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.