

## What is Mahara?

At the simplest level, Mahara is two things: an [ePortfolio](#) and a [social networking](#) system combined. An ePortfolio is a system in which students can record "evidence of lifelong learning" -- such as essays, files, artwork or other such things they produce that can be stored digitally. This information is collected on Pages which you can create and share. You can now create groups which creates an area to share pages and collaborate with members of the group.

But Mahara is much more than just a place to store files. Mahara also includes blogging, a [résumé builder](#), and [Moodle](#) integration.

With Mahara, *you* control which pages and what information within your portfolio other users see. You can have as many pages as you like, each with different content, images, intended purpose and audience. Your audience, or the people you wish to give access to your page, can be added as individuals or as a member of a group. It can even be made publicly available.

### For example you could create:

- A page for your tutor, which includes assessments and your reflective journal
- A page to showcase your best work and [résumé](#) for potential employers

A single page or a *collection* of pages can make up your portfolio. You can share a single page or a collection of pages you have created. You can also create a group or join a group created by you Lecturer or another student so you can collaborate on group pages. You can set it so only members of the group can view or edit the pages in the group.

### For example you could create:

- A group to share your love of chess (open to the Public)
- A closed group for a collaborative assessment for your course, only the members of your group can add/edit or share pages.

## Overview of the Dashboard

Your homepage is your dashboard from which you can access a number of areas in Mahara conveniently. You can see which groups you are a member of under your name in the right block, what pages you have recently viewed, email inbox and what users are online.

The screenshot shows the Mahara dashboard interface. At the top, there is an orange header with the Mahara logo on the left, a search bar in the center, and user information on the right including 'Paul (SU) Leavy', 'Settings', a notification icon with '0', and 'Logout'. Below the header is a dark navigation bar with 'Dashboard' selected, and 'Content', 'Portfolio', and 'Groups' as options. The main content area is divided into several sections: a 'Welcome' section with introductory text and contact information; three large action buttons: 'Create' (Develop your portfolio), 'Share' (Control your privacy), and 'Engage' (Find people and join groups); a 'Latest changes I can view' section showing a recent update by Maura Jones; an 'Inbox' section showing no messages; a user profile sidebar for Paul (SU) Leavy listing his groups (Class A, Class B, Learning Technologists); and an 'Online users' section showing Paul (SU) Leavy as the only user online.

## Quick links

On the dashboard there are the three quick links, these give you instant access to the most commonly used parts of Mahara.

The image shows three large, light grey buttons with teal icons and text. The first button has a plus icon and says 'Create' with the subtext 'Develop your portfolio'. The second button has a lock icon and says 'Share' with the subtext 'Control your privacy'. The third button has a group of people icon and says 'Engage' with the subtext 'Find people and join groups'.

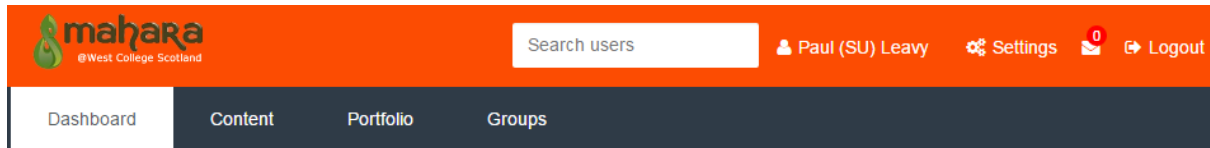
**Create:** Create new pages, you can also view any pages you created here and edit them.

**Share:** In this section you can share pages/collections you have created. You can also see what you have shared and change the privacy settings on these pages if you want.

**Engage:** Here you can find public groups, see what groups are currently member in and access them.

## Navigation Bar

The navigation bar has links to the main areas of Mahara the Dashboard, Content, Portfolio and Groups.

