

OVERVIEW OF AUTHORIZING COLLECTIONS*

Connexions

Based on *Overview of Authoring Modules*[†] by

Connexions

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Abstract

This module gives an overview of the collection creation process. This includes the modules and metadata of a collection. Each step is described in further detail in other modules.

1 What is a Collection?

A collection builds an ordered sequence of modules¹. If you think of modules as individual building blocks, then collections are the things you can build out of those blocks - in this case textbooks, courses, lab manuals, journal issues, and so on. When viewed online, each module will be displayed as a separate web page with links allowing you to move between pages sequentially or jump to a specific point using the table of contents. In PDF format, modules in a collection are combined to form a single document that can be read as a book.

As a collection author, you are free to use any combination of published modules from the content repository, including content created by others. The collection composer allows you to arrange those modules in any order, create "chapters" or other hierarchical structures, and rename modules in order to give you complete control over the organization of the content. Once published, readers can access your collection as a free online ebook (available through the website), download a free PDF copy of your collection for printing or sharing, or even order a low-cost printed version of the text through our print-on-demand partner.

2 Creating Collections

Let's imagine you want to make a collection with the following structure of its contents:

*Version 1.2: Jul 24, 2011 12:20 pm -0500

[†]<http://cnx.org/content/m10887/2.31/>

[‡]<http://creativecommons.org/licenses/by/3.0/>

¹"Overview of Authoring Modules" <<http://cnx.org/content/m10887/latest/>>

The screenshot shows the Connexions website interface. At the top, there is a blue header with the Connexions logo on the left and navigation links: "Log Out", "Contact Us", "Report a Bug", and "Donate". Below the header is a search bar with a "Search" button. A secondary navigation bar contains links for "Home", "Content", "Lenses", "About Us", "Help", and "MyCNX". A breadcrumb trail indicates the current location: "You are here: Home » Content » Tutorial".

The main content area is divided into two columns. The left column contains a "TABLE OF CONTENTS" sidebar with a dropdown arrow. It lists the following items:

- Connexions Workshop: Introduction
- ▼ Part I
 - Creating a Connexions Module After Authoring a Module
- ▼ Part II
 - Creating a Connexions Collection
 - How to Use the Collection Composer

The right column features a "Tutorial" section with a blue and yellow icon. Below the icon, it states "Collection type: Manual" and "Manual by: Maxwell Murry Starckenburg" with an "E-mail the author" link. A horizontal line separates this from a "Start >>" link. Below that, a "Summary:" line reads: "This short tutorial shows how to add content in collections."

Figure 1: This collection contains an introduction, and two parts, each containing two modules.

Creating a new collection is similar to creating a new module². You can create a new link from the "Create New Item" dropdown in one of your work areas³, or you can check the "Create a new collection" link on the MyCNX home page:

²"Overview of Authoring Modules" <<http://cnx.org/content/m10887/latest/>>

³"Work Areas Overview" <<http://cnx.org/content/m37462/latest/>>

The screenshot shows the Connexions website's MyCNX page. The header includes the Connexions logo and navigation tabs: Home, Content, Lenses, About Us, Help, and MyCNX. A search bar is located in the top right corner. The main content area is organized into several sections:

- MyCNX Home:** A sidebar menu with options for 'By Type' (Modules, Collections, Lenses) and 'By Location' (Personal Workspace, SHARED WORKGROUPS: None, Create a Workgroup).
- Create and edit content:** Contains links for 'Create a new module', 'Create a new collection', and 'Search to edit published content'.
- Access lenses:** Contains links for 'Create a new lens' and 'My Favorites (edit)'.
- Guides and Tutorials:** A list of links including 'How to create a module in minutes', 'How to create a collection with existing modules', 'New author guide', 'Connexions Tutorial and Reference', 'How to use "My Favorites"', 'How to track your reading with "My Favorites"', and 'How to create a lens of content'.
- MY ACCOUNT:** Shows the user name 'maxstarkenburg' and links for 'MyCNX Home', 'Profile & Account Settings', and 'My Favorites', along with a 'Log out' button.
- RECENTLY VIEWED:** Lists 'Collections' (General Chemistry II, Collaborative Statistics) and 'Modules' (What Kind of Music is That?, Mumbo Jumbo).

Figure 2: Go the "MyCNX" tab and select the "Create a new collection" link.

From there you must agree to the license for this collection, select a work area in which to edit the content, and then enter the collection's initial metadata.

After accepting the license, you will be asked to enter some basic information, or metadata, about your collection before getting started. (If you haven't already selected a work area in which to work on the collection, you will be asked to do so.) The basic metadata include:

- A title for the collection
- The primary language used in the collection
- A subtype that reflects the intended use of the collection, such as Course or Report
- The subject categories that apply to the collection
- Terms that describe the most important topics in the collection
- A brief description of the collection. You may markup the summary section with inline CNXML tags.

New collection: Metadata

Location

Select an area in which to work on your content:

Personal Workspace

Metadata

Choose a title for your collection. Please read the [Author Guide](#) for tips on choosing titles. You can edit this information later from the "Metadata" tab.

Title ■

Enter the title of this collection.

Tutorial

Language ■

Select the primary language for this collection.

English Choose a regional variant

Collection Subtype

Optional: Choose a subtype for this collection. ([help](#))

Manual

Subject

Select the subject categories that apply to this collection.

Arts Mathematics and Statistics
 Business Science and Technology
 Humanities Social Sciences

Keywords (one per line)

tutorial
reference
guide
editing

Summary

Enter a summary of the collection. May contain a limited set of CNXML. ([help](#))

This short tutorial shows how to add content in collections.

Figure 3: Enter basic information about your collection here.

Click the **Next**» button. The metadata entries are saved and the "Contents" tab displays with the title of the collection. This tab is where you do the actual assembly of the collection.

3 Editing Collections

Once you have opened a new or adapted collection within one of your Work Areas, you will need to edit the collection to add modules and other collection-wide parameters. The recommended sequence to perform these operations in is described in this module and appears in the following list:

1. Arrange⁴ the collection contents. Edit how the title and links of the modules will appear when viewed within the context of the collection.
2. Edit the metadata⁵ to enter the appropriate search keywords and the collection title.
3. Edit the collection roles⁶. This sets the roles for the collection itself, but does not change the roles of the modules included in the collection.
4. Set the collection parameters⁷.
5. Preview⁸ the collection online.
6. Publish⁹ the collection.

⁴"How to Use the Collection Composer" <<http://cnx.org/content/m10288/latest/>>

⁵"Editing Collection Metadata" <<http://cnx.org/content/m38768/latest/>>

⁶"Editing Roles" <<http://cnx.org/content/m38177/latest/>>

⁷"Set Notation and Print Parameters" <<http://cnx.org/content/m38769/latest/>>

⁸"Previewing a Collection" <<http://cnx.org/content/m38770/latest/>>

⁹"Publishing Content" <<http://cnx.org/content/m13054/latest/>>