Introduction

When submitting a Mahara ePortfolio to Moodle the choice is to submit either a single page or a collection of pages. Collections are a virtual way of gathering together pages.

Create a collection

Using the menu, click Create and then Pages and collections

Click Add and choose Collection

Give the collection a name, optional description and click on Next: Edit collection pages

It is possible to optionally Tag a collection

You can turn off the Page navigation bar (not recommended)

The Smart Evidence feature can be selected to add a page that corresponds to a set of standards

Pages are then added to the collection by ticking the box and clicking add pages.

The order of pages can be changed using the arrows and pages can be removed using the x.

Removing a page from a collection does not delete the page.

Click done when finished.

On the Pages and Collections screen, collections can be identified by the number of pages displayed.
**Viewing a collection**

Using the menu, click **Create** and then **Pages and collections**. The collection can be viewed by clicking the title bar or, to go directly to a page, use the pages icon.

When viewing a collection, additional controls are shown to select the page. Click the **pencil** to edit the current page.

**Managing the collection**

Using the menu and **Manage** option takes you to the screen to add, remove or re-order pages.

Use **Edit** to change the title, description and other options of the collection. **Delete** will remove the collection and the pages will still remain as separate pages.