



UNIFROG
STUDENT
USER GUIDE
Y10 students

Unifrog User Guide

Welcome to Unifrog! Unifrog is our Careers and Guidance partner, and you can use the service to log all of their activities and skills that might count as experiences towards your Careers Profile. You need to login to this service and try and use it regularly so that you can maintain your careers profile throughout school. This will make it easier for you to write a CV or personal statement when appropriate.

You can login via the website: <https://www.unifrog.org/>. You are able to use single sign in via Microsoft, so that you can sign in with your normal e-mail login.

This guide is for Y10 students. It contains all of the activities that can be done in Tutor Admin time, but also information about how to fill in your Work Experience placements on Unifrog. This is a really important component of your Y10 future pathway.

Each activity should be 5-10 minutes long and can be completed silently in a Tutor Admin time. You can also login and complete these at home.



Guidance for completing the Work Experience “Placements” tab



- Log into **Unifrog** on your laptops
- After logging in, scroll down to the bottom of the homepage screen, and click on the “**Placements**” tab
- Click the green “**Add new Placement**” box in the centre of the screen. There are some video tools to describe how to help you find a placement underneath, if you have time to watch them
- Before you go any further, you must have found a work experience placement that is suitable, and have the details of the **Contact Name**, and the **Contact e-mail address**
- This will then now drop down a menu to complete about Basic details. You only have to fill in the headings with a * next to them
- Complete the *placement co-ordinator* as Mr Smith
- Under the Logistics heading, make sure you have changed the box to “*I will meet the employer*”
- Complete the employer contact details
- Make sure you tick the boxes for *agreeing to the confidentiality points*, and *mark the form finished*.
- This will then send the form to your employer to complete, and also later to your parents/carers to complete. A Work Experience Placement is not confirmed until everyone has filled in their part!
- Please speak to your Tutor in the first place, or Mr Smith, if you have any issues



Task 1 – Complete the Interests Quiz (all years) (5 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Complete the Interests”** quiz
- Click on the faces for each question that range from like to dislike, then at the end of the quiz, click to see results
- You can then analyse the graph of your key **“personality”** categories, and you can also search the careers library for careers that match your personality traits
- Please note this doesn’t give you a definitive list of jobs that you should be looking at, and that people often work in careers outside of their interests

Task 2 – Favourite a profile on the Careers Library (all years) (10 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Favourite a profile on the Careers Library”** link
- Scroll down. You can search for different careers by keyword, or adding your favourite subjects, or even by skill, type or salary at the bottom of the page!
- You should aim to read at least 3 career profiles, and favourite at least one that you might be interested in. The profile tells you key skills, qualifications and courses required and average salaries
- Some of them have video links that you can listen to if you have headphones
- You should use the heart button to favourite at least one link

Task 3 – Log an activity that has supported your personal development (10 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Start to record your activities”** link
- Click on the green button **+Add an activity**
- Write up an activity that is something that might show off your key skills or something that you have done to develop yourself. It can be a hobby, an interest, an afterschool club, somewhere you have shown responsibility, anything!!
- Complete the boxes to show what you have done and a description. There is a link for writing tips if you need it
- Tick the boxes if your activity meets any key skills listed towards the bottom of the screen
- Fill in the dates that you did this, if appropriate
- Complete this for as many activities as you can fill in

Task 4 – Complete the Skills Quiz (5 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Complete the Interests”** quiz
- Click on the faces for each question that range from like to dislike, then at the end of the quiz, click to see results
- You can then analyse the graph of your key **“skill”** categories, and you can also search the careers library for careers that match your key skills
- Please note this doesn't give you a definitive list of jobs that you should be looking at, and that people often work in careers outside of their interests

Task 5 - Log a skill that has supported your personal development (10 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Start to record your skills”** link
- Click on the green button **+Add an activity**
- Fill in the drop-down boxes for the nature of the skill, the situation and the date started
- Complete the boxes to show what you have done and a description. There is a link for writing tips if you need it
- There is a guide to complete the **Skills** underneath the title **“Skills you’ve recorded”** on the original **Skills** screen
- Alternatively, you can scroll down the **Skills** screen, and you can add them under each heading if this is easier
- Complete this for as many **Skills** as you can fill in, and try to fill in one skill under each heading in the future

Task 6 – Complete the Personality Quiz (5 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Complete the Personality”** quiz
- Click on the faces for each question that range from strongly agree to strongly disagree, then at the end of the quiz, click to see results
- This will then give you a closest personality type frog!!
- You can check the results in detail as to where they fall on the four scales at the bottom of the page, and can also search the careers library for careers that match your traits
- Please note this doesn’t give you a definitive list of jobs that you should be looking at, and that people often work in careers outside of their interests

Task 7 – Add more Activities or Skills (10 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Start to record your activities”** link or **“Start to record your skills”** link
- Follow the steps from **Task 3** or **Task 5** to add more **Activities** that you have recently done, or more **Skills** that you have recently improved. Complete and update these sections as many times as you can

Task 8 – Complete the Work Environments Quiz (5 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Complete the Work Environments”** quiz
- Click on the faces for each question that range from **“Hate it”** to **“Fine”**, then at the end of the quiz; click to see results
- You can check the results in detail as to what environments you thrive in and may struggle in, and can also search the careers library for careers that match you work environment traits
- Please note this doesn’t give you a definitive list of jobs that you should be looking at, and that people often work in environments that aren’t always their favourites!
- You can then click on the pink **“Go to quiz profile”** button (halfway down the page). This now shows the comparison of all of your quizzes and you can also search the careers library for careers that match your overall quiz interests

Task 9 and beyond ...– Add more Activities or Skills (10 minutes once logged in)



- Log into **Unifrog** on your laptops
- Drop down the **“See All tasks”** green arrow underneath the **Summary Box**
- Click on **“Start to record your activities”** link or **“Start to record your skills”** link
- Follow the steps from **Task 3** or **Task 5** to add more **Activities** that you have recently done, or more **Skills** that you have recently improved. Complete and update these sections as many times as you can