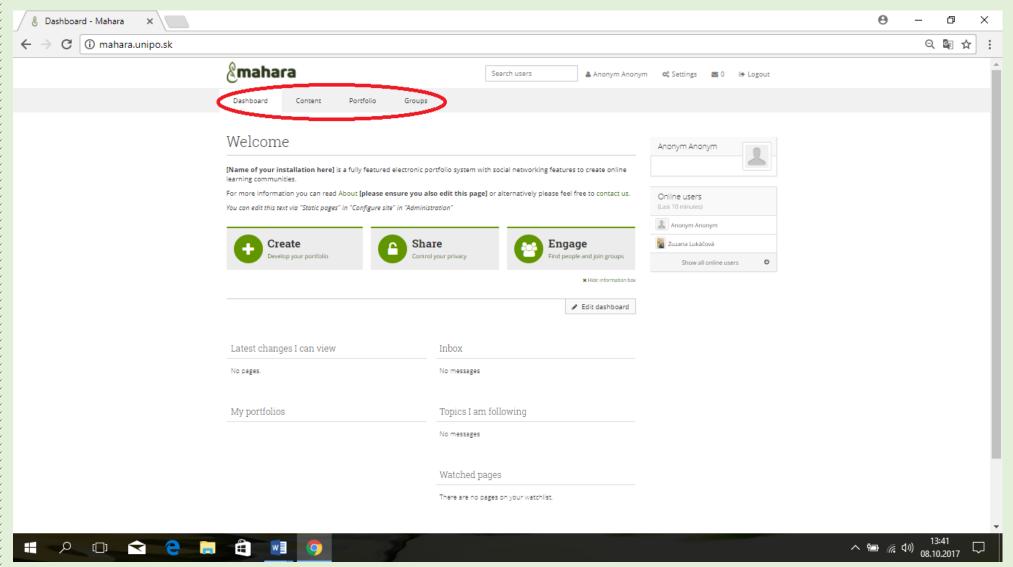
## **MAHARA Electronic Portfolio Manual**

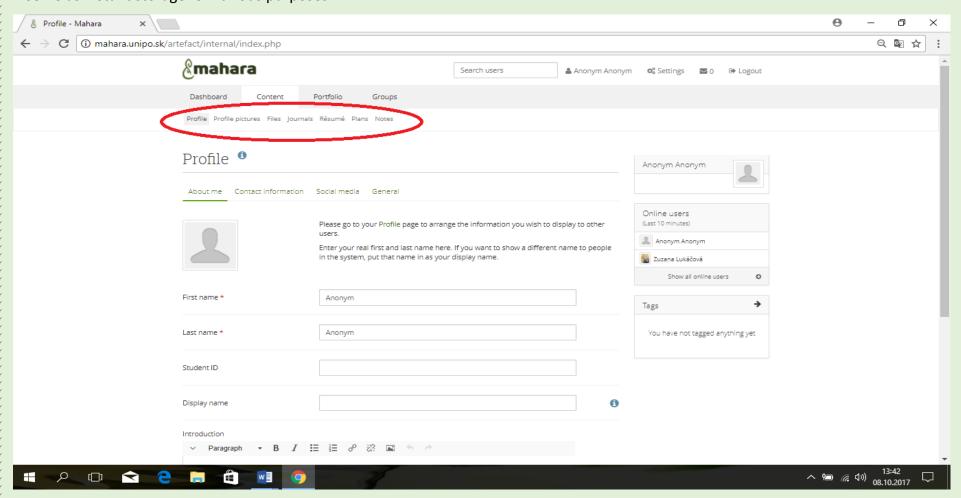


Source: mahara.org

- 1. Students have been given a user name (name and surname) with a password (change of password will be required after logging in for the first time).
- 2. Students can send a friend request to their classmates (the list of names is the group of a selected course).
- 3. Portfolio platform consists of four main sections: dashboard, content, portfolio and groups with their subsections.

