

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 title 'Deleting Collections' is overlaid in blue text.

Deleting Collections

Deleting a collection is a quick and simple process achieved within FrogDrive. I'm in the collections area of FrogDrive here, and I want to delete this test collection.

I'll need to click it to highlight it and if I navigate to the action cog menu, there is the delete collection option. I'll select this option and the delete ePortfolio collection window will open. This window gives me a choice on what happens with the associated ePortfolios in this collection. One option is to keep all the ePortfolios so they are placed in the recipients My Sites area of FrogDrive. This means the collection will be deleted and I won't see it in my collections area anymore, but the recipients will still have visibility of the ePortfolio as a site and I would be able to search for the site within the platform.

The delete all ePortfolios option cannot be undone and will permanently delete all ePortfolios. This means I won't see the collection in my FrogDrive, and users will no longer have access to this in their ePortfolio folder or their 'my sites' area. This option requires that I input my username to confirm I want to do this.

I want to keep all ePortfolios as a site, so I'll select this option and then press the delete button.