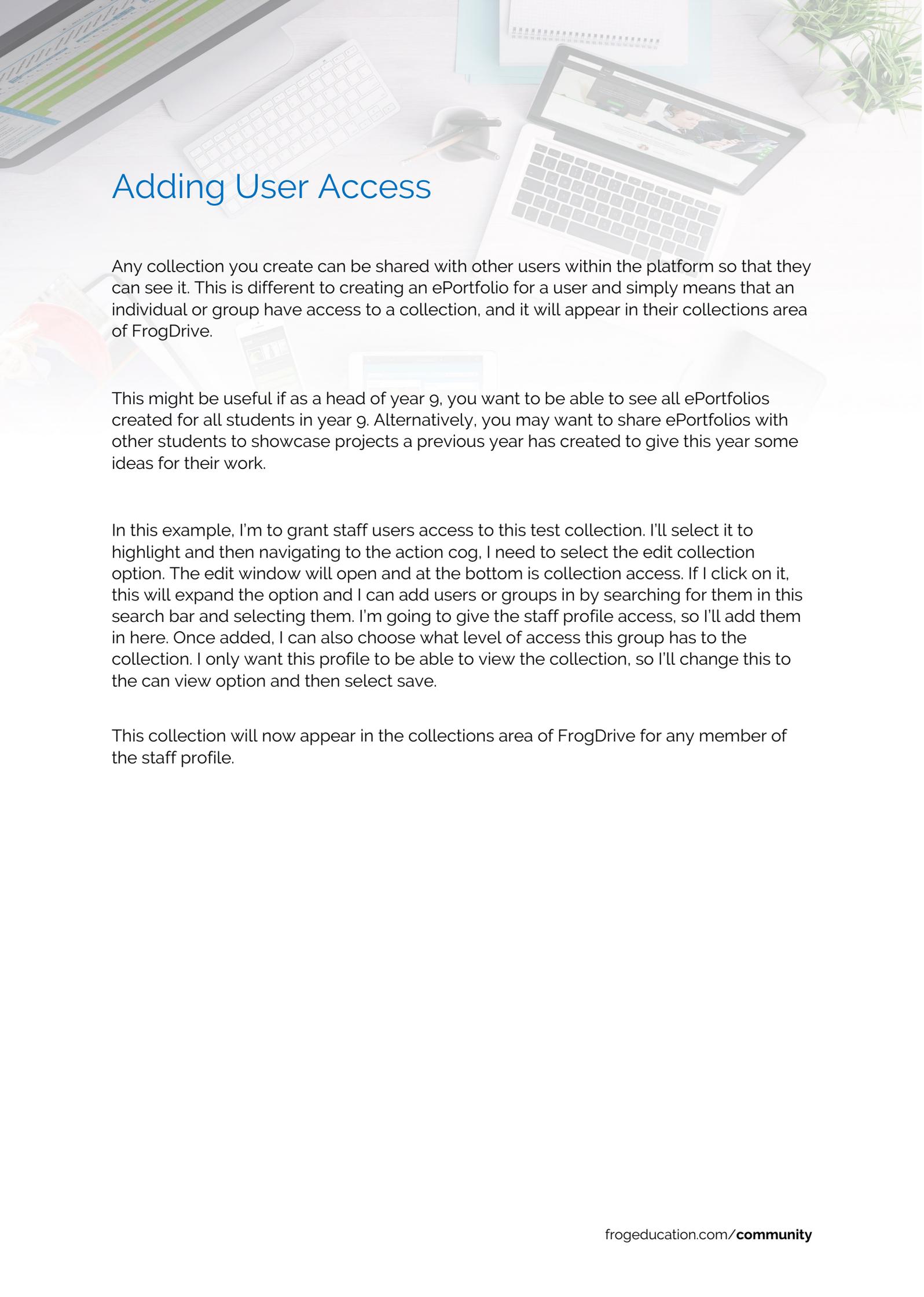




frog

ePortfolios

A top-down view of a desk with a laptop, keyboard, mouse, and a small plant. The laptop screen shows a website with a person's profile. The keyboard is white, and the mouse is black. A small green plant is in the top right corner.