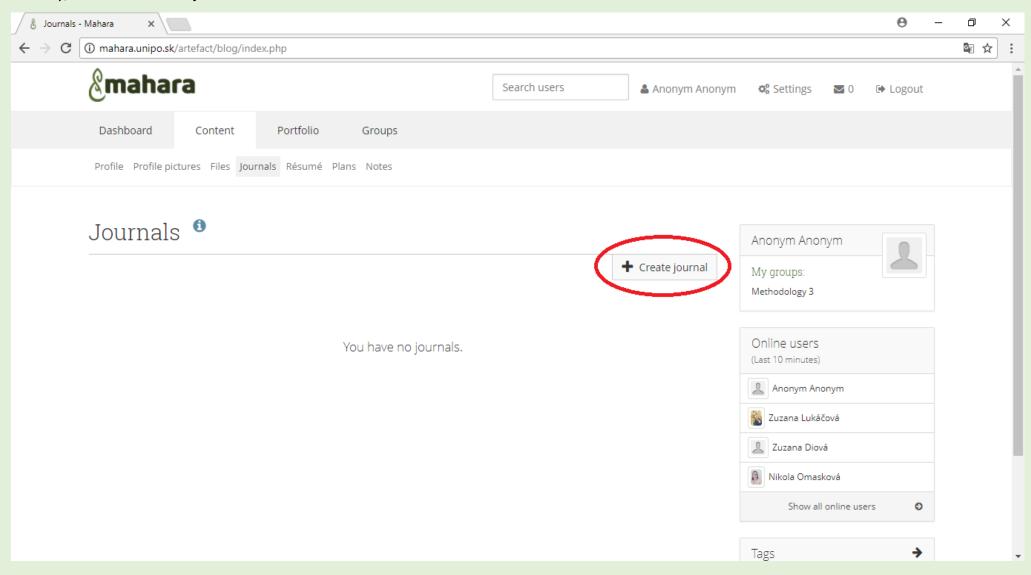


- 4. Dashboard shows an overview of a page. It can be edited according to the preferences of a user. Students can add new blogs, change their position or remove them.
- 5. The content section consists of the following subsections: profile, profile pictures, files, journals, résumé, plans, notes.
- 6. In the subsection "profile", students can fill in two other subsections: "about me" and "contact information". They can also upload a profile picture in the subsection "profile pictures".
- 7. The section "Files" provides space to upload various documents which can be later used for inclusion in pages (see the section "Portfolio"). This may serve as instant storage for various purposes.

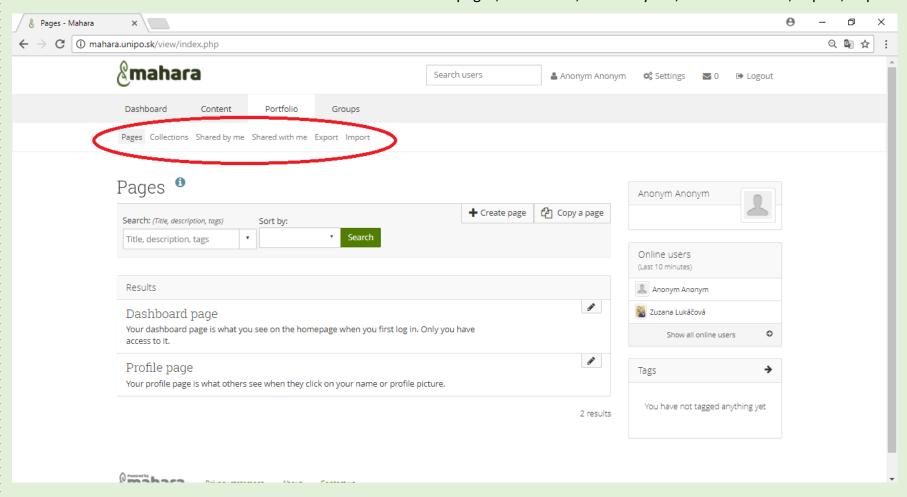


	The "Journals" section is the section students may easily work with. If they want to create more journals, it is essential to allow MULTIPLE JOURNALS
	in account settings. If a journal is marked as a draft, no one except that user can see it. If a journal is included in a portfolio (the "pages" subsection), it
	may be visible to other users after editing its access and consequently sharing it share it friends, groups or specific persons.
Э.	Students can either allow or disable comments of other users.
10	The résumé part provides space for self-presentation starting with introduction, education and employment background, achievements (certifications, accreditations, awards, books, publications, professional memberships), goals (personal, academic, career) and skills (again personal, academic, career)
11	and interests.  In the section "Plans" students can create a plan with the steps (tasks) needed to meet the set objectives. After their completion, students may mark
	the tasks as completed.
12	. In the section "Notes" there are only HTML notes from pages.

