

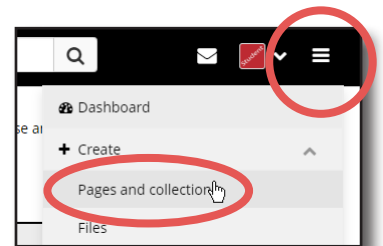
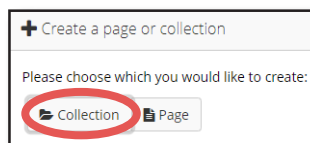
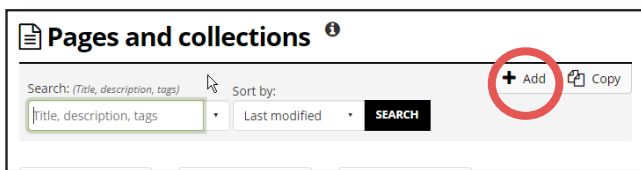
## Introduction

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**

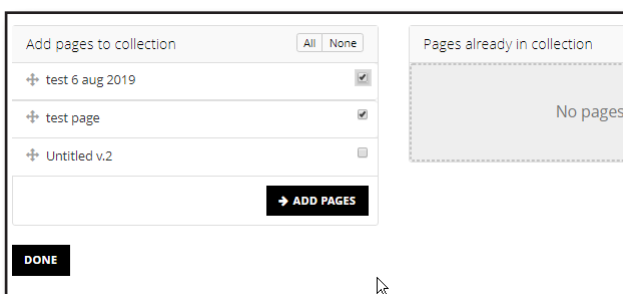
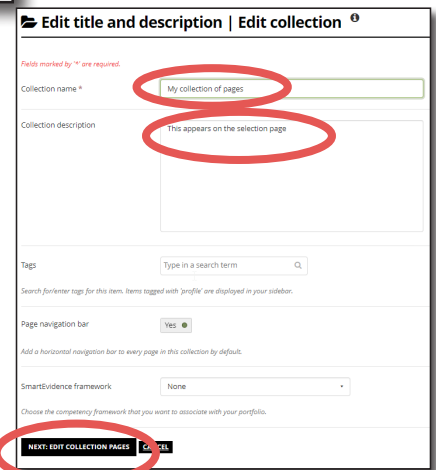


Give the collection a name, optional description and click on **Next: Edit collection pages**

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

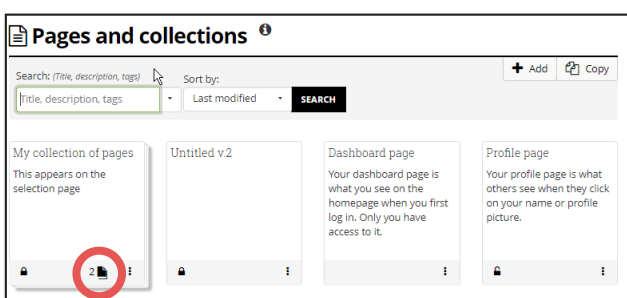
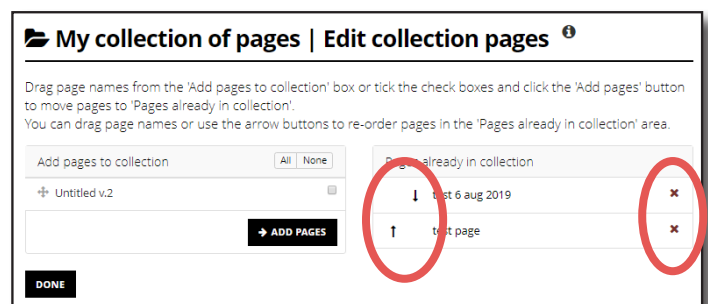


Pages are then added to the collection by ticking the box and clicking **add pages**.

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.

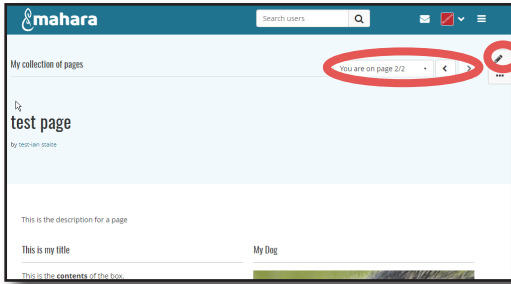
Click **done** when finished.




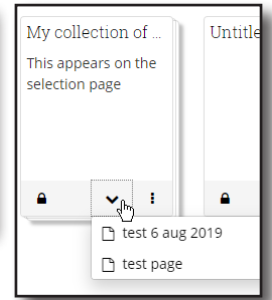
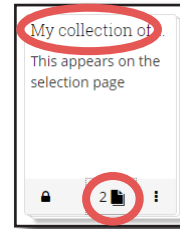
On the **Pages and Collections** screen, collections can be identified by the number of pages displayed.

## 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.