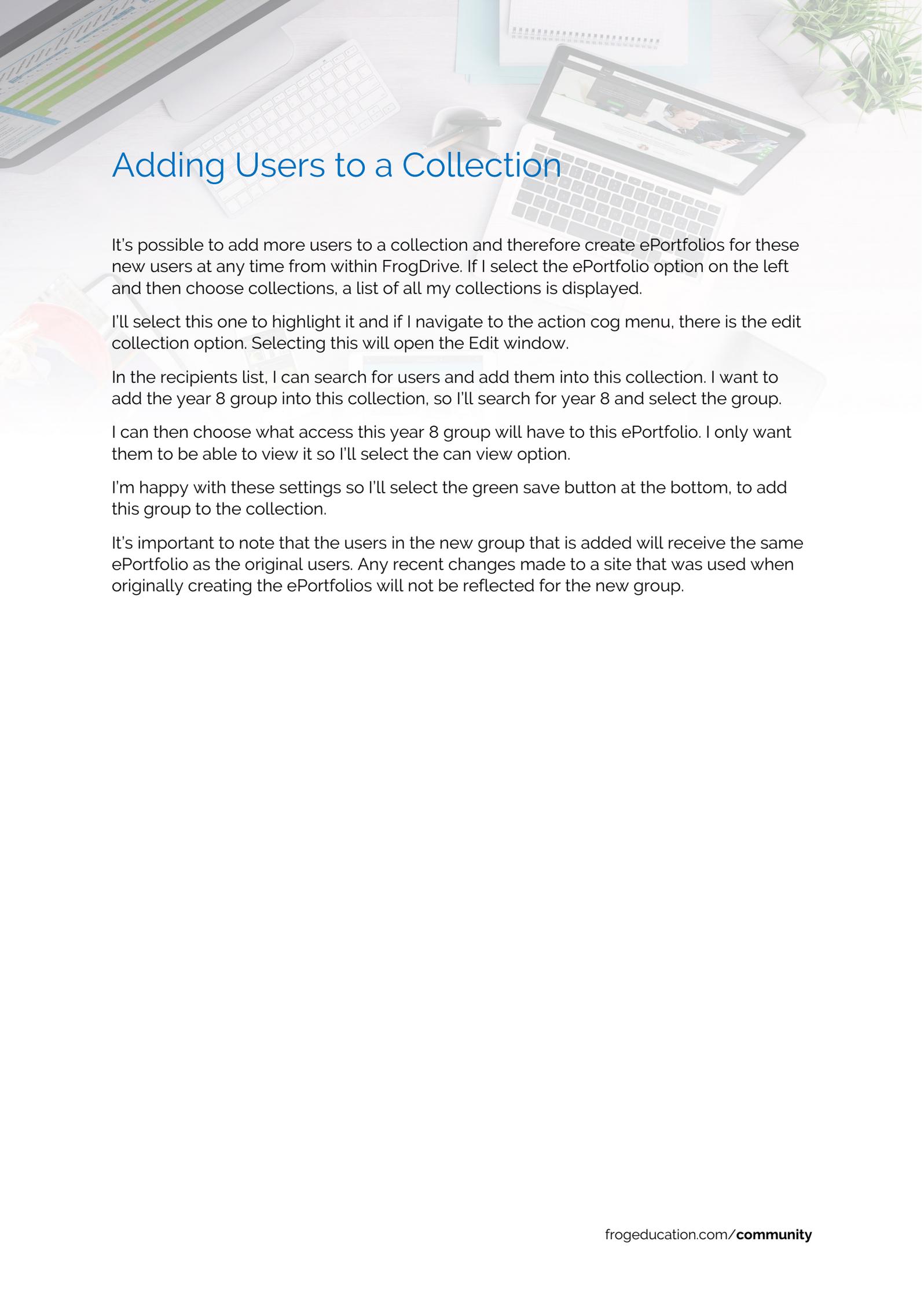
Adding User Access

Any collection you create can be shared with other users within the platform so that they can see it. This is different to creating an ePortfolio for a user and simply means that an individual or group have access to a collection, and it will appear in their collections area of FrogDrive.

This might be useful if as a head of year 9, you want to be able to see all ePortfolios created for all students in year 9. Alternatively, you may want to share ePortfolios with other students to showcase projects a previous year has created to give this year some ideas for their work.

In this example, I'm to grant staff users access to this test collection. I'll select it to highlight and then navigating to the action cog, I need to select the edit collection option. The edit window will open and at the bottom is collection access. If I click on it, this will expand the option and I can add users or groups in by searching for them in this search bar and selecting them. I'm going to give the staff profile access, so I'll add them in here. Once added, I can also choose what level of access this group has to the collection. I only want this profile to be able to view the collection, so I'll change this to the can view option and then select save.

This collection will now appear in the collections area of FrogDrive for any member of the staff profile.

A top-down view of a desk with a laptop, keyboard, mouse, and documents. The laptop screen shows a website interface. The background is a light blue and green color scheme.

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.

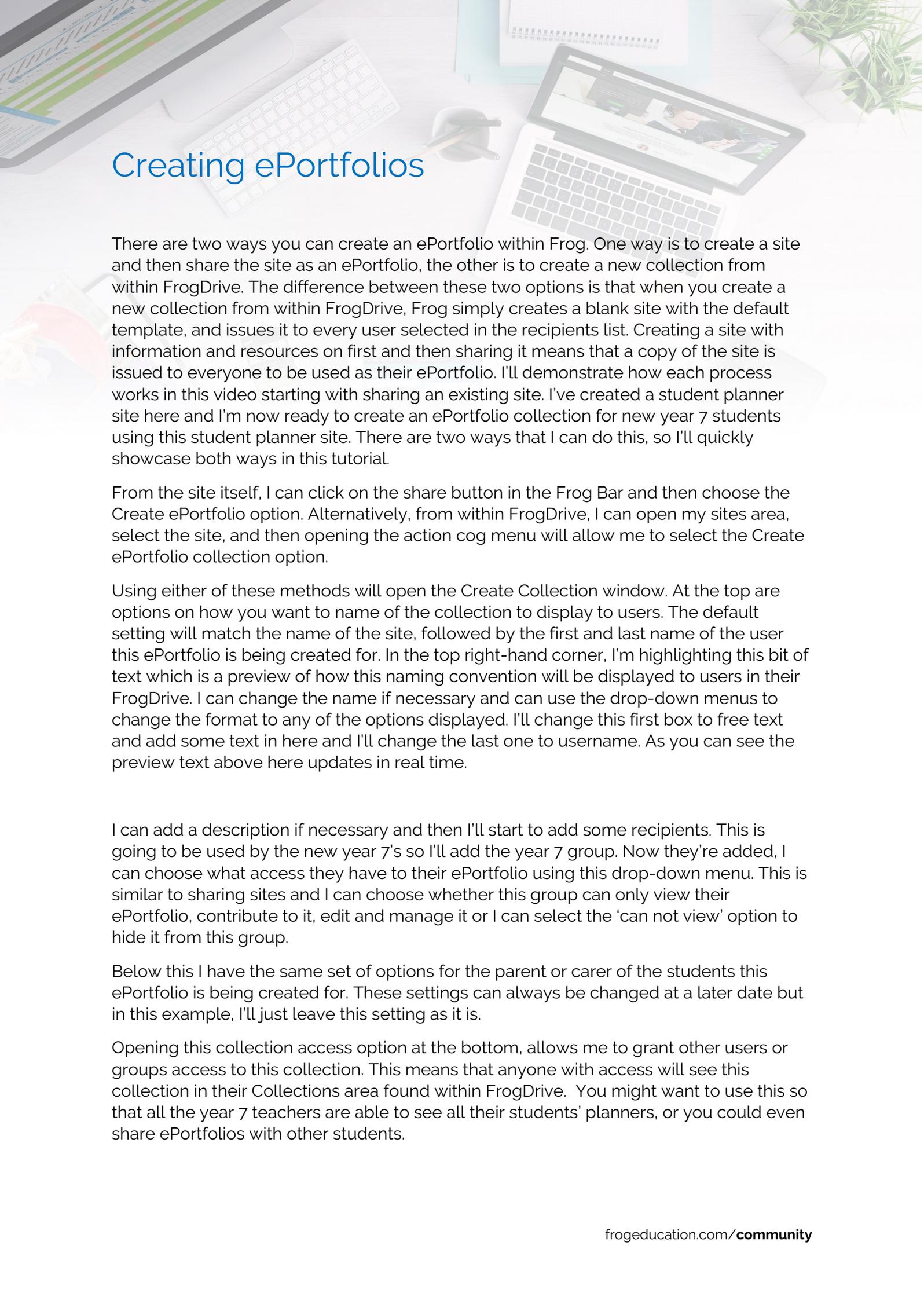
I'll select this one to highlight it and if I navigate to the action cog menu, there is the edit collection option. Selecting this will open the Edit window.

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.



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.

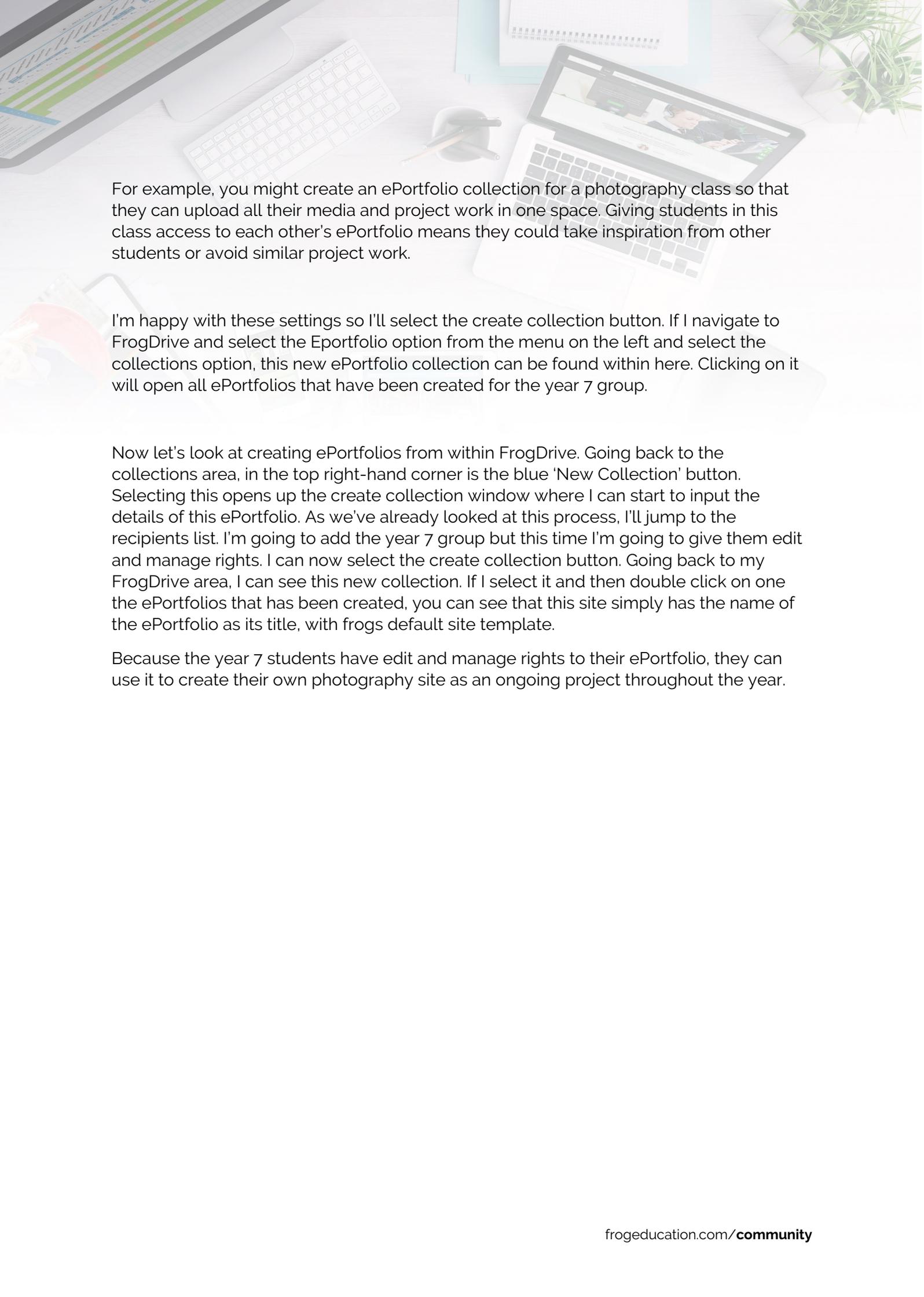
From the site itself, I can click on the share button in the Frog Bar and then choose the Create ePortfolio option. Alternatively, from within FrogDrive, I can open my sites area, select the site, and then opening the action cog menu will allow me to select the Create ePortfolio collection option.

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.

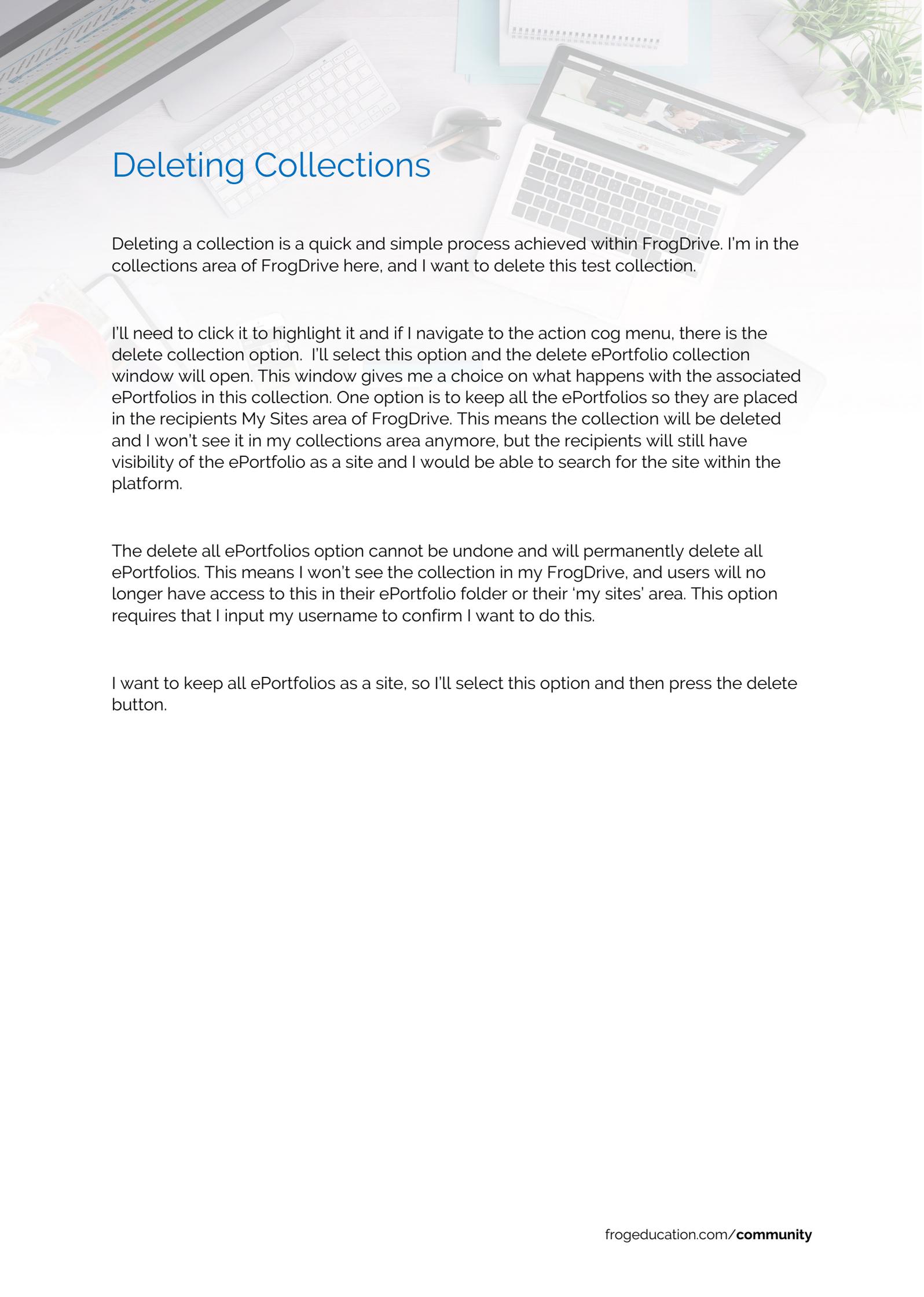
A top-down view of a desk with a laptop, keyboard, mouse, and a small plant. The laptop screen shows a website interface. The text is overlaid on the image.

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.

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 background is a light-colored desk surface.

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.

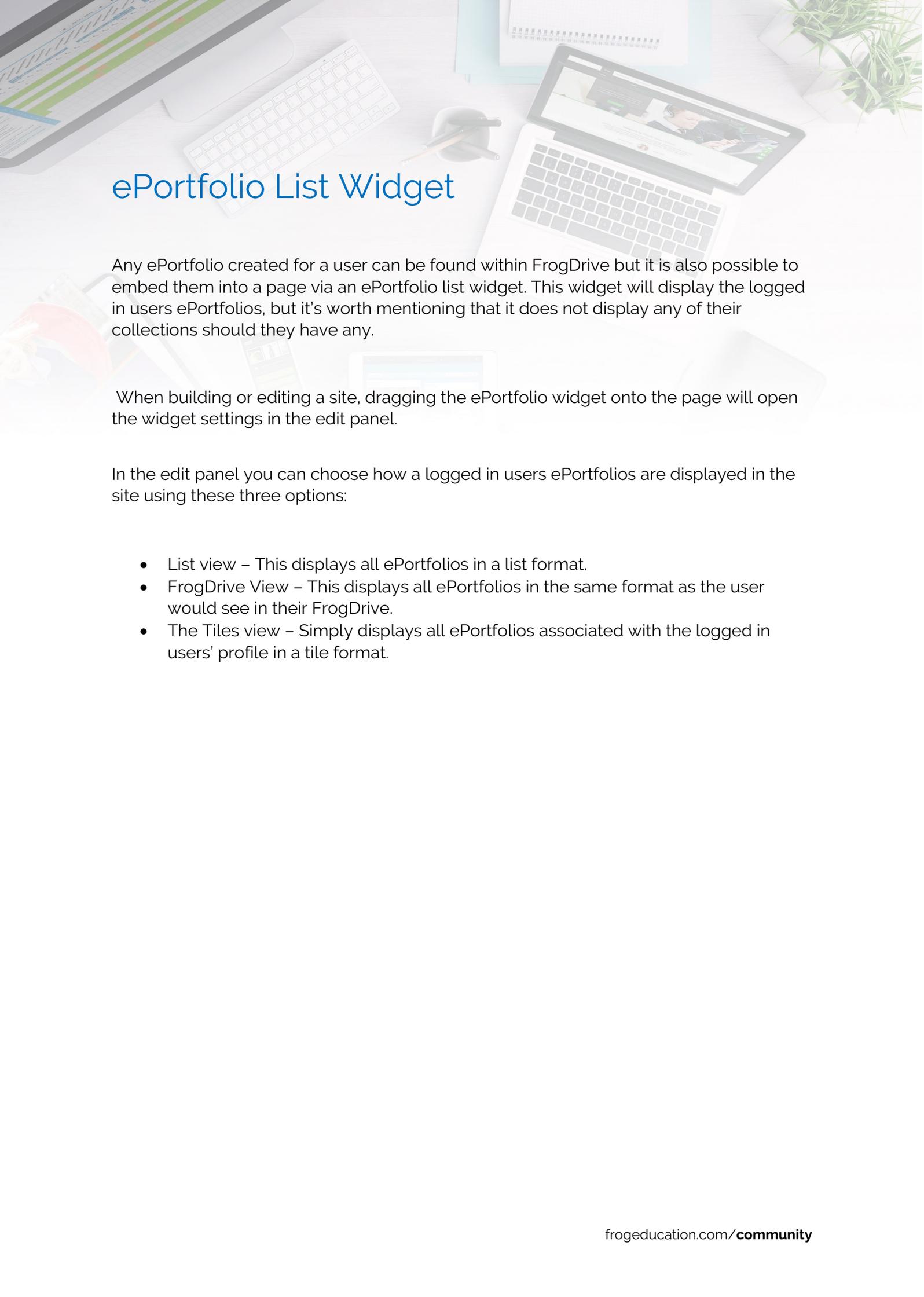
A top-down view of a desk with a laptop, keyboard, mouse, and various documents. The laptop screen shows a website interface. The title 'Editing Collections' is overlaid in blue text.

