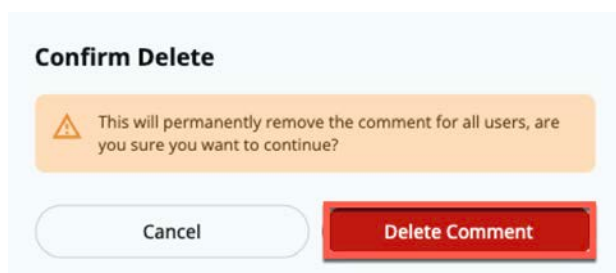


As mentioned earlier in this document, parents can delete their own comments on a post. To do this, select the ellipsis (three vertical dots) next to the comment, then choose the Delete Comment option.



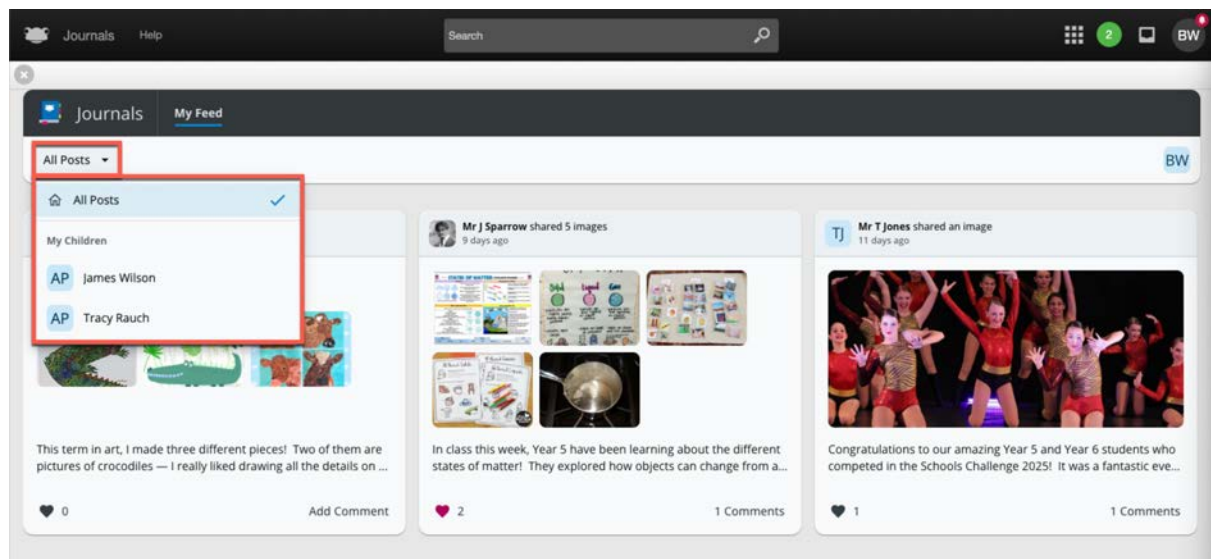
When the Delete Comment option is selected, a confirmation pop-up window will appear. If you're sure you want to delete the comment, click the Delete Comment button to proceed.

The action is processed immediately, and the comment will be removed and no longer visible to anyone the post was shared with.



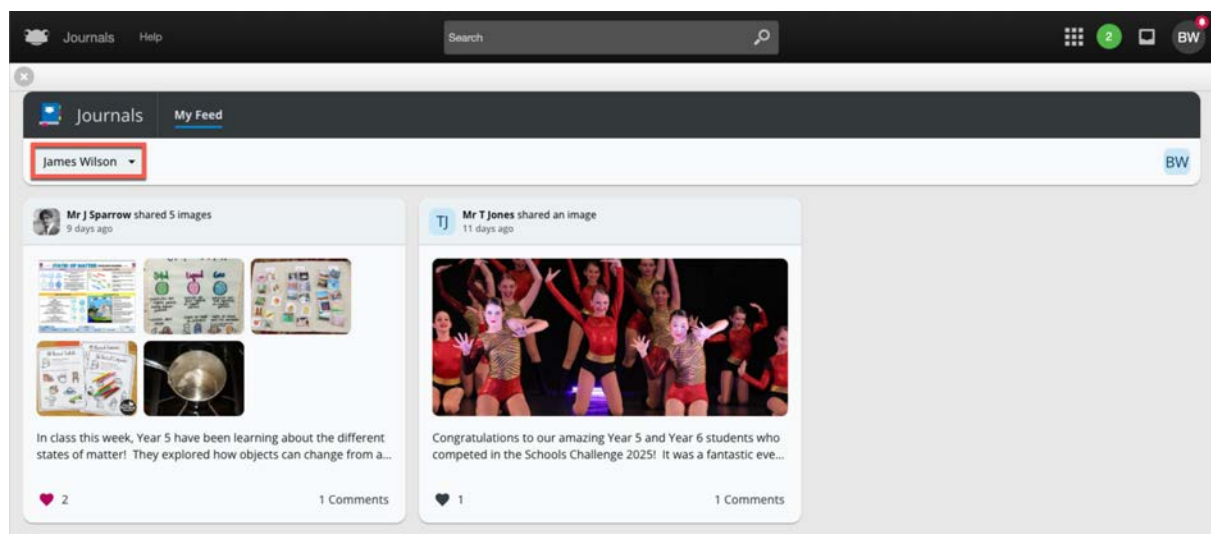
As mentioned earlier in this document, the My Feed view displays all posts shared by staff, either directly with the parent or through a group they are associated with, as well as any posts shared with their child(ren) and any posts created by their child(ren).

However, if you select the dropdown, you will also see your child(ren) listed as filter options.



When you select a child from the dropdown, the view will default to show any posts that have been shared with that child, either directly or through a group they are associated with.

In this example, the child James Wilson has been selected, and we can see posts shared with him by Mr J Sparrow and Mr T Jones.



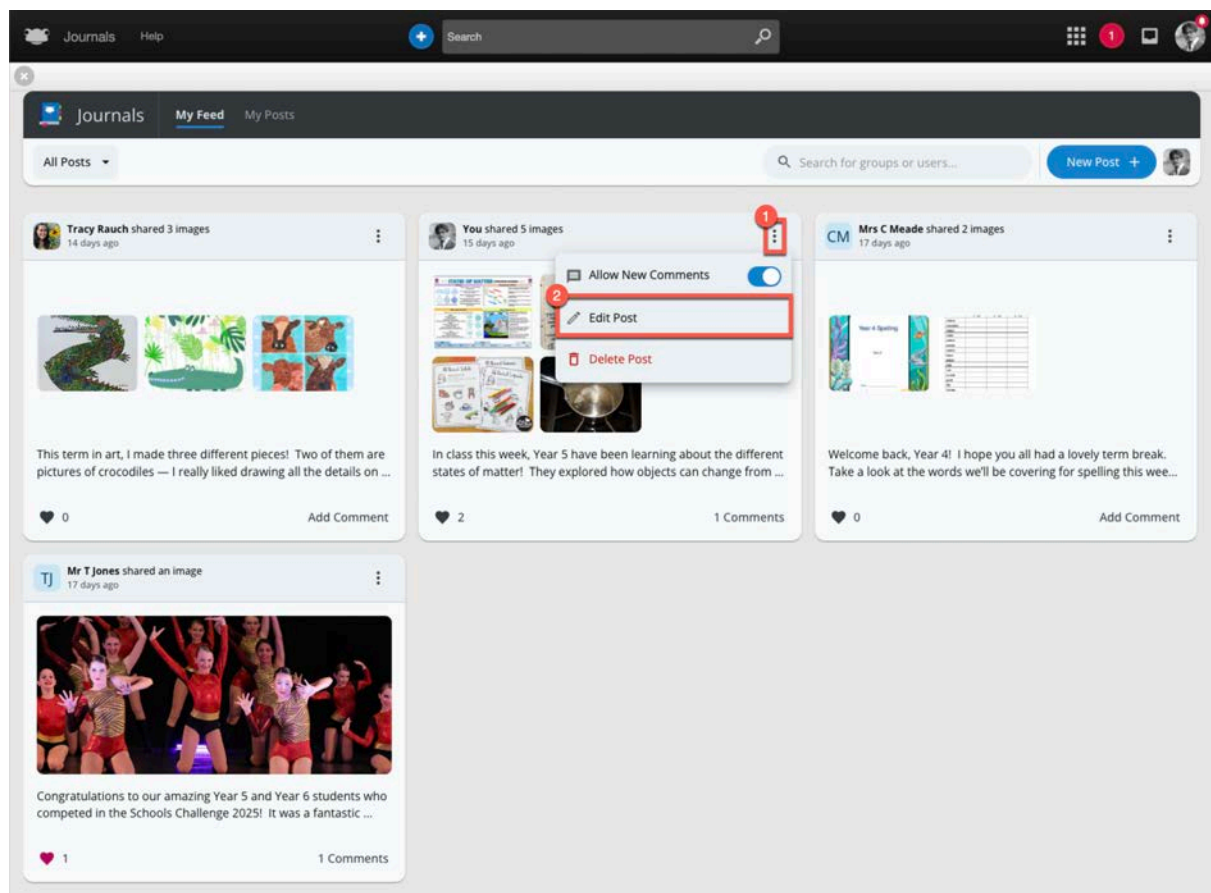
## Staff / Admin – Additional post options

Earlier in this document, we demonstrated how staff members can create a post. Now, let's look at some additional options available to staff and admin users. These include:

- Editing any post, including those created by other staff members
- Disabling comments on posts, including those created by other staff members
- Deleting any comment on a post, including comments made by other staff members
- Deleting any post, including those created by other staff members

It's important to remember that any edits or deletions made to posts or comments created by others should be carried out thoughtfully and with care.

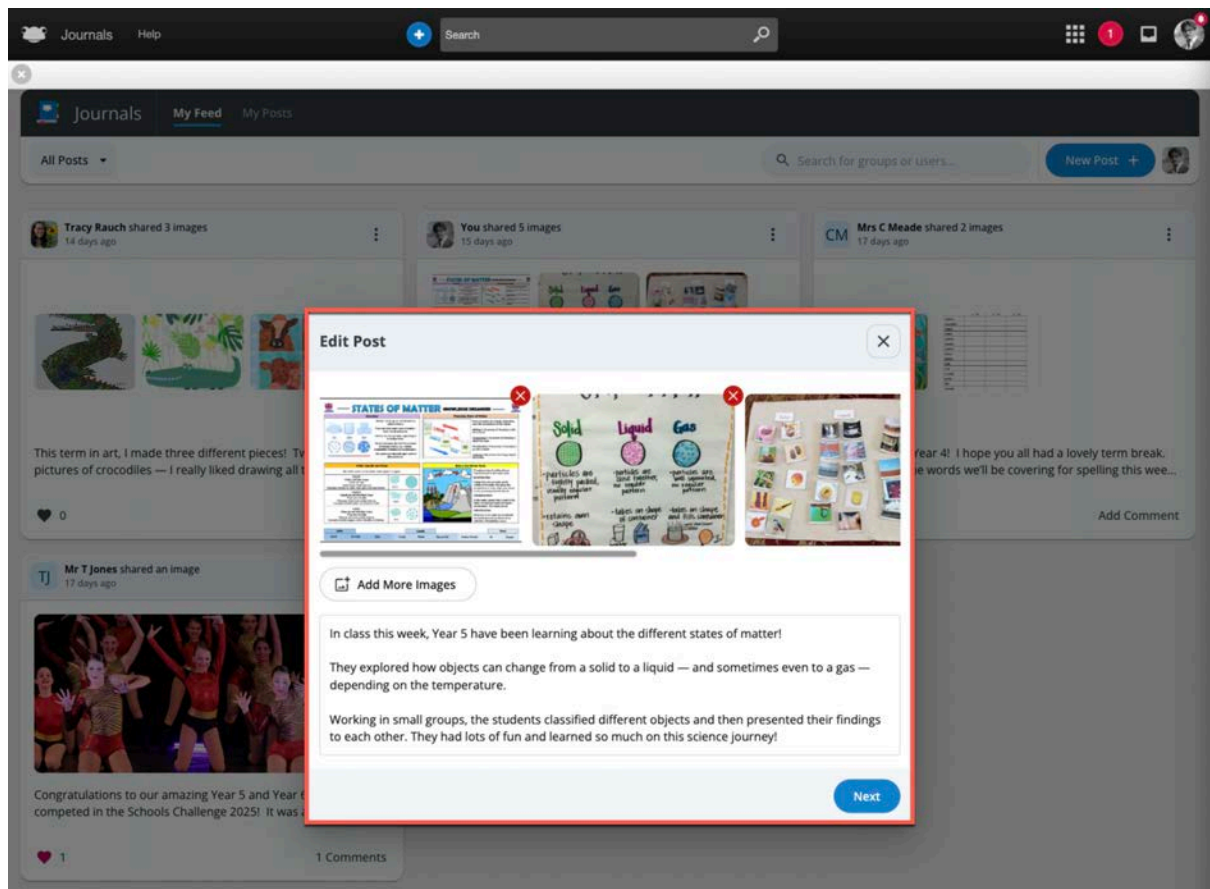
Let's start by looking at how to edit a post you've created. To do this, click the ellipsis (three vertical dots) on the post you want to edit, then select Edit Post.





The Edit Post pop-up window will appear. When you originally created the post, you had the option to upload images and add a description. In this initial editing screen, you can:

- Remove any of the previously uploaded images
- Add additional images from either FrogDrive or your local device
- Edit the original description of the post





In this example, we're happy with the original images and description and simply want to modify the intended audience. To proceed, click the Next button.

