

Mahara

<http://myportfolio.aut.ac.nz/mahara/>

What can lecturers use Mahara for?

Mahara is an electronic portfolio or ePortfolio. The simplest starting point is to consider an ePortfolio as an extension of the paper based-portfolio, bringing with it the obvious benefit of making a portfolio of evidence portable and shareable anywhere that you have Internet access – "the new generation of the three ring binder" JISC My World Project Final Report, Roberts. 2006

In fact, an ePortfolio has a much broader scope as an online collection of reflections and digital artefacts (such as documents, images, blogs, resumés, multimedia, hyperlinks and contact information). Learners and staff can use an ePortfolio to demonstrate their learning, skills and development and record their achievements over time to a selected audience. Mahara.org. 2011

- Pages can be shared by students to showcase their work, used as a form of assessment or reflective practice by using learning journals. Students can have other pages such as a page for friends and family that includes holiday photos and a personal blog. Another page can be created to show examples of best pieces of work and a CV for potential employers
- Lecturers can create sample templates and allow copying ([Allowing people to copy a portfolio, Page 3](#)) and share them with a group or an individual.

A quick checklist of steps to follow as a lecturer

- Request your paper to be setup as a group on Mahara. Please send these requests through to [Shen Zhang](#), [Lisa Ransom](#) or [Nawal Chanane](#).
- You can either advise students to create their own pages or to copy a template page you have setup. Please see user guide [Allowing people to copy a portfolio, Page 3](#).
- If you wish to provide feedback to students before they submit their page for assessment you need to get them to give you 'page' access. The best way to do this is if all tutors in the group need access, is to get the students to add the 'group' tutor to have page access. Please see the user guide [Adding page access in a group for a tutor, Page 5](#).
- When students are ready to submit their work they need to submit the 'page'. This will lock the 'page' for editing, enabling you to provide feedback and mark the assessment. You can then release the 'page' back to them when you have finished. Please see the user guide

SHARED WITH

Share with

Share with

Search for...

Friends

Groups

Users

General

Public

Registered users

Friends

Institutions

Groups

Mahara Test User

SHARED WITH

FROM

TO

Groups Mahara Test User Tutor

- Submitting a portfolio for marking, [Page 7](#).

Please view our [Userguides](#) and [Videos](#) under the [Links and Resources](#) link on the Mahara homepage on how to do the following things:

[Help Resources](#)

Note: These documentations were produced on Mahara 1.8. The methods of achieving the task is the same although some images/icon may be different.

What is Mahara?

<p>Adding Content</p> <ul style="list-style-type: none"> • Adding profile information [video] [pdf] • Uploading files into Mahara [video] [pdf] • Setting up and posting in a journal [video] [pdf] • Creating your resume [video] [pdf] <p>Portfolio Pages</p> <ul style="list-style-type: none"> • Introduction to pages [video] [pdf] • Creating a page [video] [pdf] • Adding content to a page [video] [pdf] • Adding external content to a page [video] [pdf] • Adding external links to a page [video] [pdf] • Adding personal info to a page [video] [pdf] • Adding journal entries to a page [video] [pdf] • Editing your pages [video] [pdf] <p>Collections</p> <ul style="list-style-type: none"> • Creating collections of pages [video] [pdf] 	<p>Tags</p> <ul style="list-style-type: none"> • How to use tags [video] [pdf] <p>Sharing</p> <ul style="list-style-type: none"> • Sharing pages and collections [video] [pdf] • Submitting a page [video] [pdf] <p>Friends</p> <ul style="list-style-type: none"> • Finding friends in Mahara [video] [pdf] <p>Groups</p> <ul style="list-style-type: none"> • Setting up a group [video] [pdf] • Working in a group in Mahara [video] [pdf] <p>Settings and notifications</p> <ul style="list-style-type: none"> • Settings and notifications on Mahara [video] [pdf] <p>Templates</p> <ul style="list-style-type: none"> • Sharing a template with students [video] [pdf] • Copying a template from your lecturer [video] [pdf]
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Allowing people to copy a portfolio

Go to Portfolio- Shared by me, and select 'edit access'

Dashboard
Content
Portfolio
Groups
Site information

Pages
Collections
Shared by me
Shared with me
Export
Import

Share i

Pages

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
Contact Information			
Mahara Testing			
Mahara UserGuide			
Profile page	Registered users		

This will bring up a 'Shared' area where you can manage any share conditions, by selecting the Pages or Collections you wish to modify.

