

NMIT User manual

Mahara v1.2



[David Sturrock, May 2010]

[Based on the manual developed by Craig Eves, Flexible Learning Network]

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Introduction

MyPortfolio is based on the Mahara ePortfolio software.

Mahara has two main capabilities of [ePortfolio](#) and [social networking](#). An ePortfolio is a system in which students can record "evidence of lifelong learning" - such as essays, artwork or other such things they produce that can be stored digitally. These are known as **artefacts** in Mahara. Social networking give a way for people to interact with their friends and create their own online communities – such as [Myspace](#), [Facebook](#) or [Bebo](#)..

Mahara also includes blogging, a resumé builder, [Moodle](#) integration and a way to arrange artefacts using a drag and drop View editor.

What are Views?

Views give students a way to display their artefacts in a way they choose, to the people they want to see them. For instance, a student could have one view that contains a journal of their progress and some notes for a project they are currently doing, visible only to their teachers. They could have another view, showing photos from their holiday in Scotland, that their friends can see.

Views also allow YouTube videos, Flickr photos, RSS feeds to be inserted.

Views can be created for groups of users and are also able to be copied by selected users

The diagram below of example artefacts, Views and groups illustrates how content in Mahara can be shared and reused in different contexts and for different audiences.

How does Mahara fit in to the e-learning landscape?

LMS's such as Moodle, Sakai and Blackboard act as software for training providers to deliver and manage training. Mahara is software focussed on the allowing the user to collect and display electronic resources to selected audiences. ePortfolio's can be used to assess outcomes. A LMS and ePortfolio system complement one another in an online learning environment.

Mahara is open source software which means developers are able to use and modify the program code. This enables the application to be easily integrated with other Open Source applications such as Moodle and also be easily customised for audiences.

Mahoodle is one application that has been developed that allows the signon and some data integration between Mahara and Moodle. Further developments to integrate and expand Mahara are planned.

Contextual help

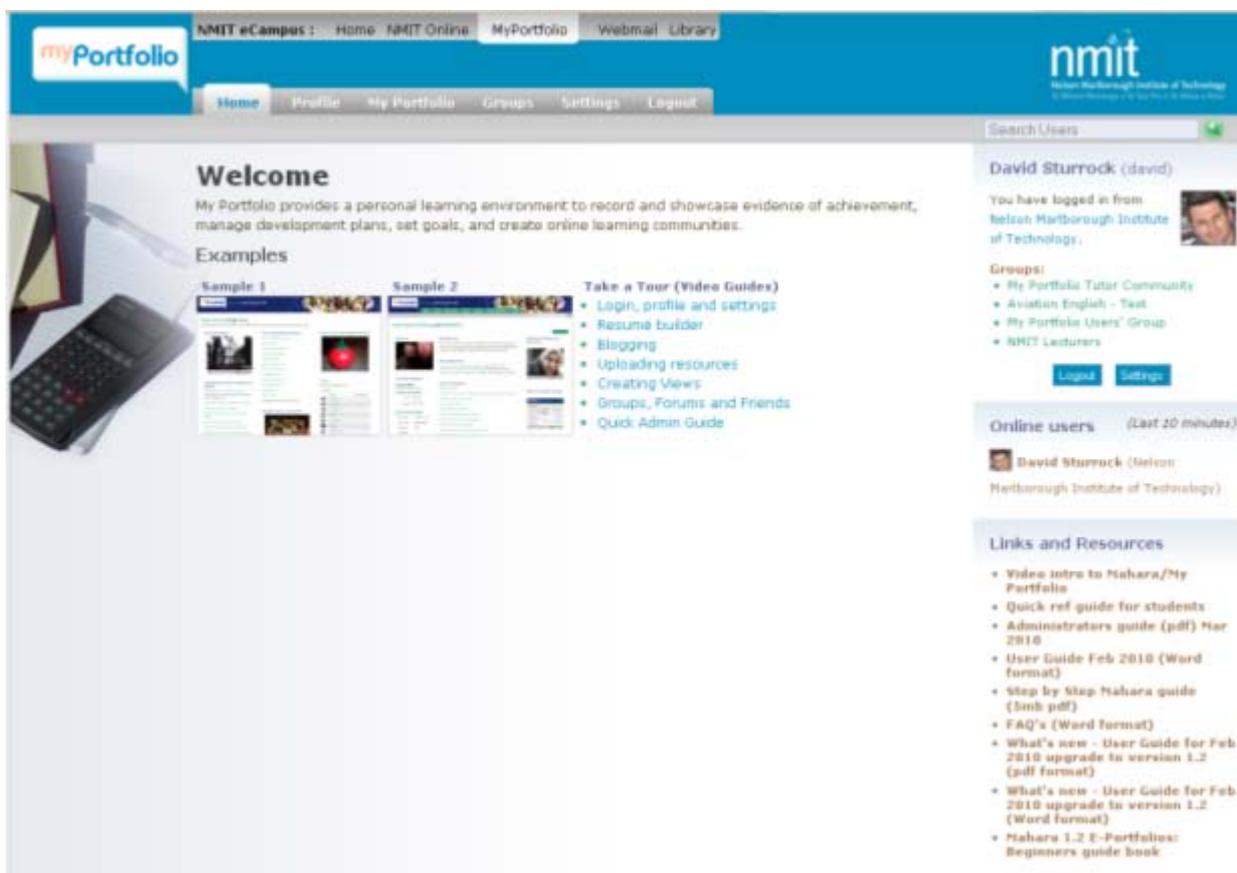
You will find contextual help throughout Mahara, wherever you see the question mark symbol. Click on this to open a dialogue box containing help on the area you are currently working in. Contextual help is designed to help guide you through Mahara so please use this feature as much as you require.