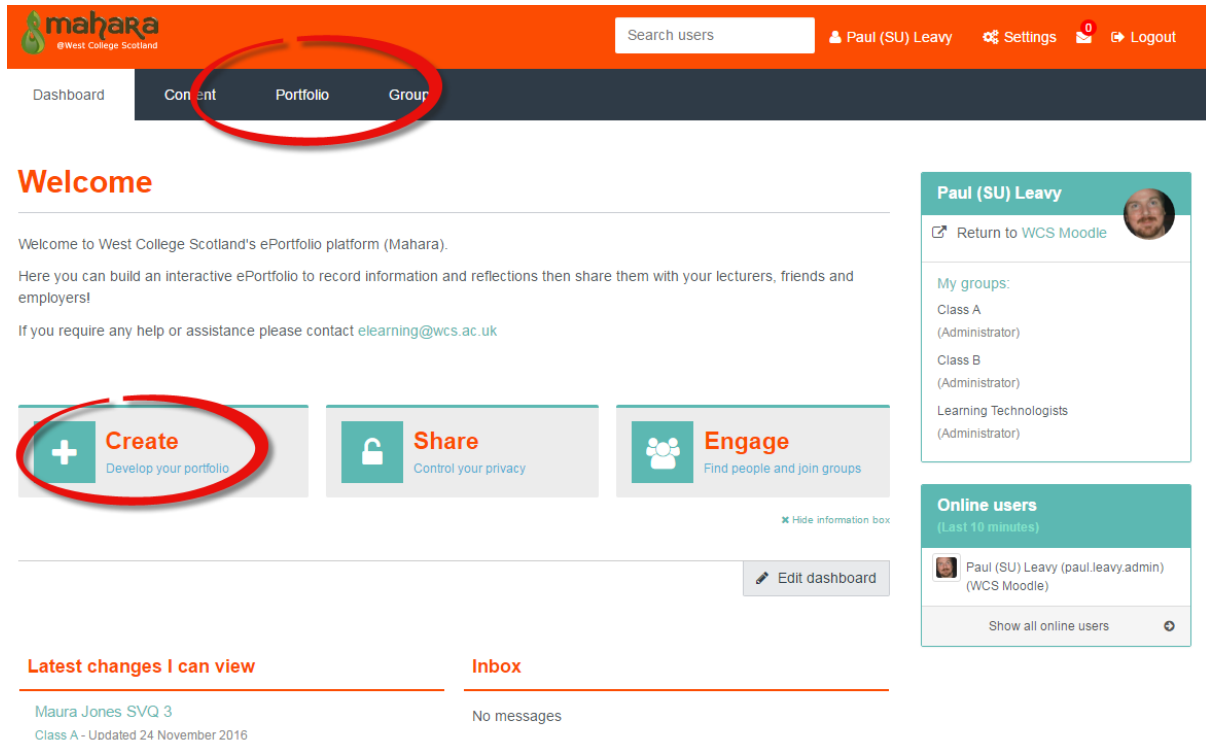


1. **Dashboard:** This is your home page, where you can view groups and recently visited pages. It also has quick links to the most used parts of Mahara
2. **Content:** In the content section you can
  - **Profile:** edit your profile, add a profile picture,
  - **Files:** upload files for use on any of your pages.
  - **Journals:** Start a journal which is similar to a blog.
  - **Resume:** Create a Resume/Curriculum Vitae this can be export when you finish the course
  - **Plans:** Add a plan
  - **Notes:** View notes you have left on pages you created
3. **Portfolio:** In the Portfolio section you can
  - **Pages:** View, edit and create pages
  - **Collections:** Create a collection of pages
  - **Shared by/with me:** View pages which you have shared or have been shared with you.
  - **Export/Import:** Export you whole portfolio to take to another institute, or import a portfolio you already created
4. **Groups:** In the Portfolio section you can
  - **My Groups:** View your groups and change the setting if you are admin
  - **Find Groups:** Find groups
  - **My friends/Find friends:** Find friends and view tour friends list
  - **Topics:** View the latest discussion topics from all your groups