Allow comments ☒ Yes

Allow users to leave comments.

Moderate comments ☐ No

Comments on pages will remain private until they are approved by you. Comments on individual content, e.g. files and journal entries, are excluded from the moderation.

Allow copying ☐ No

If people have access to your selected pages / collections, they can make their own copies.

Overriding start/stop dates

If you want, you can set an overriding start and/or stop date. Other people will not be able to see your page before the start date and after the end date regardless of any other access you have granted.


Access start date/time

Use the format YYYY/MM/DD HH:MM

Access end date/time

Use the format YYYY/MM/DD HH:MM

You can search for people you wish to create access for in the search box, under the 'Share with other user or groups' option.

Share | Edit access 

Pages Advanced options ▼

SHARED WITH		FROM	TO
<div> <div>Users</div> <div> <div>Share with</div> <div>Search for...</div> <div>Friends</div> <div>Groups</div> <div>Users</div> <div>General</div> <div>Public</div> <div>Registered users</div> <div>Friends</div> <div>Institutions</div> <div>Groups</div> <div>Blackboard Team</div> </div> </div>	<div>Admin User (admin)</div>	<input type="button" value="Calendar icon"/>	<div>2017/02/22 00:00</div> <input type="button" value="Calendar icon"/>
Who do you want to share with?			

Once you have found the individual, simply click **add** and then the individual will appear above as **added**. If you want to allow a 'group' to have access select **groups** instead and search for the group name.

To allow copying not just page access, select 'Advanced Options' and tick the '**Allow copying**' option.

Allow copying

Yes ☒


If people have access to your selected pages / collections, they can make their own copies.


When the student is happy, with the copied page, they can click and the copied page will appear under the students list of pages in their portfolio.

Pages

Search: *(Title, description, tags)*

Sort by:

 Create page

 Copy a page

Results

Dashboard page

Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.