The screenshot shows a social media interface with a dark header bar containing 'Journals', 'Help', a search bar, and a notification bell. The main feed area shows several posts, including one from Tracy Rauch about crocodiles and another from Mr T Jones about a school challenge. An 'Edit Post' modal is open in the center, displaying three images: a 'STATES OF MATTER' worksheet, a hand-drawn diagram of solid, liquid, and gas states, and a bulletin board with photos. Below the images is an 'Add More Images' button. The modal also contains a text area with the following content:

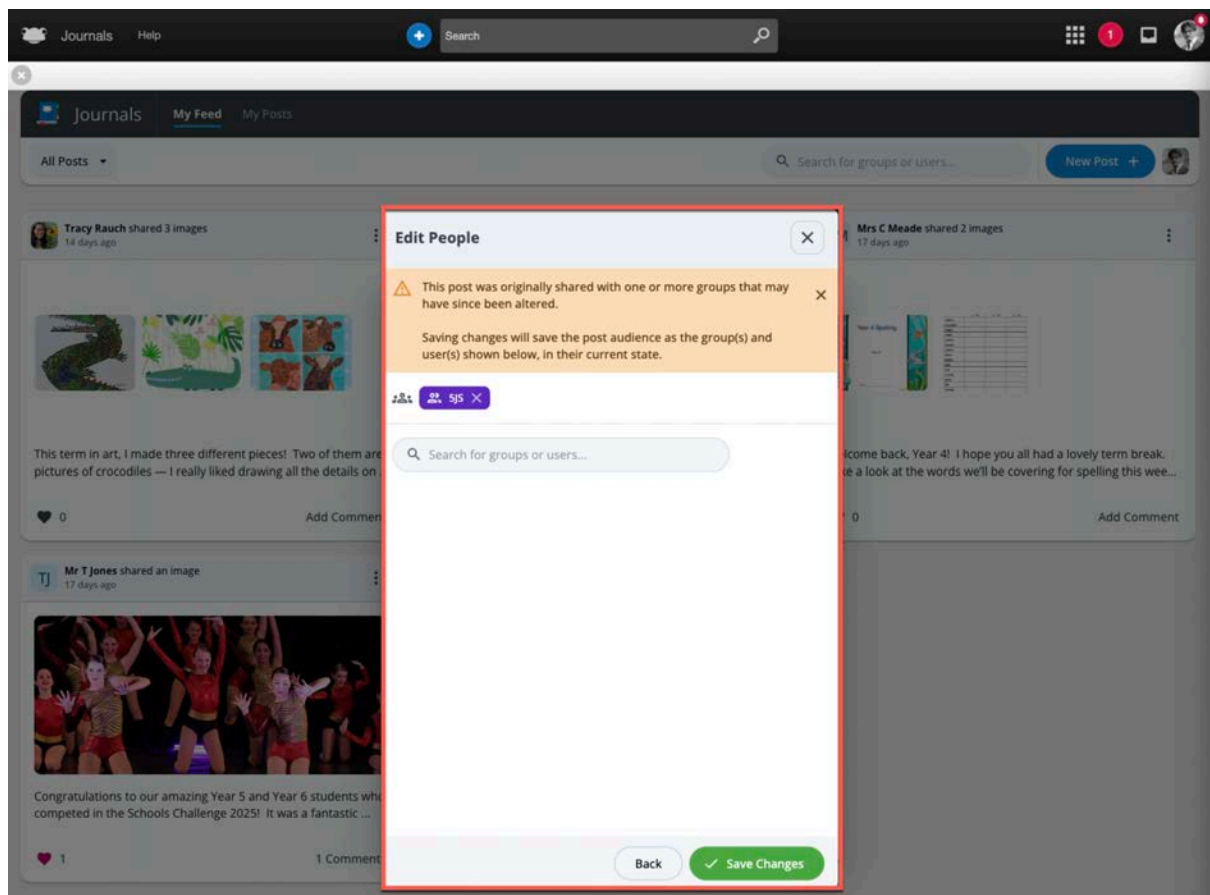
In class this week, Year 5 have been learning about the different states of matter!

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

At the bottom right of the modal is a blue 'Next' button.

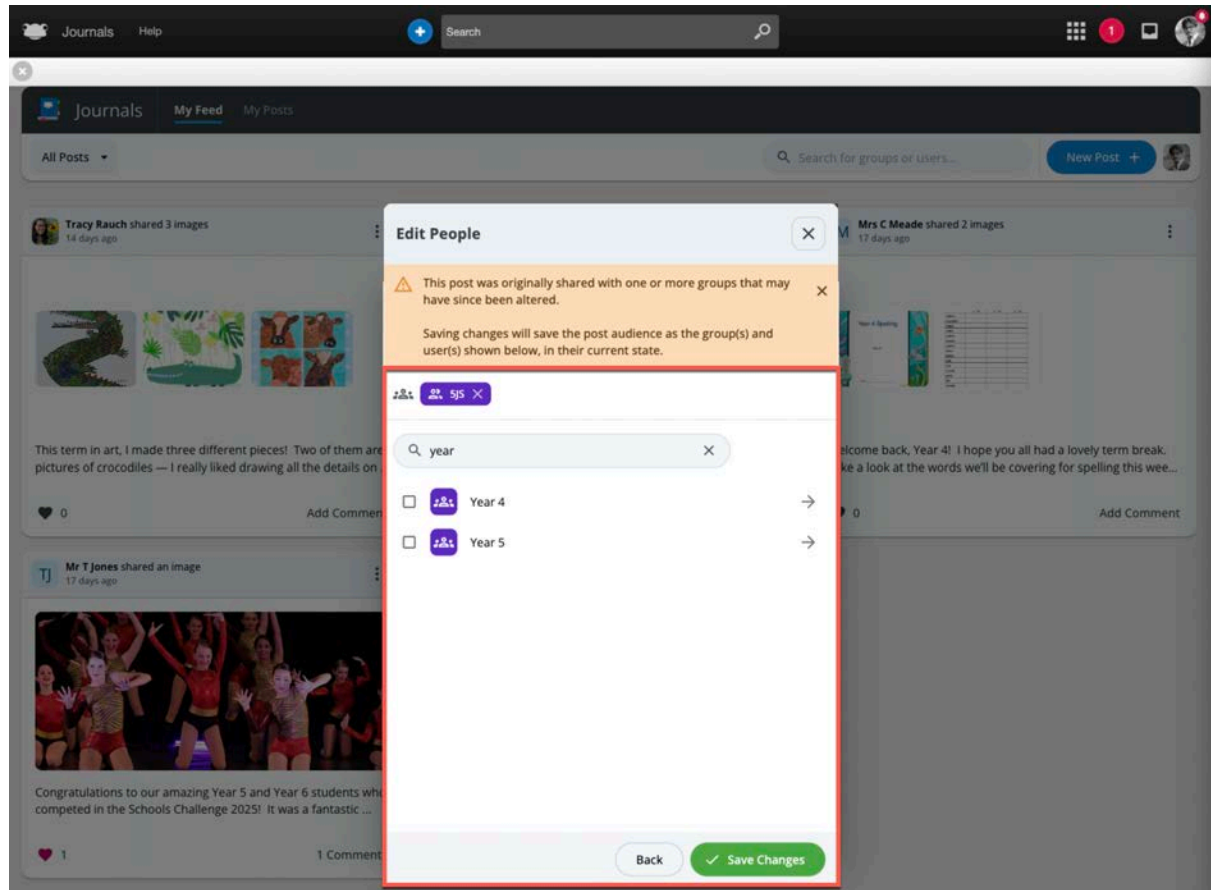
The Edit People window will be displayed. When editing a post, a warning message will appear, informing you that saving the changes may update the intended audience. This is because the audience is always determined based on the current group membership at the time the post is saved.



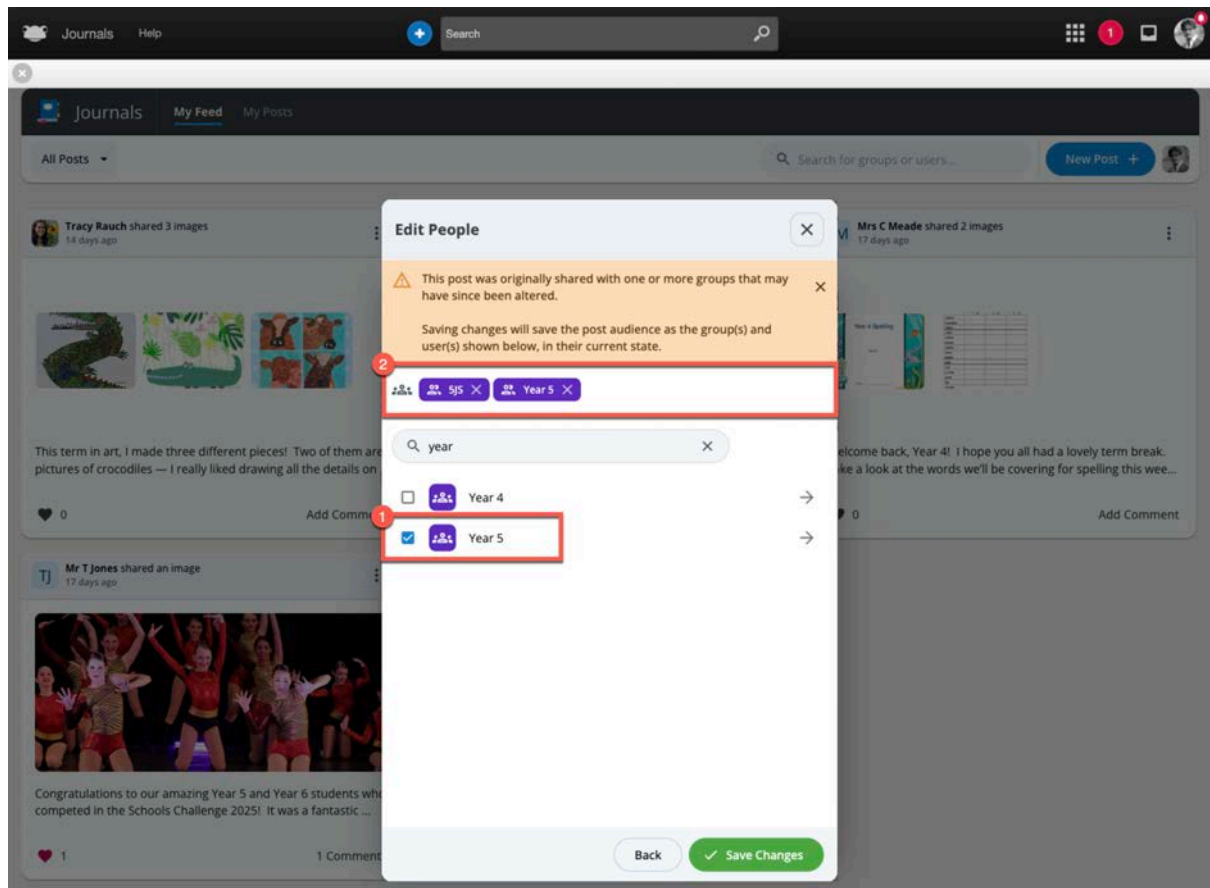
In this example, we're going to expand the post's audience to include the group Year 5.

In the Search field, enter your search term — this can be as simple as a single character — to display a list of any matching groups or users. In the search results, groups are indicated with a purple icon, while users will display either their initials or their profile picture if one is associated.

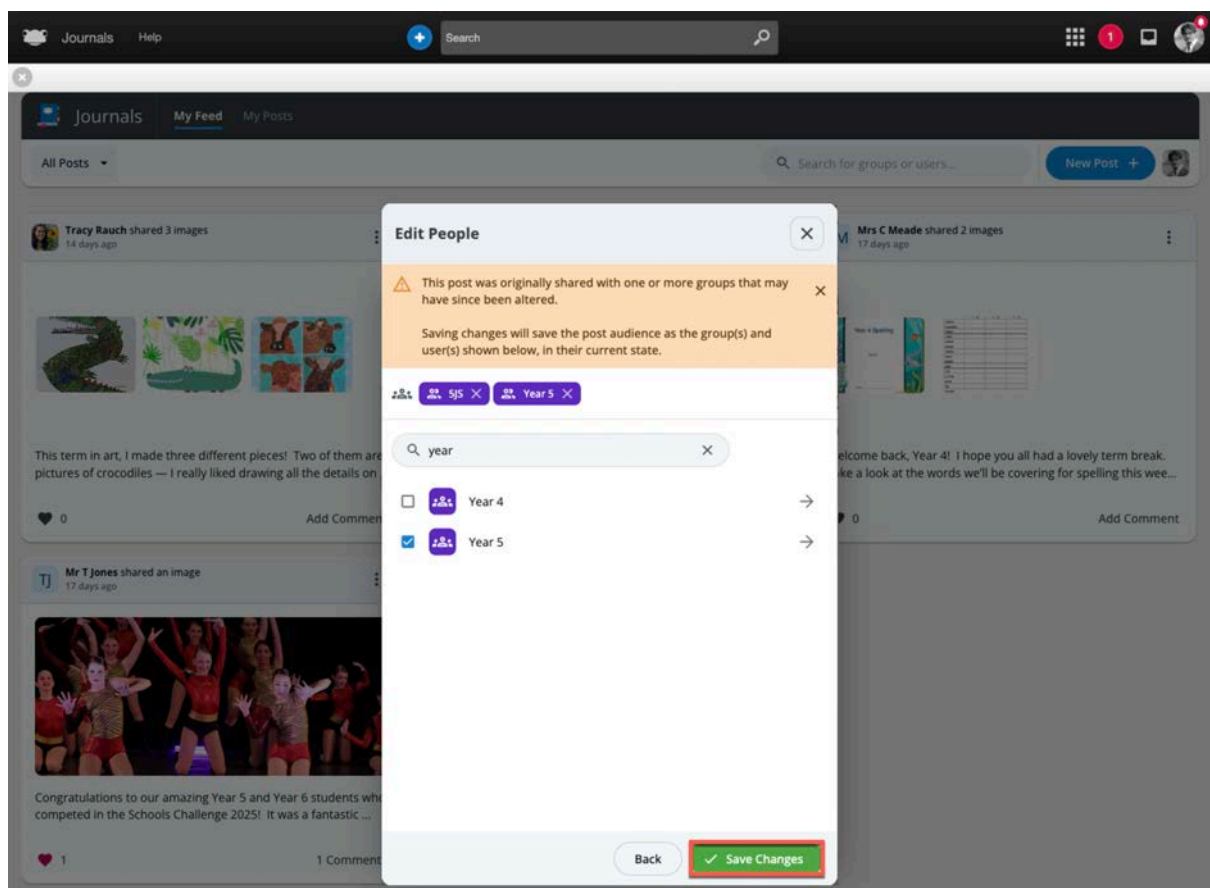
In the example below, entering the term "year" displays a list of matching groups.



The checkbox next to the group Year 5 has been selected. You will see the group name appear at the top, indicating that the post will be shared with that group.



When you're happy with the edits made to the post, select the Save Changes button. The updates will then be applied and reflected immediately.



In this example, the post will now also be visible to all members of the Year 5 group, including the parents of those students.

**Journals** | **My Feed** | My Posts

---

All Posts ▾

**You shared 5 images** 15 days ago

Tracy Rauch shared 3 images 14 days ago

This term in art, I made three different pieces pictures of crocodiles — I really liked drawing

Mr T Jones shared an image 17 days ago

Congratulations to our amazing Year 5 and Ye competed in the Schools Challenge 2025! It w

**In class this week, Year 5 have been learning about the different states of matter!**

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

Mrs Barbara Wilson · 11 days ago

Wow, what a fantastic way to learn about the states of matter! It's great to see the students working together and presenting their findings so confidently.

