

Creating collections

Once you're happy with the structure and content for both the Digital Planner and the Digital Planner Hub, you can now move ahead with creating the copies for each student.

Please make sure you've worked through the three videos before this step:

- Setting Up
- Tutor Group buttons
- Administrating the Digital Planner Hub.

Content on the Digital Planner Hub can be updated throughout the year, but the Tutor Group Buttons especially will take a lot of work to do after duplication.

When you are ready, creating copies is straight-forward:

- Open the site: **Digital Planner**, note the title at the top of the first page, this will change for each recipient.
- Click on the **Share** button in the FrogBar
- Select **Create ePortfolio**
- In the name fields, you can now **edit the first field**. Note how as you change it, the preview above changes.
 - If you are creating planners for the whole school, you might wish to break up the Collections by year group – there's no real reason to do this, other than to be organise the planners. But if you are planning to do this, then you could add the year group or intake year to the planner title.
- **Set the second and third fields** in the dropdowns. I'd suggest including the username as one option, to help you differentiate between students with the same name.
- In the **Recipients** box, search for the group you intend to create planners for, either:
 - **'student'** – to identify the student profile
 - or
 - **'year'** – to locate the year group.
- Check this group **'Can Contribute'**
- Next, set if a student's **parents or carers** can access their child's planners. **Can Contribute** should be used if you have forms on the site.
- Open up **Collection access** and now search for and **add the Staff profile**. Depending on how much access you want to give, Staff should either have **Can Contribute** or **Can Edit and Manage**.
- And that's it. Click **Create Collection** and wait. Frog will now spend some time creating copies of the planner site and sorting the sharing for each student's planner.

You can edit the titles and sharing permissions at any point throughout the year, so if you decided to launch planners without parents having access, then change your mind, you just edit the collection, Watch the video *'Editing Access'* for more details.

Creating collections (cont.)

To give your students easy access to their planners, we have the **ePortfolio List widget**. Simply add this widget to the student dashboard. It will show the students a link to their own planner only. The same widget can be added to the parent dashboard and will provide links to all their children's planners.

Currently, there is no way of setting the planner to be the student dashboard. This is due to the flexibility of Frog.

- Because a school doesn't have to use digital planners'
- Because a school may decide to use ePortfolios for more than just digital planners,
- Because you can name them anything you wish
- Because you might use them for only one group of students;

There is no way to determine what site should appear on a dashboard dot. We're happy to listen to your ideas and once we have determined how a system could work, then we will build it.