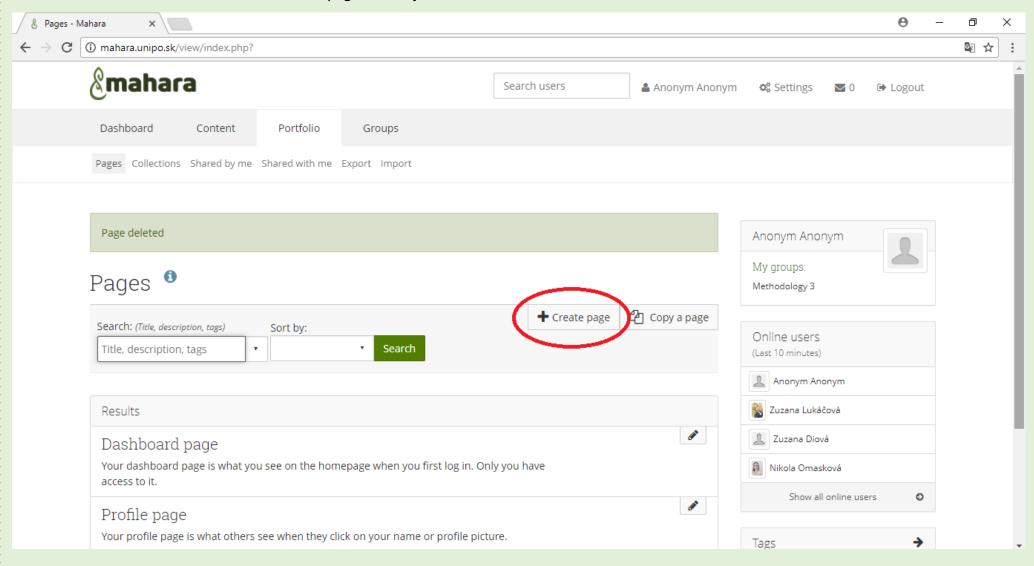
13. Firstly, students create a journal in the section "Content".



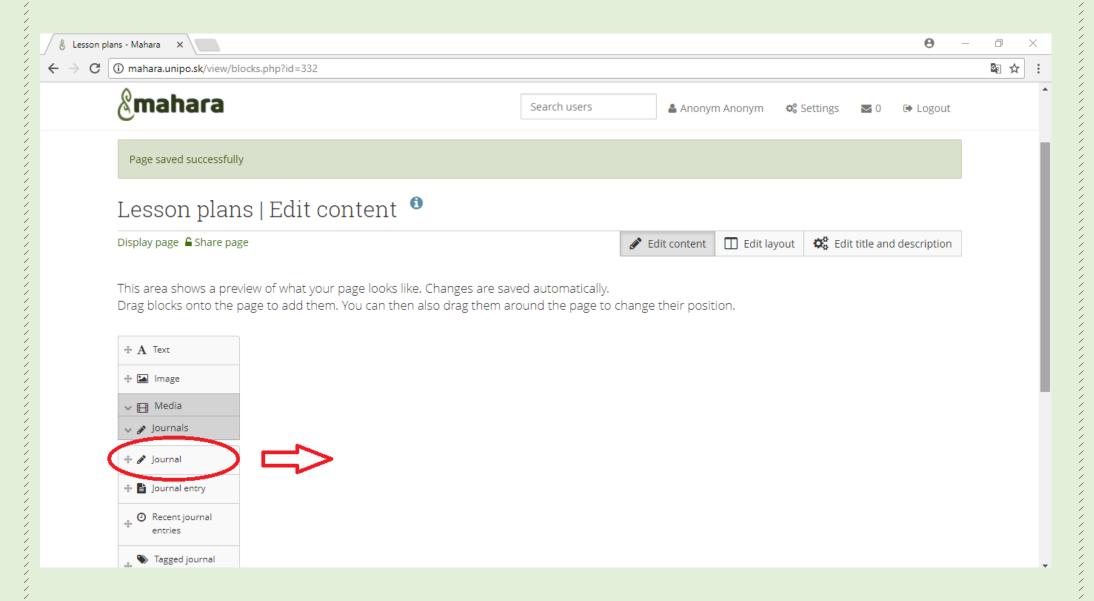
14. The second main section "Portfolio" consists of six subsections: pages, collections, shared by me, shared with me, export, import.



