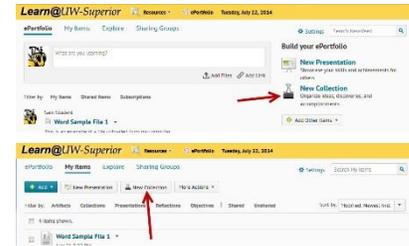


Creating a New ePortfolio Collection

1. On either the ePortfolio screen or the My Items screen, select the **New Collection** button.

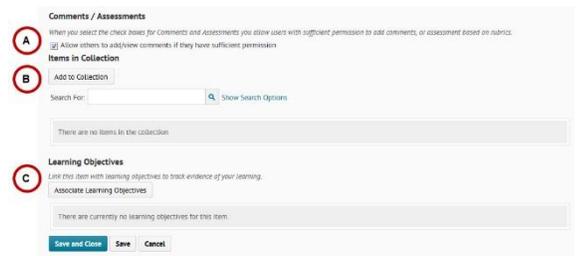


2. Give your collection a name and type in the description. When you have finished, click the **Save** button.

Note: You won't be able to add artifacts to this collection until you click the save button. If you click the Save and Close button you won't be able to add to the collection until after it has been created.

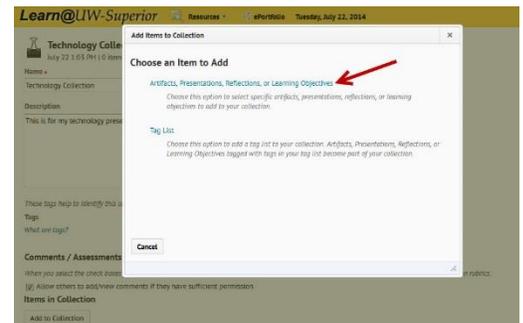
3. After you have saved your collection, several new options will appear on the screen:

- A. Allowing Comments/Assessment
- B. Adding items to the collection
- C. Associating Learning Objectives (if your instructor has any created)



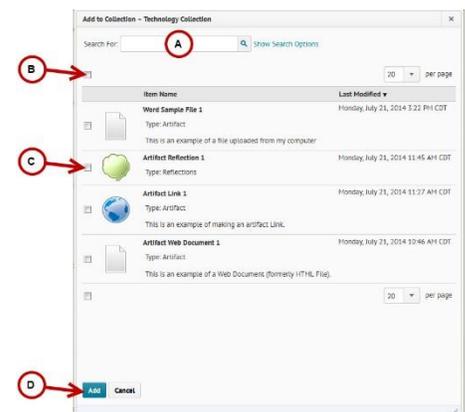
4. When you click the **Add to Collection** button, a new window will open giving you the option to add artifacts to the collection or Tag list. Click on the **Artifacts, Presentations, Reflections, or Learning Objectives** link.

Note: You can add items to this collection at any time, using the **More Actions** dropdown menu on the My Items screen.

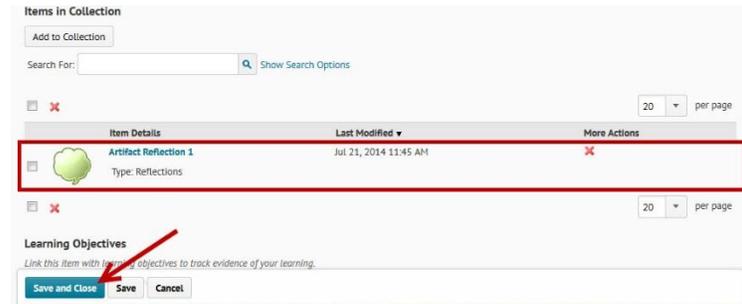


5. On the Add to Collection screen, you will have the options to:

- A. Search for artifacts you would like to add
- B. Select all items to add
- C. Select individual items to add
- D. Add the items to the collection or Cancel



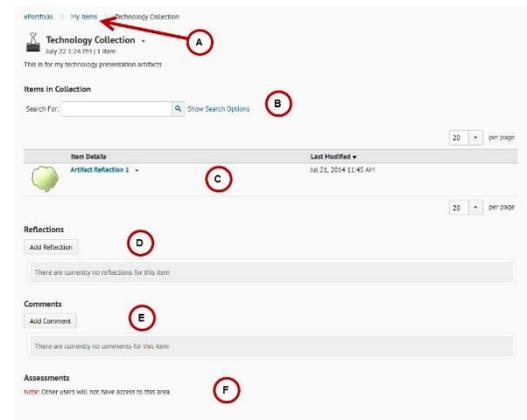
- Once you've selected your artifacts and clicked the Add button you will be taken back to the Edit Collection screen. The items you added should be listed below the Add to Collection button.



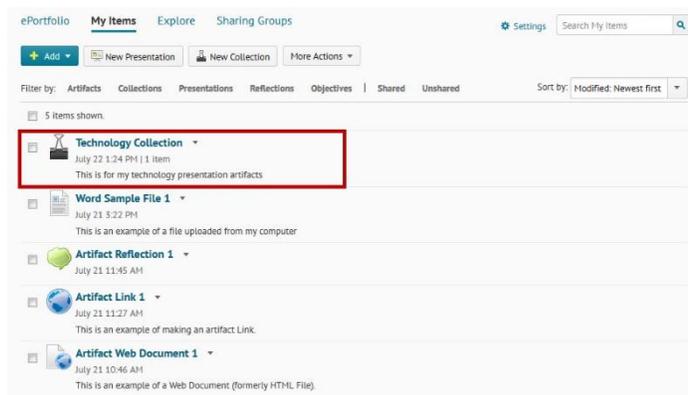
Note: If you want to remove an item from the collection, click on the red X in the More Actions column or check the box next to the item and click on the red X at the top of the artifact list.

- Click the **Save and Close** button to go to the next screen.

- On the View Collection screen, you can:
 - Go to the My Items tab
 - Search for the items in the Collection
 - See the items in the Collection
 - Add Reflections (this adds reflections to the whole collection, not as another item within it)
 - Add Comments
 - View Assessments



- On the My Items screen, you should see the Collection you just created.



- Repeat these steps until you have as many Collections as you need.

Note: You can use the same artifacts in multiple collections.