

## How to Copy a Collection or Page in Mahara

Once you log in to Mahara (<http://eportfolio.cisweb.hct.ac.ae>), you can copy a page or collection that has been shared with you.

A colleague could share a page or collection with you, or your group can share pages or collections.

- Go to your own profile.
- To copy a page, go to pages and then select the 'COPY A PAGE' link.



- Once you click on COPY A PAGE, you will be able to copy either a collection or a page. You can see individual pages and also see what collection that page is in.
  - If you want the entire collection, you can simply copy the collection.
  - It may be easier to get started by copying a whole collection and then deleting certain pages.
  - Once you have your own collections, you can copy these as well, more or less in the same way.

Ramaqia School Portfolio (Full) <<>> ملف إتجاز مدرسة الرماقية	Copy of Behavioral Competencies	مدرسة الرماقية < > Ramaqia School	Copy collection	Copy page
Ramaqia School Portfolio (Full) <<>> ملف إتجاز مدرسة الرماقية	Copy of Competency Overview	مدرسة الرماقية < > Ramaqia School	Copy collection	Copy page

### Copy a Collection

- Once you click on COPY COLLECTION, you will be asked to edit the Collection name and the description. You can change these to your own personalized titles.

✓ Copied 4 pages, 6 blocks and 0 artefacts from Portfolio @ SWC

## Copy of Portfolio @ SWC: Edit title and description

**Collection name \***

**Collection description**

**Page navigation bar**

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

[Next: Edit collection pages](#)

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- Next, you can edit which pages are included in the collection.
  - You can remove pages that came with the copied collection.
  - You can add existing pages from your own set of pages.

✓ Collection saved successfully.

## Copy of Portfolio @ SWC: Edit collection pages <sup>1</sup>

 Copy of LinkedIn Profile	<a href="#">Remove</a>
  Copy of Education Community Blog (1)	<a href="#">Remove</a>
  Copy of Schools	<a href="#">Remove</a>
 Copy of Teaching Gallery	<a href="#">Remove</a>

**Add pages to collection**

My Teaching Blogs

journaltest

[Add pages](#)

[Done](#)

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- Once you have completed the collection edits, you will be returned to your own COLLECTIONS page, under your portfolio.
  - NOTE, you are no longer in the group area.