Editing Collections

To edit a collection, simply navigate to your collections area of FrogDrive, select the collection you want to edit and then navigate to the action cog menu and select the edit collection option.

This opens the edit window where you can start to make changes. This window is the same window you see when creating a collection and allows you to format the name and edit the description. I'll change the format of the name and edit the description to add more content. I also have the ability to add or remove recipients when editing a collection. In this example, I want to change the recipients to year 8 so I'll remove year 7 and add year 8.

Below this I can change whether parents or carers can access their child's ePortfolio, and then I can also change who has access to this collection within the collection access option. Any changes made will need to be saved using the green save button at the bottom.



ePortfolio List Widget

Any ePortfolio created for a user can be found within FrogDrive but it is also possible to embed them into a page via an ePortfolio list widget. This widget will display the logged in users ePortfolios, but it's worth mentioning that it does not display any of their collections should they have any.

When building or editing a site, dragging the ePortfolio widget onto the page will open the widget settings in the edit panel.

In the edit panel you can choose how a logged in users ePortfolios are displayed in the site using these three options:

- List view – This displays all ePortfolios in a list format.
- FrogDrive View – This displays all ePortfolios in the same format as the user would see in their FrogDrive.
- The Tiles view – Simply displays all ePortfolios associated with the logged in users' profile in a tile format.

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 'Finding ePortfolios' is overlaid in blue text.

Finding ePortfolios

Any ePortfolios that have been created for you or any collections you have created or have had shared with you can be found within FrogDrive.

Opening FrogDrive and selecting ePortfolios from the menu on the left will display two options:

- My ePortfolios
- Collections

Selecting the my ePortfolios option will display all ePortfolios that have been created for you. Double clicking on any of the listed ePortfolios will open it for you.

Selecting collections from the menu on the left will display any collections you have created or any collections that another user has shared with you. You can use the search bar to search for a specific collection and you can change the view using these buttons here.



Overview

ePortfolios allow teachers to create individual workspaces by quickly and easily duplicating sites for every member of a student or staff group. You might want to use ePortfolios so that users have sites to replace paper planners, capture student progress, allow for staff CPD or project work.

Here is an example of a student planner site that has been issued to each student as an ePortfolio. There is a school notices page, a school information page, a timetable page homework page and some other pages with information that they might find useful. This has been created for all students within the school to be used as their own personal planner throughout the year and is their personal, private copy of the site. Just like a paper planner, the ePortfolio contains all their homework, as well as all the usual pages covering school rules, BUT unlike a paper planner, this one can be kept up-to-date with new information added AND it costs nothing, as there is no printing involved.

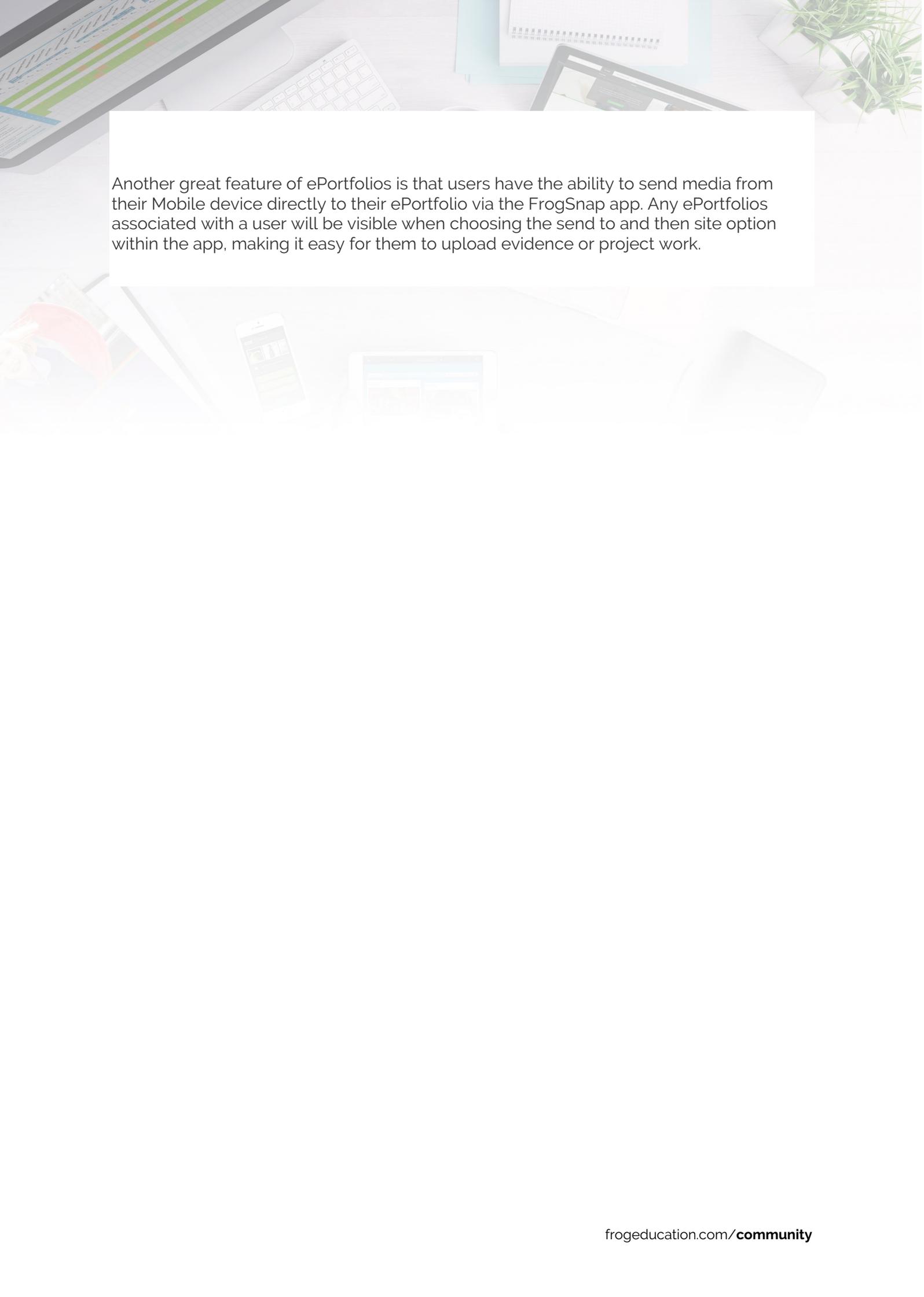
Here's a different use for ePortfolios. We worked with Finham Park Multi-Academy Trust to create an Appraisal and CPD site for each member of staff. There is central guidance, lesson observations and CPD training. Each member of staff gets their own private space to record targets with their CAM or Line Manager. They can add evidence and report on their progress.