Logging in

Open your web browser and go to NMIT Online (<http://ecampus.nmit.ac.nz>). Login as normal, using your NMIT username and password. Once logged in, choose “myPortfolio” from either the “Student Help” or “Tutor Resources” drop-down menus.

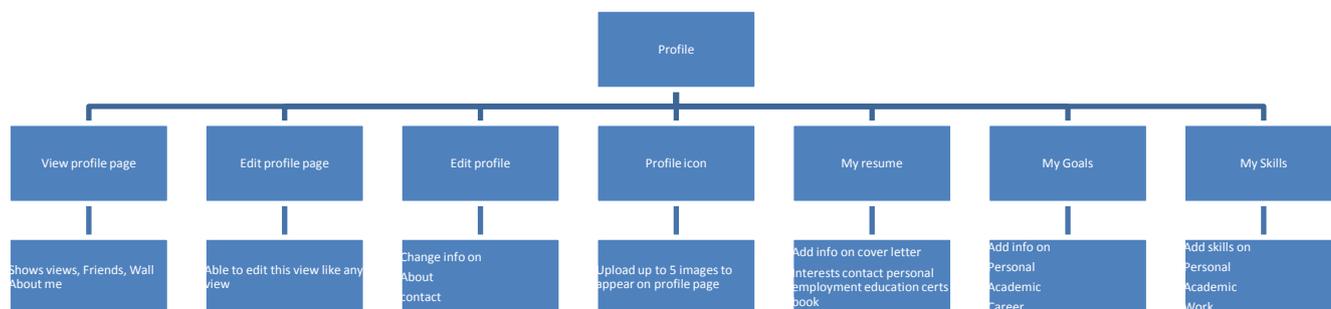


Once you have accessed the myPortfolio.ac.nz web site you will automatically be logged in and will see an NMIT theme including colours, logo and some links for navigating back to NMIT web sites.



Profile

Your Profile area stores your contact and personal information. Each of the fields within your Profile area are Artefacts and therefore may be added to a View. Please consider your personal security before releasing contact information on a publicly available View.



View profile page

This shows all of the information that you have made available to your ePortfolio. This includes your Views , Groups , Friends and Wall. A wall is a publicly available space where others viewing your profile can leave messages.

Edit Profile page

This is where you can change the layout of your profile page – this can be done by dragging one of the blocks with the green plus sign to below the gray line that says drag blocks below this line to add them to your view layout. This is a similar process to editing a view.



New There are a some additional blocks available under the Profile tab including My friends, My Groups, My Views, Wall.

Edit Profile

Edit Profile allows you to include the following information about yourself in the following fields:

About me

Name and student ID – These fields may be locked for editing by an administrator, depending on local settings of Mahara.

Preferred name - Use this if you do not wish to display your full name. Your preferred name can be anything you like and replaces your full name display to all users except site administrators and staff.

Introduction – You may wish to write a brief introduction about yourself. The information you enter here will be searchable by other users.

Contact information – Here you can add various contact details such as postal address, any external Blogs you may have and personal website addresses.

You can also add additional email addresses using the Add Email button. Once you have saved your profile a message will be sent to the new email address. This message will contain a link which once followed, will confirm your email address is valid. This confirmation email is valid for 24 hours only.

