



ePortfolio at

Sparsholt & Andover College

Student guide



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Introduction to Mahara

Mahara is a fully featured web application designed to help you build your electronic portfolio. You can do this by.....

- ♦ Creating limitless numbers of pages
- ♦ Embedding social media into your ePortfolio
- ♦ Working collaboratively in Mahara groups
- ♦ Using the journal to record activities and reflections on your learning and experiences
- ♦ Creating a media rich, interactive CV
- ♦ Producing plans for projects, personal development or group work
- ♦ Sharing your page with lecturers, peers, employers and colleagues outside of college

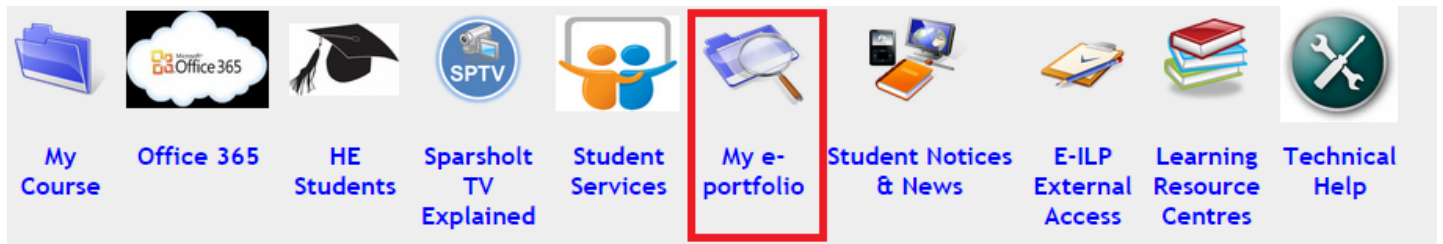


Accessing Mahara

Full Time FE, Higher Education and Apprentices:

Mahara is available from the Moodle homepage.

Log into Moodle and click My ePortfolio.



Distance Learners, eLearn Design Apprentices and RHS:

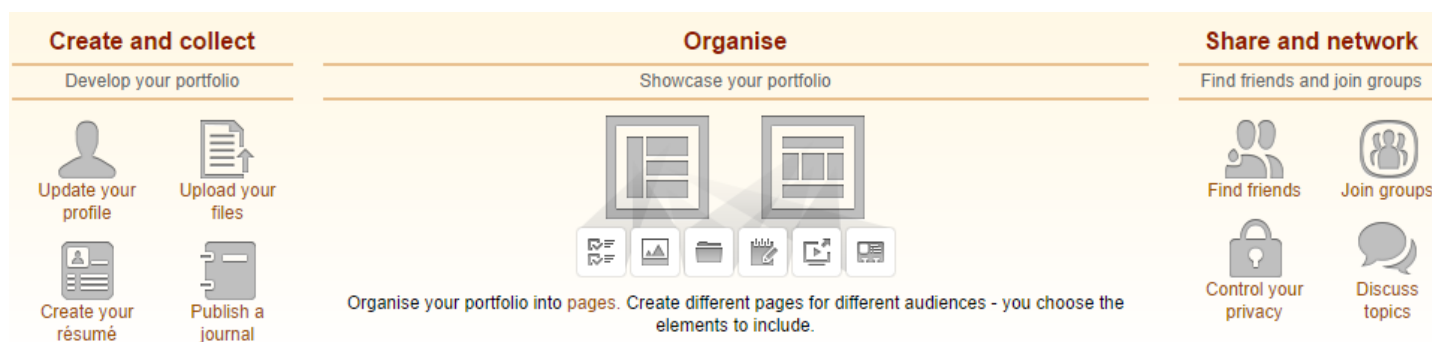
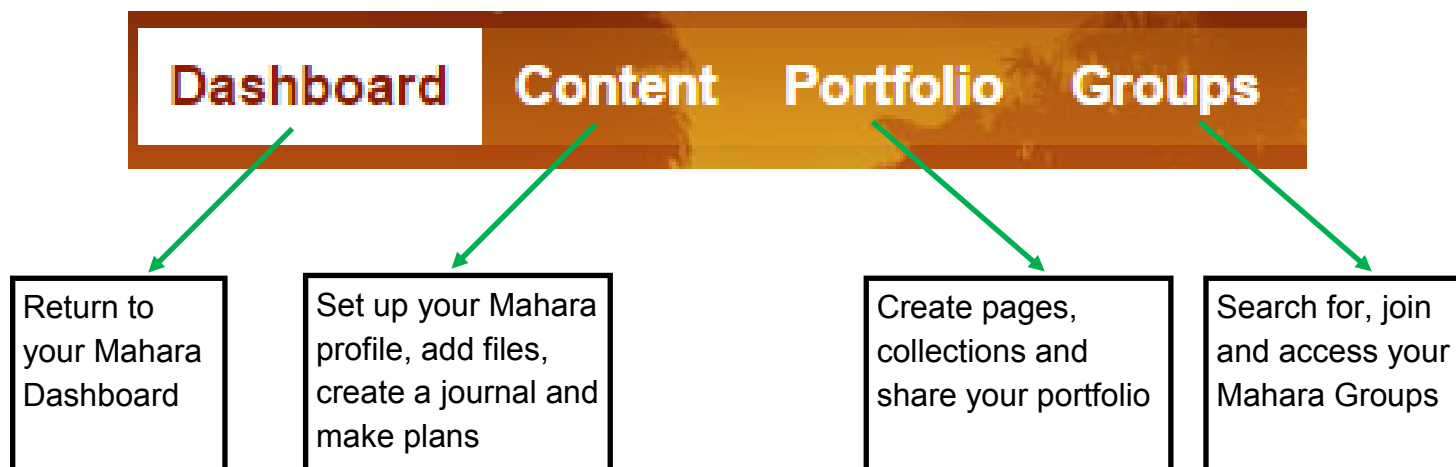
Mahara is available from the Ledge homepage.

