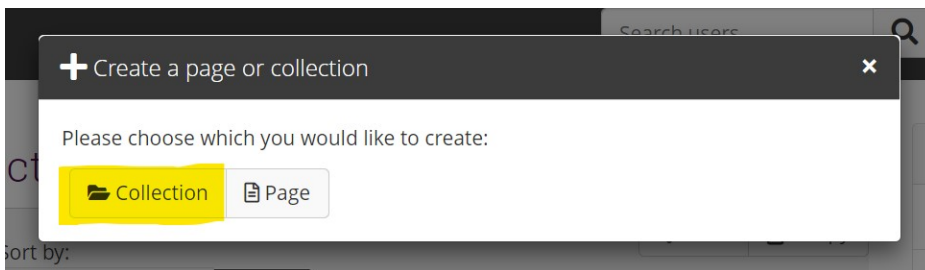


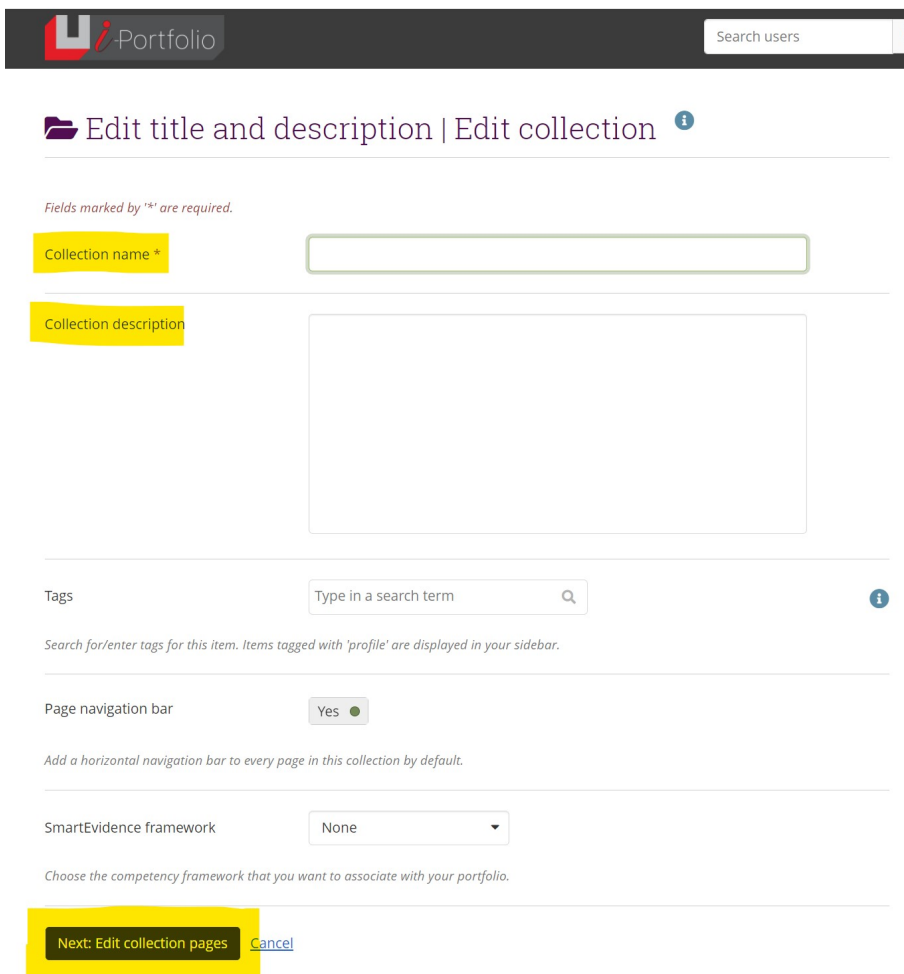
How to create a set of pages with a cover page