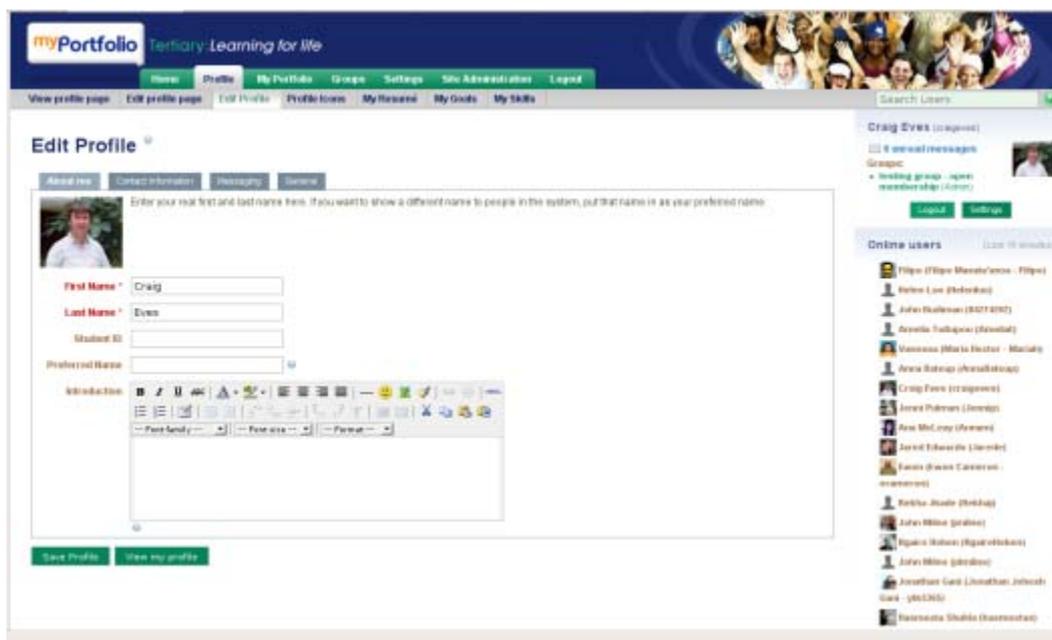
Messaging – Include details of any Instant messaging service you may use, such as Skype or Jabber.

General – Indicate your profession and industry where relevant.

Remember to Save Profile before progressing

Profile Icons

The Profile Icons area allows you to upload images to use within your Profile and Views. Your icons may be a picture of you or an avatar image of your choice. You may have up to 5 icons in your Profiles Icons area at once. Your icons must be between 16x16 and 1024x1024 pixels in size. To find out how much of your allotted file space you have used, take a look at your Quota.



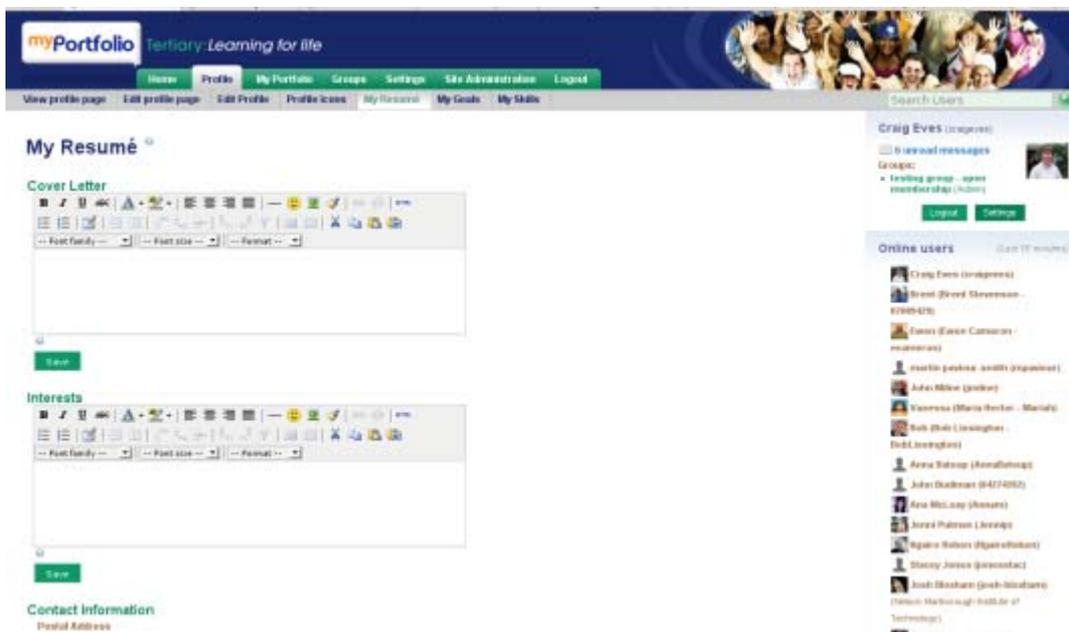
My Resumé

The resumé area allows you to build digital resúmes or CVs which can be tailored and shared with different audiences. It is entirely optional which of the fields you complete and which of those you then make available through Mahara's View structure.

This area is divided into two sections – one for entering general information and one for details of your experience and qualifications.

When adding information to any of these fields remember to click Save

The General Information fields in My Resumé includes:



Cover Letter – Use this space to introduce yourself or provide supplementary information related to the purpose and audience with whom you are sharing your resumé

Interests - Here you can detail personal and/or professional interests

Contact information – Your Contact Information is taken directly and edited from where it is stored within your Profile. To add to or update your Contact Information, click on Edit Profile. Once you have entered in the required information, click on Edit My Résumé to return to your Résumé area.

