

Pages and Collections

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Pages

Create a New Page

The screenshot displays the UAL Pages and collections interface. At the top, a dark navigation bar contains the 'ual:' logo and menu items: 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary navigation bar includes 'Pages and collections' (highlighted in green), 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. A red arrow points from a callout box labeled '1. Click Portfolio' to the 'Portfolio' menu item. The main content area is titled 'Pages and collections' and features a search bar with the text '(Title, description, tags)', a 'Sort by:' dropdown set to 'Last modified', and a 'Search' button. To the right of the search bar, a callout box labeled '2. Click Add' points to a '+ Add' button with a 'Copy' icon. Below the search bar, a grid of eight page thumbnails is visible, including 'Untitled v.3', 'Untitled (11)', 'How to Create a Group (1)', 'Research', 'Research', 'Untitled (10)', 'Untitled (9)', and 'Untitled (8)'. Each thumbnail has a lock icon and a vertical ellipsis menu icon at the bottom.

ual: Workflow Content Portfolio Groups Admin

+ Create a page or collection ✕

Please choose which you would like to create:

Collection Page

3. Select Page

Pages and collections

Search: /Title, description, tags/ Sort by: Last modified Search

+ Add Copy

Untitled v.3 | Untitled (11) | How to Create a Group (1) | Research

Research | Untitled (10) | Untitled (9) | Untitled (8)

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Pages Collections Shared Shared with me Skills Export Import

ual: university of the arts london Search users

No title | Edit title and description

Display page Share page

Edit content Edit layout Choose skin Edit title and description

Page title *

Page description

Paragraph B / [List] [Link] [Image] [Video] [Code]

Tags Show my tags

Enter comma separated tags for this item. Items tagged with 'profile' are displayed in your profile.

Name display format *

How do you want people who look at your page to see your name?

Save

4. Enter a Title for your page

5. Enter a description of your page

6. You can add tags to pages you create. Tags are labels or keywords that you can use to classify and search for pages.

7. Click Save

Edit Page Layout

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Pages Collections Shared Shared with me Skills Export Import

Introduction to Workflow | Edit content

Display page Share page

Edit content Edit layout Choose skin Edit title and description

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

Text Image Video Journal General Personal info External

1. Click Edit Layout

Workflow Content Portfolio Groups Administration Jane Russell

Pages Collections Shared Shared with me Skins Export Import

Introduction to Workflow | Change my page layout

Display page Share page

Edit content Edit layout Choose skin Edit title and description

Basic options

Select how you would like your page to be laid out.

Advanced options

Create custom layout

Save

2. Select the layout

3. Click Save

For more layouts or to create your own layout select these dropdowns

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Edit Page Skin

A skin is a visual style that you can use for your pages to make them unique or by using the site skins allow for consistency across your pages. This is optional, so if your happy as it is you can leave it.

Workflow Content Portfolio Groups Administration Jane Russell

Pages Collections Shared Shared with me Skins Export Import

Introduction to Workflow | Edit content

Display page Share page

Edit content Edit layout Choose skin Edit title and description

This area shows a preview of what your page will look like.
Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

