

4. Portfolio

4.4. Collections

Portfolio > Collections




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. You can create a collection from scratch or copy an existing one - either one of your own or one from another user that is copyable to you.

4.4.1. Manage your collections

When you are on the overview page of the collections, you can do several things.

The screenshot shows the 'Collections' overview page. At the top, there are two buttons: 'New collection' (callout 1) and 'Copy a collection' (callout 2). Below these is a descriptive text: '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.' Below this text are two collection entries. The first entry is 'Academic portfolio' (callout 3) with the description 'Pages: Overseas experience, Learning journey, (Daily) Blogs' (callout 4). To the right of this entry are three icons: a gear (callout 5), a pencil (callout 6), and a trash can (callout 7). The second entry is 'Employment portfolio' with the description 'Pages: Presentations over the years'. At the bottom of the page, there is a status message: 'This collection was submitted to Humanities 101 on 06 April 2013, 7:54 PM.' (callout 8).

Collections overview page

1. Create a new collection by clicking the **New collection** button.
2. Copy an existing collection by clicking the **Copy a collection** button.
3. Click on the collection title to go to the first page of the collection.
4. Click on any title of a page within a collection to jump directly to it.
5. Click the **Manage** button  to move pages within a collection, add them to or delete them from a collection.
6. Click the **Edit** button  to change the title and description of a collection.
7. Click the **Delete** button  to delete the collection. The pages will still exist.
8. When you submitted a collection to a group, you cannot edit or delete it until it has been released.

You can see up to 10 collections on the collections overview page, and then use the pager to move to other collections.

4.4.2. Add a collection

Edit title and description i

Collection name *

2

Collection description

3

Tags

Show my tags

4

i

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Page navigation bar

☒ 5

Add a horizontal navigation bar to every page in this collection by default.

6

Next: Edit collection pages

Cancel

Create a collection

1. Click the **New collection** button under **Portfolio > Collections**. On the next screen...
2. **Collection name**: Provide a title for your collection.
3. **Collection description**: Optionally, you can write a short description about your collection. You do not have a visual editor, but just a plain text box.
4. **Tags**: Enter tags to find your collection more easily at a later stage. Separate your tags with commas. If you already have tags, you can click on the link **Show my tags** and select the ones that you think will fit for this collection as well. They will be entered into the text field for you.
5. **Page navigation bar**: Choose whether you wish to display a tabbed navigation or not. If you choose not to, you will have to include the navigation block for you to go from one page to the next on the individual pages that belong to this collection.
6. Click the **Next: Edit collection pages** button or click the **Cancel** button if you want to abort adding your collection.

4.4.3. Copy a collection

You can duplicate your own collections or collections of other users if they allowed you to do that. As every page can only be in one collection at a time, your own pages will be copied when you copy a collection.

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.

Search pages:

Go

Search owners:

Go

Collection title 4	Page name 5	Owner 6		
	1 2 3 GO!	Paula Paulsen	8	Copy page
	Copy of Portfolio	Anna Alphonso	7	Copy page
Academic portfolio	(Daily) Blogs	Paula Paulsen	Copy collection	Copy page
	Internship	Paula Paulsen		Copy page
Academic portfolio	Learning journey	Paula Paulsen	Copy collection	Copy page
Academic portfolio	Overseas experience	Paula Paulsen	Copy collection	Copy page
	Portfolio feedback	Feedback Discussions		Copy page
Employment portfolio	Presentations over the years	Paula Paulsen	Copy collection	Copy page
	Project initiation	Internship preparation		Copy page
	Work (and) interests	Paula Paulsen		Copy page


Copy a collection

1. Click the **Copy a collection** button under **Portfolio > Collections**. On the next screen...
2. **Search pages:** If there are many pages or collections from which you can choose, either search for a keyword in the page or collection title or
3. **Search owners:** Search for the author of the collection. This can be a user, a group or an institution.
4. **Collection title:** Click on the title of a collection to preview it before copying it.
5. **Page name:** Click on the title of the page to see a preview of it before you copy it.
6. **Owner:** Click on the name of the owner to view a larger profile picture and the self description if the owner provided one or to see information about a group it that is the owner.
7. Click the **Copy collection** button to copy an entire collection with multiple pages into your portfolio. All pages within this collection are copied or
8. Click the **Copy page** button to copy one page only into your own portfolio.
9. Edit the collection and its pages as you would do any other collection and pages.

4.4.4. Add collection pages

In the next step after you have created your collection, you choose which portfolio pages you wish to include in this collection. You see all the potential pages that you can use. If you had already placed a page into another collection, it is not shown here.







Add pages to a collection

1. Click the **Manage pages** button  under **Portfolio > Collections**. On the next screen...
2. Put a check mark next to each page that you wish to include in your collection.
3. Click the **Add pages** button to add the pages to your collection.
4. Click the **Done** button to finish this step.

4.4.5. Manage collection pages

Once you have added your pages to your collection. You can move them around or remove them.

Manage the pages that are displayed within your collection

1. If you are not already in the page management, click the **Manage pages** button  under **Portfolio > Collections**. On the next screen...
2. Use the **Move up**  and **Move down**  buttons to arrange your pages in a different order.
3. Click the **Remove** button  to take a page out of a collection. The page itself is not deleted.
4. Put a check mark next to each page that you wish to include in your collection in addition to the ones already in it.
5. Click the **Add pages** button to add the pages to your collection and then move them around with the **Move up**  and **Move down**  buttons.
6. Click the **Done** button.

View the result of your collection by clicking on the collection title or any page that is part of your collection.

Showcase

1 2 3 GO!


(Daily) Blogs

Work (and) interests

by Paula Paulsen

Introduction to my portfolio

Take a seat and explore



Paula is social

(after all 😊)

You can find me virtually in many places:

A collection with the tabbed navigation