Personal information – These optional fields allow you to include additional information about yourself
The experience and qualifications area includes:

Employment history, Certifications, Accreditations and Awards, Books and publications and Professional Memberships . To add details to any of these sections, click on Add to expand to an area in which to add your details. After each entry remember to click Save. Entries display in reverse chronological order.

More on Resumé: <http://myportfolio.ac.nz/myportfolio-ac-nz/videos/resume-builder.swf>

My Goals

The My Goals area is divided into **Personal, Academic and Careers sections**. Using the HTML editor within each box you can provide information relating to your Goals so that you may add them to a View.

When adding information to any of these fields remember to click Save.

My Skills

The My Skills area is divided into Personal, Academic and Work sections. Using the HTML editor within each box you can provide information relating to your Goals so that you may add them to a View.

When adding information to any of these fields remember to click Save.

Tip: Once you have prepared a resumé, you will need to add it to a View in order to share it with other people, such as potential employers. Read how to [create a View](#) and about [resumé content types](#)

My Portfolio

It might be useful to consider the My Portfolio section of Mahara as your main personal repository of resources and information. In here, you can begin to add content to your ePortfolio, in the shape of uploaded resources, or Artefacts, Blogs within Mahara and store them in **My Files** and **My Blogs**.

When you decide to start sharing selected Artefacts, you can use **My Views** to begin packaging them up for presentation.

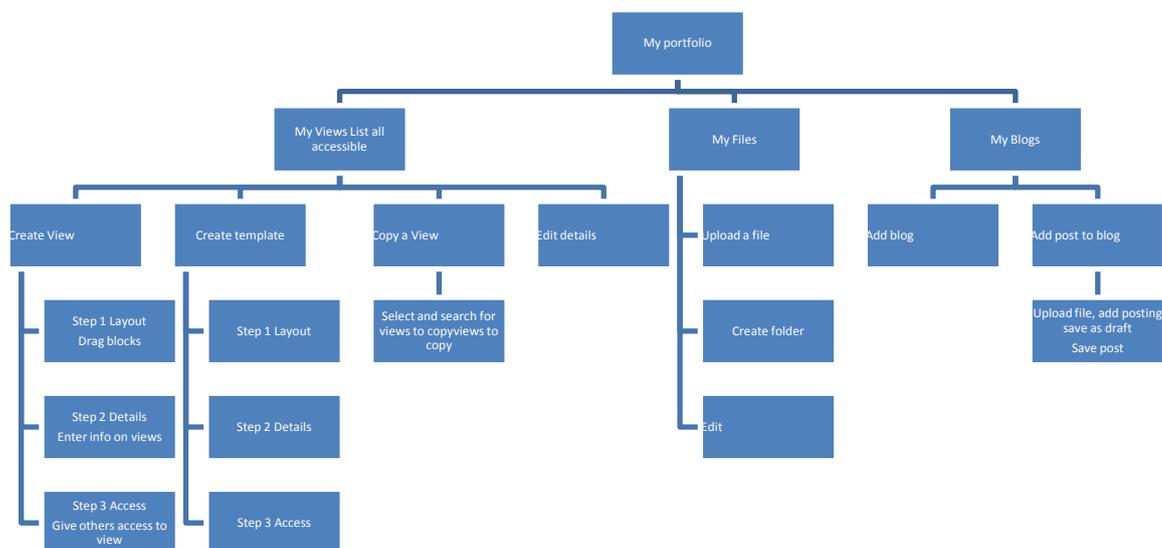
My Views

A View is a collection of Artefacts, encompassing selected files, resumé details and Blogs of your choice. A view can be kept private or shared with any number of Groups or individuals as you wish. You may create as many different Views as you like and reuse your Artefacts, even giving them different titles for different audiences.

Views can also be used to submit work for feedback or assessment to a Controlled Group.

There are some [sample views](#) on the [myPortfolio front page](#)

Create a View

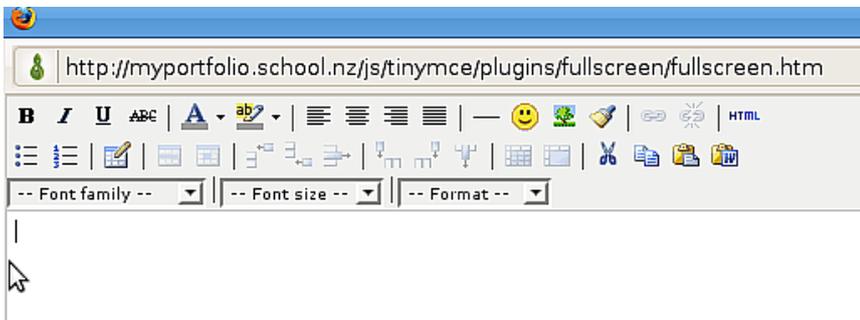


Creating a View is a 3 step process to display a collection of your content and give access to it.

Step 1 - Layout

Using drag and drop, (or click and add if you can browser does not let you drag) arrange selected Artefacts as a View.