Both of the examples above are built entirely in Frog – which means you get to control the pages, look, terminology and content. They are available on request from the Frog Academy.

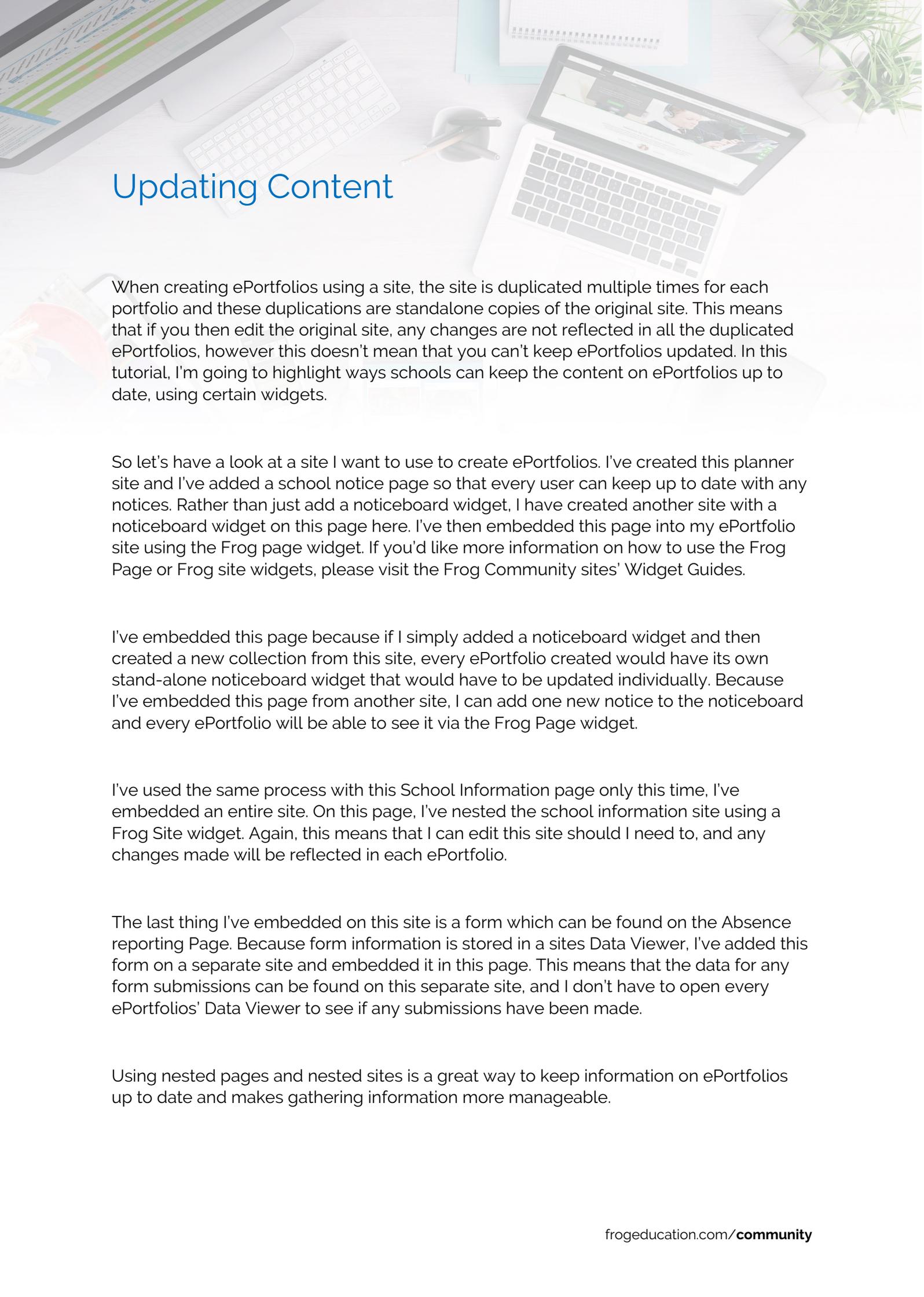
ePortfolios do not have to be complex though, you can use them as a means of creating and distributing sites to your students, while maintaining control over the sharing.

Any ePortfolios created for a user are found in the ePortfolios section within FrogDrive or they can be displayed within a site using the ePortfolio list widget making it easy for logged in users to access them.

When ePortfolios are created, all the issued ePortfolios make up what we call a collection. Collections can be shared with other users within the platform meaning that staff could have visibility of ePortfolios created by other staff members, which might be good for a head of year or head of department to keep track of student work. It's even possible to share collections with students which might be useful if you want them to be able to see each-others project work. There are also different access settings available if you choose to share any ePortfolios with a students' parent or carer.

A top-down view of a desk with a laptop, keyboard, mouse, and a small potted plant. A white text box is overlaid on the desk.

Another great feature of ePortfolios is that users have the ability to send media from their Mobile device directly to their ePortfolio via the FrogSnap app. Any ePortfolios associated with a user will be visible when choosing the send to and then site option within the app, making it easy for them to upload evidence or project work.



Updating Content

When creating ePortfolios using a site, the site is duplicated multiple times for each portfolio and these duplications are standalone copies of the original site. This means that if you then edit the original site, any changes are not reflected in all the duplicated ePortfolios, however this doesn't mean that you can't keep ePortfolios updated. In this tutorial, I'm going to highlight ways schools can keep the content on ePortfolios up to date, using certain widgets.

