SHARING PAGES AND COLLECTIONS

When you have created portfolio pages (or collections), you may wish to share them with others, e.g. to receive feedback.

You can set the access permissions on the EDIT ACCESS page.

Click on **Portfolio** -> **Shared by me** or directly from the **Share page** tab when you edit a page.

Collections: Your collections are sorted alphabetically.

Pages: Pages that are not in a collection are listed alphabetically below the collections.
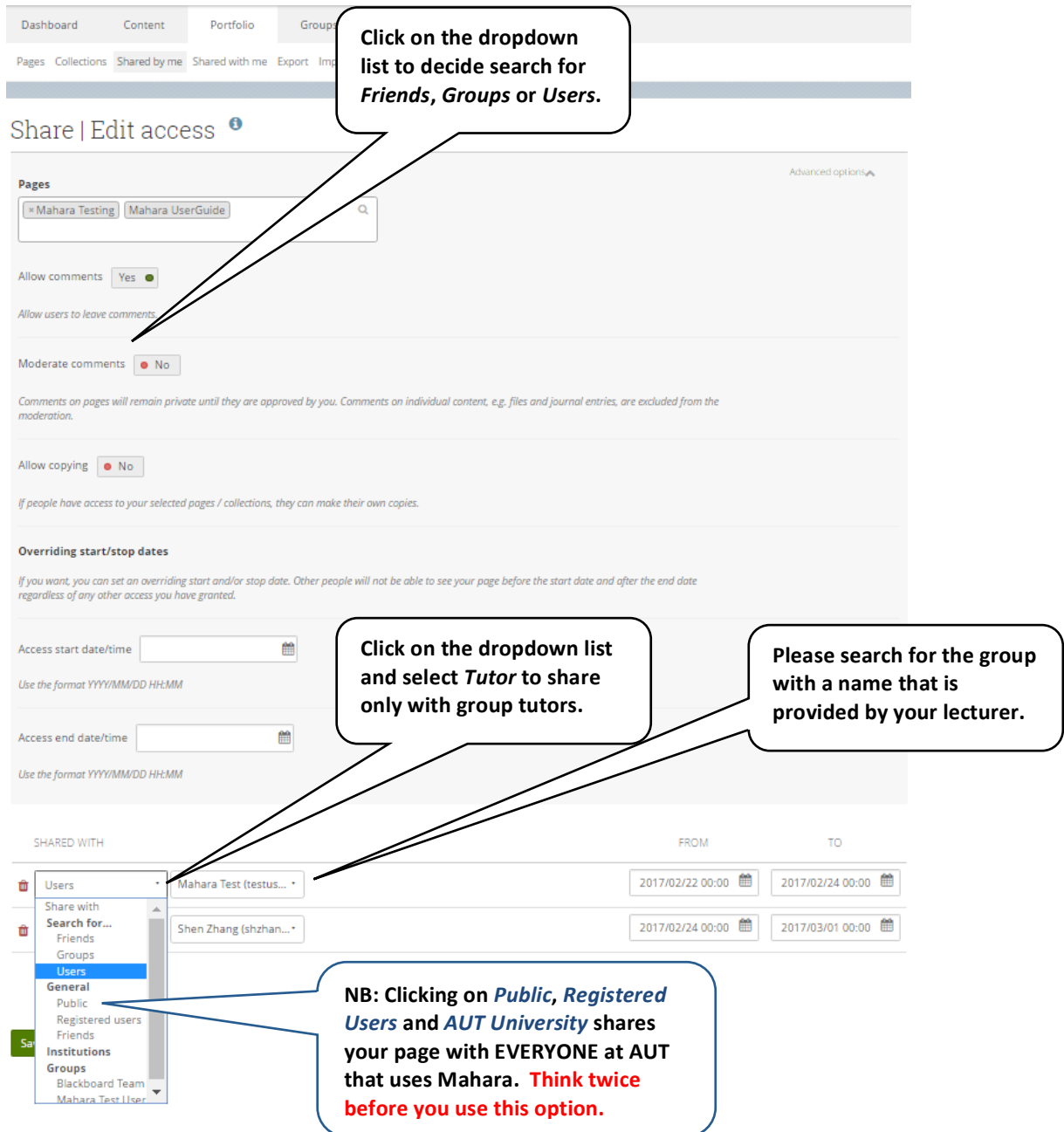
Access list: The list of users, groups or institutions who have access to a particular collection or page.

Edit access: The **Edit access** button next to each collection or page allows you to change the permission of who can view a page or collection. See next page for various sharing options.

Secret URLs: The **Secret URL** edit button next to each collection or page allows you to set up one or more secret URLS for a page or collection. The number of secret URLs that you have generated is displayed next to the button.

Sharing page/collection with your lecturers

The following is the page where you can set up sharing options:

There are two different approaches you can take to share your page/collection with your lecturers.

Share with individual lecturers: You can look for your lecturers' names in the search box at the bottom of the *Edit access* screen. Please make sure you change the search criteria to *Users* if you haven't made friends with your lecturer in Mahara.

Share with a group or with group tutors: If you are required to use Mahara as part of your study for a course, there is usually a group set up for the course in Mahara using the Course ID as the group name. You can find your lecturers (as group tutors) and your peers (as group members) in the group. The group is a

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good place for communication. To share your page/collection with the group for feedback, you can look for the group by changing the search criteria to *Groups*. If you need the page only viewable by your lecturers, but not your peers, you can do so by selecting the *Tutor* role for the group.

Please click the button in front of the different options to add them onto the sharing list. Please talk to your lecturers as which option you should use.

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