

# 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 Image toolbar type unknown  
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.

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Revision #1

Created 9 January 2020 19:13:50 by ClassCloud

Updated 9 January 2020 19:16:51 by ClassCloud