1. Click Choose Skin

- Text
- Image
- Media
- Journal
- General
- Personal info
- External

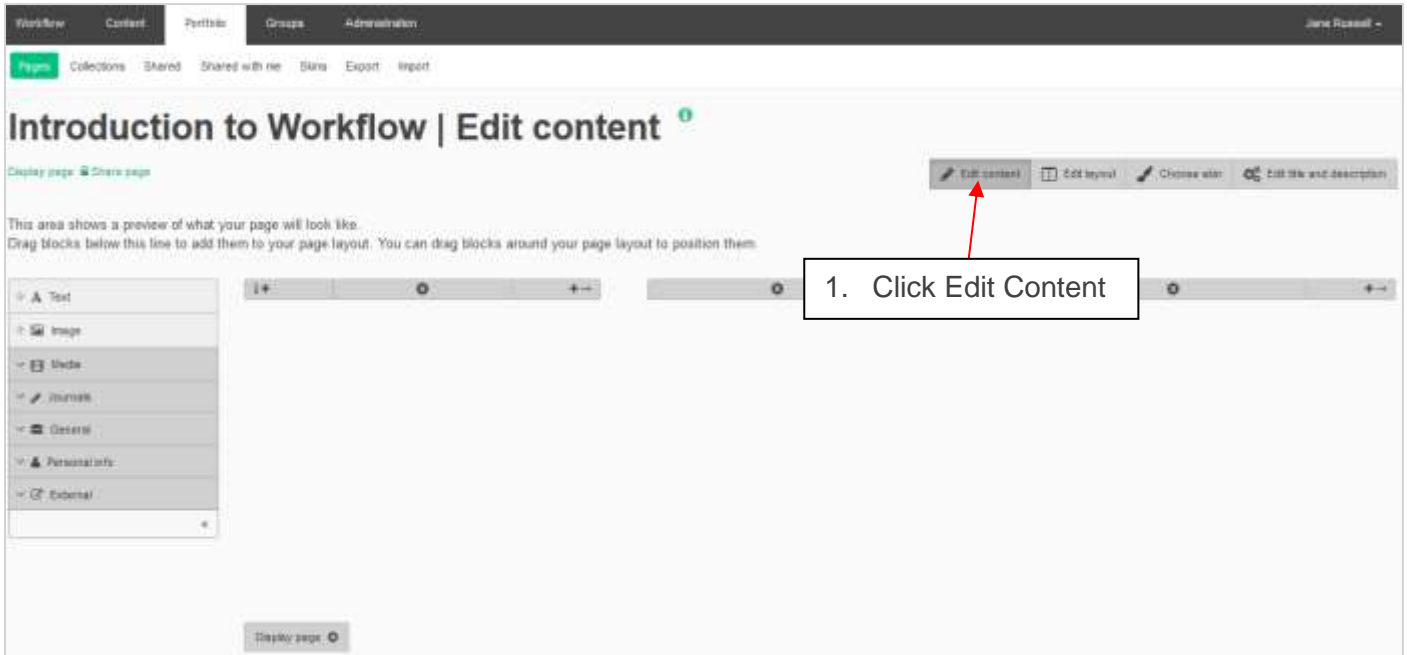
Display page

The screenshot shows the 'Introduction to Workflow: Choose page skin' page. The 'My skins' dropdown menu is open, showing 'Site skins' as the selected option. A red arrow points to the dropdown arrow. A text box on the right contains the instruction: '2. Click on the drop down for Site skins'. The 'Current skin' section shows 'Skin not selected' and a 'Save' button.

