

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.

Dashboard - Mahara

Search users Anonym Anonym Settings 0 Logout

Dashboard Content Portfolio Groups

Welcome

[Name of your installation here] is a fully featured electronic portfolio system with social networking features to create online learning communities.

For more information you can read About [please ensure you also edit this page] or alternatively please feel free to contact us.

You can edit this text via "Static pages" in "Configure site" in "Administration"

Create
Develop your portfolio

Share
Control your privacy

Engage
Find people and join groups

Hide information box

Edit dashboard

Latest changes I can view
No pages.

My portfolios

Inbox
No messages

Topics I am following
No messages

Watched pages
There are no pages on your watchlist.

Anonym Anonym

Online users
(Last 10 minutes)

Anonym Anonym

Zuzana Lukáčová

Show all online users

13:41
08.10.2017

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 screenshot displays the Mahara user interface. At the top, the browser address bar shows the URL 'mahara.unipo.sk/artefact/internal/index.php'. The navigation menu includes 'Dashboard', 'Content', 'Portfolio', and 'Groups'. A sub-menu is visible below, containing 'Profile', 'Profile pictures', 'Files', 'Journals', 'Résumé', 'Plans', and 'Notes'. The 'Profile' sub-menu item is circled in red. The main content area shows the 'Profile' page with tabs for 'About me', 'Contact information', 'Social media', and 'General'. The 'About me' tab is active, displaying a profile picture placeholder and a text area for the user's name. The right sidebar shows 'Online users' and 'Tags' sections. The Windows taskbar at the bottom shows the time as 13:42 on 08.10.2017.

8. 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.
9. 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) and interests.
11. 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".

The screenshot shows the Mahara web interface. The browser address bar displays "mahara.unipo.sk/artefact/blog/index.php". The page header includes the Mahara logo, a search bar, and user information for "Anonym Anonym". The navigation menu is divided into "Content" (selected) and "Portfolio" (Groups). Under "Content", the "Journals" sub-menu is active. The main content area displays "Journals" with an information icon and a "+ Create journal" button, which is circled in red. Below this, it states "You have no journals." The right sidebar contains a user profile for "Anonym Anonym" with a "My groups: Methodology 3" section, an "Online users" list (Anonym Anonym, Zuzana Lukáčová, Zuzana Diová, Nikola Omasková), and a "Tags" section.

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

The screenshot displays the Mahara web application interface. At the top, the browser address bar shows the URL `mahara.unipo.sk/view/index.php`. The Mahara logo is on the left, and a search bar for users is on the right. The main navigation bar includes **Dashboard**, **Content**, **Portfolio**, and **Groups**. Below this, a secondary navigation bar contains **Pages**, **Collections**, **Shared by me**, **Shared with me**, **Export**, and **Import**. A red circle highlights this secondary navigation bar. The main content area is titled **Pages** and includes a search bar, a **Create page** button, and a **Copy a page** button. The search results section shows two items: **Dashboard page** and **Profile page**. On the right side, there are sidebars for **Anonym Anonym** (user profile), **Online users** (listing Anonym Anonym and Zuzana Lukáčová), and **Tags** (indicating no tags are present).

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

The screenshot shows the Mahara web interface. At the top, there is a navigation bar with the Mahara logo, a search box for users, and user information for 'Anonym Anonym'. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Content', 'Portfolio', and 'Groups'. A third navigation bar contains links for 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area features a green notification box stating 'Page deleted'. Below this, the 'Pages' section is displayed with a search bar and a 'Sort by:' dropdown. A red circle highlights the '+ Create page' button. To the right of the search bar is a 'Copy a page' button. Below the search bar, there is a 'Results' section with two entries: 'Dashboard page' and 'Profile page', each with a description and an edit icon. On the right side of the page, there is a sidebar with a user profile for 'Anonym Anonym', a list of 'My groups' (Methodology 3), a list of 'Online users' (Anonym Anonym, Zuzana Lukáčová, Zuzana Diová, Nikola Omasková), and a 'Tags' section.

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”).

The screenshot shows the Mahara web interface. At the top, there is a browser window with the address bar showing 'mahara.unipo.sk/view/blocks.php?id=332'. Below the browser, the Mahara logo is on the left, and a search bar and user information ('Anonym Anonym') are on the right. A green notification bar at the top says 'Page saved successfully'. The main heading is 'Lesson plans | Edit content' with an information icon. Below the heading, there are buttons for 'Display page', 'Share page', 'Edit content', 'Edit layout', and 'Edit title and description'. A paragraph of text explains that the area shows a preview of the page and that blocks can be dragged onto it. On the left, a sidebar contains a list of blocks: Text, Image, Media, Journals, Journal (highlighted with a red circle and a red arrow), Journal entry, Recent journal entries, and Tagged 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”.

The screenshot shows the Mahara web interface. At the top, there is a navigation bar with the Mahara logo, a search box for users, and links for 'Anonym Anonym', 'Settings', '0' notifications, and 'Logout'. Below this is a secondary navigation bar with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. A third navigation bar contains 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The 'Pages' and 'Collections' links are circled in red. The main content area is titled 'Pages' and includes a search bar with a dropdown menu set to 'Title, description, tags' and a 'Search' button. There are also '+ Create page' and 'Copy a page' buttons. Below the search bar, there are two results listed: 'Dashboard page' and 'Profile page', each with a description and an edit icon. The 'Dashboard page' description reads: 'Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.' The 'Profile page' description reads: 'Your profile page is what others see when they click on your name or profile picture.' To the right of the main content, there is a sidebar with three sections: 'Anonym Anonym' with a user profile picture, 'Online users (Last 10 minutes)' listing 'Anonym Anonym' and 'Zuzana Lukáčová' with a 'Show all online users' button, and 'Tags' with a right-pointing arrow and the text 'You have not tagged anything yet'. At the bottom of the page, there is a footer with the Mahara logo and links for 'Privacy statement', 'About', and 'Contact us'.

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.

The screenshot shows the Mahara web interface. The browser address bar displays 'mahara.unipo.sk/view/share.php'. The navigation menu includes 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Under 'Content', 'Shared by me' is highlighted with a red circle. The main content area is titled 'Share' and contains a table of shared pages. The table has columns for 'PAGE TITLE' and 'ACCESS LIST'. Two rows are visible: 'Lesson plans' and 'Profile page'. The 'Lesson plans' row shows a lock icon and a globe icon. The 'Profile page' row shows a lock icon and a globe icon. A red circle highlights the 'EDIT ACCESS' button in the 'ACCESS LIST' column for the 'Lesson plans' row. On the right side, there is a user profile for 'Anonym Anonym' with a 'My groups' section listing 'Methodology 3'. Below that is an 'Online users' section listing several users: 'Anonym Anonym', 'Stanislava Kažimírová', 'Jana Cimborová', 'Gabriela Tarcalová', and 'Zuzana Diová'. The Windows taskbar at the bottom shows the time as 21:31 on 15.10.2017.

PAGE TITLE	ACCESS LIST
Lesson plans	
Profile page	

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