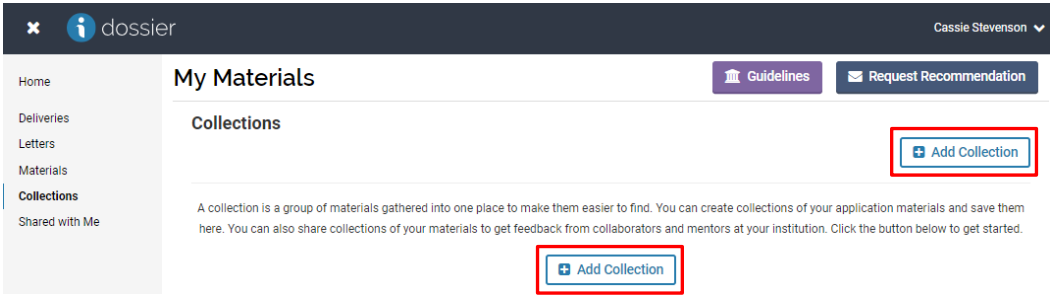
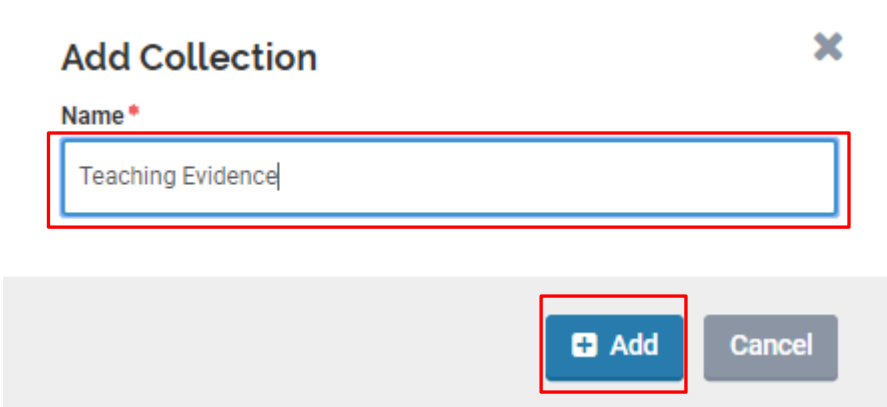
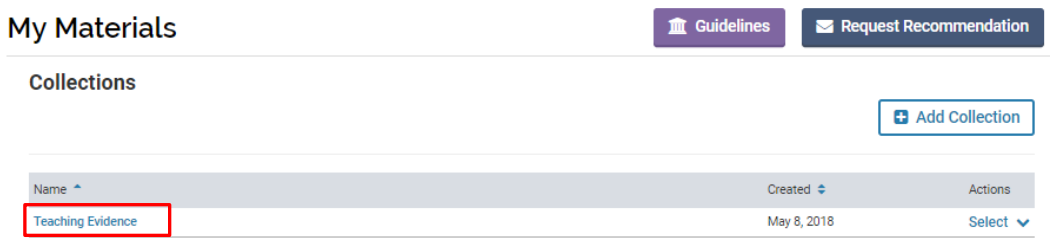
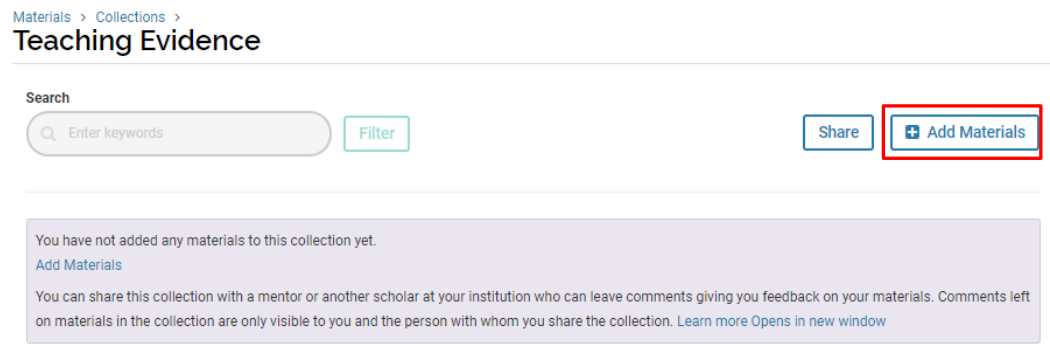


Instruction	Screenshot/Details
<p><b>Adding Collections to Dossier</b></p> <p>You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find. View collections as 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.</p>	
<p><b>1)</b> Select "Add Collection".</p>	
<p><b>2)</b> Name your collection and select "+ Add".</p>	
<p><b>3)</b> To add materials, click on the collection name.</p>	
<p><b>4)</b> Then select "Add Materials".</p>	

- 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

Add New File

All MaterialsCollections

Search

Filter

☐ All

☐ CV

☐ Grade Distribution by Course - Revised

☐ Professional Development Plan

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 MaterialsCollections

Search

Filter

☐ All

☐ CV

☒ Grade Distribution by Course - Revised

☐ Professional Development Plan

Title: Grade Distribution by Course - Revised

Type: Teaching

Status: Received , May 7, 2018 at 7:19 PM

ID Number: 9EA9BE85BD

Tags: None

Add

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

UploadVideoWebpage

Drag & Drop your files anywhere or

Browse To Upload

Add

Cancel