

## CREATE A COLLECTION

A collection is a linked set of pages, all with the same permissions. You can create an academic collection of pages, a professional one, and a job search one. You can make as many collections as you would like.

1. Log in to <a href="https://eportfolio.pace.edu">https://eportfolio.pace.edu</a> with your Pace username and password.



2. Click the My ePortfolio button.





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3. Click Collections.



4. Click the **New Collection** button on the right.

PACE U	NIVERSITY								Megan Durk
Dashboard	My ePortfolio	Content	Groups						
Pages Collections Shared by me Shared with me Export Import									
Collect	ions						Ner	w collection	Copy a collection
A collection is a than one collect	a set of pages that are lin tion.	iked to one and	ther and have the sa	ime access per	missions. You car	n create as many co	inclions as you	like, but a page	cannot appear in more



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5. Under **Collection Name**, create a title for the collection. You may also add a description. Click **Next: Edit collection pages** when finished.

Dashboard My el	Portfolio Content Groups								
Pages Collections	Shared by me Shared with me Export Import								
Edit title and description <sup>®</sup>									
Collection name *	Sample Collection								
Collection description	Description of the collection								
Tags	Show my tags								
-	0								
	Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.								
Page navigation bar									
	Add a horizontal navigation bar to every page in this collection by default.								
	Next: Edit collection pages Cancel								





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