How does a student create a collection within Mahara?

Tell Me

Before getting started

A collection with Mahara e-portfolio is a group of pages. Pages must be created before you can create a collection. Please see this FAQ for information on how to create a page.

1. Log onto Canvas with your NinerNET credentials, click into the course that is using Mahara, select Mahara from the list on the left of your screen.

2. Select the button with the three horizontal lines (hamburger button).

3. Select the down arrow button beside Portfolio.

4. Select Pages and collections from the drop down list.
5. **Select Add** under the Pages and collections page

![Add button](image)

6. **Select Collection**

![Create page or collection](image)

7. Fill in the **Collection name** and **Collection description**. **Select Next: Edit collection pages** at the bottom of the screen

![Next: Edit collection pages](image)

8. You will be shown your e-portfolio pages that have not yet been placed into a collection. **Select all pages that you would like to group together** by checking within the check box located beside the page name

![Add pages to collection](image)

9. **Select Add pages**

![Add pages](image)

10. **Select Done**. Your collection will now display on the main page for pages and collections

![Done](image)

11. **Select the three dot button** for edit and management capabilities

![Three dot button](image)

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**Related FAQs**

- How does a student log into Mahara (after completing the first log in)?
- How does a student edit their Mahara e-portfolio?
- How does a student change the settings within Mahara?
- How does a student change the layout on their Mahara e-portfolio?
- How does a student create and add documents to folders within Mahara?