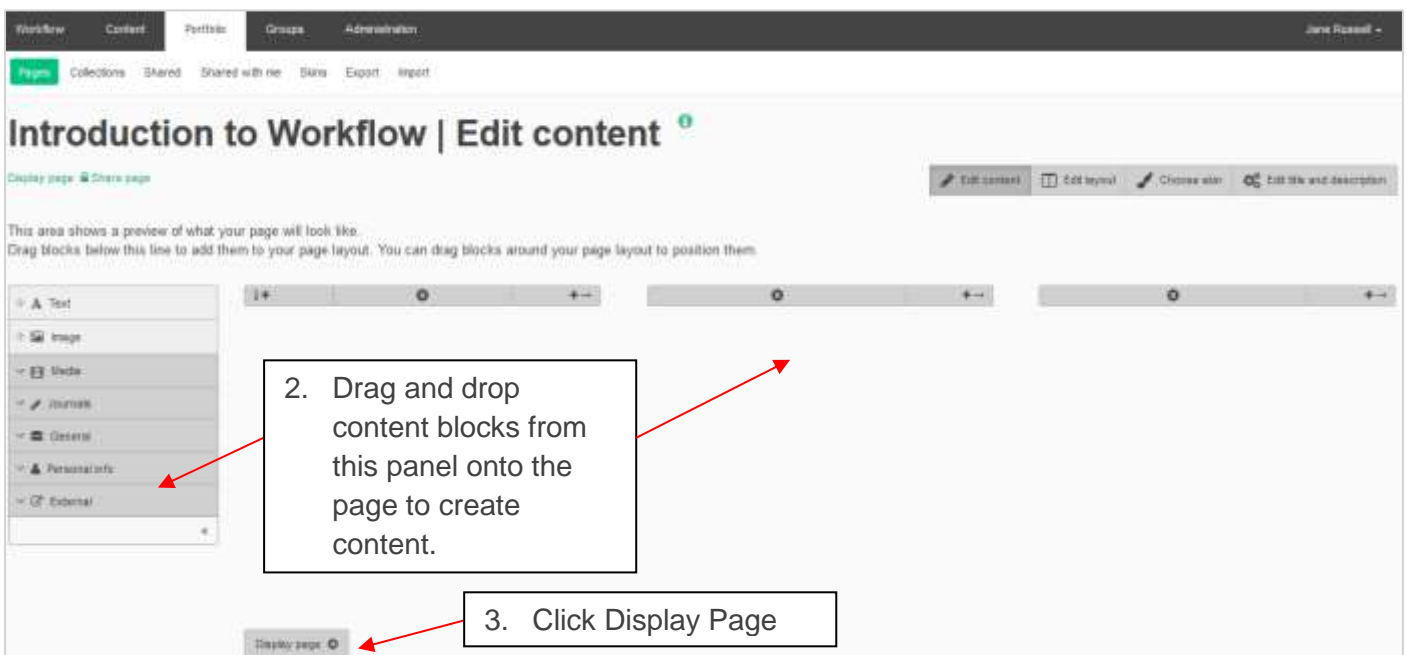
The screenshot shows the 'Introduction to Workflow: Choose page skin' page with various skins displayed in the 'My skins' section. A red arrow points to the 'Manage skins' button. A text box on the right contains the instruction: 'Click Manage skins if you want to create your own skin'. Another red arrow points to the 'Save' button in the 'Current skin' section, with a text box containing the instruction: '3. Click Save'. A third red arrow points to one of the skin thumbnails, with a text box containing the instruction: '4. Select a skin'. The skins displayed include 'Black and White', 'Clean', 'Clean with page skins', 'Dark Theme', 'Group Theme 1', 'Group Theme 2', 'Journal', 'Light Theme', and 'No skin'.

Edit Page Content

When you have created your page you will now be able to start adding content to it. With the Edit Content tab selected you are presented with a preview of the final page.



There is a selection of possible content to add to the page in the Add Content panel on the left. You can collapse the panel by clicking on the title at the top.

