Collections

Plugins for Collecting

Plugins that can be used on the hub for collecting are: resource plugin, wiki page plugin, and content plugin. These plugins can be turned on from the backend. Once the plugin is turned on, a "Collect" button will appear on these components. Users can then collect resources, wiki pages, or content (article pages). The collected material will be saved as a post with a link back to the original content.

Plugin Names:

- Content Plugin- "Content-Collect"
- Wiki Page Plugin- "Wiki-Collect"
- Resource Plugin- "Resources-Collect"

To turn on a Plugin:

- 1. Navigate to https://yourhub.org/administrator/ and login as an administrative user.
- 2. In the backend, under the Extensions tab, select Plug-in Manager.
- 3. Find the plugin, and then select the plugin by clicking the small check box.
- 4. Once the plugin has been selected, click **Enable** to enable the plugin.
- 5. The plugin will now be active on the hub and users will be able to use the plugin to collect content for collections.

Editing Collection Items

(Note: You have to be logged into your hub in order to complete the following tasks)

- 1. Navigate to https://yourhub.org/administrator/.
- 2. Locate the **Components** tab and then select the **Collections** button located in the drop-down.
- 3. On the Collection page, click the **Items** tab.
- 4. Locate the item and then check the box beside the title of the item.
- 5. Click the **Edit** button to edit the item.
- 6. Make the changes to the item and then click **Save & Close** to save the changes and you will be navigated back to the Collection: Items page.