

# Collections

Collections allow you to organize your portfolio into multiple pages so as to find individual sections more easily, you can create a multiple collections that reuse pages for different contexts of use..

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# Add a collection

If you want to organize your portfolio into multiple pages so as to find individual sections more easily, you can create a collection that holds multiple pages.

Create a collection

Create a collection



1. On the *Pages and collections* page, click the *Add* button. In the modal that comes up, click the *Collection* button. 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. You can choose from your existing tags by starting to type a letter and then selecting the tag you want to use. You can also type a new tag, and it is added to your list of tags.
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. **SmartEvidence framework:** Select the framework that you want to associate with your collection. You can change the collection as long as you have not put an annotation onto a page within the collection.  
This functionality is available if your institution administrator allowed the use of SmartEvidence.
7. Click the *Next: Edit collection pages* button or click *Cancel* if you want to abort adding your collection.

# Add pages to a collection

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.

Page collections for pages known

Add pages to a collection



1. On *Portfolio* → *Pages and collections*, click the *More options* icon for the collection and then the *Manage* icon . On the next screen...
2. Put a check mark next to each page that you wish to include in your collection.
3. Alternatively, you can click the *All* link to add all pages available to the collection or the *None* link to revert your selection.
4. Click the *Add pages* button to add the pages to your collection.
5. If you do not wish to click all pages, you can also drag and drop them into the collection by clicking their title and dragging them to the area *Pages already in collection*.
6. A dotted line shows you where you can drag your page so you can already drag the pages into the collection in the order that you prefer.
7. Click the *Done* button to finish this step.

# Manage pages in a collection

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

## Manage collection pages

Manage the pages that are displayed within your collection

1. If you are not already in the page management, click the *More options* icon for the collection and then the *Manage* icon . On the next screen...
2. Use the *Move up* and *Move down* buttons to arrange your pages in a different order. Alternatively, you can drag and drop the pages within the list.
3. Click the *Remove* icon 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. Alternatively, you can drag and drop the pages to the position where you would like to have them in the list.
6. Click the *Done* button.

When you add pages to your collection that have different access permissions than the collection has, the page's access permissions get added to the collection and the page is available under the same access permissions as the entire collection because it is part of the collection.

## Notice about changing permissions

Notice about changes in permissions

If there is a change in access permissions, a warning will be displayed so that you are informed that changes have taken place.

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

On a mobile device, you can swipe left and right to navigate through a collection when it has the page navigation bar.

## The finished collection

A collection with the page navigation bar



1. Title of the collection.
2. Drop-down menu: Select the page to which you want to jump within the collection.
3. *Previous page* button ■ to navigate to the previous page.
4. *Next page* button ■ to navigate to the next page.
5. Title of the page you are currently viewing.

# Deleting a collection

When you delete a collection, the pages and artefacts within it are not deleted.

If you want to delete an entire collection, you can do so on *Portfolio* → *Pages and collections* by clicking the *More options* icon and then the *Delete* icon .

Delete a collection Page or collection type unknown

Delete a collection