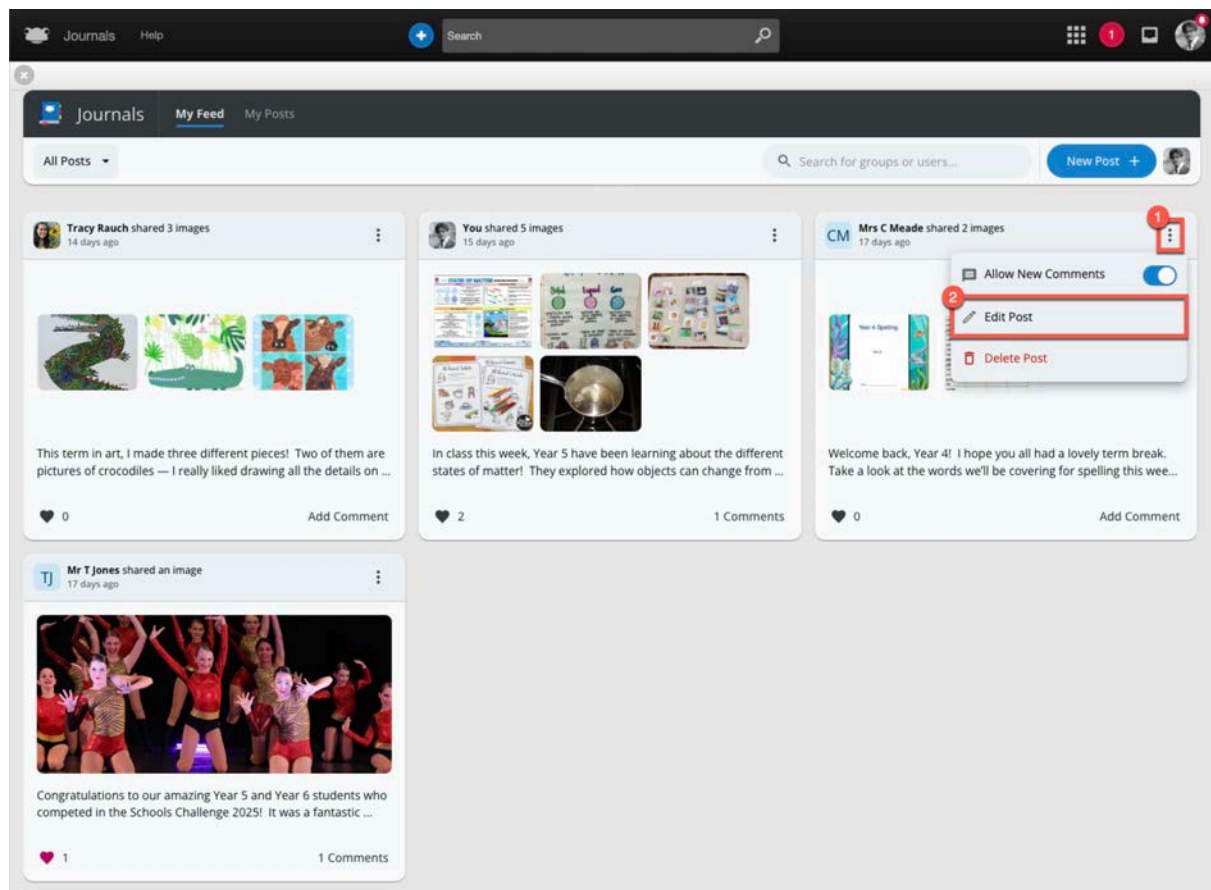
Thank you for sharing—such a proud parent moment!

Add a comment...

As mentioned earlier in this section, staff members can edit any post, including those created by other staff members.

In the example below, we can see a post created by Mrs C Meade, and the staff member Mr J Sparrow is able to edit it by selecting the ellipsis (three vertical dots) on the post and choosing Edit Post.

All the same editing options are available as if it were your own post, allowing you to modify the images, description, and target audience.

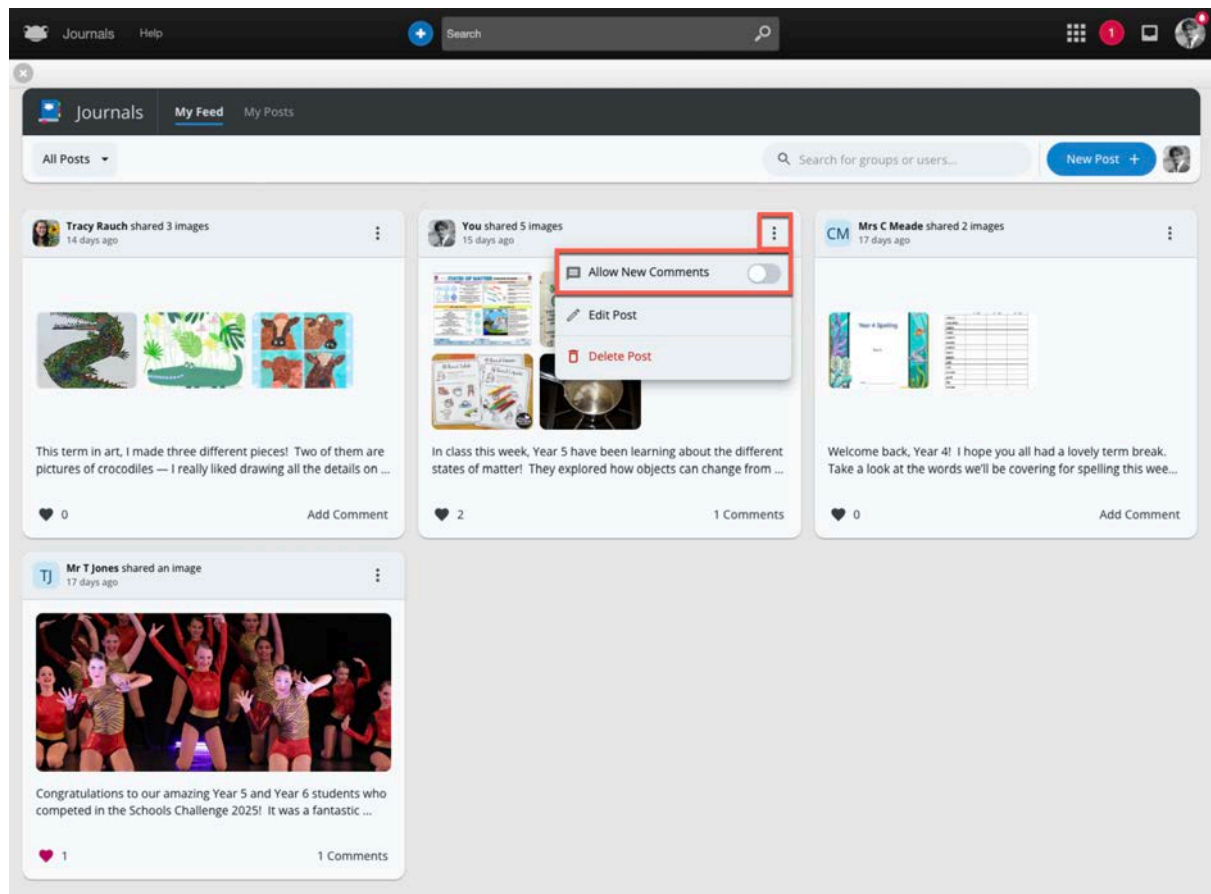




Next, we'll look at how staff can disable comments on a post — including posts created by other staff members.

To do this, select the ellipsis (three vertical dots) on the post and toggle Allow New Comments to the off position.

**NOTE** – By default, only admin, staff, and parents are permitted to add comments to a post.



Once comments have been disabled on a post, the comment field will no longer appear when a user previews the post.

It's important to note that any comments added before comments were disabled will still remain visible.

In the example below, we can see that Mrs Barbara Wilson added a comment 6 days ago, and it continues to be displayed to all users the post was shared with.

The screenshot shows a social media interface with a dark header bar containing 'Journals', 'Help', a search bar, and notification icons. The main feed area has tabs for 'All Posts', 'My Feed', and 'My Posts'. A post by 'You' (shared 5 images, 15 days ago) is highlighted with a red border. The post content includes a 'STATES OF MATTER KNOWLEDGE ORGANISER' diagram, a paragraph about Year 5 students' learning, and a comment from Mrs Barbara Wilson (6 days ago) praising the students' work. The comment field is disabled, indicated by a greyed-out 'Add Comment' button.

**STATES OF MATTER KNOWLEDGE ORGANISER**

**Solids, Liquids and Gases**

**Solids**  
All matter exists in three states: solid, liquid and gas.  
SOLIDS  
Solids have a fixed shape.  
Solids have a fixed volume.  
Example: ice cubes, rock, glass and most metals.  
LIQUIDS  
Liquids do not have a fixed shape.  
Liquids have a fixed volume.  
Example: liquids such as oil, water and milk.  
GASES  
Gases do not have a fixed shape.  
Gases do not have a fixed volume.  
Example: air, steam, carbon dioxide and helium.

**Changing States of Matter**

States of matter can change, depending upon the temperature of the matter.  
Melting is the process of changing a solid into a liquid.  
Evaporation is the process of changing a liquid into a gas.  
Condensation is the process of changing a gas into a liquid.  
Freezing is the process of turning a liquid into a solid.

**Water in the Water Cycle**

Changes state of matter when we evaporate water in the water cycle.  
Evaporation  
Strong heat from the sun heats up the surface of the Earth. This causes the temperature to rise. Water and gases in the soil and water evaporate into the air.  
Condensation  
As the water vapour rises, it cools in the higher air and turns back into liquid - condensation. This creates clouds.  
Precipitation  
When too much water has condensed, the clouds become too heavy and so rain, snow or hail falls from them. Precipitation occurs.

In class this week, Year 5 have been learning about the different states of matter!

They explored how objects can change from a solid to a liquid — and sometimes even to a gas — depending on the temperature.

Working in small groups, the students classified different objects and then presented their findings to each other. They had lots of fun and learned so much on this science journey!

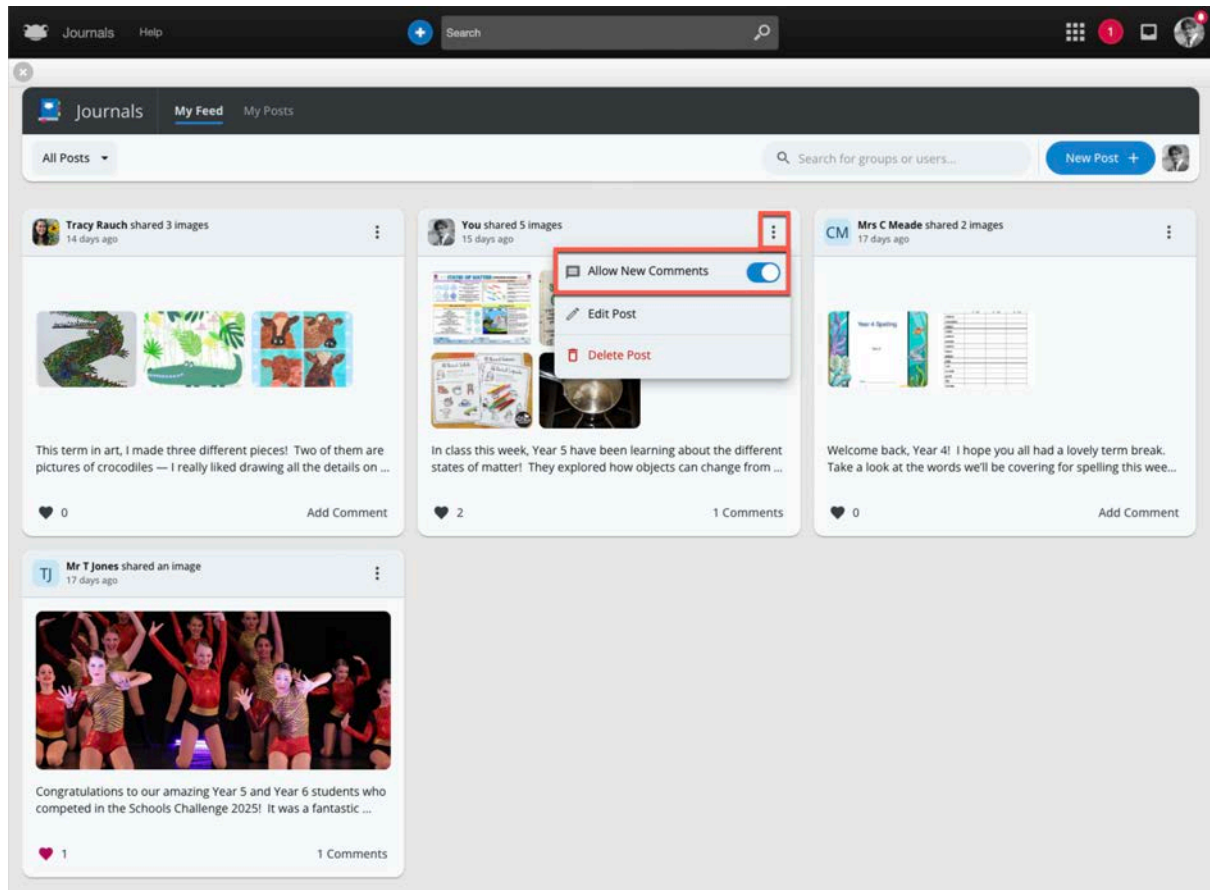
2

1 Comments

**BW** Mrs Barbara Wilson · 6 days ago  
Wow, what a fantastic way to learn about the states of matter! It's great to see the students working together and presenting their findings so confidently.  
Thank you for sharing—such a proud parent moment!

0

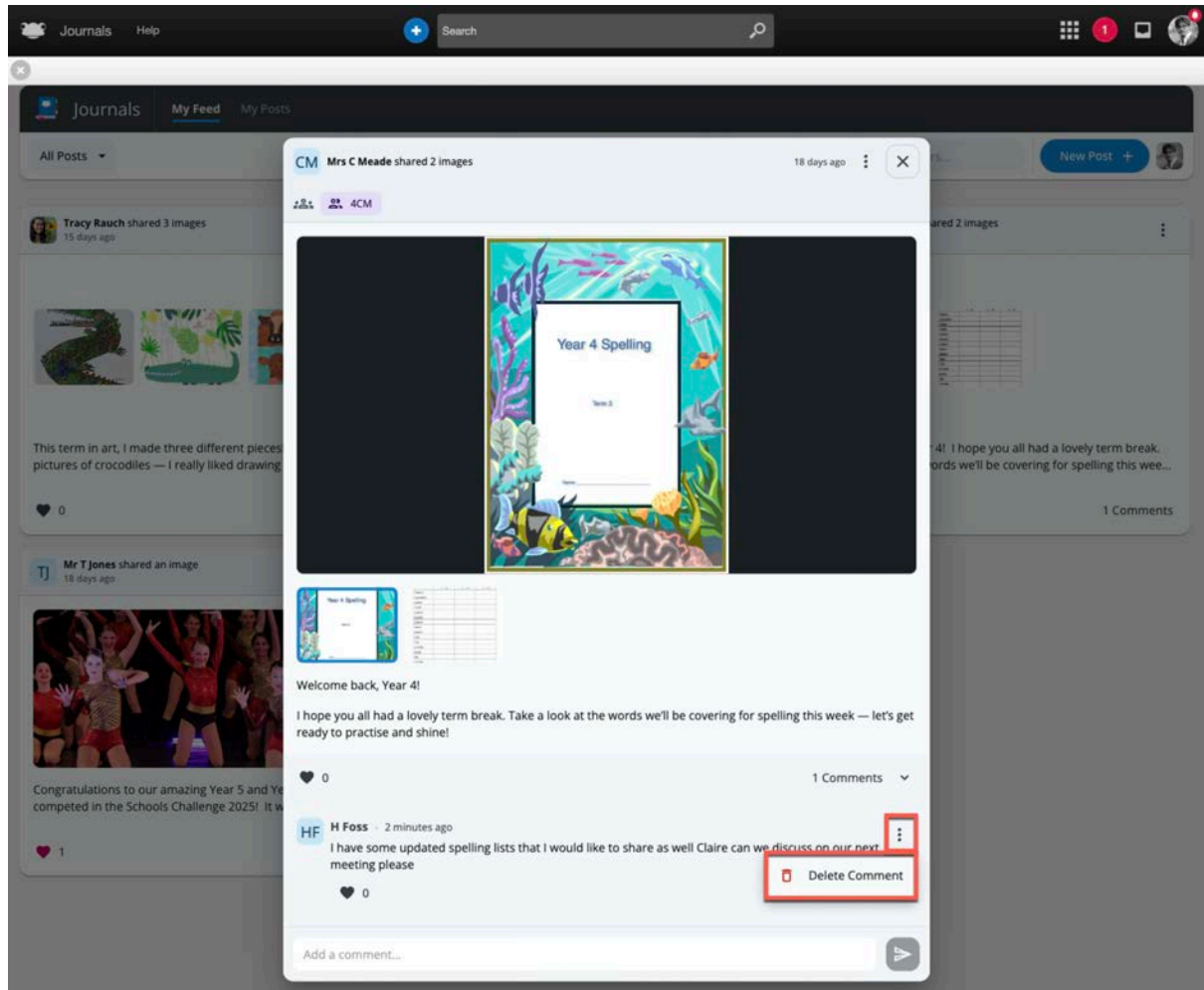
If you wish to re-enable comments on a post, simply click the ellipsis (three vertical dots) and toggle Allow New Comments back to the on position. Once enabled, any users the post was shared with will be able to comment again.