## Create a Page in Mahara

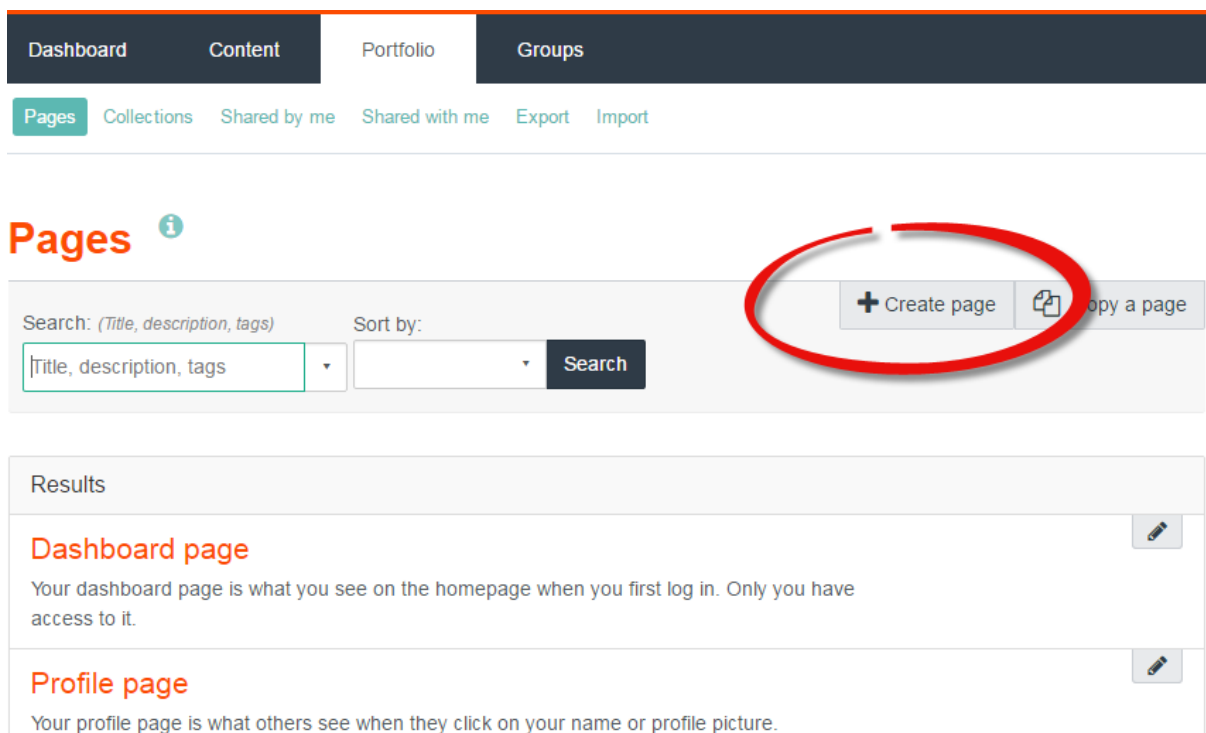
To create a page in your portfolio:

1. Select the **Portfolio** tab at the top of the page or use the **Create** quick link on your Dashboard



The screenshot shows the Mahara dashboard interface. At the top, there is a navigation bar with tabs for Dashboard, Content, Portfolio, and Groups. The Portfolio tab is highlighted with a red circle. Below the navigation bar, there is a 'Welcome' section with a message and a 'Create' button highlighted with a red circle. To the right, there is a user profile for Paul (SU) Leavy and a list of groups. Below the 'Create' button, there are sections for 'Latest changes I can view' and 'Inbox'.

2. Select the Create Page button shown below



The screenshot shows the 'Pages' section of the Mahara interface. At the top, there is a navigation bar with tabs for Dashboard, Content, Portfolio, and Groups. Below the navigation bar, there is a 'Pages' section with a search bar and a 'Create page' button highlighted with a red circle. The search bar contains the text '|Title, description, tags'. Below the search bar, there is a list of results for 'Dashboard page' and 'Profile page'.

