Creating ePortfolios

There are two ways you can create an ePortfolio within Frog. One way is to create a site and then share the site as an ePortfolio, the other is to create a new collection from within FrogDrive. The difference between these two options is that when you create a new collection from within FrogDrive, Frog simply creates a blank site with the default template, and issues it to every user selected in the recipients list. Creating a site with information and resources on first and then sharing it means that a copy of the site is issued to everyone to be used as their ePortfolio. I'll demonstrate how each process works in this video starting with sharing an existing site. I've created a student planner site here and I'm now ready to create an ePortfolio collection for new year 7 students using this student planner site. There are two ways that I can do this, so I'll quickly showcase both ways in this tutorial.

From the site itself, I can click on the share button in the Frog Bar and then choose the Create ePortfolio option. Alternatively, from within FrogDrive, I can open my sites area, select the site, and then opening the action cog menu will allow me to select the Create ePortfolio collection option.

Using either of these methods will open the Create Collection window. At the top are options on how you want to name of the collection to display to users. The default setting will match the name of the site, followed by the first and last name of the user this ePortfolio is being created for. In the top right-hand corner, I'm highlighting this bit of text which is a preview of how this naming convention will be displayed to users in their FrogDrive. I can change the name if necessary and can use the drop-down menus to change the format to any of the options displayed. I'll change this first box to free text and add some text in here and I'll change the last one to username. As you can see the preview text above here updates in real time.

I can add a description if necessary and then I'll start to add some recipients. This is going to be used by the new year 7's so I'll add the year 7 group. Now they're added, I can choose what access they have to their ePortfolio using this drop-down menu. This is similar to sharing sites and I can choose whether this group can only view their ePortfolio, contribute to it, edit and manage it or I can select the 'can not view' option to hide it from this group.

Below this I have the same set of options for the parent or carer of the students this ePortfolio is being created for. These settings can always be changed at a later date but in this example, I'll just leave this setting as it is.

Opening this collection access option at the bottom, allows me to grant other users or groups access to this collection. This means that anyone with access will see this collection in their Collections area found within FrogDrive. You might want to use this so that all the year 7 teachers are able to see all their students' planners, or you could even share ePortfolios with other students.

For example, you might create an ePortfolio collection for a photography class so that they can upload all their media and project work in one space. Giving students in this class access to each other's ePortfolio means they could take inspiration from other students or avoid similar project work.

I'm happy with these settings so I'll select the create collection button. If I navigate to FrogDrive and select the Eportfolio option from the menu on the left and select the collections option, this new ePortfolio collection can be found within here. Clicking on it will open all ePortfolios that have been created for the year 7 group.

Now let's look at creating ePortfolios from within FrogDrive. Going back to the collections area, in the top right-hand corner is the blue 'New Collection' button. Selecting this opens up the create collection window where I can start to input the details of this ePortfolio. As we've already looked at this process, I'll jump to the recipients list. I'm going to add the year 7 group but this time I'm going to give them edit and manage rights. I can now select the create collection button. Going back to my FrogDrive area, I can see this new collection. If I select it and then double click on one the ePortfolios that has been created, you can see that this site simply has the name of the ePortfolio as its title, with frogs default site template.

Because the year 7 students have edit and manage rights to their ePortfolio, they can use it to create their own photography site as an ongoing project throughout the year.