Now let's look at how staff can delete any comment on a post, including those made by other staff members.

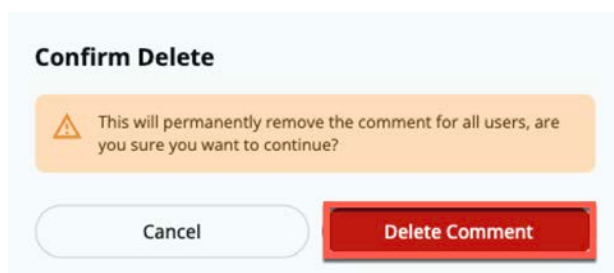
To do this, open the post to display the preview window. Locate the comment you wish to delete, click the ellipsis (three vertical dots) next to it, and then select Delete Comment.

In the example below, the comment being deleted was made by another staff member, H Foss.



When the Delete Comment option is selected, a confirmation pop-up window will appear. If you're sure you want to delete the comment, click the Delete Comment button to proceed.

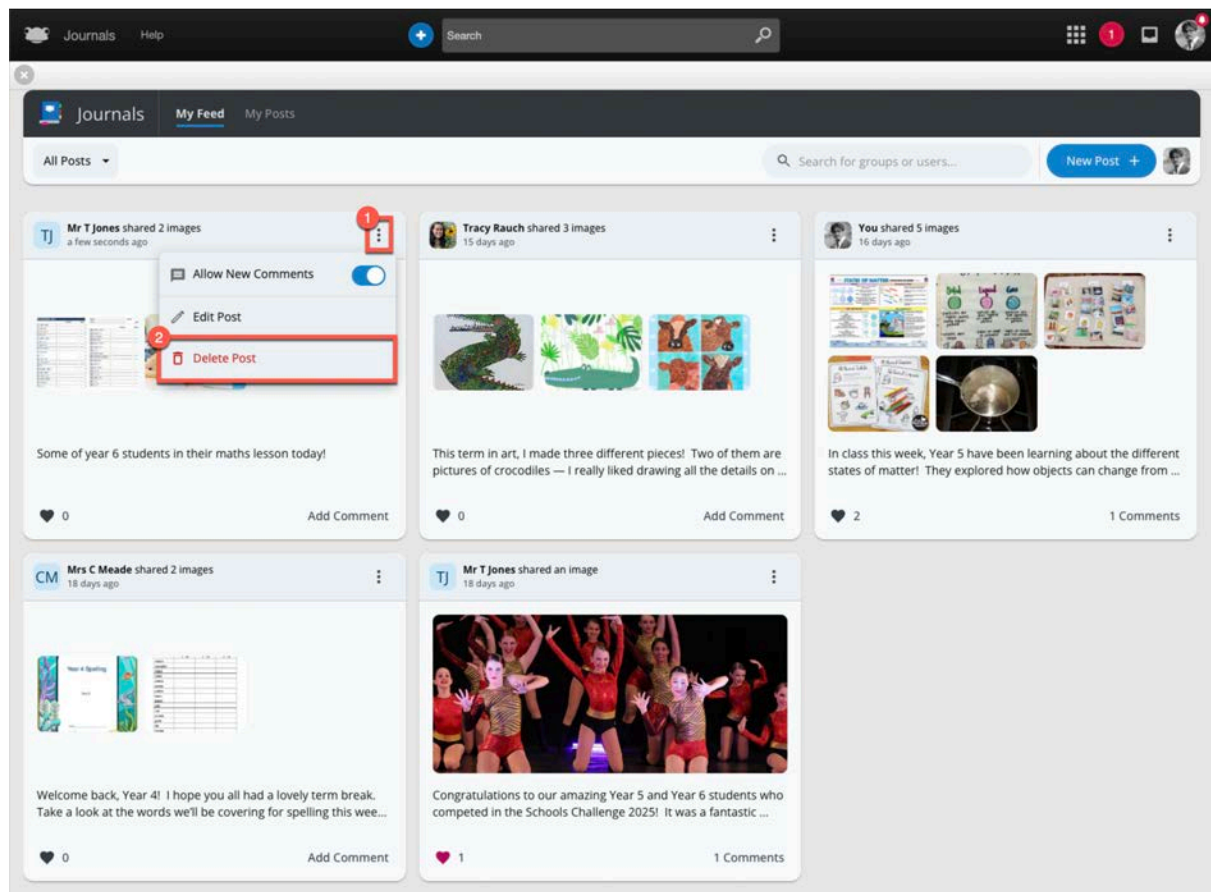
The action is processed immediately, and the comment will be removed and no longer visible to anyone the post was shared with.



The final feature to cover in Journals for staff and admin users is the ability to delete any post, including those created by other staff members.

To delete a post, click the ellipsis (three vertical dots) on the post you wish to remove, then select Delete Post.

In this example, the teacher Mr J Sparrow is deleting a post created by fellow staff member Mr T Jones.



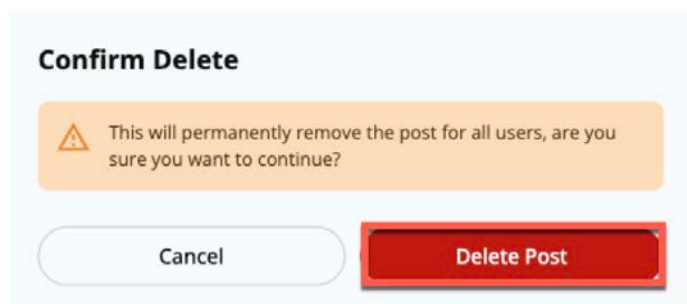
When the Delete Post option is selected, a confirmation pop-up window will appear. If you're sure you want to proceed, click the Delete Post button.

The action is processed immediately, and the post will be removed, it will no longer be visible to anyone it was shared with.

**NOTE** – Any deletion of posts or comments created by others should be done thoughtfully and with care.

Although deleted posts and comments are no longer to the audience it was shared with in the Journals application, admin users still have visibility of them. Admins also have the ability to restore individual deleted posts.

More details on this can be found in the next section: [Admin – Deleted posts and comments](#).



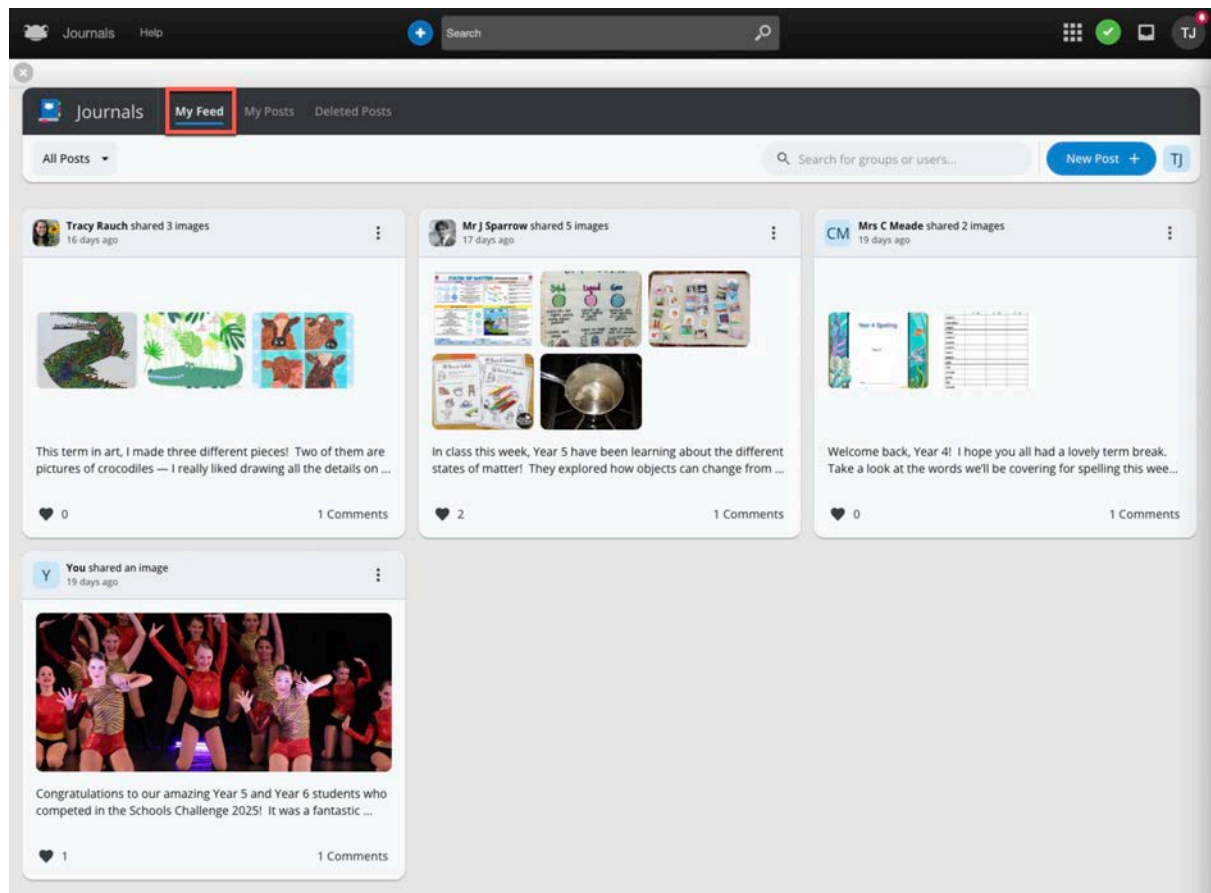


## Admin – Deleted comments and posts

Throughout this document, we've outlined the level of access staff users have within the Journals application. Overall, this access is designed to give staff autonomy, enabling them to manage content without needing to rely on an admin to remove inappropriate or unwanted posts and comments.

However, one key difference between staff and admin users is that admins have enhanced oversight. Admin users can view any deleted comments, see posts that have been removed, and where appropriate restore deleted posts.

Now let's look at the Journals application from an admin perspective. Like staff users, when an admin opens the Journals application, it will default to the My Feed view, displaying all posts created by students and staff across the school.

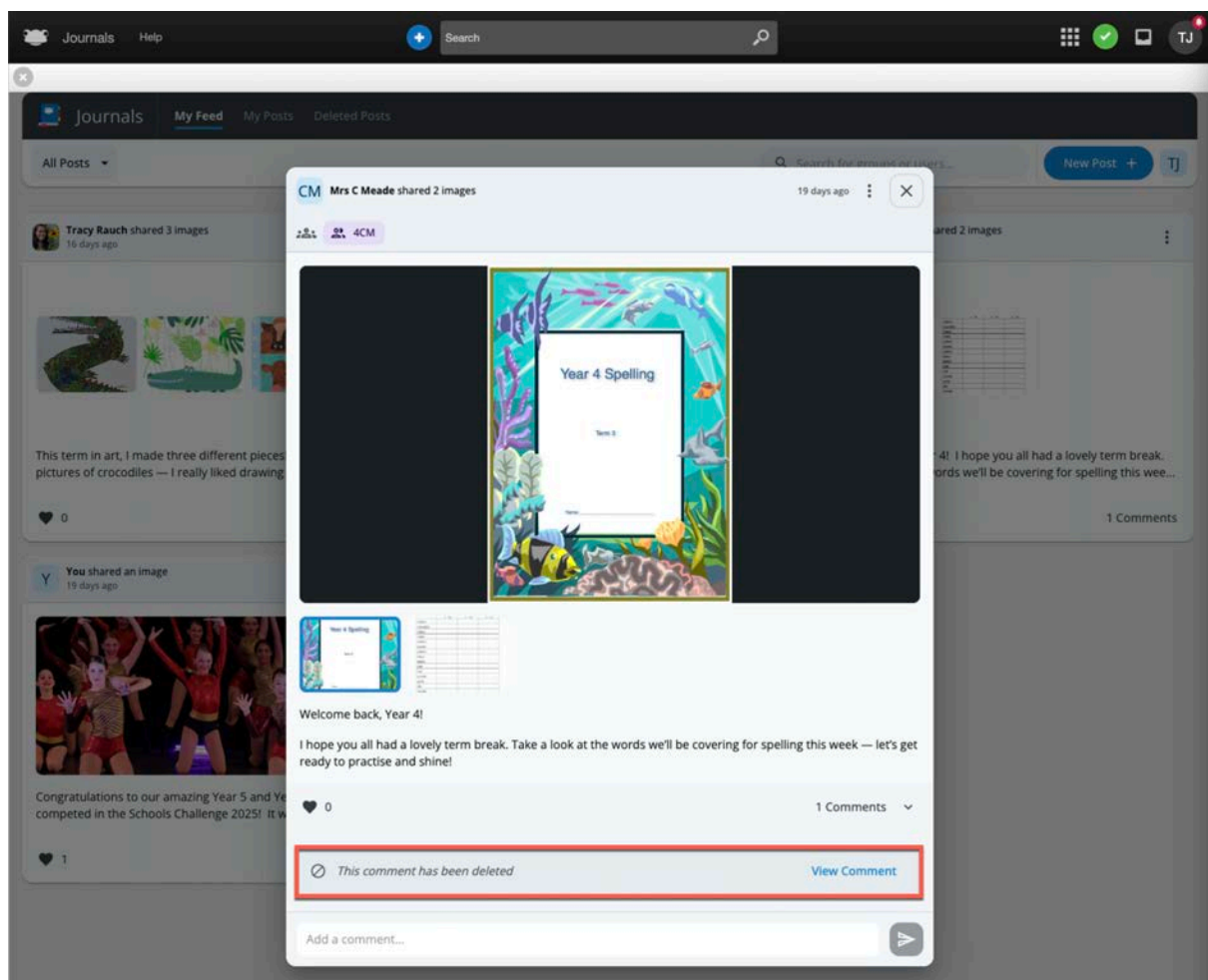


As mentioned earlier in this document, staff and parents can comment on posts, and have the ability to delete their own comments. Staff users can also delete any comment on a post, including those made by other staff members.