3. Fill in the Page Title and a small description below and click Save

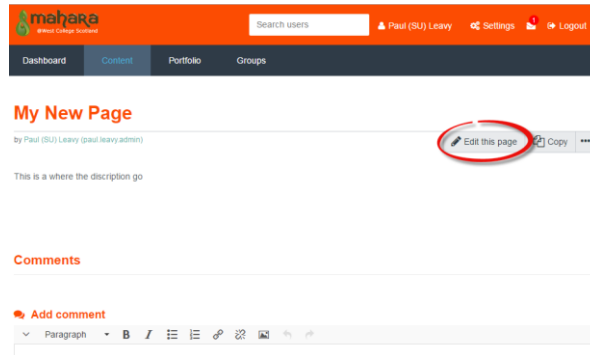
The screenshot shows the Mahara user interface. At the top, there is a navigation bar with the Mahara logo and the text "@West College Scotland". To the right of the logo is a search box labeled "Search users" and a user profile icon for "Paul (SU)". Below the navigation bar is a menu with options: "Dashboard", "Content", "Portfolio", "Groups", and "Administration". Underneath this menu is a sub-menu with options: "Pages", "Collections", "Shared by me", "Shared with me", "Export", and "Import". The main content area has a heading "No title | Edit title and description" with an information icon. Below the heading are two buttons: "Display page" and "Share page". To the right of these buttons are two more buttons: "Edit content" and "E". The "Page title" field is a text input box with the placeholder text "Type here...". Below the title field is the "Page description" section, which includes a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), List, Unlist, Link, Unlink, Image, Undo, and Redo. Below the toolbar is a text area for the description. At the bottom left of the form is a "Save" button, and at the bottom right is a "Words: 0" counter.

Once you save will go automatically to the edit content screen where you can start to add content to your page.

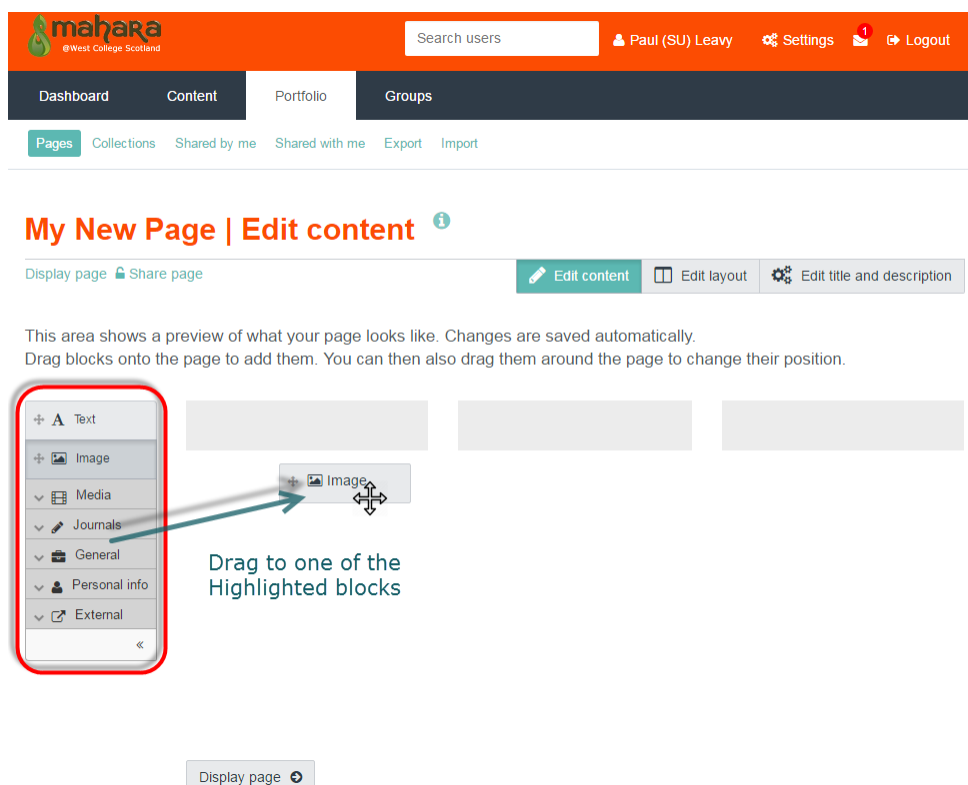
## Adding content to your Page

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1. Select one of your Pages or Create a new page in the **Portfolio** area
2. Select the **Edit this Page** button this happens automatically when you create a new page.




3. Select the File/content type on the left menu that you want to display or put on your page, you can drag and drop the selection in any of the highlighted blocks in the middle area. (These blocks can be arranged by clicking edit layout).



