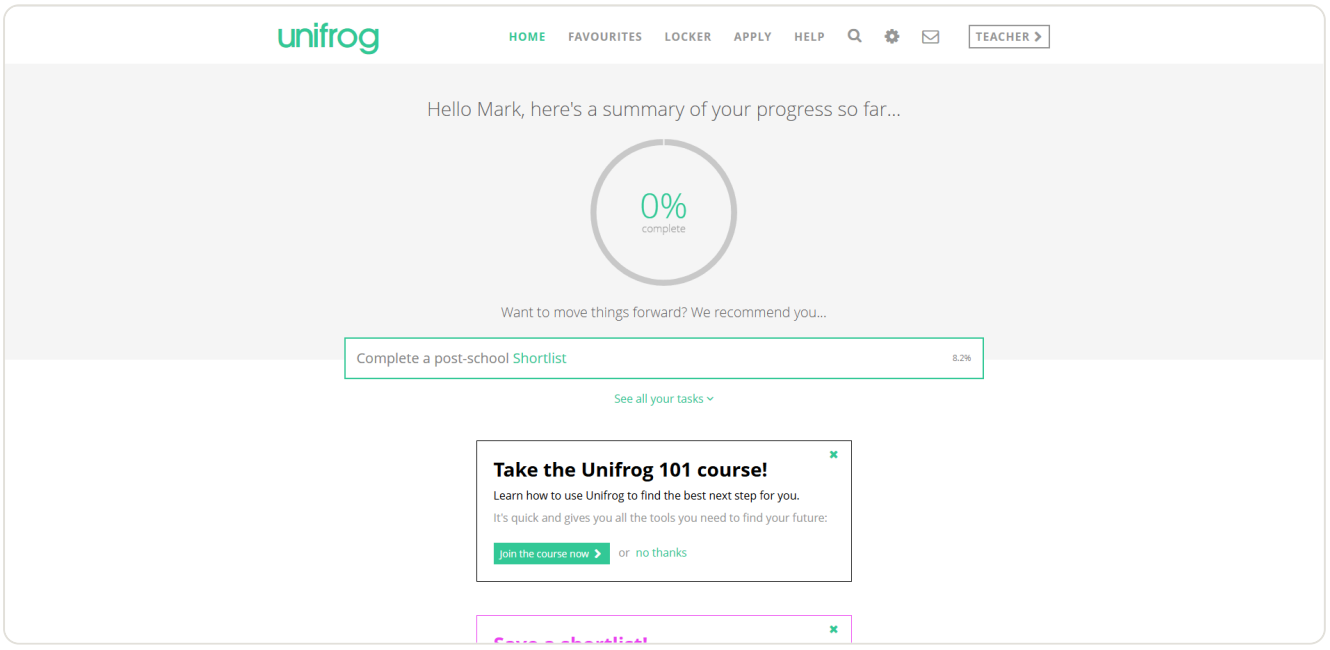
A guide for entering your journey on Unifrog

You should follow these steps for each activity completed.

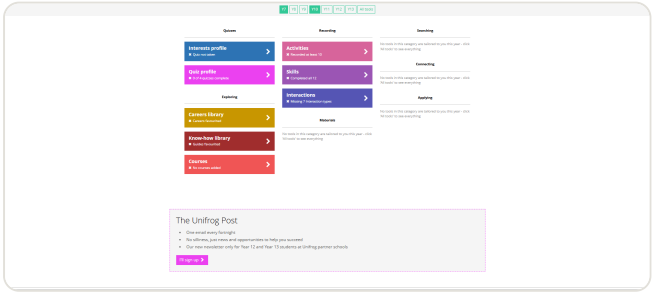
1 STEP 1 OF 8

Find your Activities section

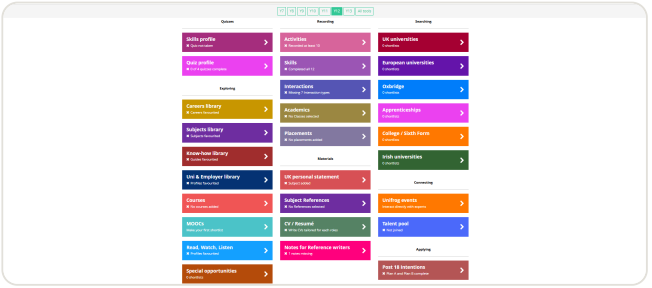
When you log on, your screen should look like this:



Scroll down until you get to this section (different year groups have different numbers of coloured boxes. This is Y10):



Y10



Y12

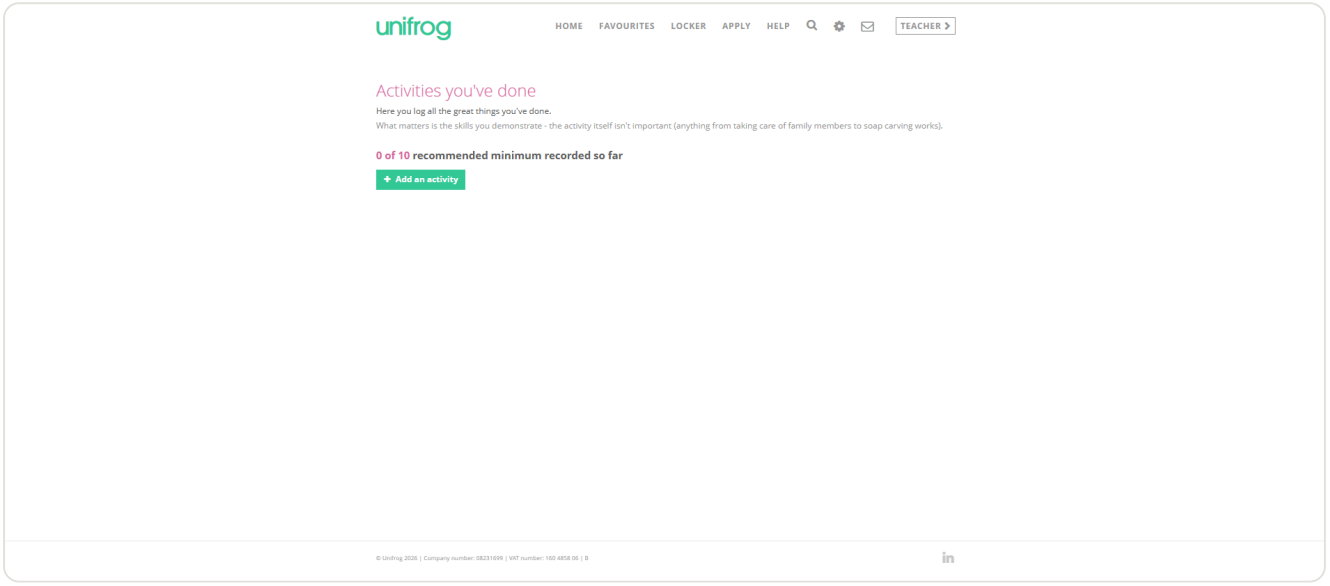
During your journey through Reading School you should fill out more and more sections. For Reading Week and all current and future research videos, click on the pink Activities box in the middle at the top.