Admins, however, have additional visibility. When viewing a post that contains deleted comments, the preview window will indicate this by displaying the following message:

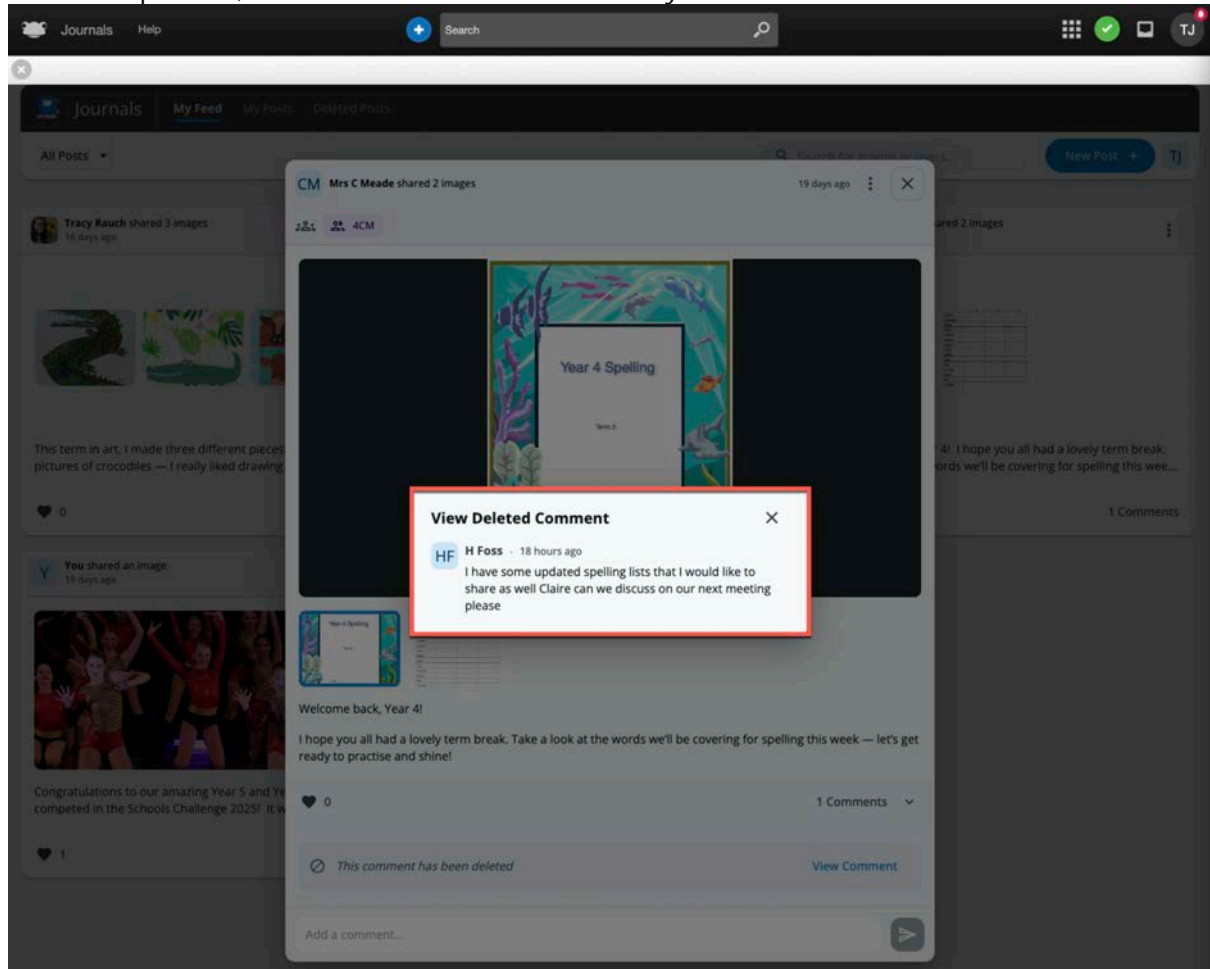
This comment has been deleted

For example, if we open the post created by Mrs C Meade, the preview will show that a comment was removed, and this message will be shown to the admin user in place of the original comment content.

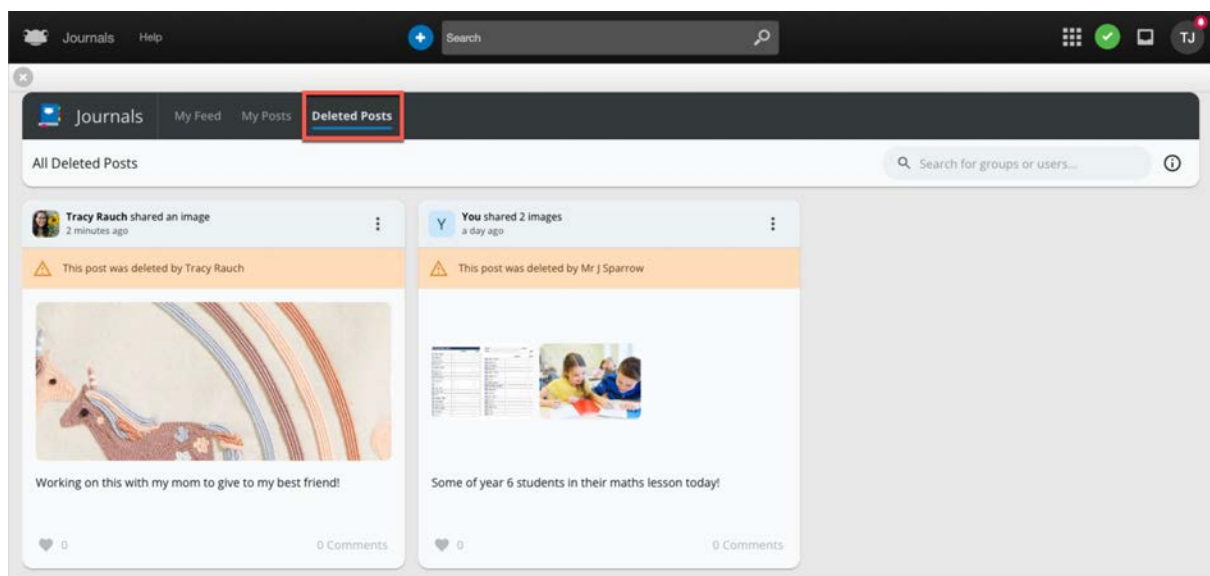


To view the contents of a deleted comment, click the View Comment link. This will open a pop-up window displaying the original comment text.

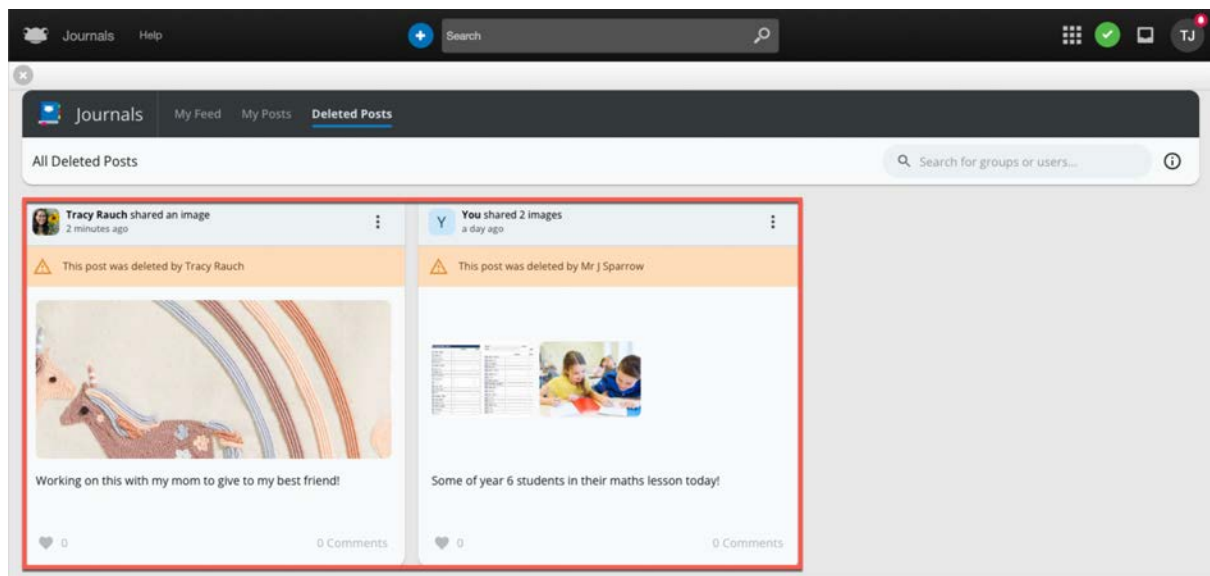
**NOTE** – At present, deleted comments are view-only and cannot be restored.



Within the Journals application, admins have access to an additional view called Deleted Posts, which displays all posts that have been deleted by users.

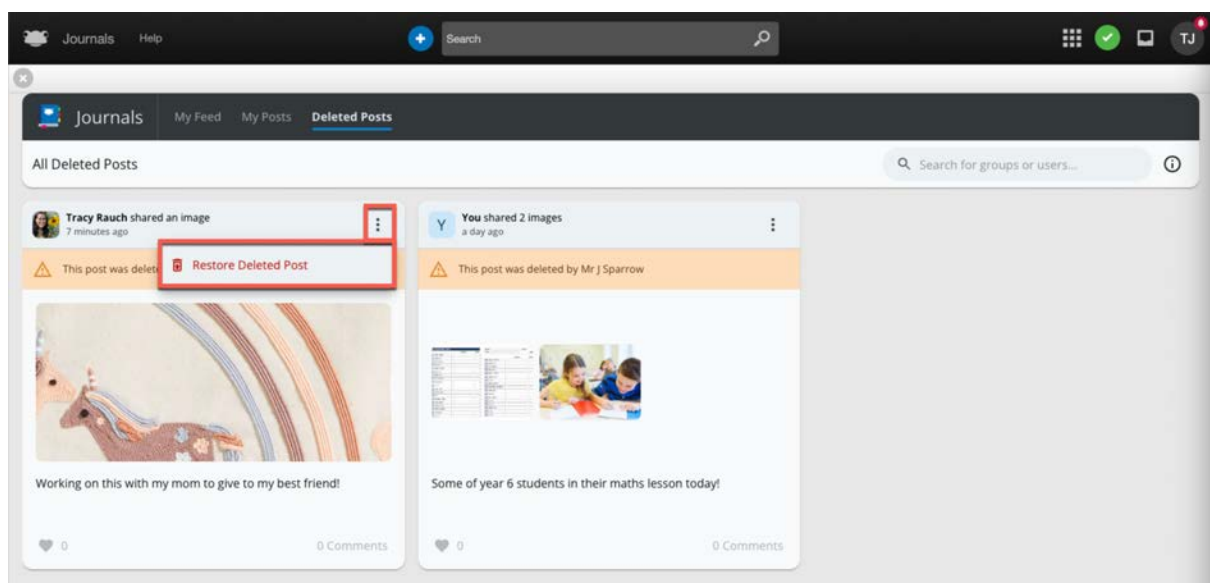


Posts in the Deleted Posts view are displayed in the same gallery style as the My Feed view, showing the user who created the post, the time since it was posted, any uploaded image(s), and the accompanying description. The key difference is that a warning message is also shown, identifying the user who deleted the post.

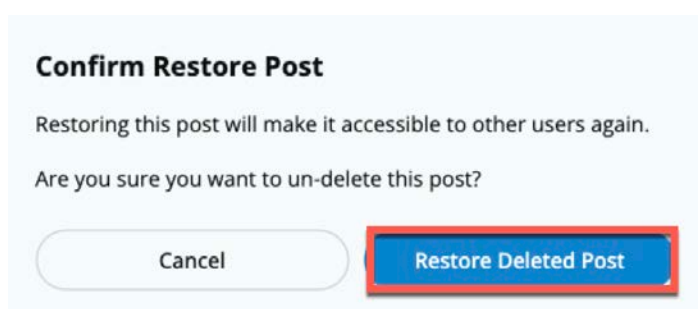


Lastly, admins have the ability to restore any post that has been deleted by a user. To do this, click the ellipsis (three vertical dots) on the post you wish to restore, then select Restore Deleted Post.

In the example below, we will look to restore a post that was originally created and then deleted by the student Tracy Rauch.

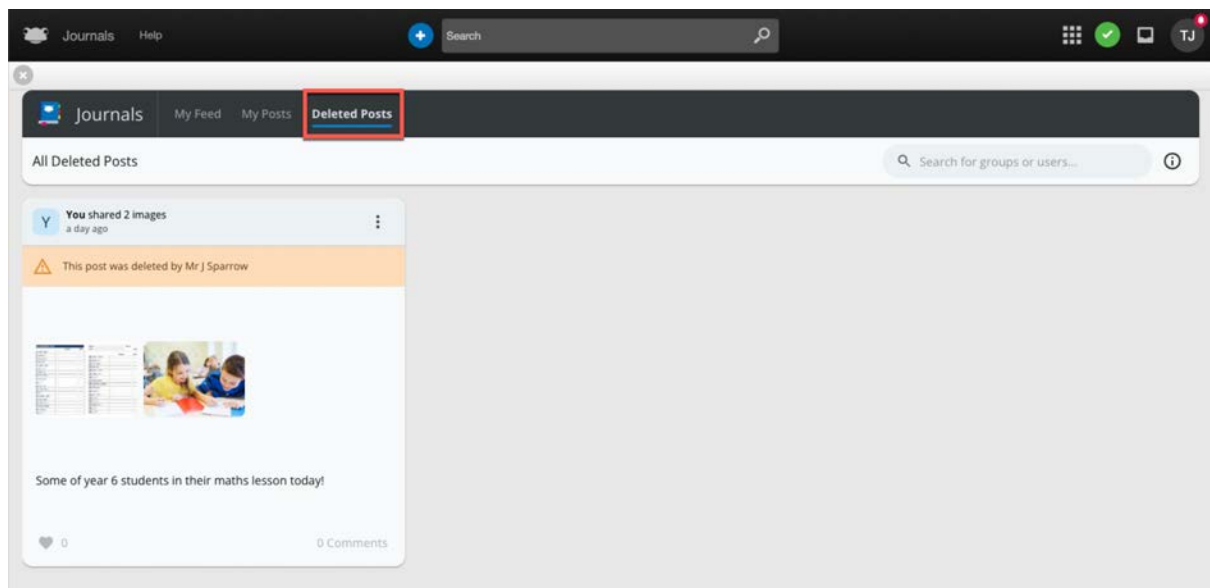


A Confirm Restore Post pop-up window will appear. If you're sure you want to proceed, click Restore Deleted Post button to complete the action.