4. If you selected media that needs to be uploaded you will see the following screen.

PDF: Configure 

Block title


**File** 

Retractable


*Select to allow this block to be retracted when the header is clicked.*

[Remove](#)

5. Click on file to find the file and upload it (If you already uploaded this file to another page it will be listed under **Home**).

PDF: Configure 

Block title

**File** 

File

No files found



[My files](#) [Group files](#) [Institution files](#) [Site files](#)

**Upload file**

File

No file chosen  
(Maximum upload size 49 MB)

**Home**

	NAME	DESCRIPTION	SIZE
	images	Image files	

Retractable

*Select to allow this block to be retracted when the header is clicked.*

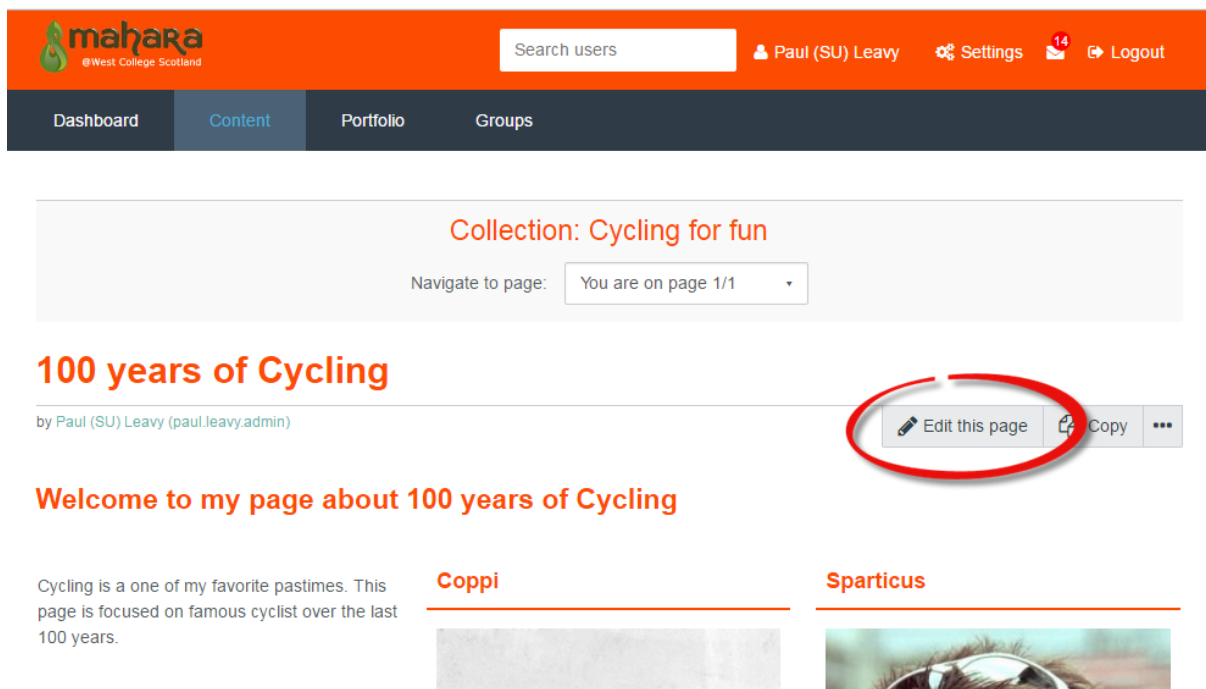
[Remove](#)