Log into Ledge and click [Home– Mahara](#)



Mahara Dashboard

The Dashboard is the first page you come to when you log in. From the dashboard you can access your Pages, artefacts, messages, search for peers and lecturers, view the latest pages available to you and most importantly access the tools you need to create and share your ePortfolio.



Content—Mahara Profile

The Content tab is where you store all your data in Mahara. Almost everything remains private until you display and share it in a Page. This page will take you through setting up your personal profile.

Profile

1. Hover your mouse over the Content tab and click **Pro-**



2. Work along each of the Profile tabs, filling in the relevant information about you

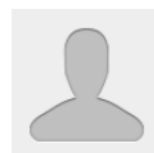
Profile ?



3. Important—When finished, click **Save Profile**

Profile Picture

1. Click on the silhouette



2. Browse to and select your picture

Upload profile picture

You may upload up to five profile pictures here and choose one to be your profile picture.

Profile picture *

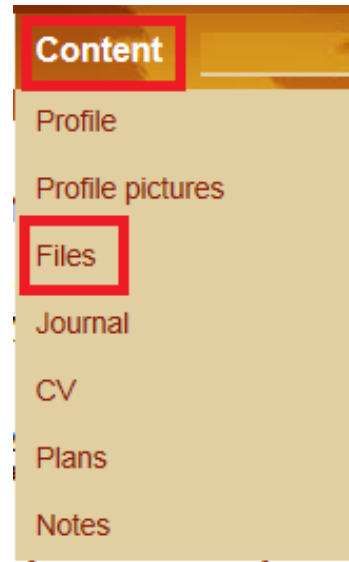
Image title

3. Click **Upload**

Content—Adding Files

You can add **Files** to Mahara at any time. These can be used in your Mahara CV, Journal, Pages and Collections. All files remain private until you choose to share them. This page will take you through how to add Files.

1. Hover your mouse over the Content tab and click **Files**



2. Read and tick the statement regarding copyright

3. Browse to your file— only single files can be added

Files ?

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.