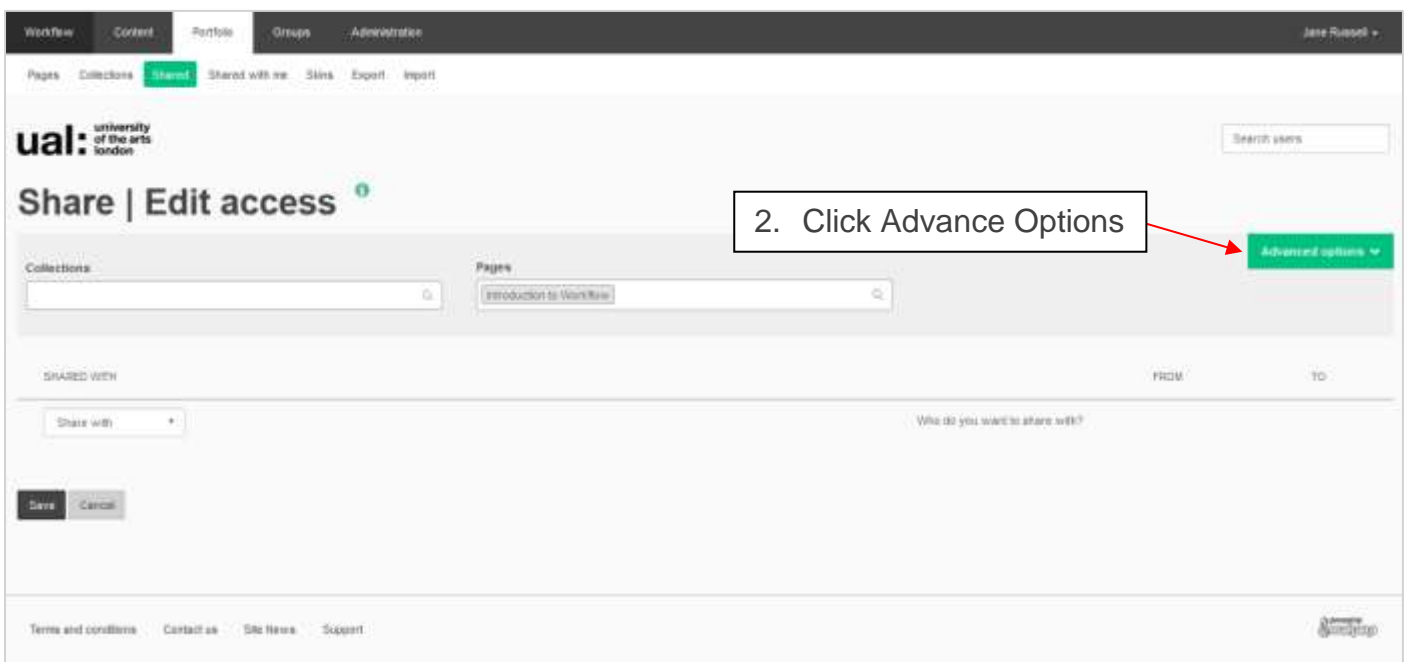
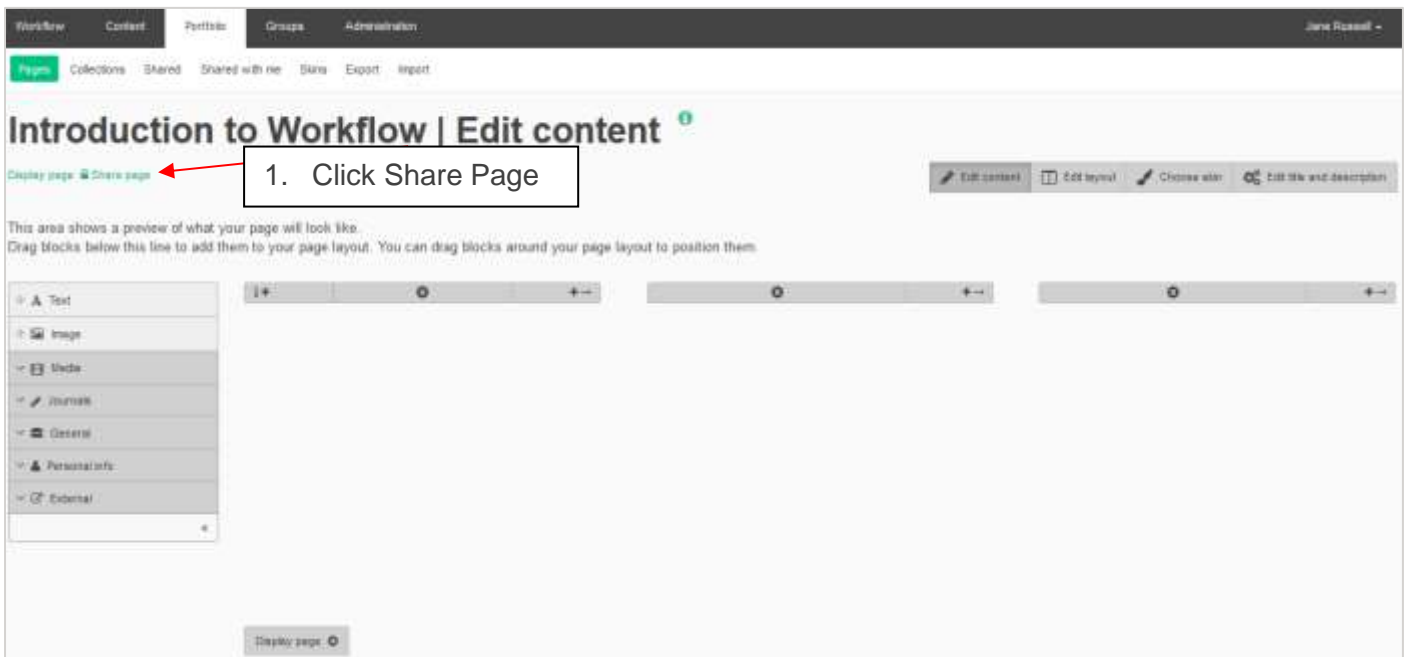


Note: Specify the width for your image (in pixels). The image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.

