Quick guide to Fronter 19 for administrators

In Fronter 19 we have made administration easier. If you have previously been a Fronter administrator, you will probably spend less time doing the same with Fronter 19. However, there are some changes and this document will cover the most important ones:

- Administrator roles
- Structure: “Hierarchies”
- User management
- Course management
- Assessment settings

Administrators

Fronter 19 has two administrator roles, **System administrator** and **Administrator**. The settings for these are managed in the section *Profiles*, which will be covered further down in this quick guide.

**Note!** All administrators will have the **Admin** link in the top menu.

System administrator

The system administrator has the core responsibility for the structure of the site, equivalent to the Top administrator role in the previous version of Fronter. It is recommended that the user account of the system administrator is used exclusively to change settings and get information that applies to the entire site. If the system administrator also works as a teacher, all work with courses and educational activity should be done with another user account.

School administrator

**Administrator** is the term used for local administrators. This role makes it easier for the system administrator to manage the rights for school administrators. See example in the image below.

An administrator basically has two areas of responsibility:

1. Administer persons, hierarchies, courses, and groups for a school
2. Manage school dashboards and information

An example of profile settings for System administrator and Administrator.
Structure
In Fronter 19 the structure is built by Hierarchies, such as a school or a group of users.

We have imported your previous Fronter structure but removed parts that are no longer needed in Fronter 19. A hierarchy can be defined as an Organisation, typically this would be a school, to be able to define security settings at school level. An organisation hierarchy is displayed with a house icon, see Albinton central and Newport in the image below. To set schools as Organisations, hover over the hierarchy and you will see an edit icon.

Note! You cannot set a hierarchy as an organisation if it is a subhierarchy to an organisation.

Edit a hierarchy
As mentioned above, when you hover your mouse over a hierarchy, you will see the edit and delete icons. If you choose Edit, you will have several options.

Here is an example of a hierarchy which is set as an Organisation. Further down is a setting for Dashboard. Dashboards are pages made for customising information for that school and are found under Groups in the top menu.

Note! Dashboards are not yet part of the Fronter 19 mobile app.
Dashboards

Dashboards are found under Groups in the top menu and are pages that can be customised. The top hierarchy always has a dashboard, and an administrator can activate dashboards for other hierarchies, such as a school. Dashboards can also be deactivated under Profiles.

Dashboards are built by adding Content blocks, for example Rich content, Polls or Files. The content block Information, where you can add News, is placed on the dashboard by default. Remember that News published on a Dashboard is only visible under Groups in the top menu.

When adding a content block there will be several options:

The content block Rich content features a variety of tools for displaying text, images, web content and audio/video in one single view. It is easy to embed web content. Just click the embed icon and then paste a web URL in the embed box.
User management

Within Fronter 19, all users are assigned a certain profile. The profile decides the role of the user. Common roles are system administrators, administrators, staff and students. Profiles are given different access rights and permissions, and we have made it easier for administrators to monitor the access rights settings.

We have transferred your current Fronter users to Fronter 19. This include both manually created users and users created through integration with a Student Information System (SIS). Please note that many users created through an integration, especially students, may not be transferred before summer 2019.

Note! A hierarchy can contain users with different roles, so teachers and students can be in the same hierarchy. For example, in a subject group hierarchy, there can be both students and teachers.

Search for users

Choose Users and access rights in the Admin menu. You can filter your search by many parameters, like names, period, hierarchy, role and more.

Here’s an example where we have searched for a student with the name Adam who is a member of the hierarchy Class year 8.

To access more information and edit a user, click on the pen icon on the right.

When you open the settings for a user you will find Information is sorted into General, Hierarchy, Password, Permissions and Courses (Parent/Child).

Note! If users are managed by an import from a SIS, they should be managed within the SIS.
Add and delete users
From the Admin - Users and access rights section, administrators can manually add users one by one or via a file. You can also search for users to delete, by filtering the search. When you delete users, they will be sent to the Trash can but they will not be permanently deleted until you remove them from the trash can.

Note! If the users are imported from a SIS, they should be managed within the SIS.

Profiles
In Fronter 19, all users are assigned a profile which will decide the role of the user. Common roles are system administrators, administrators, employees (teachers), learners (students, pupils) and guests.

Different profiles have different access rights and permissions. Some profiles can do actions that others are not allowed to do. Example: A teacher can add assignments and tests in a course, while students are limited to answering and taking tests and assignments.