- Blogs – display entire blog or selected blog posts
- External Feed – include a RSS feed – need to type in web address of a RSS feed you want to display.
- Files images and video – external video, files to download, folder created using myfiles, an image , embedded media
- General – this lets you create a text box – you can format the text as a web page – click on toggle full screen mode to get more formatting options

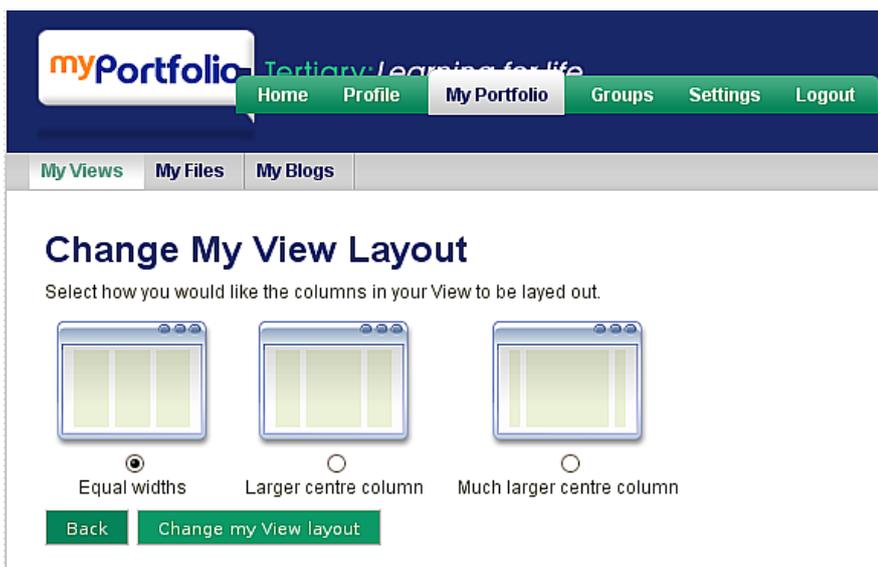


Profile – select information that you entered in your profile

- Resume – select your entire resume or specific fields

Change column layout

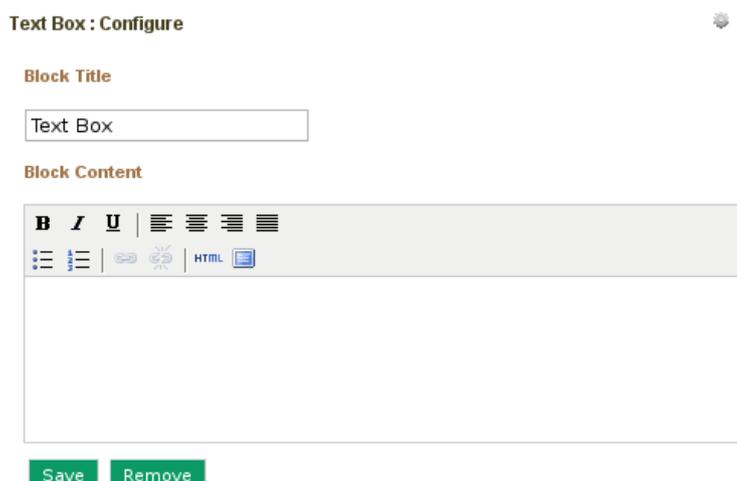
Click on this to change the number of columns to display you can choose between 1 and 5 columns.



Click Next and you can select column width layout.

Step 2 :Details

Enter in your views Title, description, Tags that to help to find your view and how you want your name to be displayed when people access your view



Click on the configure this block (on the right hand side of the block)

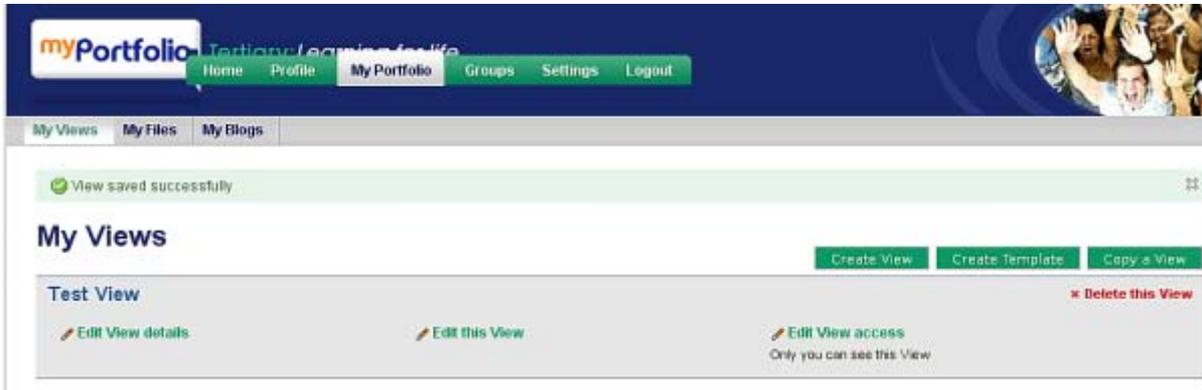
This will give the option to give the block a title and change some of the settings for the block such as selecting the content and formatting the content

Step 3 - Access

Assign access rights to groups or individuals if required

Go to My Views

Select the View to change and select Edit View access button



You can choose to add people who can access your view from

New Allow copying – select this if you want people who have access to your view the ability to copy your view.