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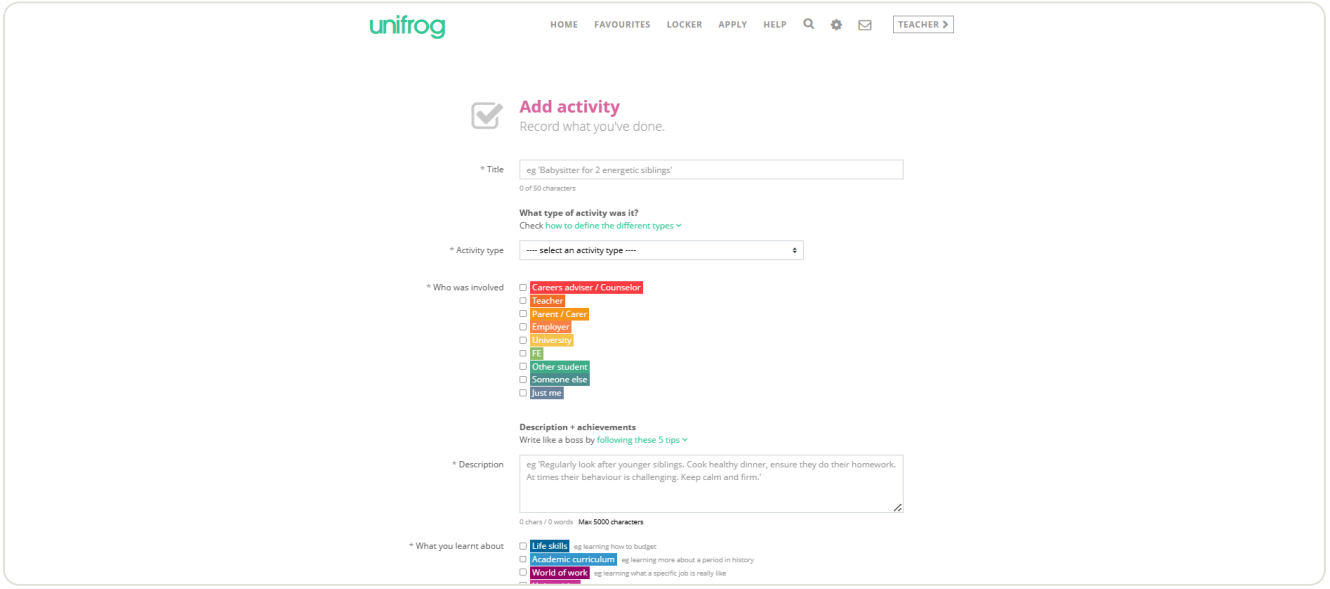
2 STEP 2 OF 8

Open the Add an activity form

You should now see a screen like this. Click on the Add an activity button:



You should see this screen:



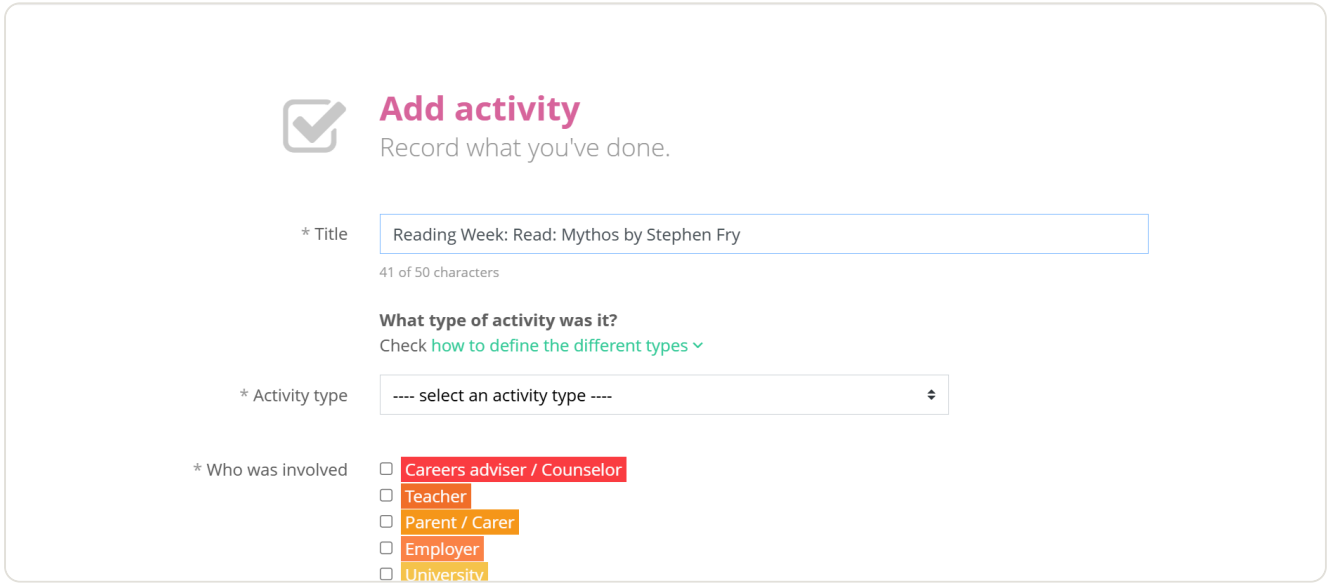
3 STEP 3 OF 8

Title your activity

Under title: begin your title with Reading Week, then add your Read/Watch/Listen/Scholarship video, then the title of your activity.

