Instruction	Screenshot/Details		
Adding Collections to Dossier You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find. View collections as the dossier's version of folders. When you start compiling your WPAF, you will be able to search for materials by collection as well as by document title.			
1) Select "Add Collection".	Image: Constraint of the series of the se		
2) Name your collection and select "+ Add".	Add Collection * Name* Teaching Evidence		
3) To add materials, click on the collection name.	My Materials Collections Add Collection Name Add Collection Created Actions Teaching Evidence May 8, 2018 Select		
4) Then select "Add Materials".	Materials > Collections > Teaching Evidence Search C Enter keywords Filter Share Add Materials Vou have not added any materials to this collection yet. Add Materials You can share this collection with a mentor or another scholar at your institution who can leave comments giving you feedback on your materials. Comments left on materials in the collection are only visible to you and the person with whom you share the collection. Learn more Opens in new window		

5)	Now you have the option to "Choose Existing" files from your dossier or "Add New File(s)" to this collection and your dossier.	Add File Choose Existing All Materials Collections Search Filter All Collections Filter All Collections Filter Collections Collections Filter Collections Collections Collections Search Collections Filter Collections Collections </th <th></th>	
		Add Cancel	
6)	To "Choose Existing", simply check the box next to the materials that already exist in your dossier and select "+ Add".	Add File Choose Existing Add New File All Materials Collections Search Filter All CV Grade Distribution by Course - Revised CV Grade Distribution by Course - Revised Type: Teaching Status: Received , May 7, 2018 at 7:19 PM ID Number: 9EA9BE85BD Tags: None Cancel	
7)	To add new files, select the "Add New File" tab and follow the onscreen instructions. Note: The steps are the same as number 2-5 from "Adding Materials to Dossier" section above.	Add File Choose Existing Add New File Upload Video Webpage Event State	
		Gancel Cancel	