

A top-down view of a desk with a laptop, keyboard, mouse, and a small potted plant. The laptop screen shows a website interface. The text is overlaid on this background.

Adding Users to a Collection

It's possible to add more users to a collection and therefore create ePortfolios for these new users at any time from within FrogDrive. If I select the ePortfolio option on the left and then choose collections, a list of all my collections is displayed.

I'll select this one to highlight it and if I navigate to the action cog menu, there is the edit collection option. Selecting this will open the Edit window.

In the recipients list, I can search for users and add them into this collection. I want to add the year 8 group into this collection, so I'll search for year 8 and select the group.

I can then choose what access this year 8 group will have to this ePortfolio. I only want them to be able to view it so I'll select the can view option.

I'm happy with these settings so I'll select the green save button at the bottom, to add this group to the collection.

It's important to note that the users in the new group that is added will receive the same ePortfolio as the original users. Any recent changes made to a site that was used when originally creating the ePortfolios will not be reflected for the new group.