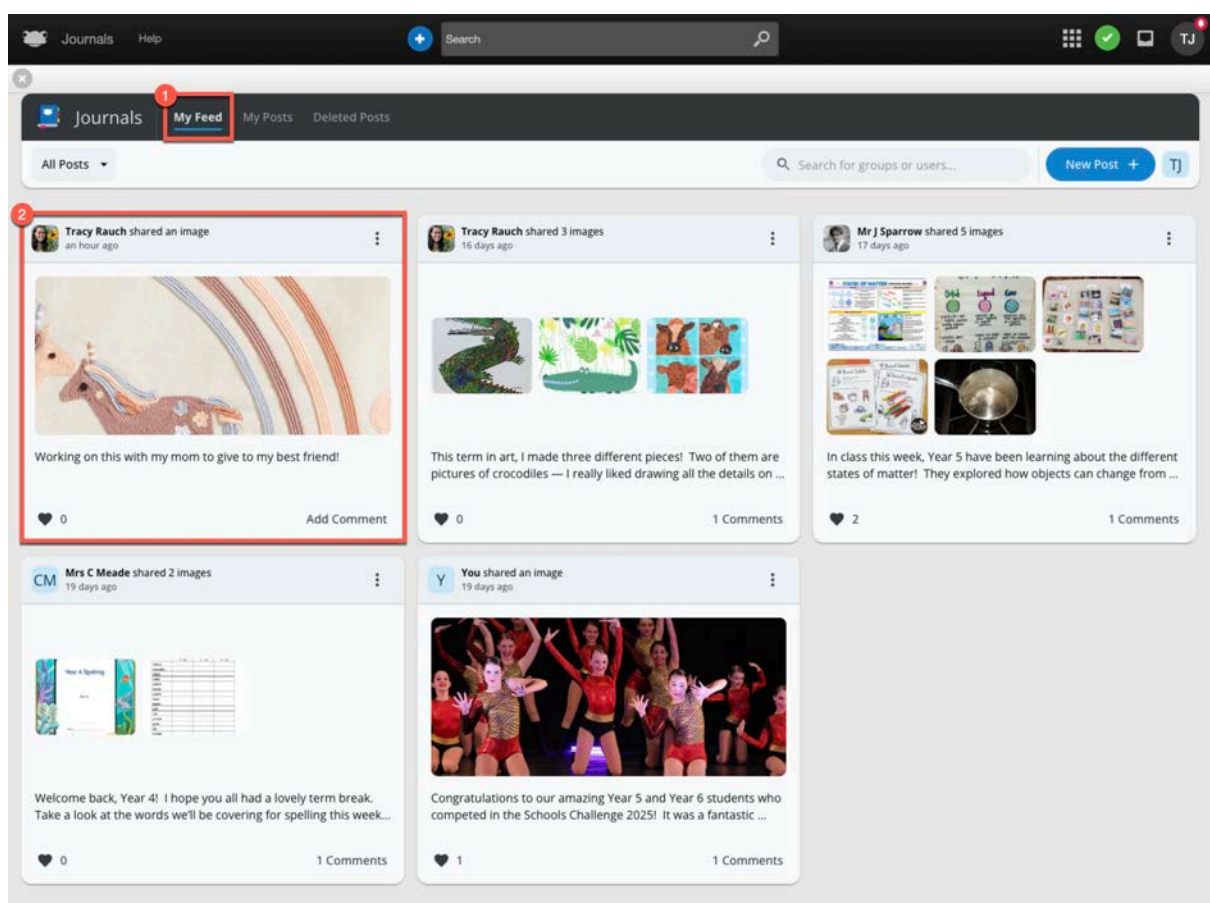
The action is processed immediately, and the post will be restored and visible to anyone it was originally shared with.

The post will also be removed from the Deleted Posts view, as it is no longer considered deleted.



In this example, since the restored post was created by the student Tracy Rauch, it will once again be visible to Tracy, as well as to all staff and admin users.

As an admin, if you navigate back to the My Feed view, you'll see the restored post for Tracy Rauch displayed once again.





## Admin – System Preference – Journals Acceptable Use Reminder

As part of this release, Frog has introduced a new feature allowing admins to configure an automatic reminder message for Journals. The purpose of this reminder is to help schools manage expectations around appropriate and acceptable behaviour when commenting on posts.

By default, the automatic reminder message is turned off.

To enable and configure the message, admins need to navigate to the Profile Menu > System Preferences > Journals.

The screenshot shows the 'System Preferences' interface. On the left is a sidebar menu with various options. The 'Journals' option is highlighted with a red rectangle. The main content area is titled 'Acceptable Use Reminder'. It includes a description: 'Display a reminder message to users about appropriate and acceptable use when commenting on a post.' Below this is an 'Enable' section with a 'Display Message' label and a toggle switch currently set to 'OFF'. A 'Message Text' box contains the text: 'Please remember to keep all comments respectful and appropriate. This space is for positive and constructive communication. All activity is monitored and must follow the school's acceptable use policy.' At the bottom right are 'Discard' and 'Save' buttons.

System Preferences	
Acceptable Use Policy	
Assessment Cycles & Targets	
Assignment Manager	
Assignment Settings	
Custom Tags	Show
Dashboards	
File Types	
FrogMobile App Preferences	
FrogProgress settings	Show
Google Apps	Show
<b>Journals</b>	
Login Background	
Maintenance	Show
Messages	
Office 365	Show

### Acceptable Use Reminder

Display a reminder message to users about appropriate and acceptable use when commenting on a post.

**Enable**

Display Message ☐ OFF

**Message Text**

Please remember to keep all comments respectful and appropriate. This space is for positive and constructive communication.  
All activity is monitored and must follow the school's acceptable use policy.

Discard Save

To enable the automatic reminder message for Journals, toggle Display Message to ON.

This screenshot is identical to the previous one, but the 'Display Message' toggle switch is now set to 'ON', which is highlighted with a red rectangle. The rest of the interface, including the sidebar menu and the message text, remains the same.

System Preferences	
Acceptable Use Policy	
Assessment Cycles & Targets	
Assignment Manager	
Assignment Settings	
Custom Tags	Show
Dashboards	
File Types	
FrogMobile App Preferences	
FrogProgress settings	Show
Google Apps	Show
<b>Journals</b>	
Login Background	
Maintenance	Show
Messages	
Office 365	Show

### Acceptable Use Reminder

Display a reminder message to users about appropriate and acceptable use when commenting on a post.

**Enable**

Display Message ☒ ON

**Message Text**

Please remember to keep all comments respectful and appropriate. This space is for positive and constructive communication.  
All activity is monitored and must follow the school's acceptable use policy.

Discard Save

Next, in the Message Text field, you can customise the message you want displayed to users in Journals. A default message is provided:

Please remember to keep all comments respectful and appropriate. This space is for positive and constructive communication.

All activity is monitored and must follow the school's acceptable use policy.

**System Preferences**

- Acceptable Use Policy
- Assessment Cycles & Targets
- Assignment Manager
- Assignment Settings
- Custom Tags Show
- Dashboards
- File Types
- FrogMobile App Preferences
- FrogProgress settings Show
- Google Apps Show
- Journals**
- Login Background
- Maintenance Show
- Messages
- Office 365 Show

### Acceptable Use Reminder

Display a reminder message to users about appropriate and acceptable use when commenting on a post.

**Enable**

Display Message ON

**Message Text**

Please remember to keep all comments respectful and appropriate. This space is for positive and constructive communication.

All activity is monitored and must follow the school's acceptable use policy.

Discard Save

When happy with the details, click the Save button to apply the changes.

**System Preferences**

- Acceptable Use Policy
- Assessment Cycles & Targets
- Assignment Manager
- Assignment Settings
- Custom Tags Show
- Dashboards
- File Types
- FrogMobile App Preferences
- FrogProgress settings Show
- Google Apps Show
- Journals**
- Login Background
- Maintenance Show
- Messages
- Office 365 Show

### Acceptable Use Reminder

Display a reminder message to users about appropriate and acceptable use when commenting on a post.

**Enable**

Display Message ON

**Message Text**

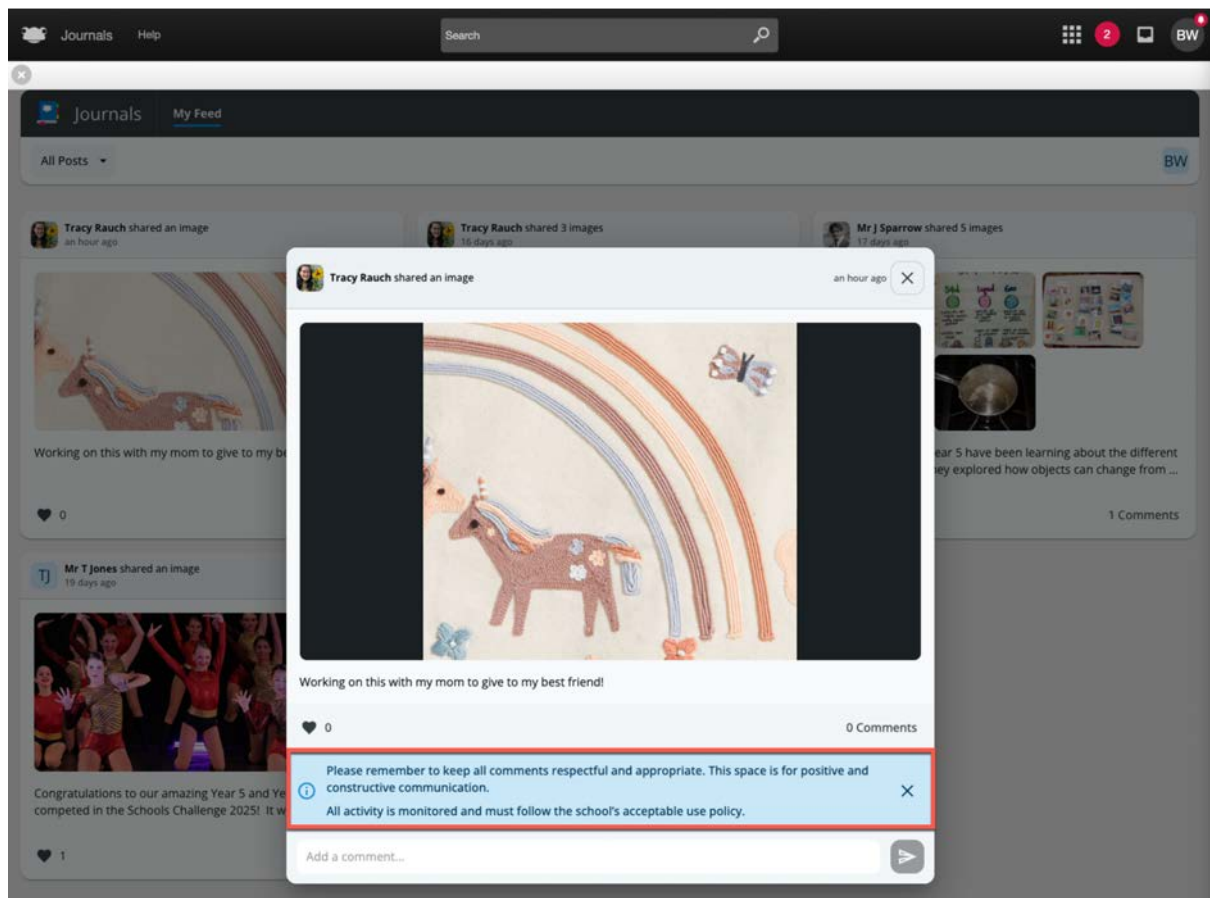
Please remember to keep all comments respectful and appropriate. This space is for positive and constructive communication.

All activity is monitored and must follow the school's acceptable use policy.

Discard Save

The automatic reminder message will appear when a user previews a post in Journals and has permission to comment.

In the example below, the parent Barbara Wilson is viewing a post created by their child, Tracy Rauch. Since Barbara has commenting permissions, the reminder message is displayed just above the comment field.