A. How to create a set of pages (a collection)

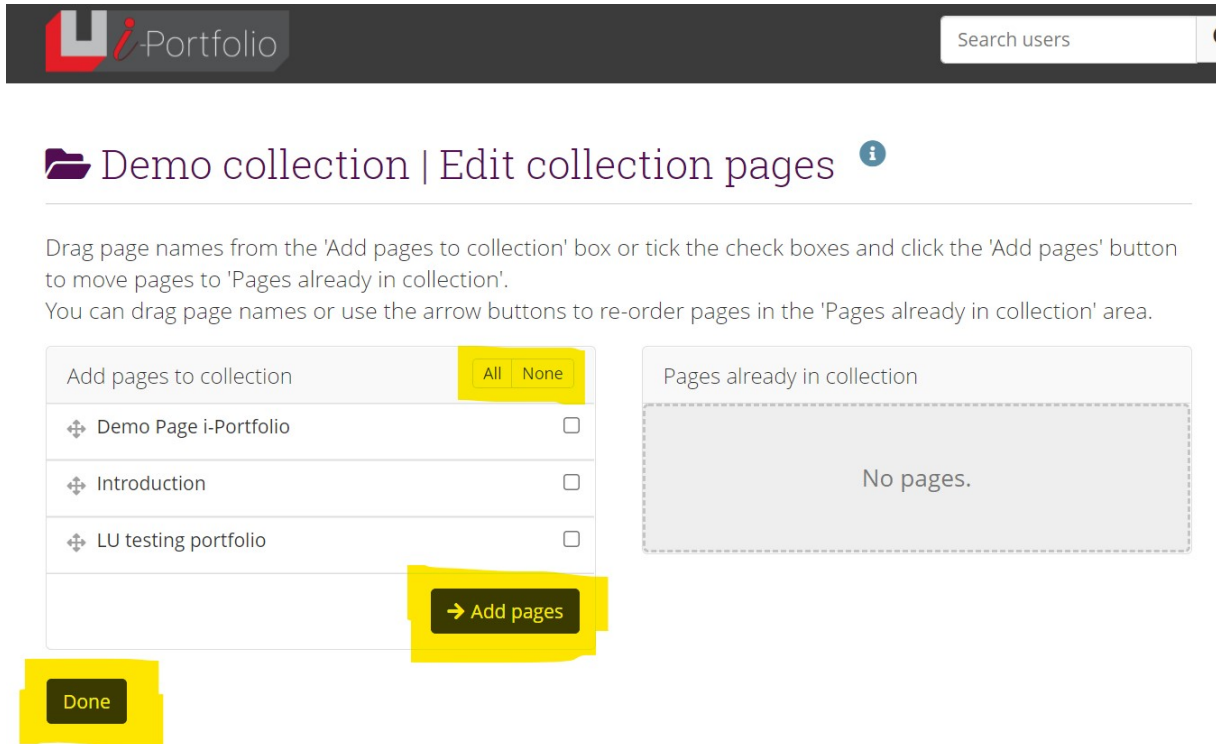
- 1. Login to Mahara and click the **'Create'** .
- 2. Select the **'Add'** and then click **'Collection'** to create a new collection.



- 3. Give a name and a description to the collection. Then, click **'Next: Edit collection pages'**.



4. Select the pages to be included in the collection and then click **'Add pages'**.



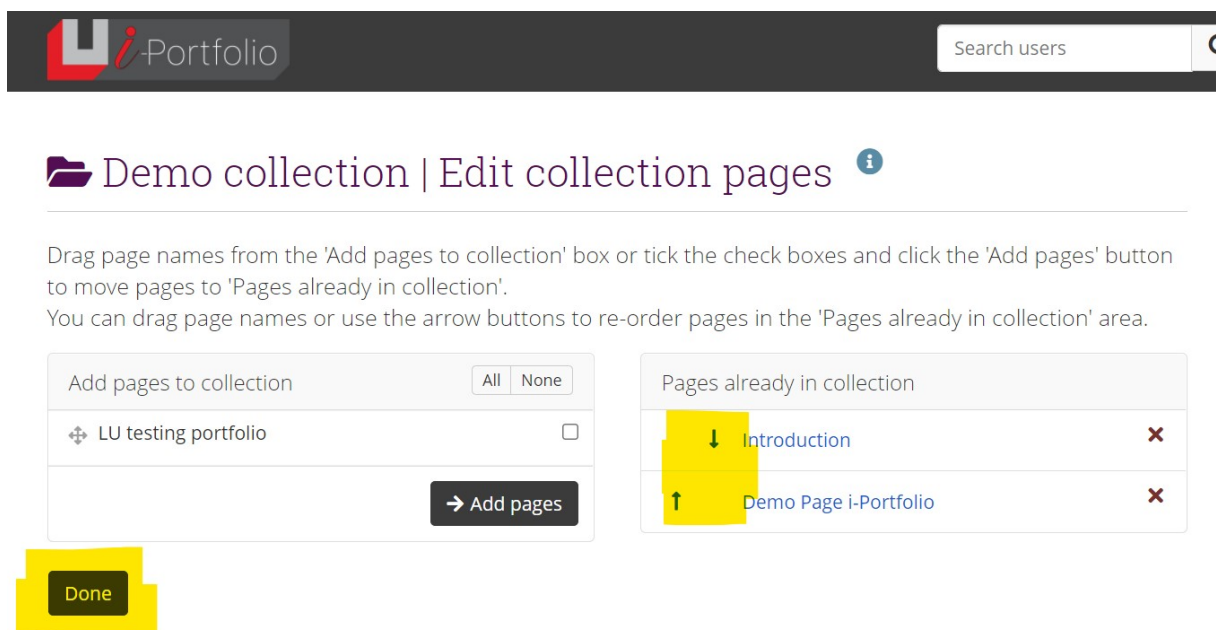
Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'.
You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

Add pages to collection	All	None
⊕ Demo Page i-Portfolio	<input type="checkbox"/>	<input type="checkbox"/>
⊕ Introduction	<input type="checkbox"/>	<input type="checkbox"/>
⊕ LU testing portfolio	<input type="checkbox"/>	<input type="checkbox"/>

→ Add pages

Done

5. Click the upward or downward arrow button to rearrange the sequence of the pages.



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.

