

## Adding a new student to the planner collection

As students join throughout the year, you will need to create planners for them. To do so is simple:

- In **FrogDrive**, go to **ePortfolios > Collections**
- **Single-click** on the **Planner Collection** to highlight it
- Click on the **Action Cog**
- Select **Edit Collection**
- In the pop up which opens, click **Create Collection** or **Save**.

Frog will create sites for each new student, but leave the existing planner sites as they are.