

Making a collection of Appraisals for each department

Once you have prepared your **Appraisal site**, you're ready to start duplicating it for your staff. Please make sure you've watched the **Setting Up Appraisals** video – as you'll be creating copies of the site, which means changes made later may involve editing dozens of sites. It's worth taking the time to work through the Setting Up video.

Once you are ready though, open the **site Frog Appraisal**. In this video, I'm going to create a Collection for the Maths department. I want to make collections per department, so that the heads of department can only view their own teachers' ePortfolios and not everyone else's.

Using the **Share** link in the **FrogBar**:

- Click on **Create ePortfolio**
 - In the wizard that opens, you can now set the **titles** and **description**. I'm going to **change the title to include the name of the department** I'm creating a collection for.
 - I'm going to alter the first Name box to be Appraisal Maths. Note how the preview title changes.
 - I'm going to use the teachers' display name and their username for the other fields.
 - I'm going to leave the description as it is, but obviously I could change it if I wanted to
- In the **Recipients** section, I'm going to search and add each teacher in the Maths department. As I find their name and click on it, they appear below. Their access rights are set to **Can contribute to their ePortfolio**. You should leave it at this level.
- Once I've added all the Maths teachers, scroll down and **expand** the **Collection Access** area. This is where I will add anyone who will have access to all the departments appraisals.
 - **Search for 'Appraisal Management'** in the search box. This is the group we created in the Setting Up video. Change their access to **Can Edit and Manage**
 - Now search for the name of the **head of department**. You can leave their access as **Can Contribute**.

When you're ready, click **Create Collection**. Frog will take a little while to do this, as it creates copies of the Appraisal site and shares them according to your choices above.

You can edit the sharing at any time and add individuals to each collection. Watch the video 'Adding an individual to a department'.

Setting up Collections for each department will take time, but once established, you shouldn't need to create new Collections. It will be much quicker in subsequent years as all you'll need to do is edit a collection and add the new teacher.