

Creating a Collection and Adding Pages

A Collection is a group of pages which is your eportfolio. You will create a collection, share it with the group WU Faculty, and add your pages of content.

foliofor.me

Dashboard Content Portfolio Groups

Pages Collections Share Export

✓ Collection deleted successfully.

Collections

A Collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

No collections yet. [Add one!](#)

[New Collection](#)

To create a new collection, click on New Collection

foliofor.me

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Pages Collections Share Export

Edit Title and Description ?

Collection name *

Collection description

Page navigation bar ☒

Add a horizontal navigation bar to every page in this collection by default.

[Cancel](#) [Next: Edit Collection pages](#)

Give the collection a name such as My Portfolio

Optional. Write a description if you want.

Click Next to add or edit pages in the collection

Edit Collection pages ⓘ

No pages.

Add pages to collection

About Me ☐
Academic Timeline ☐
Phase 1 ☐
Phase 2 ☐
Phase 3 ☐
test ☐
Untitled ☐

Add pages

Click the checkbox next to any pages you want to add to the collection.

Then click Add Pages

Done

✓ Pages added to collection. Collection updated to include access for

Edit Collection pages ⓘ

Untitled

Phase 1

Phase 2

Add pages to collection

About Me ☐
Academic Timeline ☐
Phase 3 ☐
test ☐

Add pages

Done

The pages will now show up in the collection.

Click Done when you are finished adding pages.