To edit settings for a specific profile, click on the pen icon next to the profile.

Tip! If you want to change the settings for some users but not everyone within a profile, you can use the Policy feature to give specific users or hierarchies specific rights.
Course management
Rooms are called Courses in Fronter 19. In the admin section Courses, administrators get an overview of all the courses on the site. The list of courses can be sorted and filtered in many ways, such as who created the course, when was the course last visited or last updated, and the number of enrolled participants. Administrators can enrol themselves in a course by clicking on the “Enrol me” option.

Create courses
We have moved your previous Fronter Rooms to Fronter 19 Courses. However, no content has been transferred over, so you must move your content. It’s an easy 2-step process with our Content Import Tool. See the tutorial for moving content from Fronter to Fronter 19. ([link to video tutorial])

New courses can be created in several ways:

- Manually by teachers or administrators, usually from a template created by administrators
- Automatically from an integration with a SIS.

There is also a tutorial showing how to manually create a course and add students to the course. ([link to video tutorial])
Course templates

In Fronter 19 we have extended the functionality around template Courses (previously known as Rooms). Teachers no longer need to be members to copy from a template. And, teachers can apply a template to an existing course. In addition, an administrator can also apply changes to a template to courses made from that template. In a template course the administrator can add content, adjust settings for plans, activate learning objectives and do so much more.

You define a course as a template under Course Settings - Course properties and features

Archiving courses

In Fronter 19 teachers can both archive and unarchive courses. An archived course can be accessed by both teachers and students from the course menu by simply choosing All courses. The list can then be filtered for Archived courses.

Administrator can archive courses from the top menu Administrator – Courses
Assessment settings

In Fronter 19 there are two ways of assessing students.

1. **Assessment scales**: Predefined scales with achievement levels. This replaces the *Grade* text box in assignments and tests in the previous Fronter platform.

2. **Learning objectives**: Use national curriculum in Fronter 19 to assess student activities in rubrics or align curriculum standards to course content. Replaces the *Goal* tool in the previous Fronter.

Assessment scales

Assessment scales are predefined grading levels set up by the administrator. Teachers cannot change these scales but can be given the rights to set up their own scale in a course.

Fronter 19 comes with a selection of assessment scales but we recommend that the administrator edit or remove unnecessary scales, and create scales to be used. Scales can be set globally or at a school level (*Organisation*).

To administrate assessment scales, go to *Administrator – Edit global settings – Assessment settings*

Predefined scales in Fronter 19:

![Assessment settings interface](image)

**Edit a scale**: Click on the scale title and edit

**Delete a scale**: Check box and choose *Delete*

**Create new scale**: Choose *Create*

Add title, totals and description

You can let Fronter calculate the percentage automatically and let that be changed in tests by the teacher.
Terms
Terms can be defined and used together with assessment scales in activities like assignments, tasks and tests. Terms can be any type of period and are used for mainly two reasons:

- **Filter** the assessment record when a course is used for a longer period
- **Publish** results in assessment scales to supervisors, mentors and parents

If a course has an active term activated, it will be automatically added to an activity when an assessment scale is added.

Terms can be added to a template and will follow over to a copy of a template. Teachers can also activate terms under the course settings.

The system administrator creates terms under *Admin – Terms.*
Learning objectives
In the previous Fronter, teachers used the *Goal* tool to assess students according to learning goals.

In Fronter 19 you can assess a student’s performance on an activity level which makes it possible to follow a student’s progress towards goals over time. This will be shown in the *Course - Learning objective progress report* under the Course menu *Status and follow-up*.

A system administrator can edit the settings for the learning objectives progress report and we recommend that you contact your local support team for setting this up properly.

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System administrator check list
- Get familiar with the structure of hierarchies
- **Define** school hierarchies as *Organisations* *
- **Edit** the site Dashboard (or disable this feature under Profiles)
- Get to know how to search for users and get more information about them
- Get familiar with the Profiles settings overview
- Understand how to manage courses: enrol, archive, delete
- **Create** one or more course templates
- **Manage** the assessment scales to fit your organisation assessment needs
- **Create** Terms if relevant (For mentors and parent access to assessments)

*School hierarchies created through an integration with a Student Information System (SIS) should be defined as *Organisations* automatically.*