Profile page

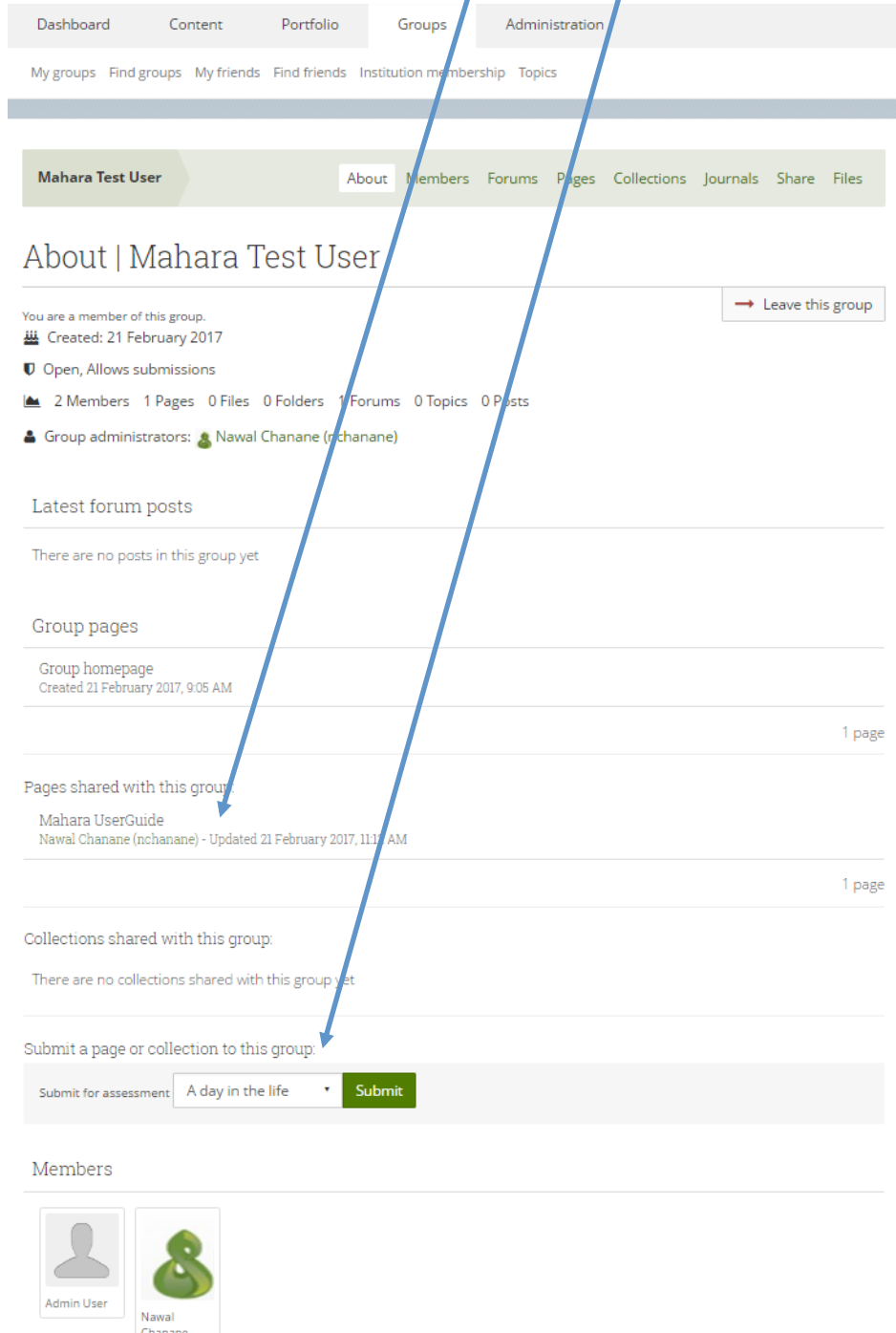
Your profile page is what others see when they click on your name or profile picture.

A day in the life

A day in the life v.2

Adding page access in a group for a tutor

An easy way to see 'pages' both those **shared** and **submitted** is through the Group's 'About' page.



Dashboard Content Portfolio Groups Administration

My groups Find groups My friends Find friends Institution membership Topics

Mahara Test User About Members Forums Pages Collections Journals Share Files

About | Mahara Test User

You are a member of this group. [Leave this group](#)

Created: 21 February 2017

Open, Allows submissions

2 Members 1 Pages 0 Files 0 Folders 1 Forums 0 Topics 0 Posts

Group administrators: Nawal Chanane (nchanane)

Latest forum posts

There are no posts in this group yet

Group pages

Group homepage
Created 21 February 2017, 9:05 AM

1 page

Pages shared with this group:

Mahara UserGuide
Nawal Chanane (nchanane) - Updated 21 February 2017, 11:17 AM

1 page

Collections shared with this group:

There are no collections shared with this group yet

Submit a page or collection to this group:

Submit for assessment: A day in the life [Submit](#)

Members

Admin User Nawal Chanane

For a student to share their 'page' with the 'group' tutor, they need to select **Tutor** after finding the group. This enables easy access to all students 'pages' in the group area. Only the tutor has this overall view of the 'group' area.

SHARED WITH

Share with

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Mahara Test User

SHARED WITH

SHARED WITH	FROM	TO
<div>Groups</div> <div>Mahara Test User</div> <div>Tutor</div>		

Submitting a portfolio for marking

Submit this page for assessment to

Mahara Test User

Submit

Students can submit their portfolio for assessment by clicking on the

Submit

 button. Students will receive the below warning before submitting the assessment.

Submit 'A day in the life' to 'Mahara Test User' for assessment

If you submit 'A day in the life' to Mahara Test User for assessment, you will not be able to edit its contents until your tutor has finished marking it. Are you sure you want to submit now?