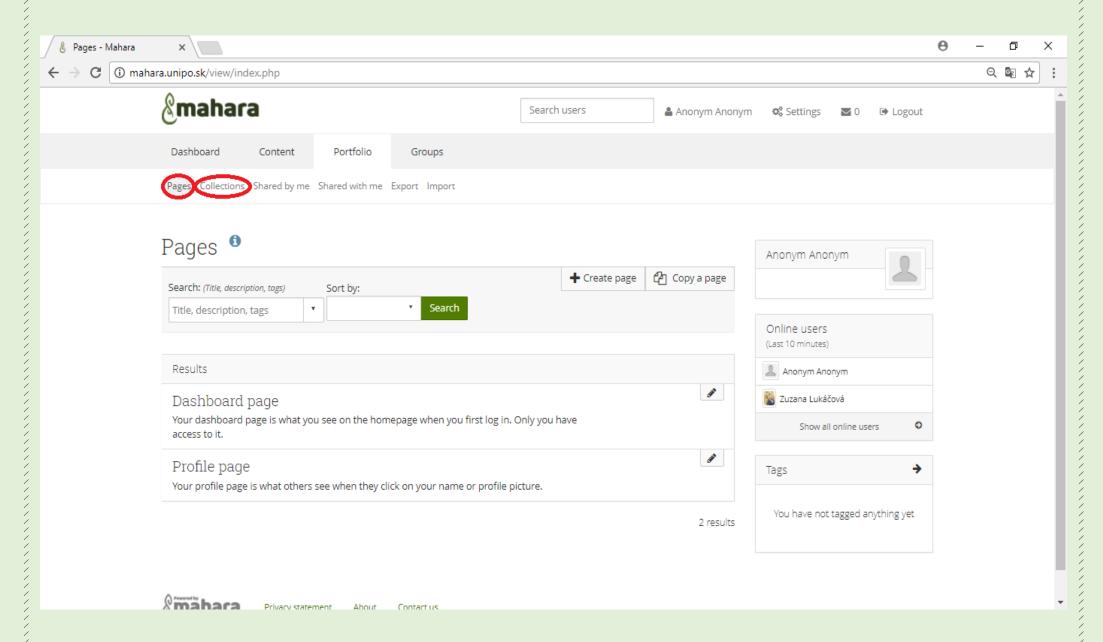
15. In this section students create an associated page for the journal.



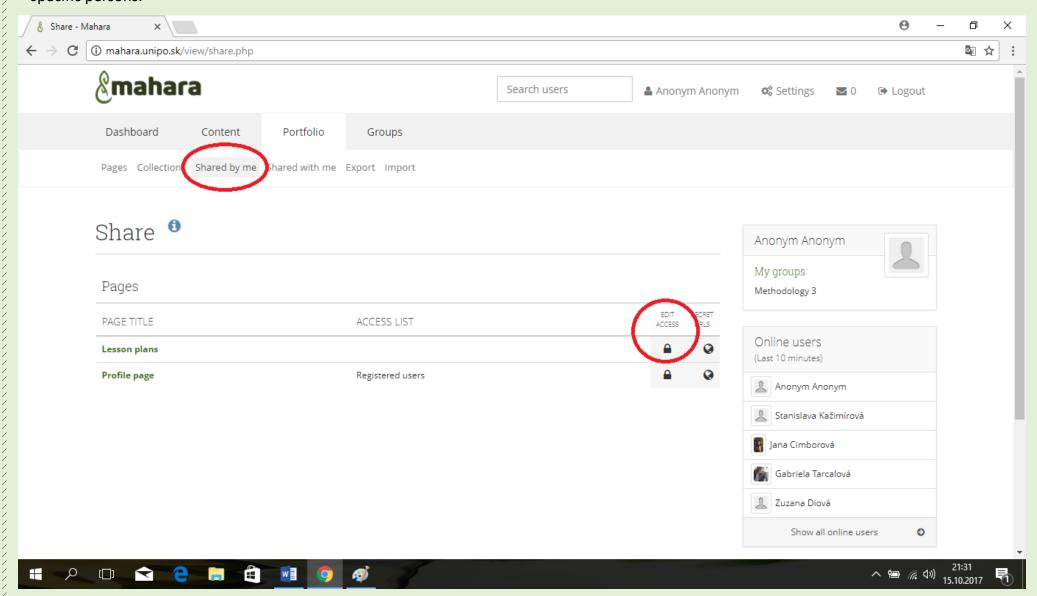
16. When creating a page (for example, a page for lesson plans), "drag" the blocks from the left to the right (depending on the type of a file, in the case of journals, drag the blog "journal".



17. The section "Portfolio" serves as storage for various pages students create. If any of the pages are interrelated, they may also create a collection of pages in the subsection "Collections".



18. "Shared by me" and "Shard with me" subsections provide a brief overview of pages as well as the pages created by other users (provided that users decide to share their page/s). In "Shared by me" students can edit access to their pages and make it public, private or shared with friends, groups or specific persons.



19. In the subsection "Groups" students can see the groups they are members of.