Upload file ☐ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File (Maximum upload size 200MB)

Drop files here to upload

5. You can create Folders to manage your files

4. Drag and drop your files— multiple files can be added

Additional Information

The total file storage (quota) is 500MB

The maximum upload size of each file is 200MB

To have your quota increased, please email ILT_support@sparsholt.ac.uk

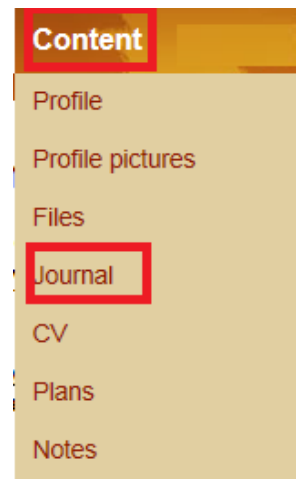
Content—using the Journal

The **Journal** tool in Mahara allows you to record, create, display and share your experiences. For example a reflective diary, work experience/placement log or a set of articles.

Your Journal remains private until you add it to a Mahara page and share the page. When adding to a page you can choose whether to include a single journal entry, the latest journal entries, tagged journal entries or the whole journal.

This page will take you through setting up your journal.

1. Hover your mouse over the Content tab and click **Journal**



2. Click **Settings** to change the title and summary of your journal



3. To create a journal entry, click **New entry**

Additional Information

In Settings, you can add Tags to your journal. Tags allow you to create descriptive labels to all artefacts, pages and collections which you create in Mahara. Later you can create an index of tags. You can use the same tag on numerous different artefacts, pages and collections.

Content—using the Journal (*continued*)

This page will take you through adding an entry to your journal.

New journal entry in journal "ILT Blog"

Title *

1

1. Add a Title

Entry *

2

2. Type your journal entry. Insert pictures, links to websites and format the text using the editing toolbar above

Tags

Show my tags

3

3. Add Tags for the entry

Enter comma-separated tags for this item.

Attachments

No files found

4

4. Attach file(s) if applicable

Draft

5

5. Tick **Draft** until you are ready to publish the entry

When your entry is a draft, no one except you can see it.

Allow comments

6

6. Tick **Allow comments** if are happy for readers to comment on the en-

Save entry Cancel

Remember to click **Save entry**

Additional Information

Your journal is private until you add it to a Mahara page and then share the page
You can add images and links to websites and other media types in a journal entry

Portfolio— creating a Mahara Page

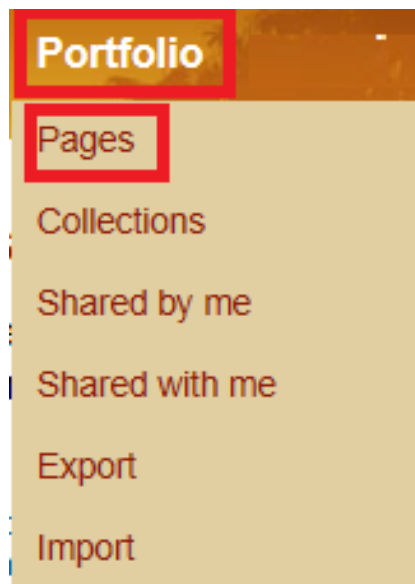
You can create as many different **Pages** as you wish. Try to think of them as web pages for different audiences to see. A Page is not visible until you choose to share it.

This page will take you through how to create a **Mahara Page**.

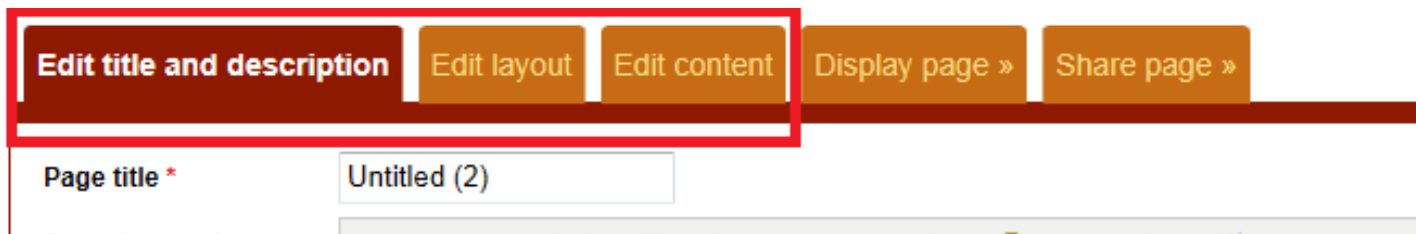
1. Hover your mouse over the Portfolio tab and click **Pag-**

