


## MAHARA QUICK START GUIDE

### Overview

 <div> <input type="text" value="Search users"/> <input type="button" value="Q"/> </div> <div>  Nawal Chanane            Settings            0            Logout         </div>				
Dashboard	Content	Portfolio	Groups	Site information
Dashboard	Content	Portfolio	Groups	Account Settings
Entry point to Mahara – shows latest information – only you see this page; you can modify the layout to suit yourself..	Where you upload files (images, documents, media). It can also contain <b>Journals</b> (Blogs), a <b>Resume</b> , <b>Plans</b> and <b>Notes</b> , and personal details in your <b>Profile</b> . You can choose what others will see in , your <b>Profile</b> Page, but only you will see your <b>Content</b> files, unless you add them to (and share) a <b>Page</b> .	This area is where you create web <b>Pages</b> to display information, aggregate <b>Pages</b> into <b>Collections</b> , and choose who you wish to <b>Share</b> your <b>Pages</b> and <b>Collections</b> with.  You can also <b>Export</b> a Portfolio as HTML or in a standard ePortfolio interchange format.	This area is shows all <b>Groups</b> that you belong to. You will be assigned to some groups related to the Papers you are taking. You may also find friends and join or create additional groups.	Settings for your account, including how you receive information.  0 - your InBox  Logout and Search for Users

### Access to Mahara

Access Mahara from a link in your AUTonline Course, or direct at: <http://myportfolio.aut.ac.nz>

### Dashboard

Your starting point in Mahara. Can be configured as you like.

### Welcome to Mahara

After a recent upgrade, our AUT Mahara system has moved to a new look. Please click [here](#) for some comparisons between the current view and the new look.

If you are graduating from AUT and would like to continue accessing the Mahara system please [click here](#) for more information.

**Create**  
Develop your portfolio

**Share**  
Control your privacy

**Engage**  
Find people and join groups

The Dashboard contains a graphic menu that you can hide (Click the X) ; turn it back on in Settings

## Content

[Dashboard](#)[Content](#)[Portfolio](#)[Groups](#)[Site information](#)[Profile](#)[Profile pictures](#)[Files](#)[Journals](#)[Résumé](#)[Plans](#)[Notes](#)

The Content Tab is where you *add* information

### Profile and Profile pictures

Your Profile records key information about you. You can choose which aspects of your Profile are visible to others on your Profile Page (listed under the Portfolio Tab). You can also include particular Blocks from your Profile in other Pages you construct

## Files

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

Upload file


File

[Choose Files](#)

No file chosen


(Maximum upload size 2MB)

Drop files here to upload

 Create folder

You can upload a range of different files, including images and PDFs. Note that your storage is limited (200MB), so compress images for web display before uploading. You can also link to information you store in external sites e.g. Flickr..

## Journal

 New entry

 Settings

Journals allow you to reflect on aspects of your learning. You can add Journal Entries to Pages you share, or keep a private Journal. You may be asked to keep a Journal, reflecting on your learning over the programme.

### Portfolio

The Portfolio Tab is where you construct Pages; your Dashboard and Profile are Pages that you can edit (but not delete). It is also where you can choose who share Pages with.

## Pages ?

Search: (Title, description, tags) Sort by: + Create page Copy a page

Search

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.	
Contact Information	
Mahara Testing	
Mahara UserGuide	

## Page Creation and Editing

Make sure Pages are clearly labelled (and sequenced), especially where they are to be submitted for assessment.

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

*Fields marked by \* are required.*

Page title \*

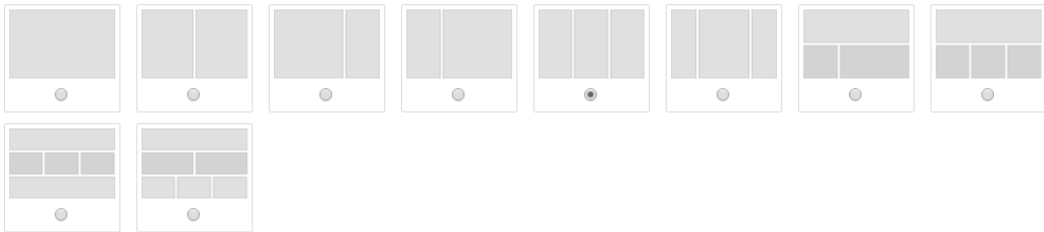
Page description

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A range of layouts are available.

Basic options

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



Arrange your Page by dragging and dropping Content Blocks as appropriate; you can edit the Page later to rearrange blocks, add additional blocks or remove existing blocks.

## Mahara Testing | Edit content ?

Display page Share page

Edit content Edit layout Edit title and description

This area shows a preview of what your page looks like. Changes are saved automatically.  
 Drag blocks onto the page to add them. You can then also drag them around the page to change their position.

- Text
- Image
- Media
- Journals
- General
- Personal info
- External

Theme


Use institution thei

Pages can be shared with others or submitted for assessment; Pages are submitted from the Display Page Tab; once submitted, Pages are locked until released by the Lecturer.

Submit this page for assessment to BUSS401\_2017\_01(1D)

## Tips

- When viewing Pages, you can navigate via a breadcrumb, by mousing over the Mahara logo.

 Student MacStudent : Content | Portfolio | Groups | Logout

- Detailed help and examples are available online from your Dashboard Page (bottom-right)

Links and resources

Help Resources