

A top-down view of a desk with a laptop, keyboard, mouse, and a small plant. The laptop screen shows a website interface. The background is a light, neutral color.

## 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.