6. Save once you have uploaded the file.

## Sharing a Page in Mahara

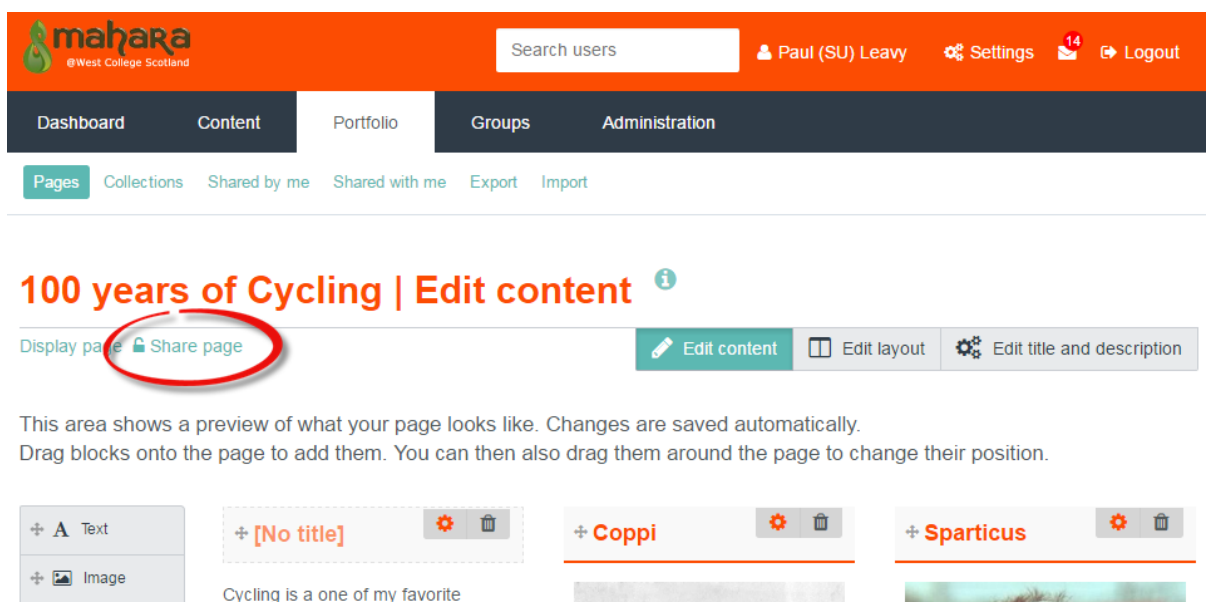
To share a page in your portfolio:

1. Select the page you want to share in the **Portfolio** area
2. Select **Edit this Page** button



The screenshot shows the Mahara interface. At the top, there's a navigation bar with the Mahara logo, a search box, and user information for Paul (SU) Leavy. Below that is a secondary navigation bar with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. The main content area shows a collection titled 'Collection: Cycling for fun' with a 'Navigate to page' dropdown set to 'You are on page 1/1'. The page title is '100 years of Cycling' by Paul (SU) Leavy. A red circle highlights the 'Edit this page' button in the top right corner. Below the title is a sub-header 'Welcome to my page about 100 years of Cycling' and a short paragraph of text. Two image blocks are visible: 'Coppi' and 'Sparticus'.

3. Select the **Share Page** link



The screenshot shows the 'Edit content' page for '100 years of Cycling'. The navigation bar is similar to the previous screenshot but includes 'Administration'. Below the navigation bar, there are tabs for 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The page title is '100 years of Cycling | Edit content'. A red circle highlights the 'Share page' button in the top left corner. To the right of the 'Share page' button are three buttons: 'Edit content', 'Edit layout', and 'Edit title and description'. Below the buttons is a preview area with the text '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.' At the bottom, there are four blocks: 'Text', 'Image', '[No title]', 'Coppi', and 'Sparticus'.



4. In the Share Page area:
  1. Select who you want to share with – i.e group, user
  2. Search for their name and select
  3. You can set a time frame to allow access
  4. You can set multiple people/groups to share the page with by selecting a new **Share with** drop down.
5. You can view what pages you have shared in the **Portfolio** section under **Shared by me**.

## Groups

A group is an area where students and lecturers can share pages and collaborate. Whoever creates the group will be the administrator, but more administrators can be added. The group also contains a forum area for the members. Groups can be setup either private or public.