So let's have a look at a site I want to use to create ePortfolios. I've created this planner site and I've added a school notice page so that every user can keep up to date with any notices. Rather than just add a noticeboard widget, I have created another site with a noticeboard widget on this page here. I've then embedded this page into my ePortfolio site using the Frog page widget. If you'd like more information on how to use the Frog Page or Frog site widgets, please visit the Frog Community sites' [Widget Guides](#).

I've embedded this page because if I simply added a noticeboard widget and then created a new collection from this site, every ePortfolio created would have its own stand-alone noticeboard widget that would have to be updated individually. Because I've embedded this page from another site, I can add one new notice to the noticeboard and every ePortfolio will be able to see it via the Frog Page widget.

I've used the same process with this School Information page only this time, I've embedded an entire site. On this page, I've nested the school information site using a Frog Site widget. Again, this means that I can edit this site should I need to, and any changes made will be reflected in each ePortfolio.

The last thing I've embedded on this site is a form which can be found on the Absence reporting Page. Because form information is stored in a sites Data Viewer, I've added this form on a separate site and embedded it in this page. This means that the data for any form submissions can be found on this separate site, and I don't have to open every ePortfolios' Data Viewer to see if any submissions have been made.

Using nested pages and nested sites is a great way to keep information on ePortfolios up to date and makes gathering information more manageable.



The last thing I'd like to highlight on this site is the 'my information' page here. As you can see, users can select what tutor group and what house they are in. These options are Set Keyword widgets and will add keywords to the ePortfolio site if they are selected. If I enter edit mode, I can explain how this works. When selecting this Set keyword widget for tutor group 1, the widget settings are displayed in the edit panel. As you can see, selecting this button will add the keyword tutor1 to the sites' keywords and remove all the other tutor group options. Just to clarify, keywords are normally added when sharing a site and are means of identifying sites when searching for them and are used by the site list widget to display a list of sites with certain keywords.

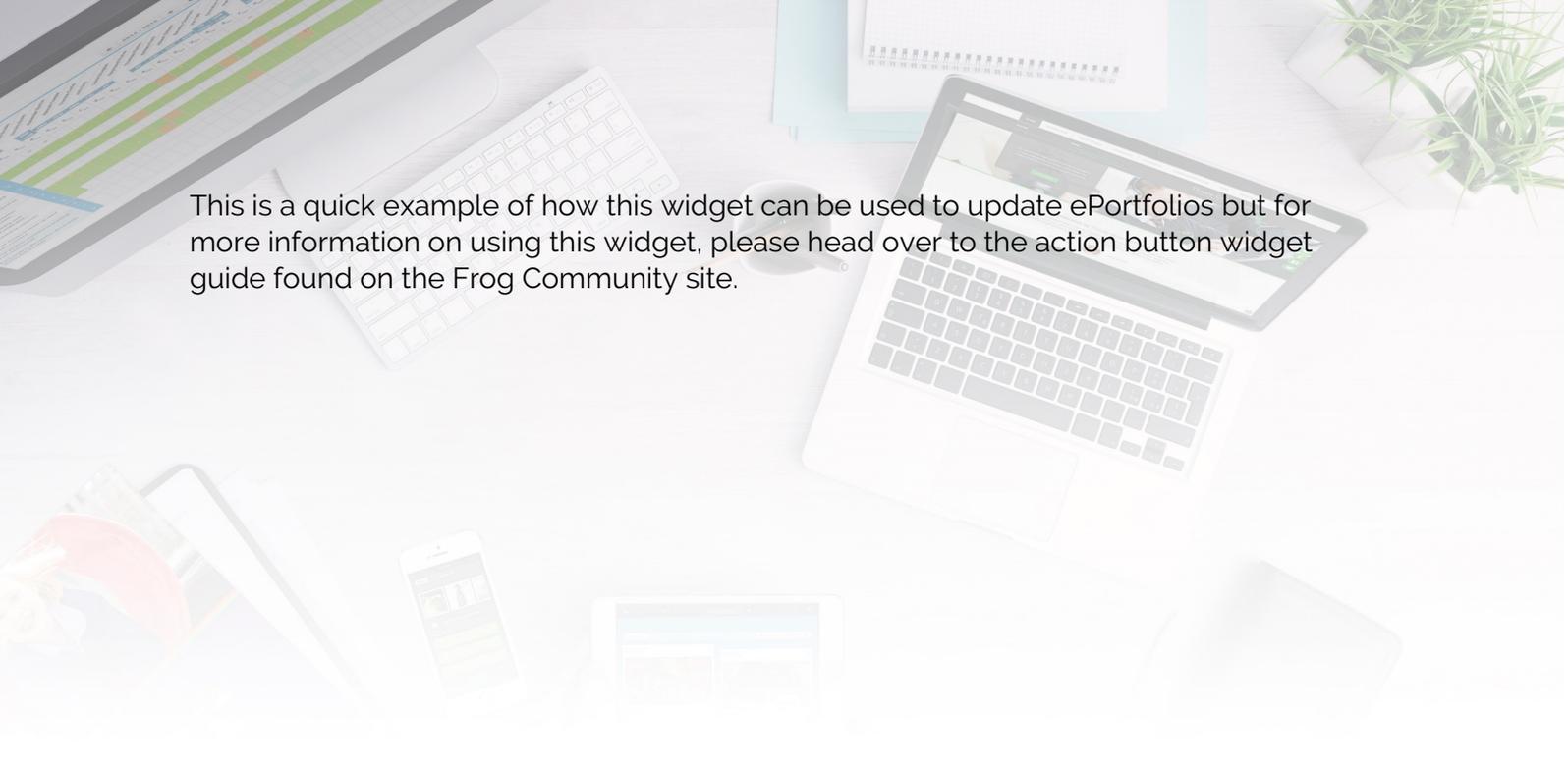
There is also a rule added to the widget to only display the widget when tutor1 has been added as a keyword and this is the same for all the other tutor group set keyword widgets. If I just quickly head over to the site settings, I've already added all the tutor group options as a key word. This means students will see all the options when they initially open their ePortfolio but selecting one of them will remove all the other keywords from the site, therefore hiding the other options. The house group options on the right-hand side work in the same way.