By default you will see two pages: Dashboard page and Profile page.

Below the default pages you will see your list of pages



2. Click **Create Page** to create a new page



There are **3 steps** to creating a page each of which are shown in more detail on the following pages. In summary the 3 steps are:

Add a Title and Description to your page

After you have created your new page, it will display the Edit Title and Description tab. You must give your page a title, otherwise it will remain as Untitled.

Design the layout of your page

You can change the number of rows and columns in your page

Add Content to your page

A Mahara page can contain as much or as little content as you wish. You can add text, images, files, videos, information about yourself (profile), all or part of a journal or CV.

Add a Title and Description to your page

Edit title and description Edit layout Edit content Display page » Share page »

Page title * 1 ← 1. Add a title

Page description

2 ← 2. Add a description

Tags [Show my tags](#) 3 ← 3. Add any Tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format * 4 ← 4. Click **Save**

How do you want people who look at your page to see your name?

Design the layout of your page

There are numerous page layouts available in Mahara. If you do not see one that you like, click Advanced options to view even more. You can even create your own custom layout.

Edit title and description **Edit layout** Edit content Display page » Share page »

▼ **Basic options**

Select how you would like your page to be laid out. ⓘ

○ ○ ○ ○ ● ○

1. Click **Edit layout**

2. Select how you would like your page to be laid out.

3. Click **Save**

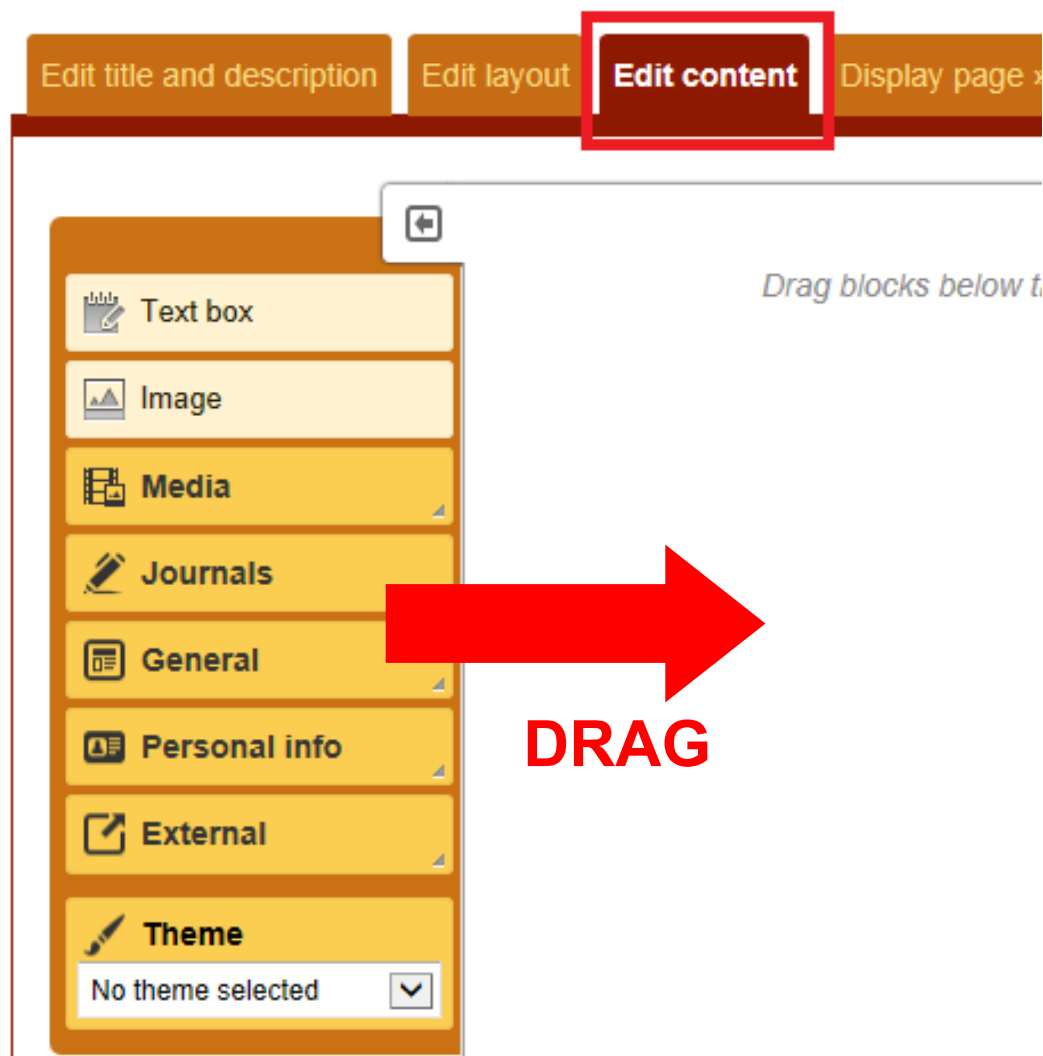
► **Advanced options**

Save

Add content to your page

Having added a title and description to your page and designed the layout, you can now add content to your page.

Adding content is done by dragging the required block onto the page. Hold down the left mouse button or your finger and drag the block onto correct position on the page. Each page can include as many blocks of content as you need.



Text box—add a block for entering and displaying text.

Tip: you can paste text from Word to a text box

Image—embed an image/photo of your own into your page

Media—add files or folders for readers to download, add HTML, embed a video of your own into your page

Journals—add your entire journal or parts of your journal

General— attach a creative commons license to your page, add Navigation if your page is part of a Collection, share all or part of the plans you have created in Mahara, include posts from a forum of which you are a member

Personal—add in all or parts of your Mahara profile and CV

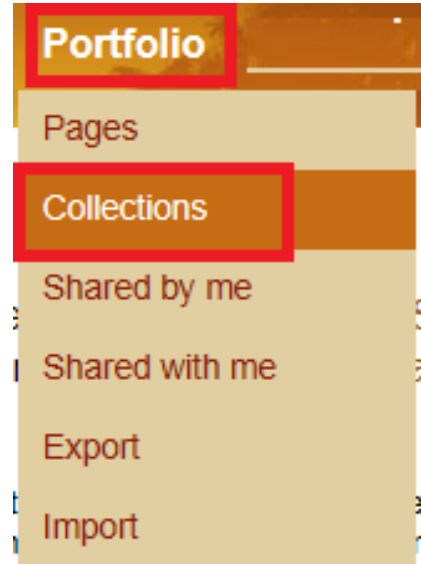
External— embed external media. Eg YouTube, Vimeo, Google Apps, SoundCloud, Prezi, SlideShare and RSS Feeds

Portfolio— creating a Mahara Collection

A **Collection** is a group of pages. Collections are great for pulling together work covering a variety of topics. Collections are perfect for assessments where you can use one page per topic that you are addressing.

