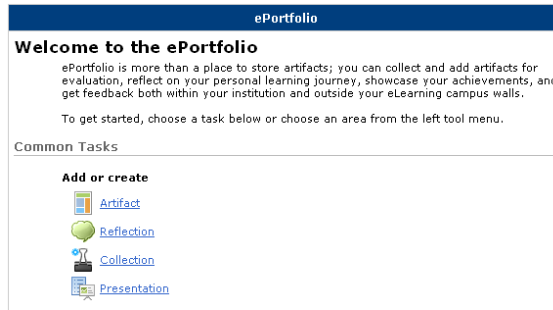




**Creating a Collection**

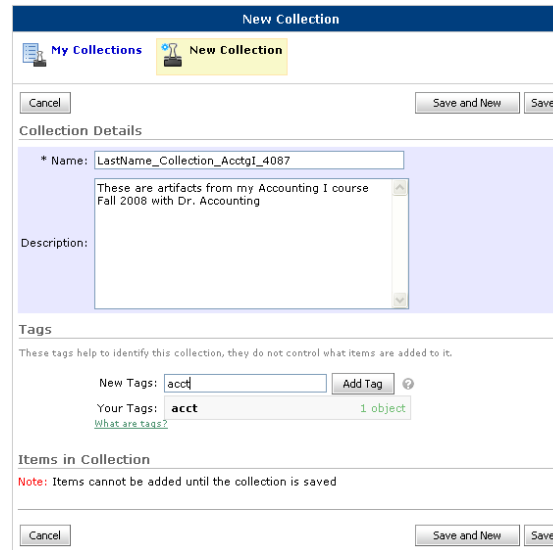
1. Go to ePortfolio. Click **Collection** under Common Tasks – Add or Create.



2. Give the **Collection** a Name and Description.

Add any tags you want the **Collection** to have.

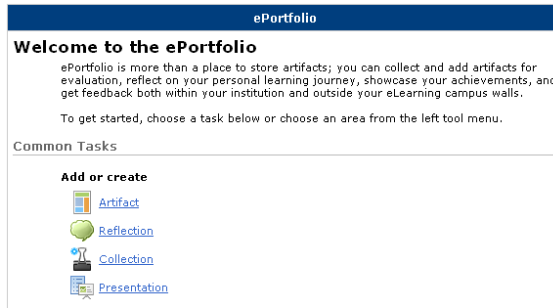
Click **Save**.





**Creating a Tag List to populate Collections Automatically**

1. Go to ePortfolio. Click **Collection** under Common Tasks – Add or Create.

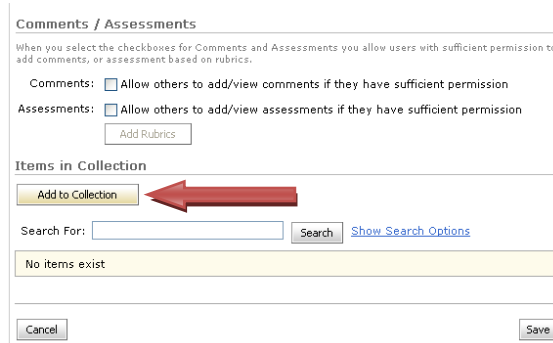


2. Click **My Collections**.

Click the pencil icon  to **Edit Collection**.



3. Click **Add to Collection**.





## Creating a Tag List to populate Collections Automatically

4. Click Artifacts, Presentations or Reflections based on Tags.

**Add Items to Collection**

Choose an item to add

[Artifacts, Presentations or Reflections](#)  
Choose this option to select specific Artifacts, Presentations or Reflections to add to the collection.

[Artifacts, Presentations or Reflections based on Tags](#)  
Choose this option to add Artifacts, Presentations or Reflections based on a list of tags to the collection

5. Enter a Name for your personal tag list.  
Enter the Tags you want to be included in the list.  
When done – click **Save**.

**Add Items by Tags**

**Tag List Details**  
Add items with all of these tags to the collection. [About tag lists](#)

\* Tag List Name:

Add Tags to List:

Tags in List:  
[What are tags?](#)