

Portfolios are private

All work on Mahara is private to the creator unless explicitly shared. You may see other people's pages listed on the dashboard under **Latest changes I can view** because they are shared with you or they have been shared with the whole of YSJ see **Sharing Options** for more details.

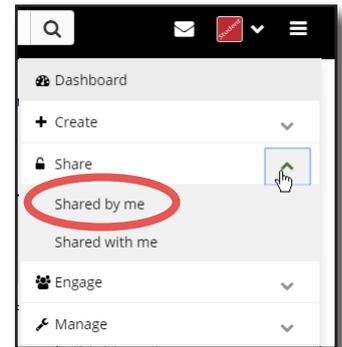
Submitting work

Pages do not need to be shared before submitting as the submission shares the relevant pages with tutors on the Moodle module.

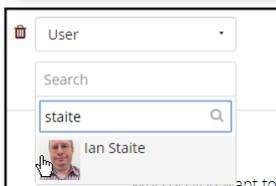
Sharing with other users

Sharing allows other users to view your pages and make comments.

Using the menu, click **Create** and then **Shared by me**

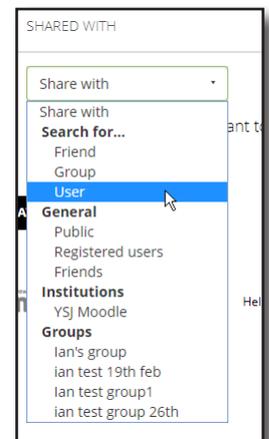


Choose Collections or Pages then click the **padlock** for the item you want to share



Type part of the name, surname usually works best and click on the person

Click on **Share with** and select **user**.



Dates can be added to limit availability.

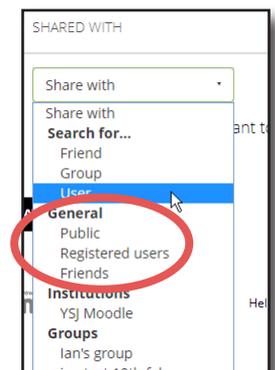
Add further users and click **Save** to finish.

The users selected will see your pages listed in their **Shared with me** section.

Sharing Options

Beware of the options in General, particularly **Registered Users** as this shares your pages with **any** York St John user.

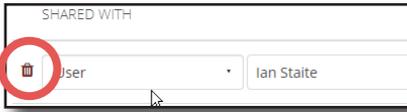
Friends and **groups** depend on explicitly selecting other users from the options in the **Engage** menu.



Checking sharing

On the main **Shared with me** screen, the **access list** column shows everyone who can see a page or collection.

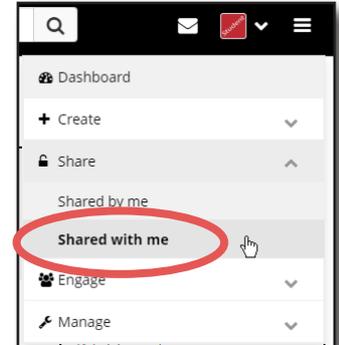
| COLLECTION NAME | ACCESS LIST | EDIT ACCESS | SECRET URLS |
|------------------------|-------------|-------------|-------------|
| My collection of pages | Ian Staite | 🔒 | 🌐 |
| Smart Ev test | | 🔒 | 🌐 |



The sharing can be removed by clicking on the **padlock** and then the **bin** next to the share that you want to remove.

Shared with me

Pages that have been shared with you by others are shown on the shared with me page.



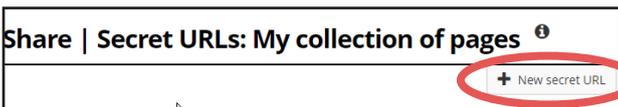
Sharing outside of YSJ

In order to share with someone who does not have a YSJ login such as an external examiner, you will need to create a secret URL.

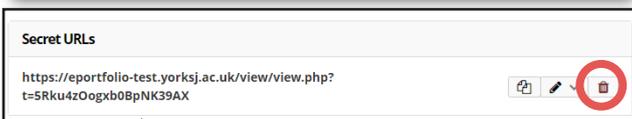
Using the menu, click **Create** and then **Shared by me**

Find the collection or page to share and click on the globe in the **Secret URLS** column.

| COLLECTION NAME | ACCESS LIST | EDIT ACCESS | SECRET URLS |
|------------------------|-------------|-------------|-------------|
| My collection of pages | Ian Staite | 🔒 | 🌐 |
| Smart Ev test | | 🔒 | 🌐 |



Click on **New Secret URL**.



This will create a URL that can be shared to allow viewing of the page. **Beware** that anyone with this URL can view the page. You can use the **bin** to remove access via a particular URL.

Any collections or pages with a secret URL is shown on the Shared by me screen with a number next to the globe.

| COLLECTION NAME | ACCESS LIST | EDIT ACCESS | SECRET URLS |
|------------------------|-------------|-------------|-------------|
| My collection of pages | Ian Staite | 🔒 | 🌐 1 |
| Smart Ev test | | 🔒 | 🌐 |