So let's quickly run through this process as student. I'll open my ePortfolio and head to the My information page and I'll select a tutor group. As you can see all the other options are now hidden and I'll select a house group.

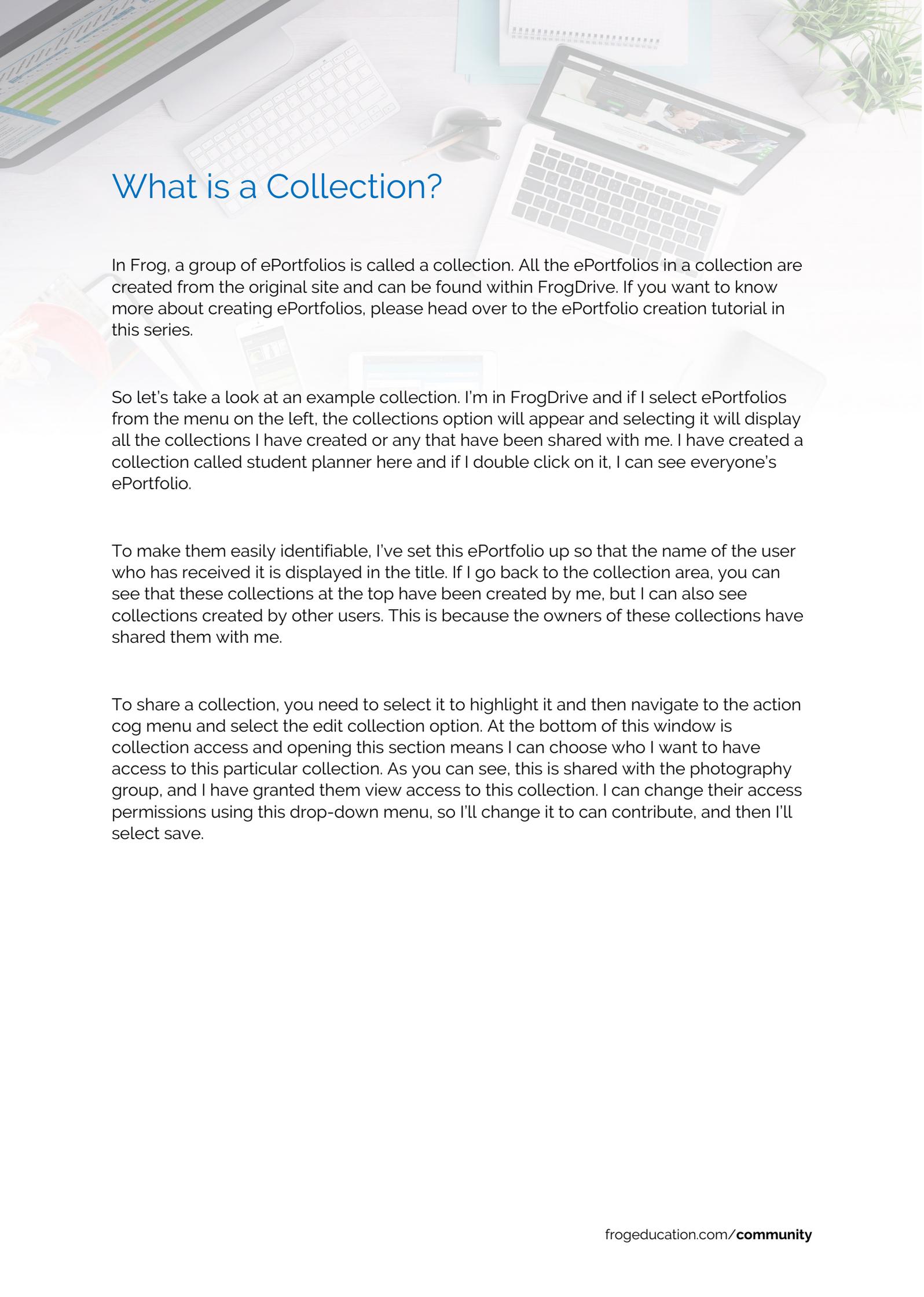
If I now wanted to view all sites or ePortfolios associated with the Tutor Group 1. I could search for tutor1 in FrogDrive or alternatively, I could have a site list widget in a site that is set to display sites with the keyword tutor1 as seen here.

There's one more useful widget that I'd light to showcase in this video and it's the action button widget. The action button widget can be used to duplicate a page, copy the content of a page or grant the users access to a site. If I go back to the 'my information' page, there is the option to create an objective page at the bottom. I've added this option so that students can add their own personal objectives to a page, should they want to. Entering edit mode and then selecting this action button widget will display its settings. As you can see, I've selected the duplicate a page option and have selected a page from a site that I have created.

If I now log back in as a student and select this button, a new page will be added to my planner and I can start to input some objectives using the form. Any objective I have added will be displayed in the Data Viewer widget at the bottom.



This is a quick example of how this widget can be used to update ePortfolios but for more information on using this widget, please head over to the action button widget guide found on the Frog Community site.

A top-down view of a desk with a laptop, keyboard, mouse, and a small plant. The laptop screen shows a website with a person's profile. The keyboard is white, and the mouse is black. A small green plant is in the top right corner.

What is a Collection?

In Frog, a group of ePortfolios is called a collection. All the ePortfolios in a collection are created from the original site and can be found within FrogDrive. If you want to know more about creating ePortfolios, please head over to the ePortfolio creation tutorial in this series.

So let's take a look at an example collection. I'm in FrogDrive and if I select ePortfolios from the menu on the left, the collections option will appear and selecting it will display all the collections I have created or any that have been shared with me. I have created a collection called student planner here and if I double click on it, I can see everyone's ePortfolio.

To make them easily identifiable, I've set this ePortfolio up so that the name of the user who has received it is displayed in the title. If I go back to the collection area, you can see that these collections at the top have been created by me, but I can also see collections created by other users. This is because the owners of these collections have shared them with me.

To share a collection, you need to select it to highlight it and then navigate to the action cog menu and select the edit collection option. At the bottom of this window is collection access and opening this section means I can choose who I want to have access to this particular collection. As you can see, this is shared with the photography group, and I have granted them view access to this collection. I can change their access permissions using this drop-down menu, so I'll change it to can contribute, and then I'll select save.