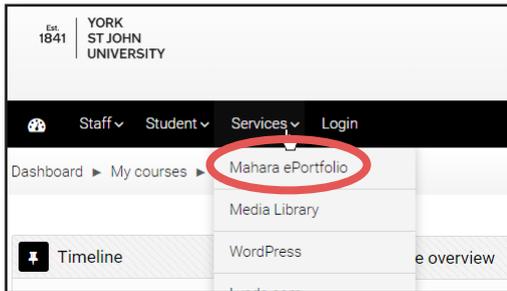


Mahara ePortfolio: Getting Started

Introduction

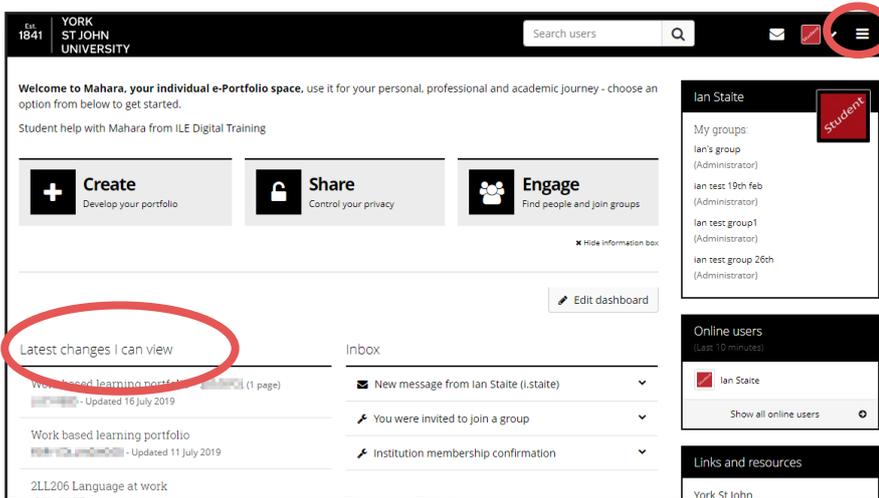
Mahara is an ePortfolio system often used together pages of evidence of professional development, placements or present multi-media materials.

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.yorks.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.

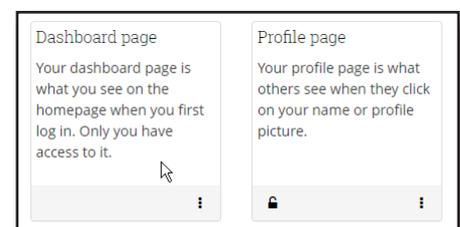
Privacy

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.

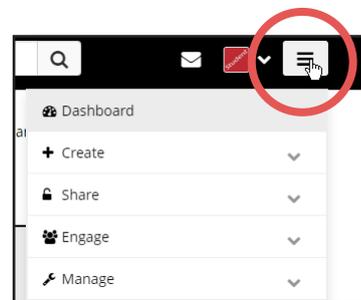
Pages and Collections

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

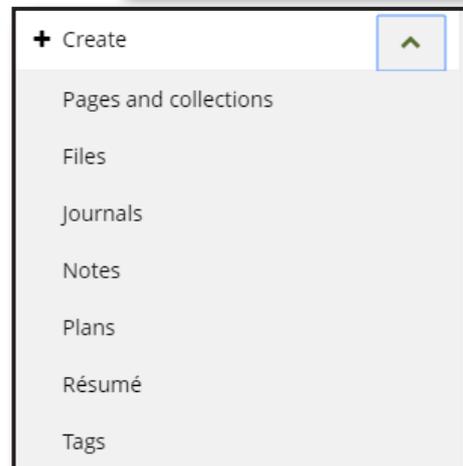
Notes can be added in the notes section or directly on to the page. They can be re-used on multiple pages

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

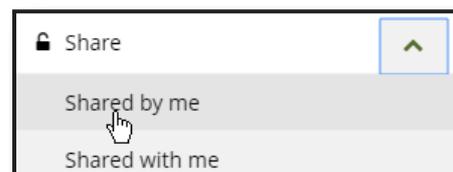
Note that the CPD option from previous versions is no longer available.



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.

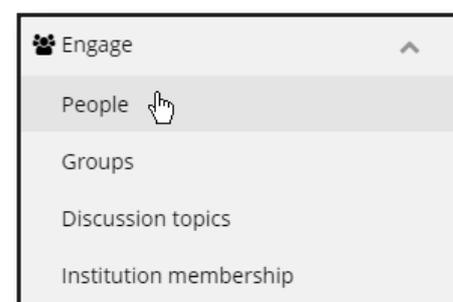


Engage menu overview

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