Public, Logged in users, Friends or Groups



Select who you want to give access to and then select Add.

New Secret URL – a web link to your view that is difficult to guess

Limiting date and time of view access

Sometimes you may only want to give access to your view for a certain period



More on Views: <http://myportfolio.ac.nz/myportfolio-ac-nz/videos/creating-views.swf>

Submitting a View

If you are preparing a View as part of an assessed task and you have been added as a member of a Controlled Group, you will be able to submit your View for assessment.

Go to My Views, choose a View and choose Submit this View to the relevant Group in the drop down box.

This will lock the View title, layout and uploaded Artefacts. Note that it will not lock contact details and Blog posts. Your View can then be marked by a tutor and released back to you with any comments.

Providing a Link to a view

Each View has a unique hyperlink assigned to it .

Click on the view you want the hyperlink to and copy this – it will look something like

<http://myportfolio.ac.nz/view/view.php?id=999>

This link can be used to in used to link from another view

This can be used to show a member of the public your view – providing you have made the view public.

Create template

A View template allows views to be created that can be copied by others who have access to the view.

Copy a View

If you have access to a view that has the allow copying box selected then you will see the view listed.

Select Copy View

The View creation wizard will come up to allow you edit the View.

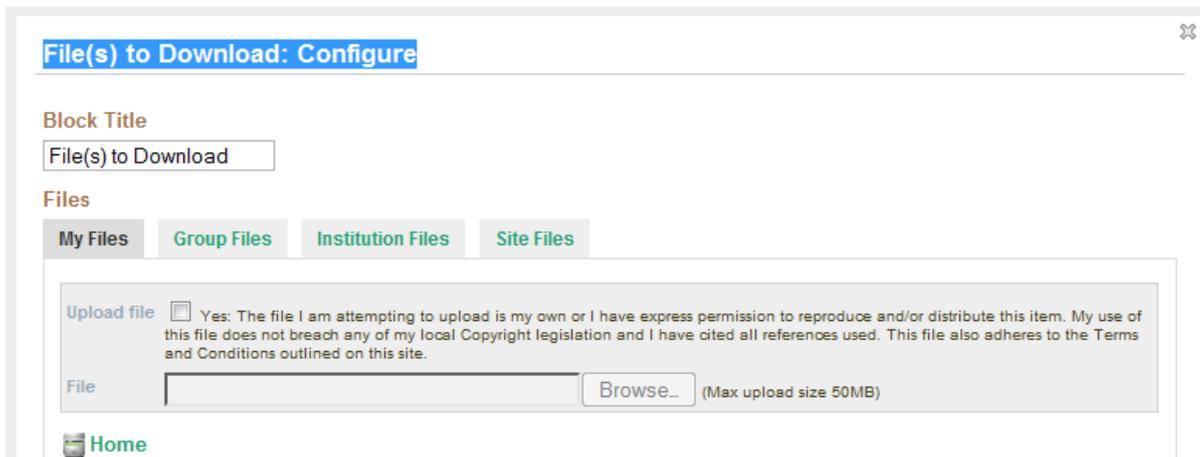
My Files

The My Files area is a repository and document store for folders and files to use within your portfolio. Both folders and files are considered Artefacts and as such can be added to a View. You may create any number of folders or sub folders. To view which sub-folders and files sit within a folder, click on the folder name. Use the Home link to return to the top level folder directory. Files and folders can be rearranged by dragging and dropping them to other folders. A suitably named and organised filing structure will help with the long term organisation and retrieval of your Artefacts.

You will find that some folders are automatically created by the system such as 'Blogfiles'. This folder includes files that are uploaded via a Blog posting. Deleting a file here will remove it from you Blog posting.

New The file management interface has been changed to

- allow the uploading of multiple files
- uploading of zip files and unzipping these in myPortfolio.
- drag and drop Files to folders



The files that you are able to access are now organised into four different areas

- My Files - files belonging to you
- Group files – files belonging to groups you belong to
- Institution Files – files belonging to the institution you belong to
- Site Files – files belonging to the myPortfolio site

You can use any files you have access to in views you create.