If using a smartphone or tablet suggested image sizes would be: 2 column 640 width, 3 column 350 width image.

Share a Page

Your pages are **private** until you give them share settings - only you can see them.



Workflow Content Portfolio Groups Administration Jane Russell

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

ual: university of the arts london Search users

Share | Edit access

Collections Pages **Advanced options**

Allow comments **Yes**

Permitted users will be allowed to view comments

Moderate comments **No**

Comments will remain private until they are approved by you

Allow copying **No**

Check this box if you would like the people who can see your shared page(s) to be able to save their own copies of them, along with any files and folders they contain.

Overriding start/stop dates

Enter dates you want to set overriding start and/or stop dates. Other people will not be able to see your page before the start date and after the end date regardless of any other access you have granted.

Access start datetime

Use the format: YYYYMMDD-HHMM

Access end datetime

Use the format: YYYYMMDD-HHMM

3. Select the access you want to give for your page

Workflow Content Portfolio Groups Administration Jane Russell

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

ual: university of the arts london Search users

Share | Edit access

Collections Pages **Advanced options**

SHARED WITH FROM TO

Share with

Who do you want to share with?

Save Cancel

4. Select who you want to share your page with

5. Click Save

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Collections

Create a Collection

The screenshot displays the UAL system interface. At the top, a dark navigation bar contains the 'ual:' logo and several menu items: 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary navigation bar includes 'Pages and collections' (highlighted in green), 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. A red arrow points from a text box labeled '1. Click Portfolio' to the 'Portfolio' menu item. The main content area is titled 'Pages and collections' and features a search bar with the text '(Title, description, tags)', a 'Sort by:' dropdown set to 'Last modified', and a 'Search' button. To the right of the search bar, another red arrow points from a text box labeled '2. Click Add' to a '+ Add' button, which is accompanied by a 'Copy' button. Below the search bar, a grid of eight collection cards is visible. The cards are titled: 'Untitled v.3', 'Untitled (11)', 'How to Create a Group (1)', 'Research', 'Research', 'Untitled (10)', 'Untitled (9)', and 'Untitled (8)'. Each card has a lock icon and a vertical ellipsis icon at the bottom.

The screenshot displays the 'Pages and collections' interface. At the top, there is a navigation bar with 'ual:' and tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Admin'. Below this is a sub-navigation bar with 'Pages and collections' (highlighted in green), 'Shared', 'Shared with me', 'Skills', and 'Export'. A modal dialog box titled '+ Create a page or collection' is open, asking the user to 'Please choose which you would like to create:'. It offers two options: 'Collection' (with a folder icon) and 'Page' (with a document icon). A red arrow points from a white text box containing '3. Select Collection' to the 'Collection' button. The background interface includes a search bar with the text 'Search: /Title, description, tags', a 'Sort by:' dropdown set to 'Last modified', and a 'Search' button. Below the search bar is a grid of eight collection thumbnails, each with a title and a lock icon. The titles are: 'Untitled v.3', 'Untitled (11)', 'How to Create a Group (1)', 'Research', 'Research', 'Untitled (10)', 'Untitled (9)', and 'Untitled (8)'. Each thumbnail also has a 't' icon and a lock icon at the bottom right.

Workflow Content Portfolio **Groups** Administration

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

ual: university of the arts london

Edit collection i

Collection name *

Collection description

4. Here you may give your collection a title and description, to give people an idea of what your collection is about.

Tags [Show my tags](#) i

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Page navigation bar Yes i

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

6. Click Next: Edit collection pages

Next: Edit collection pages Cancel

Edit Collection Pages

Here you can add pages to your collection and set the order in which they will display in page navigation.

