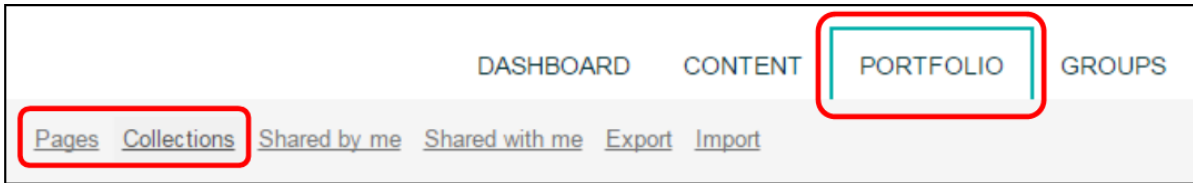


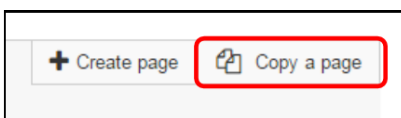
Copying an assignment template

Your tutor may have created a template for your assignment. This will be in the form of a Mahara **page** or **collection** that you can copy.

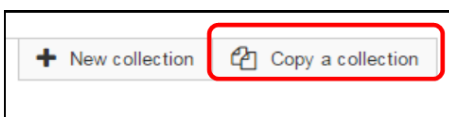
To copy a template go to **PORTFOLIO** and then either **Pages** or **Collections**.



Click on **Copy a page**.



Or **Copy a collection**.



You will then be shown a list of all the **pages** and **collections** you are allowed to copy.

You can copy a single page (1 or 2) or a whole collection (3).

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

COLLECTION TITLE	PAGE NAME	OWNER	
Example collection - use as template for assignment	Example page	Josephine Bloggs	1 3
Example collection - use as template for assignment	Example page 2	Josephine Bloggs	2

2 pages