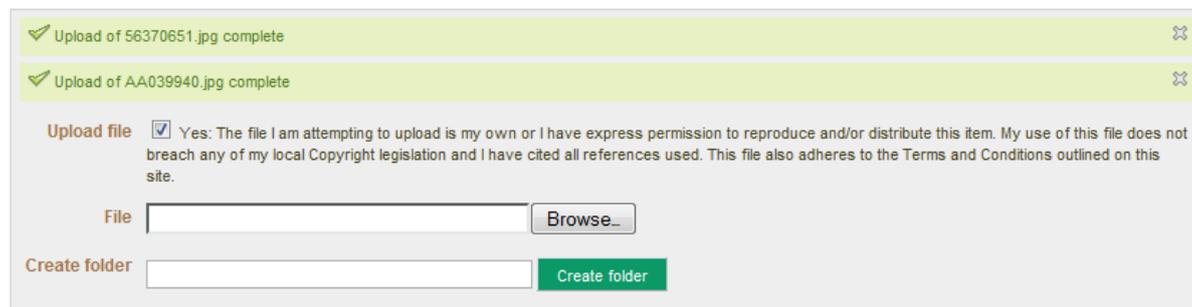
New To Upload Files

Tick the Upload file Yes box

Select Browse button

Select the file and **Open**

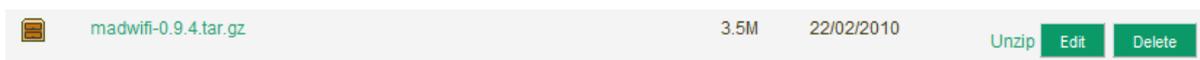
A list of files that have been uploaded will appear. The files will be uploaded into the folder you have open.



New To upload a zip file and unzip to myPortfolio

Upload the zip file as above – files supported include zip, tar.gz and .tar.bz2

The file will appear in the file list with the **Unzip** beside it.



Click on the Unzip link above



A list of the files, Folders and Space required is shown

Select the **Unzip** button

Unzip

madwifi-0.9.4.tar.gz

Files: 206 Folders: 25 Space Required: 10.2M

Files will be extracted into madwifi-0.9.4.tar

Unzip Cancel

All the files and folders will be created and copied into the users **My Files** area on myPortfolio.

Organising files

Move files with Drag and Drop

You can click on files or folder under My Files and drag onto a folder to move this – all links to views that use the files will be changed.

The screenshot shows the 'My Files' section of a user's portfolio. At the top, there's a navigation bar with 'Home', 'Profile', 'My Portfolio', 'Groups', 'Settings', 'Site Administration', and 'Logout'. Below this, there's a sub-navigation bar with 'My Views', 'My Files', 'My Blogs', and 'Export'. The main content area is titled 'My Files' and includes a sub-header 'Home'. Below the sub-header, there's a message: 'Upload your images, documents, or other files for inclusion in views. To move a file or folder, drag and drop it onto a folder.' This is followed by a green notification bar: 'AA039940.jpg uploaded as "AA039940.1.jpg"'. Below the notification, there's an 'Upload file' section with a checkbox checked and a text area containing a disclaimer. There's a 'File' input field with a 'Browse...' button and a 'Create folder' section with an empty input field and a 'Create folder' button. At the bottom, there's a table listing files and folders.

Name	Description	Size	Date	Edit	Delete
viewfiles	Files from copied views		10/06/2009	Edit	Delete
AA039940.1.jpg		67K	23/02/2010	Edit	Delete

Select the **icon** on the left hand side of the file name and drag onto a folder icon (eg viewfiles)

The folder will change to a black colour and when you release the mouse button the file(s) will be moved into the folder. Create a Folder

Use the Create Folder option to add new folders and sub folders to your file repository area. When you start to create a new folder you will see the following fields:

Name – The name you wish to give your folder or sub folder. This may be changed at any time using the Edit button.

Description - You may choose to give your folder a description.

Tags - You can add tags to Artefacts and Views you create within Mahara. Tags allow you to add descriptive labels to Artefacts and Views and create an index of tag classifications.

Folders and sub folders can be moved around by dragging and dropping them to a new location in your file structure.

Tags

Tags allow you to include a user defined classification scheme for your Artefacts and Views. You can add individual words, or phrases. Multiple tags can be added and must be separated by a Comma.

For example if your artefact was a Biology assignment you might add the following tags:

Biology, Assignment, Semester 1

Tip - When you next go to upload an Artefact, you can click on **Show my tags** to view a list of all tags you have previously used. This can save time if you need to frequently upload Artefacts with the same tags. Simply click on any relevant existing tags, and they will be added to your new Artefact.

Over time your tags list will develop into a comprehensive list of keywords for your Artefacts and will aid the search process.

Each file you upload includes the following fields in which information can be added:

Name - You can add a title when uploading a file, otherwise it will default to the existing file name.

Description – You may choose to give your file a description.

Tags - You can add tags to Artefacts and Views you create within Mahara. Tags allow you to add descriptive labels to Artefacts and Views and create an index of tag classifications.

