

# How to record a placement on Unifrog

A simplified version!

# How to record a placement on Unifrog

1. Login to Unifrog (link in your school email – check your junk mail)
2. On the home page, scroll down to the 'Exploring Pathways' Section
3. On the 'Placements' tab, click 'Go to tool'
4. Click '+ new placement'
5. Add the details of your placements making sure that the contact email address is correct.
6. Unifrog will email the employer to ask them to fill in their forms.
7. When this is done, Unifrog will email parents to ask for consent.
8. When this is done, Unifrog will email Ms Bellamy to ask the school to provide consent.

# Login to Unifrog (link in your school email – check your junk mail)

The screenshot shows the Unifrog user interface. At the top left is the 'unifrog' logo. The navigation bar includes 'HOME', 'FAVOURITES', 'LOCKER', 'APPLY', 'HELP', a search icon, a settings gear icon, an envelope icon, and a 'TEACHER >' button. The main content area greets the user with 'Hello Jill, here's a summary of your progress so far...'. A large circular progress indicator shows '13% complete'. To the right, a star icon indicates '1st in year group'. Below this, a recommendation section says 'Want to move things forward? We recommend you...' and features a highlighted box for 'Complete a post-school Shortlist' with a '7.6%' progress indicator.

unifrog

HOME FAVOURITES LOCKER APPLY HELP 🔍 ⚙️ ✉️ **TEACHER >**

Hello Jill, here's a summary of your progress so far...

13%  
complete

1st  
in year group

Want to move things forward? We recommend you...

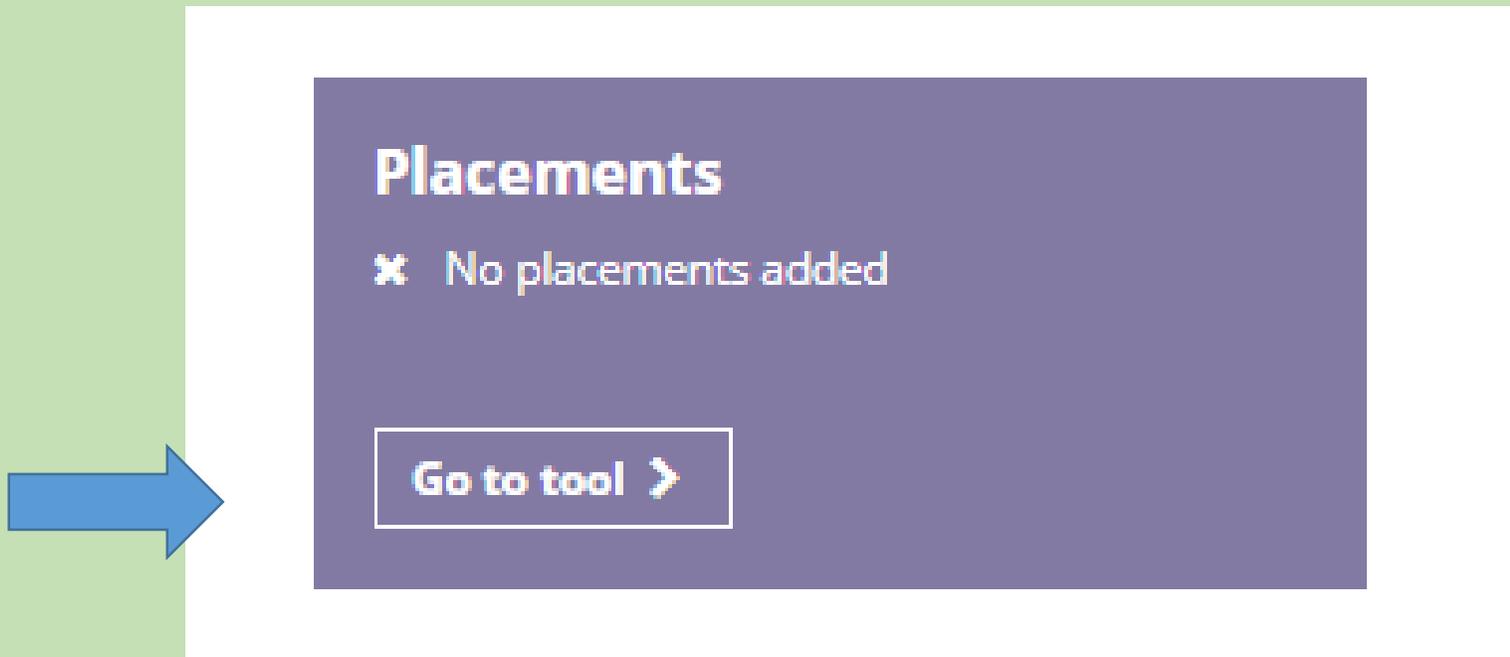
Complete a post-school [Shortlist](#) 7.6%

# On the home page, scroll down to the 'Exploring Pathways' Section

The screenshot displays the 'Exploring pathways' section, which is a grid of seven colored cards. Each card contains a title, a status indicator with an 'x' icon, and a button with a right-pointing arrow.

- Careers library** (Yellow-Gold): Careers favourited. Button: Go to tool >
- Subjects library** (Purple): Subjects favourited. Button: Go to tool >
- Know-how library** (Dark Red): Guides favourited. Button: Go to tool >
- MOOC** (Teal): Make your first shortlist. Button: Start >
- Webinars** (Orange): Hear directly from the experts. Button: Go to tool >
- Read, Watch, Listen** (Blue): Profiles favourited. Button: Start >
- Placements** (Dark Purple): No placements added. Button: Go to tool >

On the 'Placements' tab, click 'Go to tool'



# Click '+ new placement'

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HOME FAVOURITES LOCKER APPLY HELP 🔍 ⚙️ ✉️ **TEACHER >**

## Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)

**i** **0 placements added so far**  
Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

**+ Add new placement**

### Some inspiration from the Know-how library

There are useful guides here too.

# Add the details of your placements making sure that the contact email address is correct.

**unifrog** HOME FAVOURITES LOCKER APPLY HELP 🔍 ⚙️ ✉️ **TEACHER >**

1 Student initial 2 Employer initial

## Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead >](#)

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.