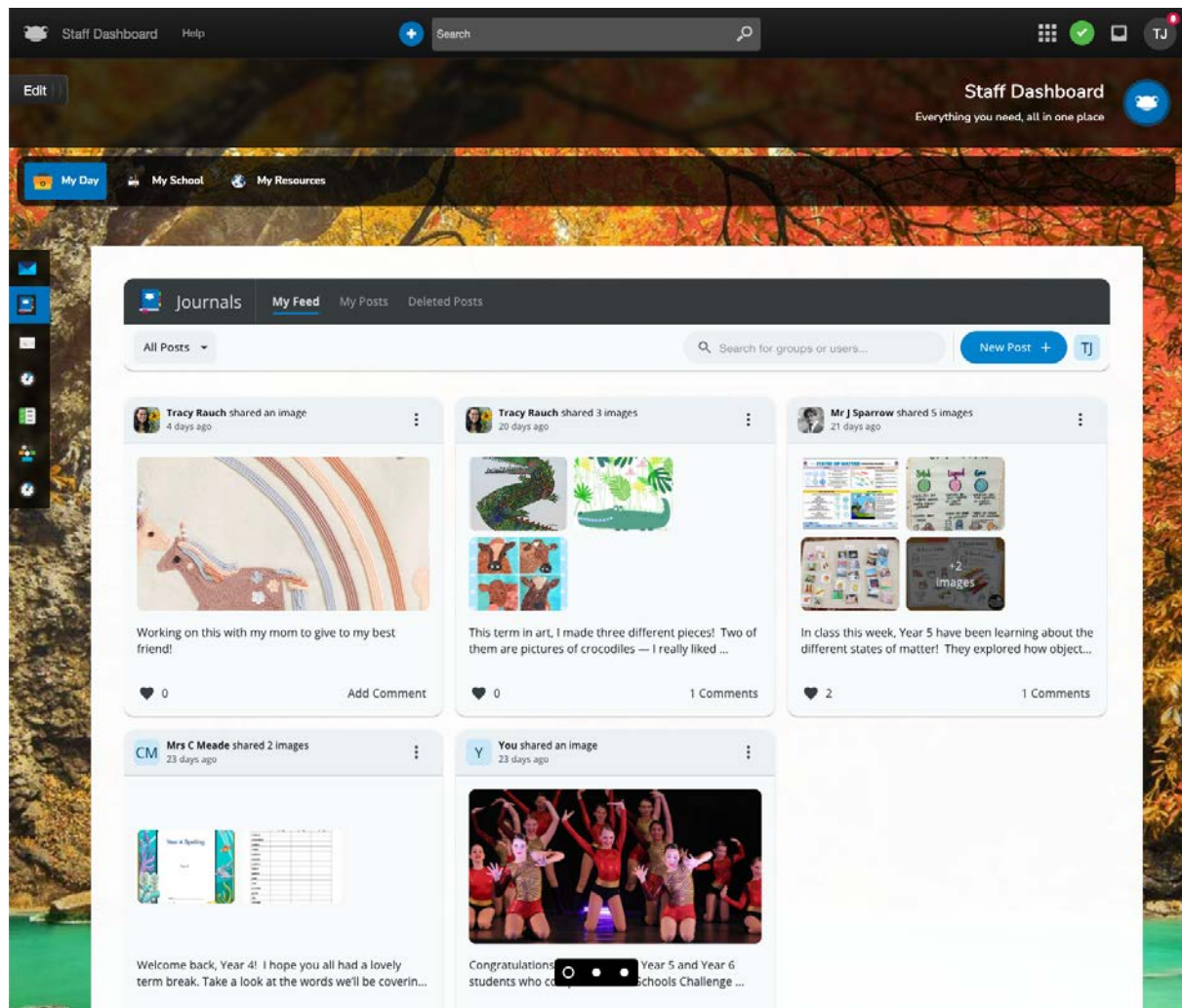


## Admin – Frog App and embedding of Journals application

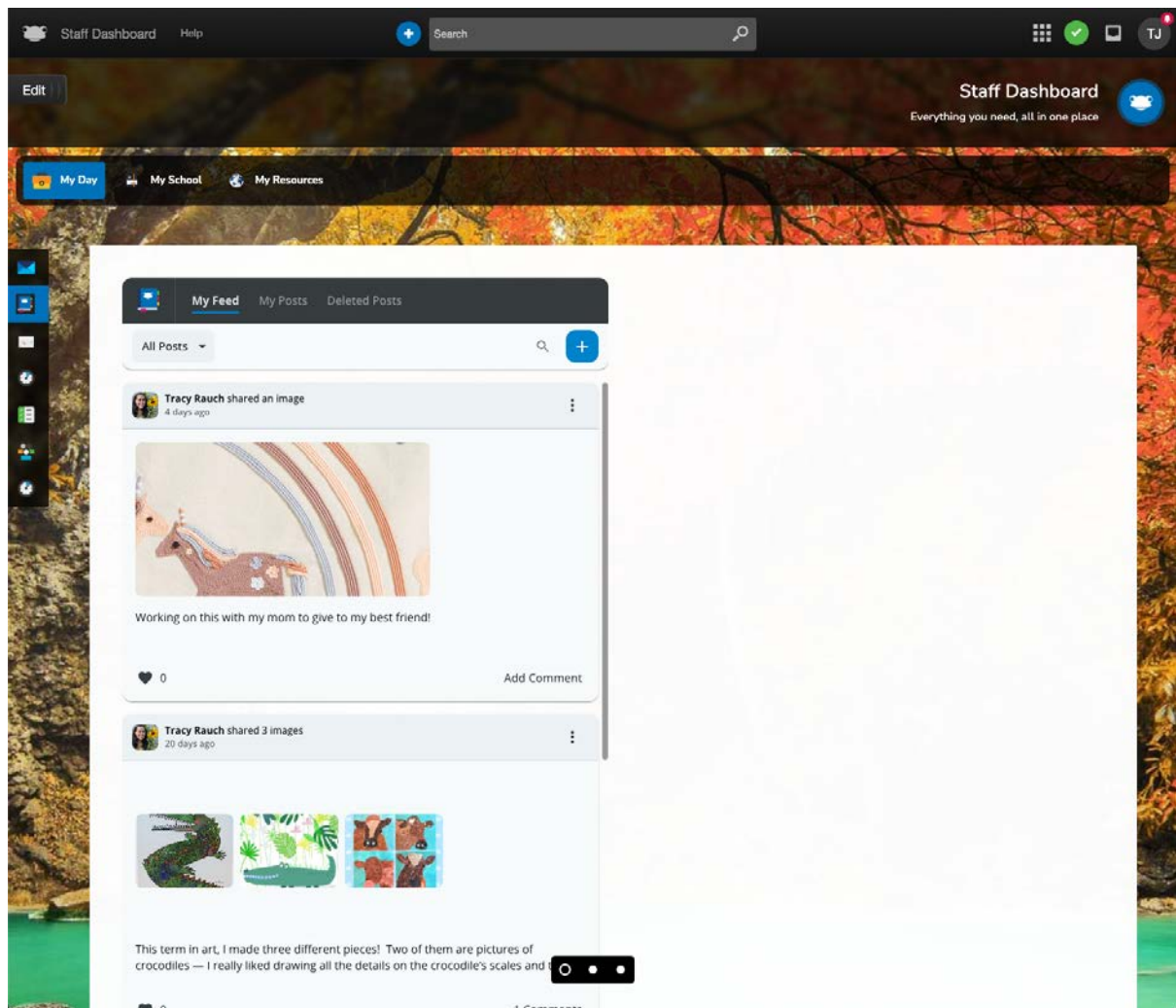
Just like the Messages application, the Journals application can be embedded into dashboards or sites using the Frog App widget. This allows students, parents, and staff to easily view and create posts from any device, including mobiles and tablets.

Journals is fully responsive and will automatically adjust its layout based on the selected page design and the placement of the Frog App widget.

Journals application within a full width box layout

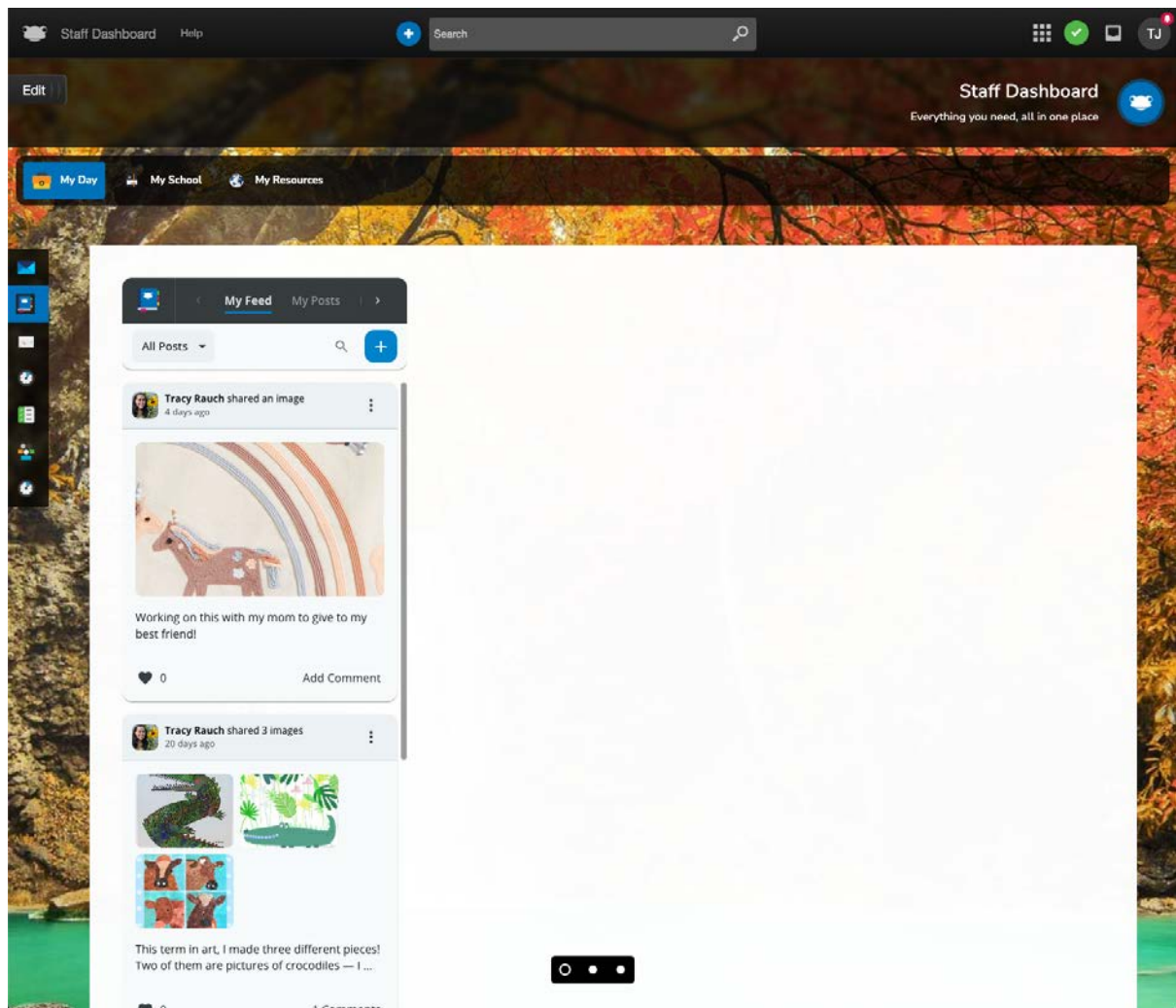


Messages application within a 1/2 width box layout

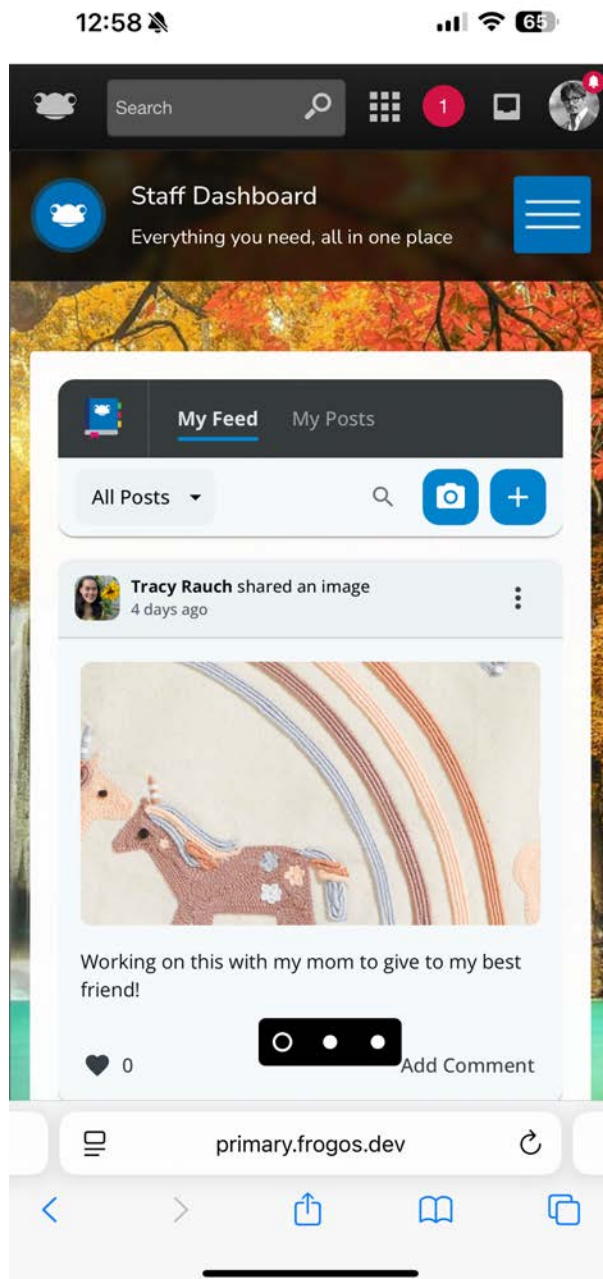




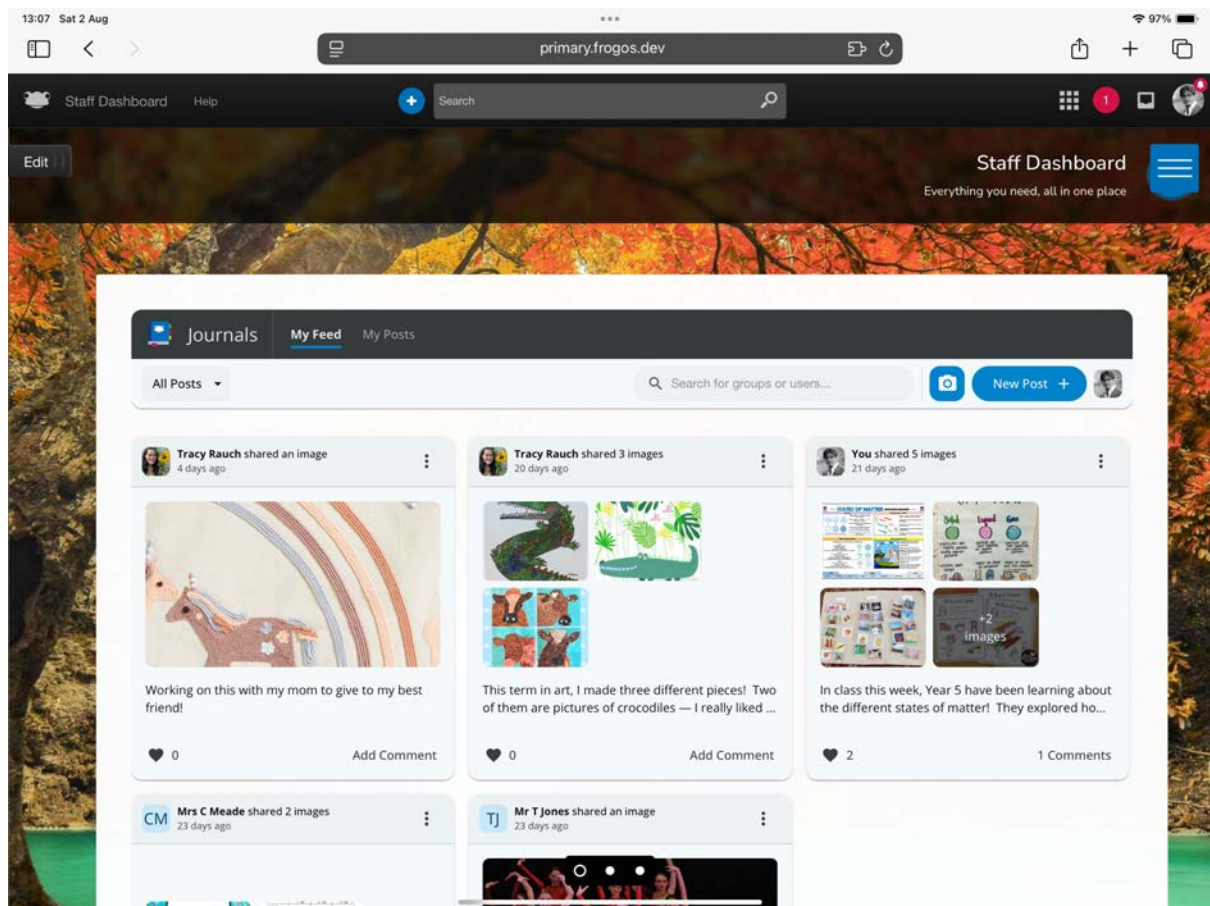
Messages application within a 1/4 width box layout



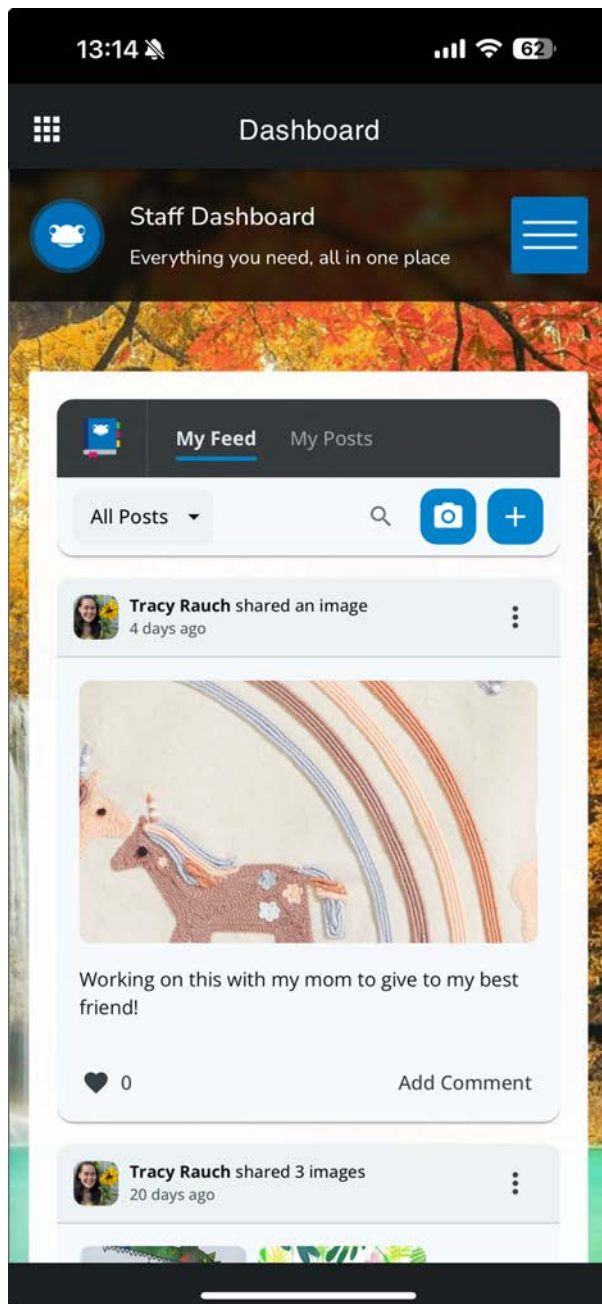
Messages application when viewed on a browser mobile device (e.g. iOS)