1. There are seven sections to in each Group for you to navigate

The screenshot shows a Moodle group interface. At the top, there is a teal navigation bar with a 'Test 2' dropdown menu and several tabs: 'About', 'Members', 'Forums', 'Pages', 'Collections', 'Journals', 'Share', and 'Files'. Below this is a green notification bar that says 'Group saved successfully'. The main content area has a heading 'About | Test 2' in orange. To the right of the heading are three buttons: 'Edit this page', 'Settings', and 'Delete'. Below the heading, there is a list of group statistics: 'Created: 12 January 2017', 'Open', '1 Members', '1 Pages', '0 Files', '0 Folders', '1 Forums', '0 Topics', and '0 Posts'. Underneath, it lists the group administrators: 'Paul (SU) Leavy (paul.leavy.admin)'. There are two sections with orange headings: 'Latest forum posts' and 'Group pages'. The 'Latest forum posts' section contains the text 'There are no posts in this group yet'. The 'Group pages' section lists a 'Group homepage' created on '12 January 2017, 2:38 PM'. At the bottom right of the page, it says '1 page'.

2. Section descriptions

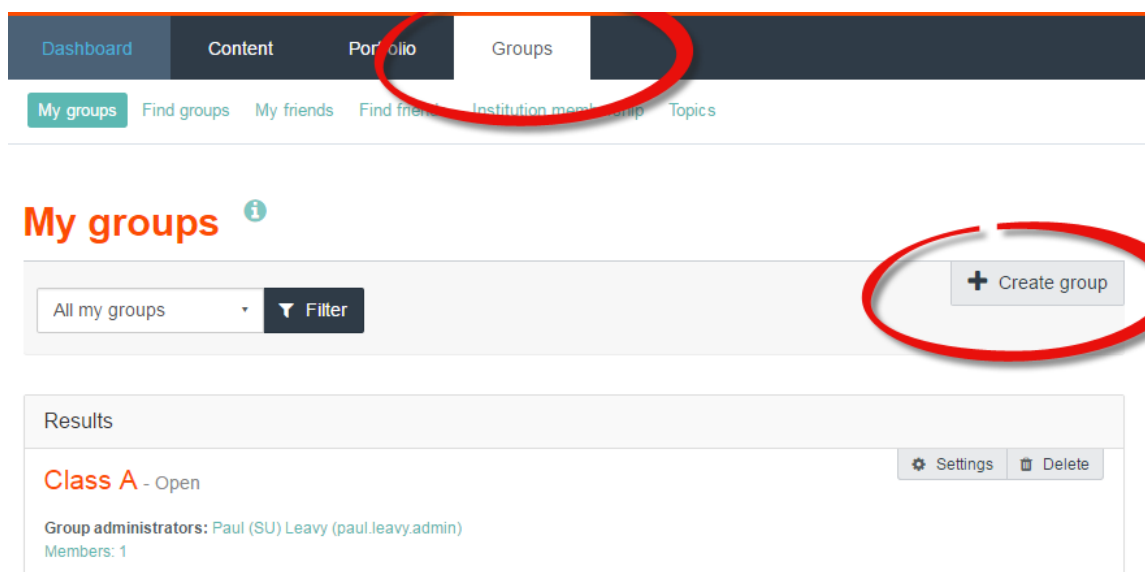
- **About:** This is the home page of your group, it will show any updates or recent activity, this can be customized by the group administrators. It also list the pages shared or create win the group
- **Members:** You can see what members are in the group, and add new members if you have administration rights within the group
- **Forums:** You participate in forum discussion for you group
- **Pages:** Shows all the pages shared and created within your group
- **Collections:** Shows and collections your group has(a group of pages)

- **Journals:** Start a journal in your group for other members to view, this is a personal blog
- **Share:** Shows what pages you have shared with the group
- **Files:** You can upload files directly for other members to access, this area also gives you access to any files other members have uploaded

## Creating a Group

Anyone can create a group, it could be set up by your Lecturer or you could create one to share ideas and information with you classmates.

1. To create a group click on Group on the navigation bar and then create group



2. Give the group a name and a description and change the settings if needed, these settings can be modified at any time.
  - **Open:** If yes user can join without approval from administrators
  - **Controlled:** If Yes administrators can add members and they cannot leave
  - **Create and edit:** set to who you want to edit or create pages in your group
  - **Allow submissions:** default setting No
  - **Visibility settings:** Change on who you want to see this group
  - **General:** No changes unless you want to turn off notifications
3. Once the group is created you can access them from the Group section' You can edit a group and add members at any time.