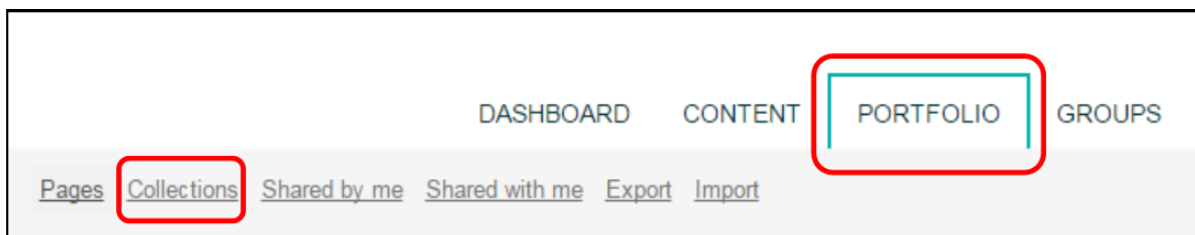


Creating Collections of Pages

Once you have created **pages** in Mahara you can bring them together in a **collection**. This links the pages together and gives the same access permissions to all of them.

To create a **collection** go to **PORTFOLIO** and **Collections**.

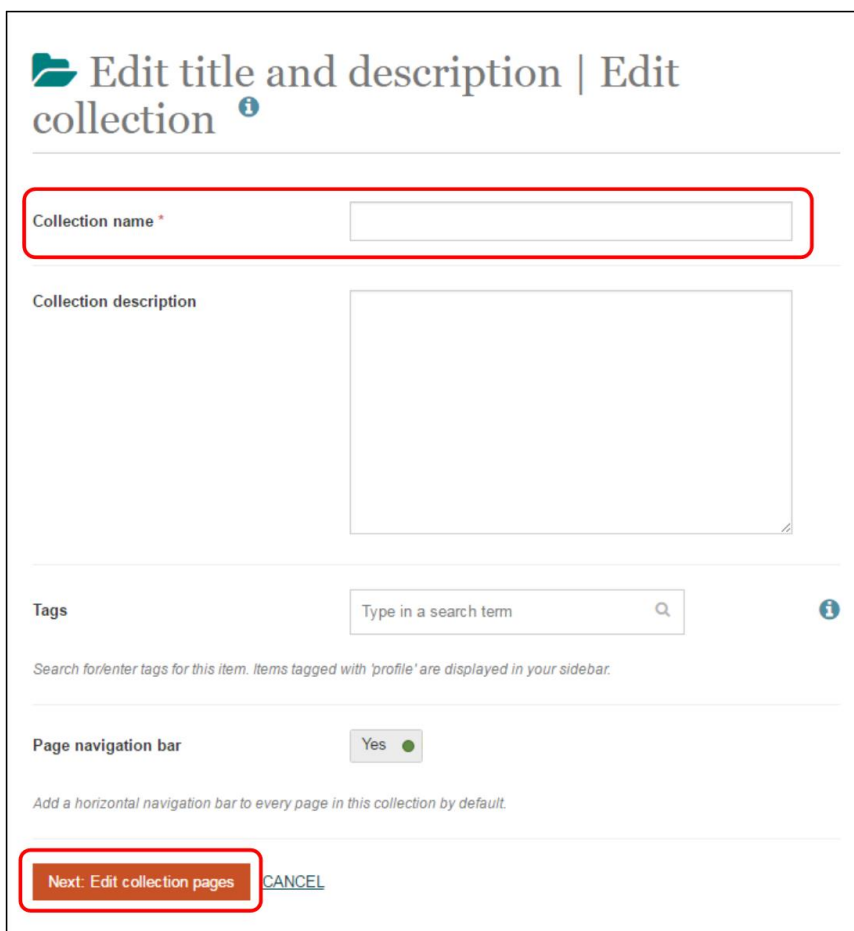


You can then either make a **New collection** or **Copy a collection**.



When you select **+ New Collection** you will be asked to give the collection a name and optional description.

Then click **Next: Edit collection pages** to start choosing which pages to include in the collection.

A screenshot of the 'Edit title and description | Edit collection' form. The form has a title bar with a folder icon and an information icon. Below the title bar, there is a 'Collection name *' field with a red box around it. Below that is a 'Collection description' field. There is a 'Tags' section with a search input field and a magnifying glass icon. Below the tags section, there is a 'Page navigation bar' section with a 'Yes' radio button and a green dot. At the bottom of the form, there are two buttons: 'Next: Edit collection pages' (highlighted with a red box) and 'CANCEL'.

You will then be shown all the pages that are available to add to your collection. Please note that although you can create as many collections as you like, each page can only be included in one collection.

Creating Collections of Pages

Pages can be dragged and dropped (from 1 to 2) or you can tick the pages you want to add and click on **Add pages** (3). Finally, click **Done**.

Collection for assignment | Edit collection pages ⁱ

Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'.
You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

Add pages to collection All None

+ Example page	1	<input type="checkbox"/>
+ Example page 2		<input type="checkbox"/>

→ Add pages

Pages already in collection

2 No pages.

DONE

If you want to add more pages later, or remove some of those you have included you can do that by going to **PORTFOLIO** and **Collections** then clicking on the **Manage pages** icon.

Collections ⁱ

+ New collection Copy a collection

A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

Collection for assignment

Pages for assignment
Pages: [Example page](#)