Yes [No](#)

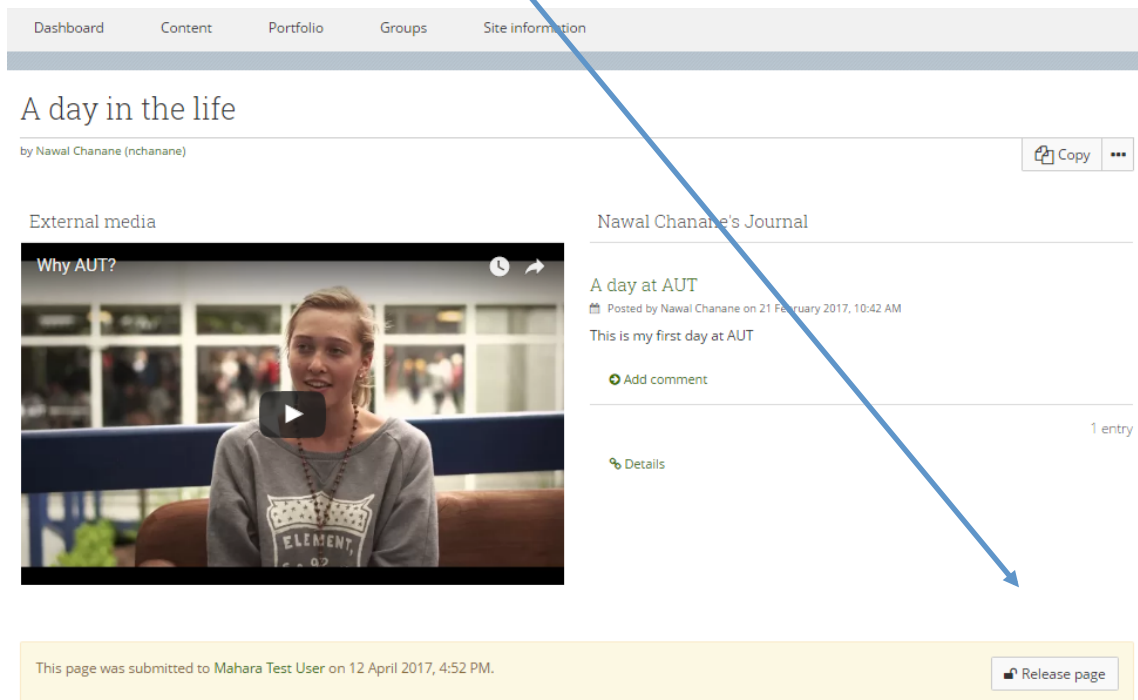
The student will only be able to edit that 'page' again when it has been marked and released back to them.

The student's submitted page for marking will appear under the 'About' tab in the group they are in. Only admins or tutors of the group have access to this.

Submit a page or collection to this group:

You submitted *A day in the life v.2* to this group on 12 April 2017, 4:37 PM

The student's page can then be released back to them when the marking has been completed.



Dashboard Content Portfolio Groups Site information

A day in the life

by Nawal Chanane (nchanane)

Copy ...

External media

Why AUT?