Workflow **Content** Portfolio Groups Administration

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

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How to Guides: Edit collection pages i

Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'. You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

Add pages to collection All None

- Basic toolkit
- ddf
- How to Create a Group (1)
- Introduction to Workflow
- new page
- Research
- Supporting Statement
- Supporting Statement
- Untitled
- Untitled (10)
- Untitled (11)
- Untitled (12)
- Untitled (13)
- Untitled (6)
- Untitled (7)
- Untitled (8)
- Untitled (9)

Add pages

Pages already in collection

- ↓ Introduction to dev x
- ↑ ↓ How to Create a P x
- ↑ ↓ How to Share Pages and Collections x
- ↑ ↓ How to Upload Content x
- ↑ ↓ How to Edit Profile Pages x
- ↑ ↓ How to Make Collections x
- ↑ ↓ How to Create a Group x
- ↑ ↓ How to Setup a Course Group - Staff x
- ↑ ↓ How to Create a Secret URL x
- ↑ How to Create a Link to your Blog x

Done

Sharing a Collection

It's important to set the view permissions to be the same for all the pages in the collection, if you want to share it.

Workflow Content **Portfolio** Groups Administration

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

1. Click Portfolio and Shared

Share

Collections Pages

| COLLECTION NAME | ACCESS LIST | EDIT ACCESS | WORK URLS |
|--------------------------------|---|-------------|-----------|
| How to Guides | Workflow Support Copying is allowed | | |
| International University Tours | | | |
| Main Menu | Workflow Support | | |
| Project Runway | BirgittaHosea (Birgitta Hosea - bhosea) | | |
| Research | | | |
| Spaces at LGF | BirgittaHosea (Birgitta Hosea - bhosea) | | |
| UK University Tours | | | |

2. Click Edit Access

Workflow Content Portfolio **Groups** Administration Jane Russell

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

3. Click Advance Options

Share | Edit access

Search users

Collections: Pages:

SHARED VIEW FROM TO

Share with Who do you want to share with?

Save Cancel

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The screenshot shows the 'Share | Edit access' page in the ual: system. The page has a dark header with navigation tabs: 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. The user 'Jane Russell' is logged in. Below the header, there are tabs for 'Pages', 'Collections', 'Shared with me', 'Skills', 'Export', and 'Import'. The main content area is titled 'Share | Edit access' and includes a search bar for users. There are two search boxes: 'Collections' and 'Pages' (containing 'Introduction to Workflow'). A green 'Advanced options' button is in the top right. The page contains several settings sections: 'Allow comments' (Yes), 'Moderate comments' (No), 'Allow copying' (No), and 'Overriding start/stop dates'. At the bottom, there are input fields for 'Access start datetime' and 'Access end datetime'.

5. Select the access you want to give for your page

This screenshot shows the lower portion of the 'Share | Edit access' page. The 'SHARED WITH' section is visible, featuring a 'Share with' dropdown menu and a 'Who do you want to share with?' label. Below this, there is a 'Save' button. The footer contains links for 'Terms and conditions', 'Contact us', 'Site News', and 'Support', along with the ual: logo.

6. Select who you want to share your page with

6. Click Save

Add Links to Collections on your Profile Page

While editing your Profile Page (or any other page) you can create a menu of links to pages in Collections you've created.

Workflow Content Portfolio Groups Administration Jane Russell

Pages Collections Shared Shared with me Skills Export Import

ual: university of the arts london Search Users

Jane Russell's Profile | Edit content

Display page Share page Edit content Edit layout Choose skin

This area shows a preview of what your page will look like. Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

- Text
- Image
- Media
- Journals
- General
 - Navigation
- Creative Commons license
- Recent to
- Note
- Facebook
- Spacer
- Twitter Tweet
- Personal info
- External

1. Drag a 'Navigation' block onto your page from the 'General' menu on the left

Display page

Navigation: Configure

Block title **2. Enter a name for your block**

If no title is provided here, the title of the collection will be used.

Collection * **4. Select the collection**

Retractable **3. Select yes if you want the menu to retract when clicked**

Select to allow this block to be retracted when the header is clicked.

5. Click Save

Workflow Content Portfolio Groups Administration Jane Russell -

Pages Collections Shared Shared with me Skills Export Import

ual: university of the arts london

Jane Russell's Profile | Edit content

Display page Share page

This area shows a preview of what your page will look like. Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.

6. The Navigation block will be populated with your collection

7. Click Display page

Display page

Further Support

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



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