- *Reading Week: Read: Mythos by Stephen Fry*
- *Reding Week: Watch: The complete History of the Roman Empire in 4 hours by Mary Beard*
- *Reading Week: Listen: Emperors of Rome podcast by Matt Smith and Dr Rhiannon Evans*
- *Reading Week: Scholarship video: Glaciers*

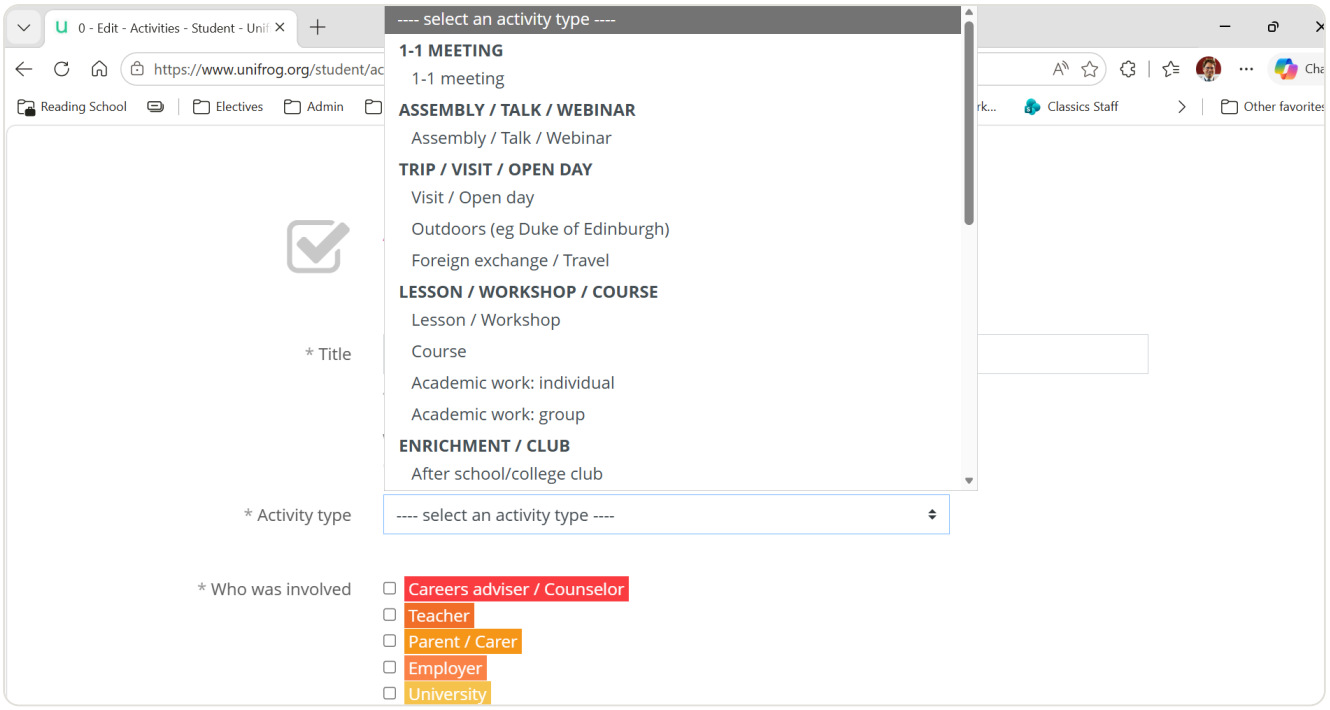
Example:



4 STEP 4 OF 8

Choose the activity type and who was involved

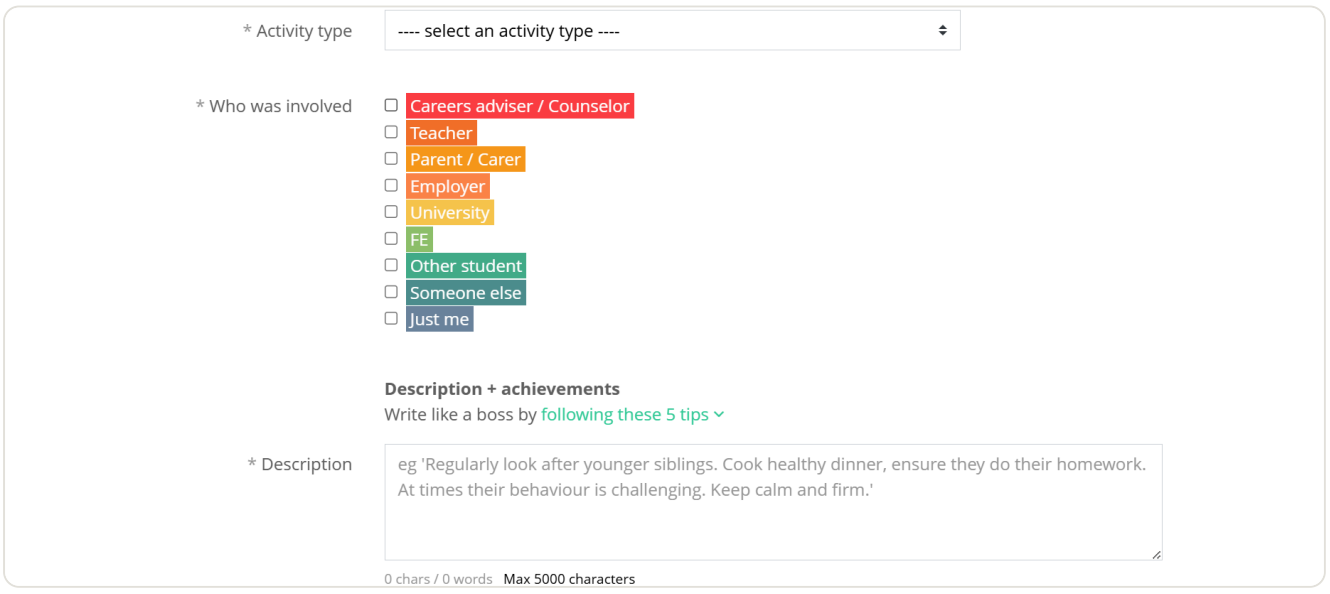
Now click on Activity type. A list of options will appear and a scroll bar to access more options:



For Reading Week select the following option:

Read/Watch/Listen – for leisure	**Other extracurricular activity**
Read/Watch/Listen – for enhancing study	**Extracurricular reading**
Scholarship video	**Academic work: individual**
Other worthy activities (work experience, competition, qualification etc.)	**Select the most suitable option**

Then fill out the Who was involved section (directly below):



5 STEP 5 OF 8

Describe what you did

Then complete the Description section (directly below). This is the section which allows you to share in much more detail (up to 5000 characters, including spaces) about the activity that you have done.

You must include what impact it has had upon you.

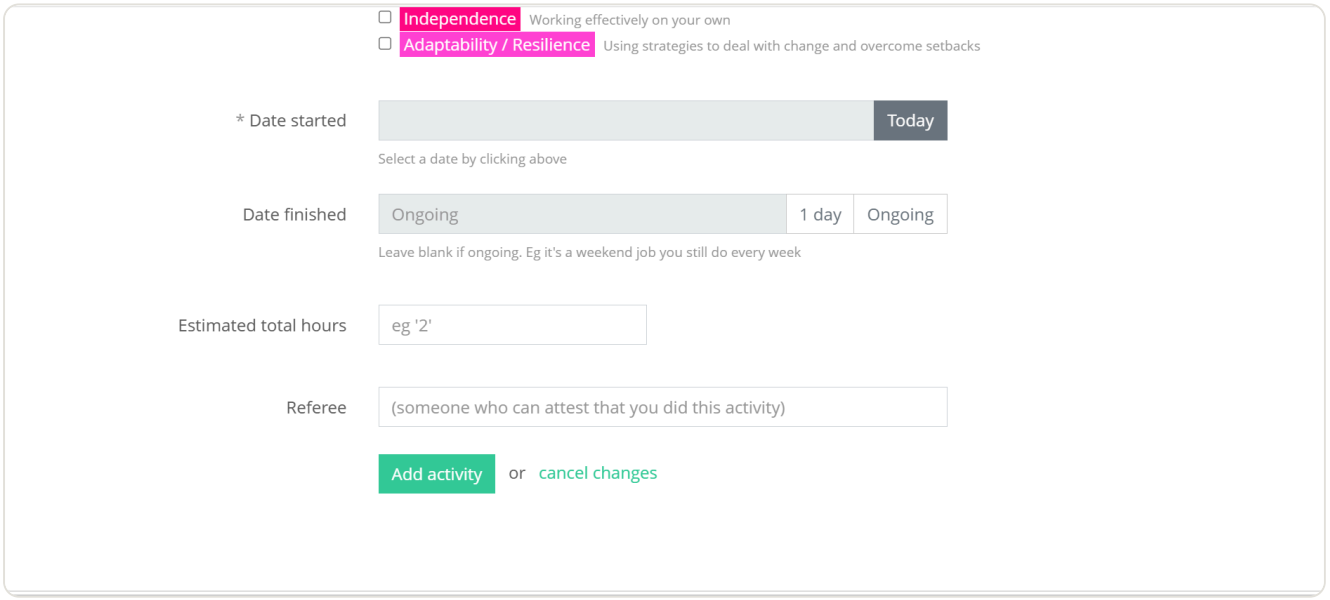
6 STEP 6 OF 8

Finish the extra details

You then complete What you learnt about and Date started.

You may also wish to complete Skills you developed, Date finished, Estimated total hours and Referee.

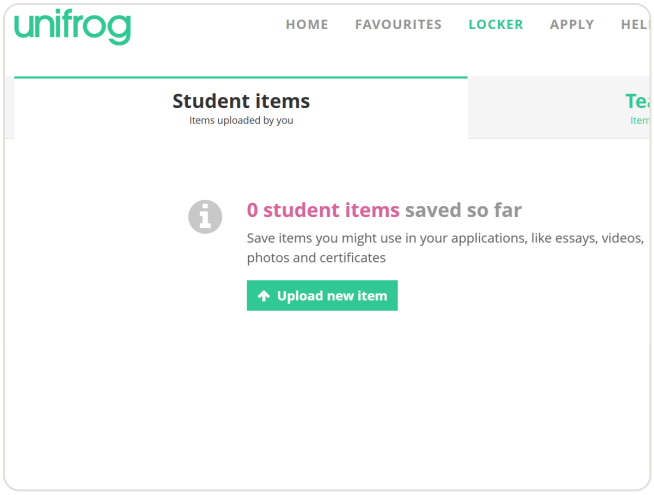
Finally click on Add activity to upload your activity onto your Unifrog account:

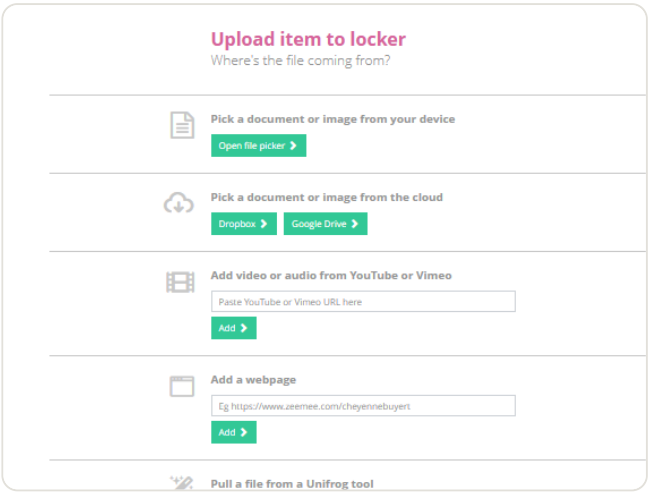


7 STEP 7 OF 8

Upload research videos to Locker

If you have done a research video, upload it on Locker (click the word Locker, click upload new item, select the most appropriate option):





8

Keep going

You need to repeat this process for each activity that you do.

If you run into problems, please do e-mail me at:

mcooper@reading-school.co.uk

Note

Research videos can be uploaded onto Locker or, if you have problems doing this, can be sent directly to Mr Cooper using wetransfer.com