Introduction
Mahara is an ePortfolio system often used together pages of evidence of professional development, placements or present multi-media materials.

Pages are electronic, can contain different items and can be combined together to make multi-page collections.

Getting in to Mahara
Mahara is linked to Moodle so if you are logged into Moodle, use the Services menu and select Mahara ePortfolio and you won’t have to log in again. Alternatively, go directly to eportfolio.yorksj.ac.uk and use your regular username and password to log in.

Dashboard
This gives a summary of Mahara. The main menu giving access to all the features is the top right burger menu.

Privacy
Everything is private apart from your name, profile picture, profile introduction and any public messages on your wall are visible.

Latest changes I can view shows your own changes, which only you can see unless you explicitly share them with others. If you can see other people’s pages it is because they have publicly shared them.

Pages and Collections
For submissions to Moodle, the materials need to be added to a page. Moodle can only accept either a single page or a multi-page collection when submitting. The built-in dashboard and profile pages are not usable for submissions.
Mahara menus

Functions are accessed via the menu at the top right with Create being the most used menu.

Create menu overview

**Pages** and collections allows new pages and collections to be created and existing pages to be edited

**Files** gives access to all uploaded files. These are added whilst editing blocks on the page.

**Journals** are electronic diaries

**Notes** can be added in the notes section or directly on to the page. They can be re-used on multiple pages

**Plans** ... need to be created before attaching to a page.

**Resume** allows entering of CV related items that can be later added to a page

**Tags**

Note that the CPD option from previous versions is no longer available.

Share menu overview

**Shared by me** allows control of who else can see your pages. Submitting a page to Moodle automatically allows the tutor to see it

**Shared with me** shows pages from other people that you can see.

Engage menu overview

**People** allows you to find other Mahara users

**Groups** allows collaborative working on Portfolios

**Discussion topics** and **Institution membership** are not generally used at YSJ

Manage

**Export** may be used to keep a copy of a Portfolio outside of Mahara or to transfer to another Mahara system.

**Import** is to bring in complete Mahara portfolios from another Mahara system.

Submitting finished work

Work is submitted from within **Moodle modules**. Moodle will display a list of collections and pages to choose one from for submission