Nawal Chanane's Journal

A day at AUT

Posted by Nawal Chanane on 21 February 2017, 10:42 AM

This is my first day at AUT

Add comment

1 entry

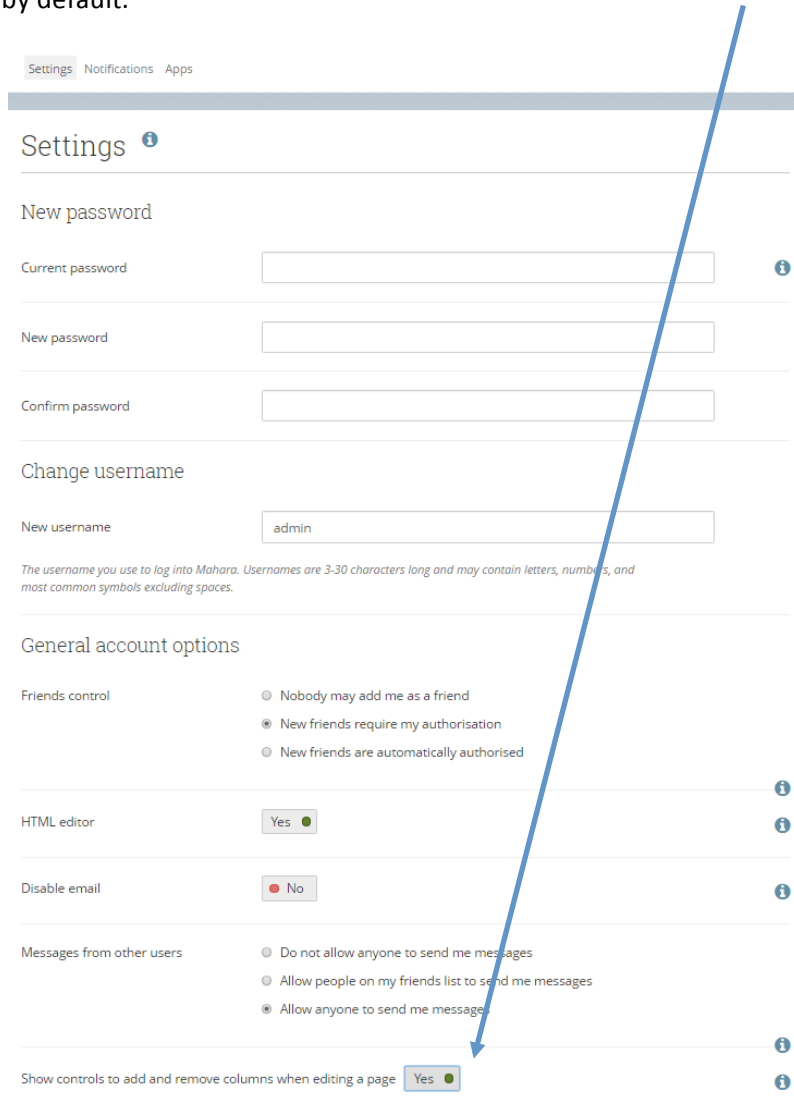
Details

This page was submitted to Mahara Test User on 12 April 2017, 4:52 PM.

Release page

An easier way to manipulation columns when editing a portfolio

Go to **Settings**. Then set the box to **Yes** to turn on the controls for adding columns, this is set as off by default.



Settings Notifications Apps

Settings i

New password

Current password i

New password

Confirm password

Change username

New username

The username you use to log into Mahara. Usernames are 3-30 characters long and may contain letters, numbers, and most common symbols excluding spaces.

General account options

Friends control

- ☐ Nobody may add me as a friend
- ☒ New friends require my authorisation
- ☐ New friends are automatically authorised

i

HTML editor ☒ Yes i

Disable email ☒ No i

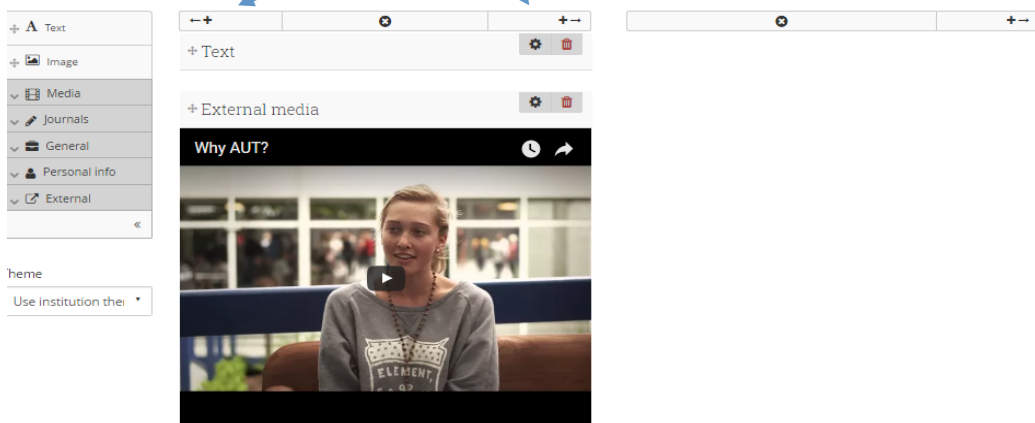
Messages from other users

- ☐ Do not allow anyone to send me messages
- ☐ Allow people on my friends list to send me messages
- ☒ Allow anyone to send me messages

i

Show controls to add and remove columns when editing a page ☒ Yes i

You will now see extra buttons as shown below making adding or removing columns a lot quicker.