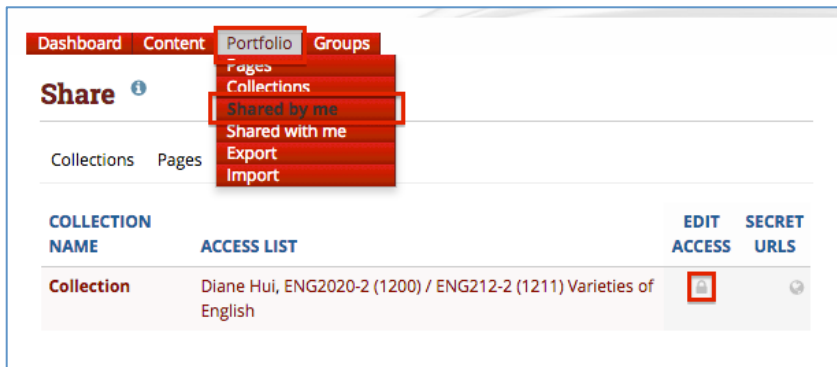
Add pages to collection	All	None
⊕ LU testing portfolio	<input type="checkbox"/>	<input type="checkbox"/>

→ Add pages

Done

6. Click **'Done'** to finish.

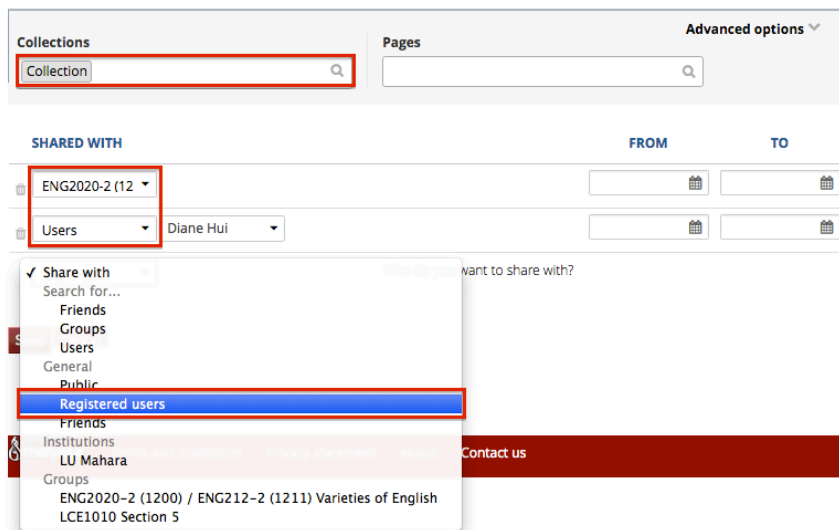
- Click the **'Portfolio'** tab and then the **'Shared by me'** button to share the collection with other users.



- Click the **'Edit Access'** button to share the collection with other users.

- Make sure the collection is checked selected. Click **'Registered users'** to share it with all users.

Share | Edit access



- Click **'Save'** to finish.

B. How to create a cover page for a collection

- On the **'Portfolio'** tab, select **'Pages'** and then **'Create Page'**.
- Click the **'Edit Layout'** tab in edit page mode. From the **'General'** tab, select the **'Navigation'** sub-tab.

Cover Page | Edit content

Display page [Share page](#) [Edit content](#) [Edit layout](#) [Edit title and description](#)

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

- Text
- Image
- Media
- Journals
- General
- Comments
- Creative Commons license
- Navigation
- Plans
- Recent forum posts

3. Choose the position of the block.

Add block: Navigation (Navigation for a collection of pages (see Portfolio -> Collections, or the Collections tab when inside a group))

Position

[Add](#) [Cancel](#)

4. Set a block title under '**Block title**'.

Navigation: Configure

Block title

If no title is provided here, the title of the collection will be used.

Collection *

Retractable

Select to allow this block to be retracted when the header is clicked.

[Save](#) [Remove](#)

5. Click '**Save**' to finish.

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks

- Text
- Image
- Media
- Journals
- General
- Comments

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- Eng2020 e-portfolio (Full collection)
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