

How to copy a Page or Collection

Copy a Page

The screenshot shows the UAL system interface. At the top, there is a navigation bar with tabs for Workflow, Content, Portfolio, Groups, and Administration. Below this, a sub-menu includes Pages, Collections, Shared, Shared with me, Skins, Export, and Import. The 'Pages' tab is highlighted in green. A red arrow points from a box labeled '1. Click Portfolio and Pages' to the 'Portfolio' and 'Pages' tabs. Another red arrow points from a box labeled '2. Click on Copy a page' to the 'Copy a page' button in the top right corner of the 'Pages' section. The main content area shows the 'Pages' title with an information icon, a search bar, and a list of results. The results list includes: Profile page, Dashboard page, Basic toolkit, Blog, and How to Create a Group. Each result has edit and delete icons on the right.

Workflow Content **Portfolio** Groups Administration

Pages Collections Shared Shared with me Skins Export Import

ual: university of the arts london

Pages ⓘ

1. Click Portfolio and Pages

2. Click on Copy a page

+ Create page Copy a page

Search:

Title, description, tags Search

Results

- Profile page
Your profile page is what others see when they click on your name or profile picture.
- Dashboard page
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.
- Basic toolkit
- Blog
- How to Create a Group

Copy a page or collection

 Search

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

COLLECTION TITLE	PAGE NAME	OWNER	
	lazer cutting		4433466) 
	'Old News': the medium has changed but the message st		7) 
AAAATE99	1 Test Page		 Copy collection
1 A new collection 1	25th April	 John	 Copy collection
Funny things	47 second videos	 Alison Green (Alison Green - agreen)	 Copy collection
AAAATE99	A Gallery	 John Jackson (John Jackson - jdjackson)	 Copy collection
AAAATE99	A1 AAA	 John Jackson (John Jackson - jdjackson)	

3. Click on copy page icon or Copy Collection icon

The screenshot shows the UAL system interface for editing a page. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these are sub-tabs: Pages, Collections, Shared, Shared with me, Skills, Export, and Import. The user's name, Jane Powell, is visible in the top right corner. A green notification bar at the top left states "Copied 12 books and 7 artefacts from local listing". A callout box labeled "4. Informs you of what has been copied" points to this notification. Below the notification is the page title "No title | Edit title and description" with an edit icon. A toolbar contains options for "Edit content", "Edit layout", "Choose skin", and "Edit title and description". The "Page title" field contains "New title". A callout box labeled "5. Update relevant information" points to this field. Below the title is a "Page description" field with a rich text editor toolbar. A callout box labeled "5. Update relevant information" also points to this field. Below the description is a "Tags" field with a "Show my tags" button. Below the tags is a "Name display format" dropdown menu set to "Display name (Jane Powell (jpowell))". A callout box labeled "6. Click Save" points to a "Save" button at the bottom left of the page.

Copy a Collection

The screenshot shows the UAL dev.arts interface. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, there is a sub-navigation bar with 'Pages', 'Collections', 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. The 'Collections' tab is highlighted in green. A red arrow points from a box labeled '1. Click Portfolio and Collections' to the 'Portfolio' and 'Collections' tabs. Below the navigation, the 'uall: university of the arts london' logo is visible, followed by the 'Collections' heading with an information icon. A box labeled '2. Click Copy a collection' points to a 'Copy a collection' button in the top right corner of the collection list. Below the heading, there is a descriptive paragraph: '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.' Below this, there is a list of three collections, each with a title, a brief description, and a list of pages. The collections are: 'AAAATE99' (Test), 'How to Guides' (A collection of how to guides to help you through the processes of setting up your dev.arts site.), and 'International University Tours' (University of Melbourne - Learning Spaces). Each collection has a list icon, an edit icon, and a delete icon on the right side.

Workflow Content **Portfolio** Groups Administration

Pages **Collections** Shared Shared with me Skins Export Import

1. Click Portfolio and Collections













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Collections i

2. Click Copy a collection

Copy a collection







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.

AAAATE99 Test Pages: A Gallery , 1 Test Page , A1 AAA , A1 Page	  
How to Guides A collection of how to guides to help you through the processes of setting up your dev.arts site. Pages: Introduction to dev.arts , How to Create a Page , How to Share Pages and Collections , How to Upload Content , How to Edit Profile Pages , How to Make Collections , How to Create a Group , How to Setup a Course Group - Staff , How to Create a Secret URL , How to Create a Link to your Blog	  
International University Tours Pages: University of Melbourne - Learning Spaces	  
	  

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COLLECTION TITLE	PAGE NAME	OWNER	
	lazer cutting		<div style="border: 1px solid black; padding: 2px; display: inline-block;">3. Click Copy collection</div> 
	'Old News': the medium has changed but the message stays the same	 Paola Totaro (TOT13384497)	
AAAATE99	1 Test Page	 John Jackson (John Jackson - jdjackson)	 Copy collection
1 A new collection 1	25th April	 John	 Copy collection
Funny things	47 second videos	 Alison Green (Alison Green - agreen)	 Copy collection
AAAATE99	A Gallery	 John Jackson (John Jackson - jdjackson)	 Copy collection
AAAATE99	A1 AAA	 John Jackson (John Jackson - jdjackson)	

The screenshot shows the 'Edit collection' interface in the UAL system. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary navigation bar includes 'Pages', 'Collections' (highlighted), 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. The main content area features the UAL logo and a green notification banner at the top that reads 'Copied 4 pages, 18 blocks and 34 artefacts from AAAATE99'. A callout box labeled '4. Informs you of what has been copied' points to this banner. Below the banner is the 'Edit collection' title with an information icon. The form includes a 'Collection name' field containing 'AAAATE99', a 'Collection description' text area containing 'Test', and a 'Tags' field with a 'Show my tags' link. A callout box labeled '5. Update relevant information' points to the description and tags fields. At the bottom, there is a 'Page navigation bar' section with a 'Yes' radio button selected. A callout box labeled '6. Click Next Edit collection pages' points to a 'Next: Edit collection pages' button.

Please note, for a page to be copyable, it must have been shared with you, and must have been set to be copyable by its original author. See the how-to guide, [How to Make Your Page or Collection Copyable](#). The only exception is your own pages - you can copy any of them.

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk