

## Editing access to a planner collection

Once you have created all your planners, you may realise that you need to change access. To do so is really 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, make your changes, you can:

- Edit the Name and description
- Edit the recipients
- Change parent or carer access
- Add individuals or groups to the Collection Access field.

When you're done, click **Create Collection** or **Save**. Frog will not make new collections, but will cycle through the existing sites altering them according to your changes.