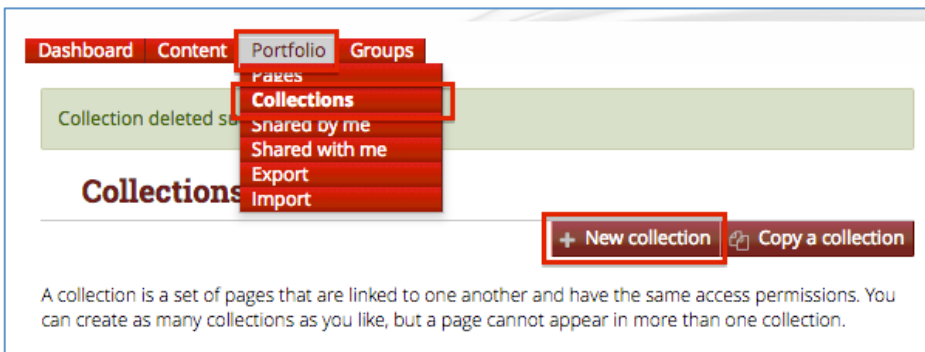


## How to create a set of pages with a cover page

### 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. Then, click '**Next: Edit collection pages**'.

The screenshot shows the 'New Collection' form. It has the following fields and options:

- Collection name \***: A text input field, highlighted with a red box.
- Collection description**: A large text area for entering a description, highlighted with a red box.
- Tags**: A section with a 'Show my tags' input field and an information icon. Below it, a note says: 'Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.'
- Page navigation bar**: A checkbox labeled 'Yes' which is checked.
- Below the checkbox, a note says: 'Add a horizontal navigation bar to every page in this collection by default.'
- At the bottom, there are two buttons: 'Next: Edit collection pages' (highlighted with a red box) and 'Cancel'.

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

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

- Eng2020 e-portfolio (Final Submission)
- Eng2020 e-portfolio (Full collection)
- Independent learning II - Year One, Semester Two
- Independent learning III - Year Two, Semester One
- Introduction
- LCE 1020 Unit Two Essay
- LCE2010 - Unit 2 Interview
- My Learning Plan 2- Luk Sin Yi
- Unit 2 speaking
- Unit 2 Task Assessment – Peer Feedback Form - Luk Sin Yi
- Unit 2 Writing Task- Luk Sin Yi
- Unit 3- Speaking Task- Luk Sin Yi

**→ Add pages**

**Pages already in collection**

No pages.

**Done**

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

**Add pages to collection** All None

- Independent learning II - Year One, Semester Two
- Independent learning III - Year Two, Semester One
- LCE 1020 Unit Two Essay
- LCE2010 - Unit 2 Interview
- My Learning Plan 2- Luk Sin Yi
- Unit 2 speaking
- Unit 2 Task Assessment – Peer Feedback Form - Luk Sin Yi
- Unit 2 Writing Task- Luk Sin Yi
- Unit 3- Speaking Task- Luk Sin Yi

**→ Add pages**

**Pages already in collection**

- ↓

Eng2020 e-portfolio (Final Submission)

×
- ↑ ↓

Eng2020 e-portfolio (Full collection)

×
- ↑

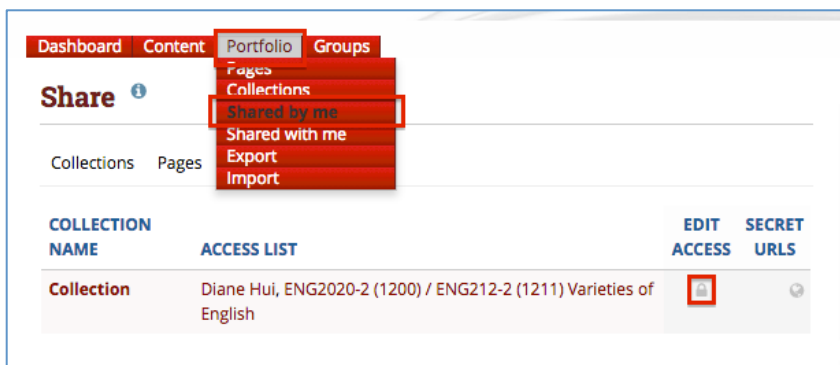
Introduction

×

**Done**

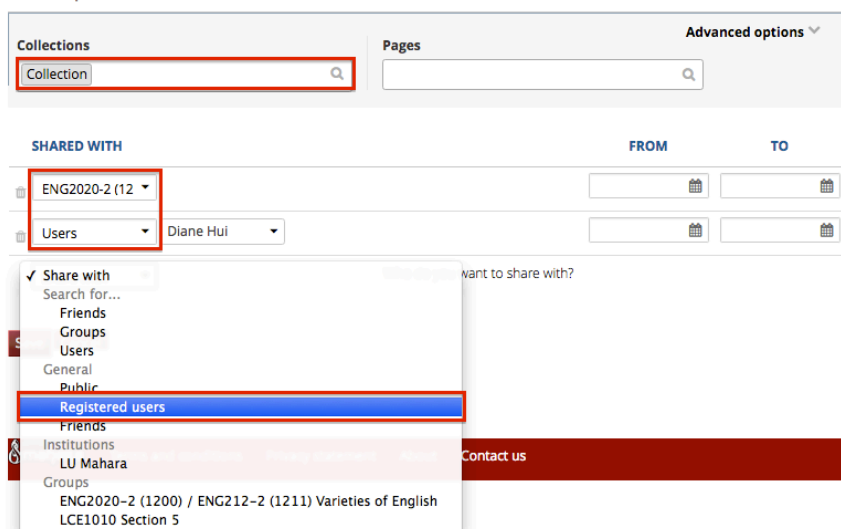
6. Click 'Done' to finish.

- 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

**Table of Contents**

**Eng2020 e-portfolio (Final Submission)**

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**Eng2020 e-portfolio (Full collection)**

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**Introduction**