Messages application when viewed on a browser tablet device (e.g. iPadOS)



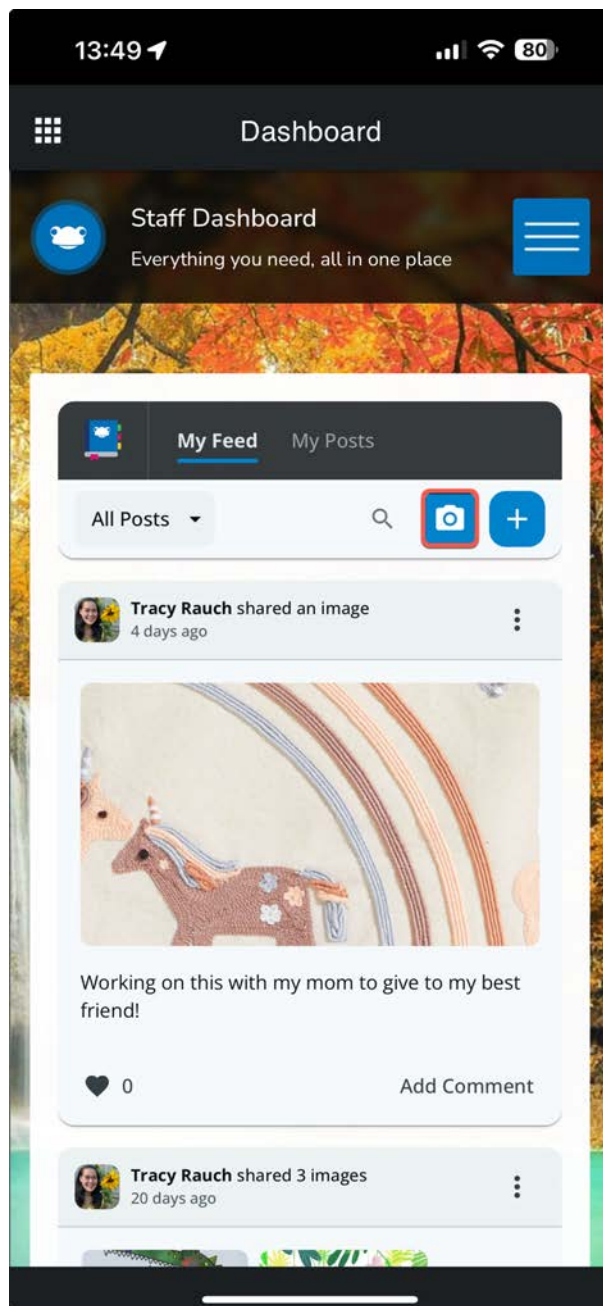
Messages application when viewed via Frog GO on a mobile device (e.g. iOS)



## Journals on mobile and tablet devices

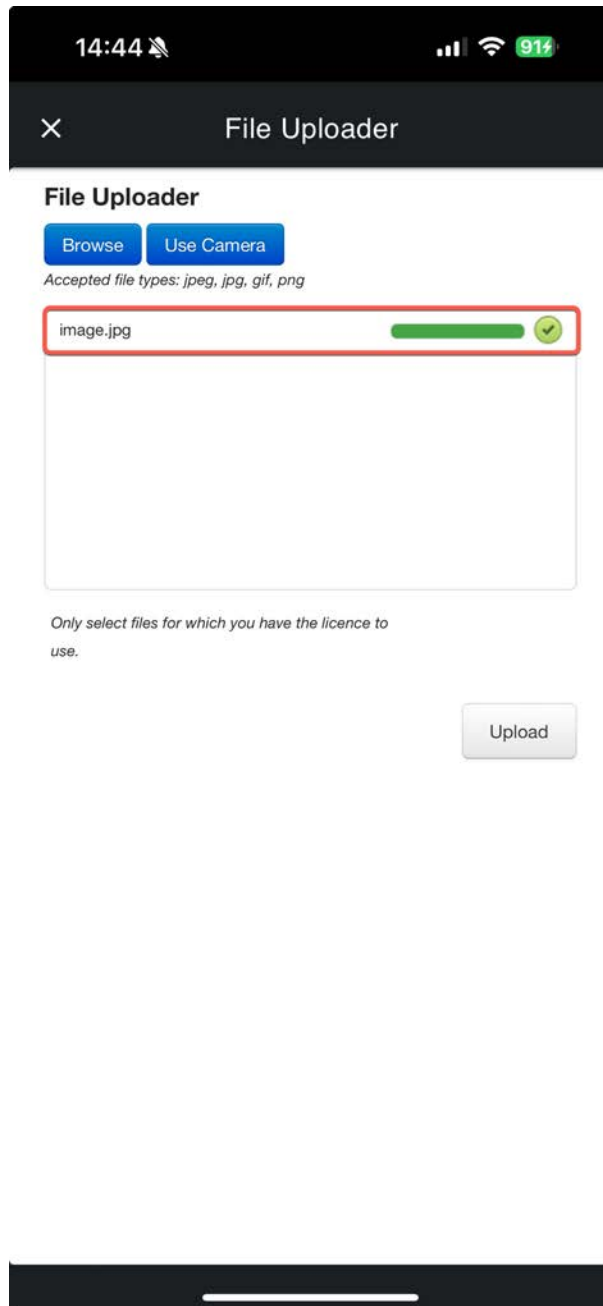
While the Journals application won't initially be available directly within the Frog GO mobile app, it has been built to be mobile-responsive. This means it can still be accessed easily when embedded on a dashboard or site using the Frog App widget.

There is, however, one key difference when viewing the Journals application on a mobile or tablet, whether through Frog GO or a mobile browser, an additional camera button will be displayed.





When the camera button is selected, it will launch your device's camera, allowing you to take a photo to add directly to a new journal post. After taking the photo, the image will be automatically uploaded to the File Uploader pop-up window.



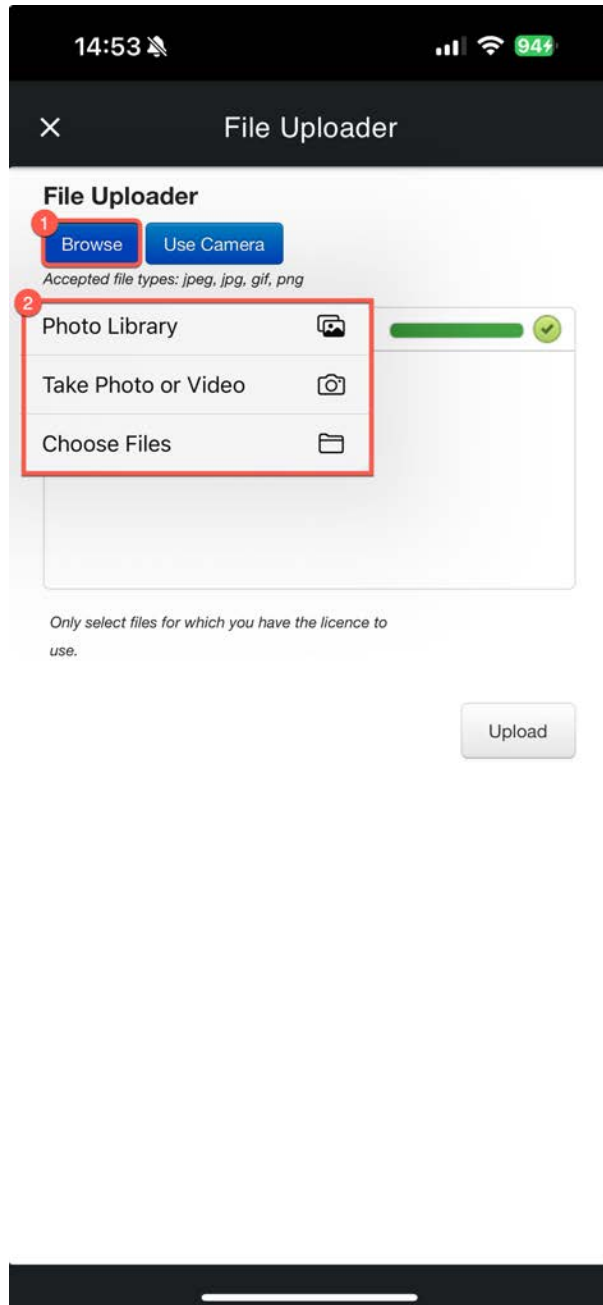
To add more photos using your device's camera, simply select the Use Camera button.



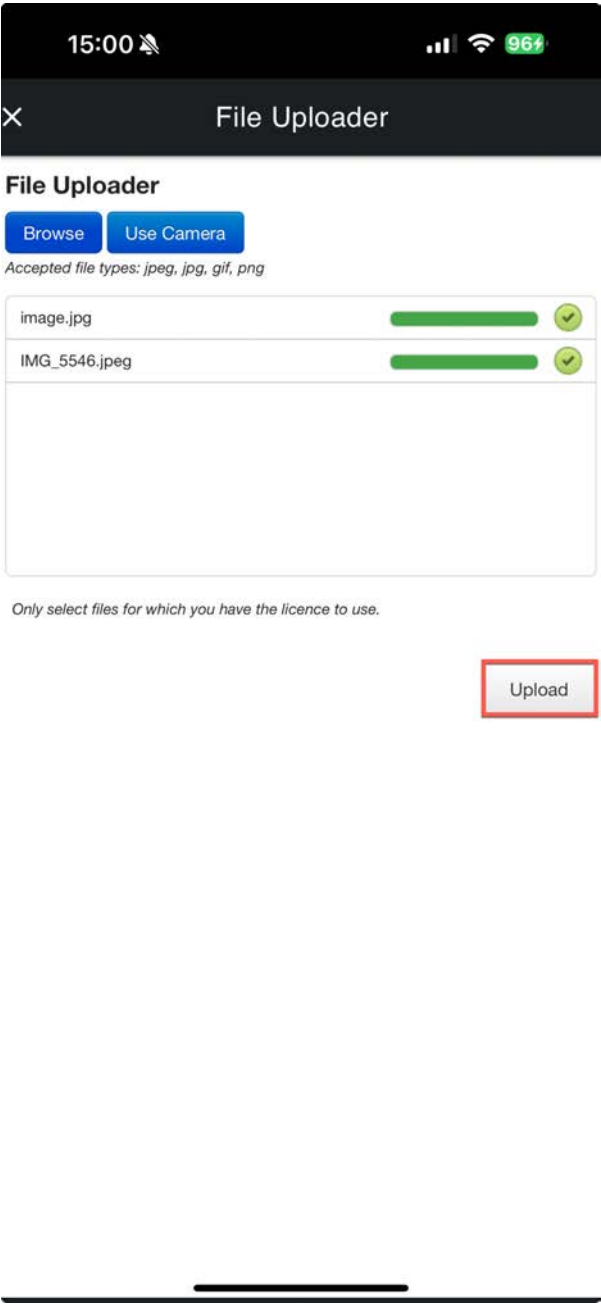
From the File Uploader pop-up window, selecting the Browse button will display the available file source options on your device.

For example, on an iOS device, the following options will appear:

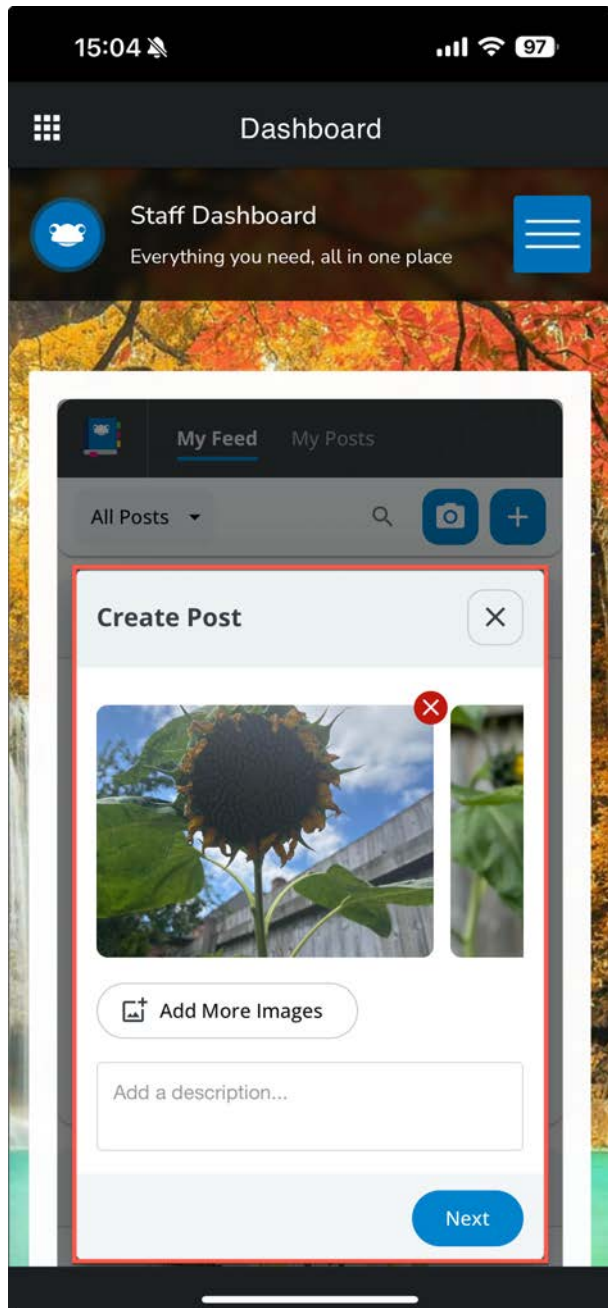
- Photo Library
- Take Photo or Library
- Choose Files



When you're happy with the images selected from your device for the new post, click the Upload button to continue.



The images from your device will be added to the Create Post pop-up window. From here, you can continue as before: add more images if needed, write a description, and set the target audience for the post.



Lastly, when selecting the + button from a mobile or tablet device, the File Uploader view will automatically launch, presenting the options Browse or Use Camera, tailored specifically for non-desktop devices.