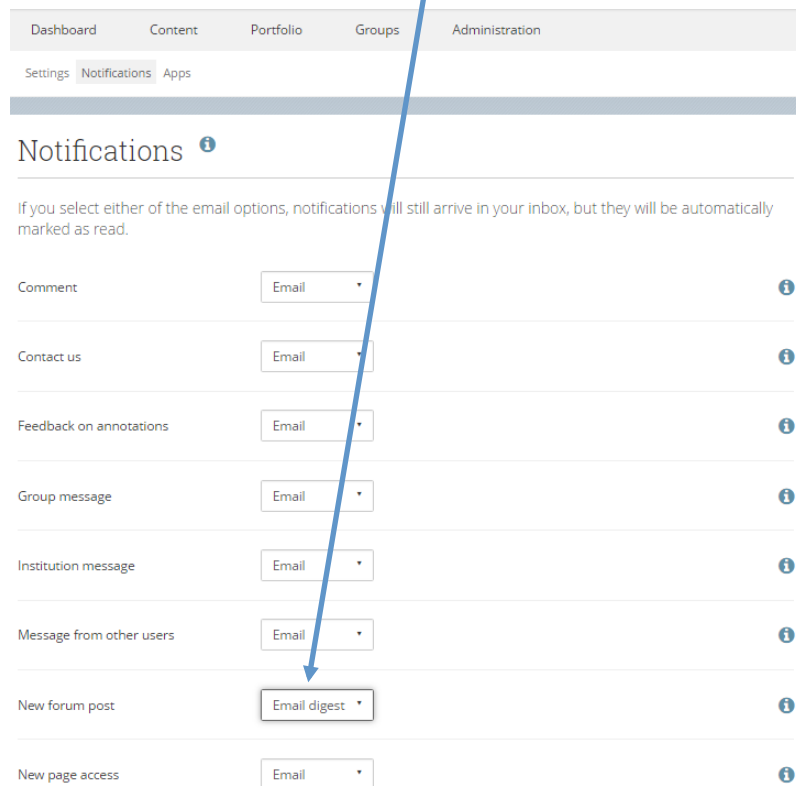


The screenshot shows the Mahara portfolio editor interface. On the left is a sidebar with a menu containing: Text, Image, Media, Journals, General, Personal info, and External. Below the menu is a 'heme' dropdown and a 'Use institution the...' dropdown. The main area displays two blocks: a 'Text' block and an 'External media' block. The 'Text' block has a header bar with a '+' icon on the left and a '-' icon on the right, and a toolbar with a settings gear and a delete icon. The 'External media' block also has a header bar with a '+' icon on the left and a '-' icon on the right, and a toolbar with a settings gear, a delete icon, a clock icon, and a share icon. The video content of the 'External media' block shows a woman speaking with the title 'Why AUT?'. Blue arrows from the text above point to the '+' and '-' icons in the block headers.

Changing your notification preferences

Go to settings → Notifications

Each of the notifications preferences can be changed as shown below:-



The screenshot shows the Mahara user interface. At the top, there is a navigation bar with links: Dashboard, Content, Portfolio, Groups, and Administration. Below this is a sub-navigation bar with links: Settings, Notifications (highlighted), and Apps. The main heading is 'Notifications' with an information icon. A note states: 'If you select either of the email options, notifications will still arrive in your inbox, but they will be automatically marked as read.' Below this is a table of notification preferences:

Notification Type	Selected Option	Info Icon
Comment	Email	Yes
Contact us	Email	Yes
Feedback on annotations	Email	Yes
Group message	Email	Yes
Institution message	Email	Yes
Message from other users	Email	Yes
New forum post	Email digest	Yes
New page access	Email	Yes

- Email is the default option and you receive an email every time the event listed occurs.
- Email digest will send you all your notifications grouped together every 24 hours.
- Activity log will not send you any emails but you will see notifications under your notifications area.

Note: If you have either email options the notifications you also appear under the notifications area, but they will be marked as read and automatically be removed from your log after 60 days.