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 'Portfolio' tab.

2. Select the subtab labeled 'Collections' and then click 'New Collection' to create a new collection.

3. Give a name and a description to the collection.

4. Select the pages to be included in the collection and then click 'Add pages'.
5. Click the upward or downward arrow button to rearrange the sequence of the pages.

![Edit Collection pages](image)

6. Click ‘Done’ to finish.

7. Click the ‘Share’ tab and then the ‘Edit Access’ button to share the collection with other users.

![Share](image)

8. Make sure the collection is checked selected. Click ‘Logged in Users’ to share it with all users.

![Edit Access](image)

9. Click ‘Save’ to finish.
B. How to create a cover page for a collection

1. On the ‘Portfolio’ tab, select ‘Pages’ and then ‘Create Page’.

2. Select ‘Edit content’. From the ‘General’ tab, select the ‘Navigation’ block and drag it to the left-hand column.

3. Click the ‘Set a block title’, type Table of Contents.

4. From the drop-down menu under ‘Collection’, select your collection.

5. Click ‘Save’ to finish.