1. Hover your mouse over the Portfolio tab and click **Collec-**

You will see a list of your existing Mahara collections



2. Click **New Collection** to start a new collection of pages

Edit title and description ⓘ

Collection name *

3. Enter a Name for your collection

Collection description

4. Give a brief description as to what the collection is

Tags

Show my tags

5. Add any Tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Page navigation bar

☒

Add a horizontal navigation bar

6. Untick if you do not want to include a navigation bar on each page of the collection

Next: Edit collection pages

Cancel

7. Click Next: Edit collection page

Portfolio— creating a Mahara Collection (*continued*)

New Collection: Edit collection page

Add pages to collection

Andover Campus Photos

Chelsea Flower Show- The Paper Chase

Clare's CV

Clare's Work placement example

Distance Learner ePassport 2014/15

ILT Case Studies

ILT Training Sessions Sept/Oct 2014

Join.Me

Note Taking Apps

Other Systems

Quiz Up

ReadWrite Gold

Sparsholt College - Pecha Kucha

Untitled

Untitled (1)

Using Mahara to Share Photos

Visual Anatomy Lite

WWW Favourites

iPad Apps

monday 7th

test page

Add pages

8. Select the Pages you want to add to the Collection

9. Click Add pages

Done

Collection

Andover Campus Photos

Chelsea Flower Show- The Paper Chase

Join.Me

Other Systems

10. Arrange the pages in the correct order using the arrows

11. Click **New Collection** to start a new collection of pag-

Portfolio— Sharing a Page or Collection

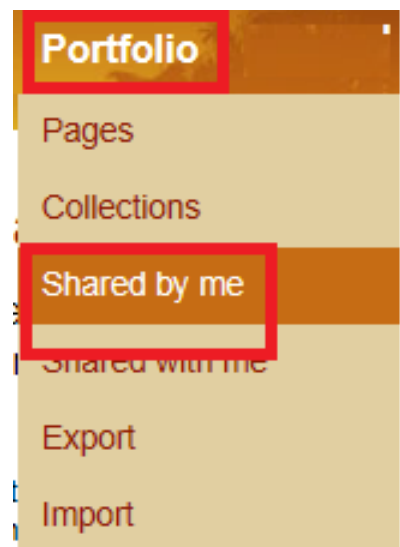
Nobody can see your Pages or Collections until you share them. There are different ways that you can share a page:

- ♦ With a secret URL (website address)
- ♦ To a Moodle assignment
- ♦ With groups, other Mahara users or to the public

The following instructions show you how to share a page or collection via a secret URL.

1. Hover your mouse over the Portfolio tab and click **Share by me**

All of your pages and collections will be displayed



2. Click on the padlock to the right of the page or collection you want to share



Secret URLs: Clare's Work placement example

<http://mahara.sparsholt.ac.uk/view/view.php?t=Mq3OkVjCfoWQ51urlAhe>

New secret URL



Generate a new secret URL for Clare's Work placement example

3. Click Add. The secret URL will be displayed for you to copy

The secret URL remains available forever in your Mahara portfolio unless you delete it.

4. You can now enter or paste the URL into an email, text/instant message, as a Moodle assignment submission into a forum etc

Mahara in Action

The opportunities presented by Mahara are endless. Below you will find a few examples of Mahara pages and collections.

Advertising staff training:

<http://mahara.sparsholt.ac.uk/view/view.php?t=z2Tv4dZgrifyhqGHx50Y>

Displaying and sharing photos

<http://mahara.sparsholt.ac.uk/view/view.php?t=bJGhkwV5Z8P3euMFT2lg>

Sharing information with students across the whole college

<http://mahara.sparsholt.ac.uk/view/view.php?t=NBjtuXOWM9igZVJDqYml>

Communicating information about Notetaking Apps for Smartphones and Tablets

<http://mahara.sparsholt.ac.uk/view/view.php?t=DHGBPx7dIgWfVYkm4JTO>

Promotion for Safer Internet Day

<http://mahara.sparsholt.ac.uk/view/view.php?id=8858>

eLearning Technologist Portfolio

<http://mahara.solent.ac.uk/user/view.php?id=5>

Marketing Graduate Portfolio

<http://mahara.solent.ac.uk/view/view.php?id=57006>



Using Mahara— apply your skills



If you have time, take this opportunity to practice using Mahara:

1. Access Mahara
2. Complete your Mahara Profile
3. Create a journal and add at least 2 entries to it
4. Create a new page to share with your lecturer, a colleague or peer
5. Include in your page: an image, a piece of external media and some text
6. Share the page via a secret URL