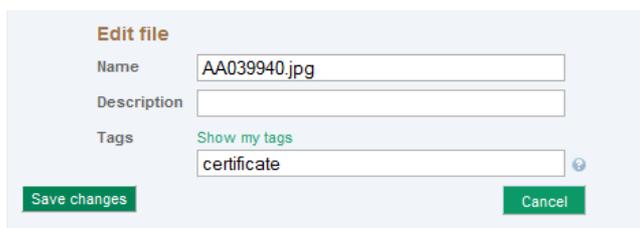
Once you have added the required fields, click Upload to add the file to your repository area. When this is completed you will see an onscreen notification.

If you attempt to upload a file with the same name as an existing Artefact in your repository area, you will be given the option of overwriting the existing file, renaming the new file or cancelling the upload process.

Tags have been improved to make it easier to create descriptive tags and search for artefacts based on their tags. The tagged content in myPortfolio has been organised into Files, Images, Text, Views areas.

Using Search My Portfolio you can find all of the Artefacts and Views you have associated with a particular Tag, thereby creating a filing system or index for your portfolio.

Creating Tags



Select the Artefact and select Edit

Change type in the tag name

To add an existing tag select the **Show my tags** link above and then click on the tag that you want to use. You can add multiple tags for each artefact – separate each tag with a

comma.

Organising tags

There is a tag block on the right hand column that has all your tags shown



This is a tag cloud where the tags that have been used more have a larger font size.

Click on the **Tags** link above to get the following screen which helps organise the tags.

My Tags Edit Tags

Sort tags alphabetically | **Sort tags by frequency**

certificate (2)

Search results for All Tags

Sort results by: [Name](#) | [Date](#) Filter results by: [All](#) | [Files](#) | [Images](#) | [Text](#) | [Views](#)

	AA039940.jpg	23 February 2010, 9:42 AM
	Tags: certificate	Image
	attached file s.png	13 November 2009, 4:15 PM
	Tags: certificate	Image

2 results

Edit Tags

This lets you change or delete a tag that has been used in your artefacts

Edit Tags My Tags

Select a tag to edit:
certificate (2)

Edit certificate
All items in your portfolio tagged "certificate" will be updated

Name *

Delete certificate
Remove this tag from all items in your portfolio

Managing tags

To help manage your tags you can sort your tags alphabetically, by frequency

My Blogs

A web log or Blog is a journal-like tool that allows you to record your thoughts and experiences. By adding your Blog to a View you can allow others users to place feedback and comments, allowing you to create a dialogue with your audience.

Creating a Blog within Mahara is a **two stage process**. First a Blog must be created and given a title and description. Then, you can add Blog posts to your Blog. Think of the first stage as rather like creating a wrapper or container in which you can begin to add your creative writing, reflective thoughts and comments through Blog posts.

Create a Blog

Use Add Blog to create a new Blog. Give it a suitable title and description. Select Create Blog.

The Blog title will appear in an alphabetical list under My Blogs, along with any other Blogs you have already created.

Add a Blog Post

Click on Blog title and select Add Post. If it is a new Blog there will also be a message that says 'No posts yet. Add one'.

Give your Blog post a title and in the HTML text editor, add your thoughts!

You can add Tags to Blogs and Blog posts you create within Mahara. Tags allow you to add descriptive labels to Blogs and create an index of tag classifications. Add words or phrases separated by commas. So for this example, the following tags have been added:

eLearning, Staff development, pedagogy

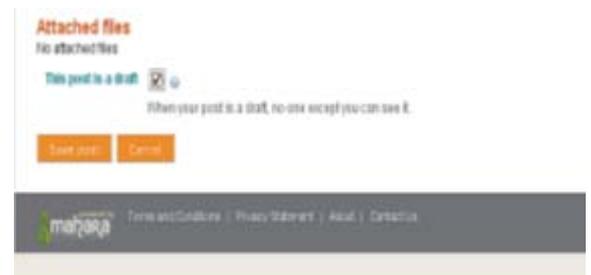
Tip - When you add subsequent Blog posts, you can click on **Show my tags** to view a list of all tags you have previously used. This can save time if you need to frequently upload Artefacts with the same tags. Simply click on any relevant existing tags, and they will be added to your new Artefact.



Over time your tags list will develop into a comprehensive list of keywords for your Artefacts and will aid the search process.

Save as draft

If you would like to come back to your Blog posting at a later time to add or modify it, you can hold off from publishing it by saving it as a Draft by ticking the 'This post is a draft' checkbox. When your post is a draft, no one except you can see it.



Save post When you have completed your posting and you are happy with it, select Save Post.

If the Blog post has been marked as Draft, it will appear as Draft and can be published later.



If the Blog post has not been marked as draft, it will appear as Published. In both cases the full Blog post will be displayed, along with its title and date and time of which it was posted. The parent title of the Blog to which it belongs is indicated in bolder type at the top of the screen.

Note: Saving and publishing your post means that it is saved and stored in the My Blogs area. It does not mean that other users can yet read it. Until you decide to make it available by adding it to a View and assigning access rights, nobody else will be able to see or comment on it.

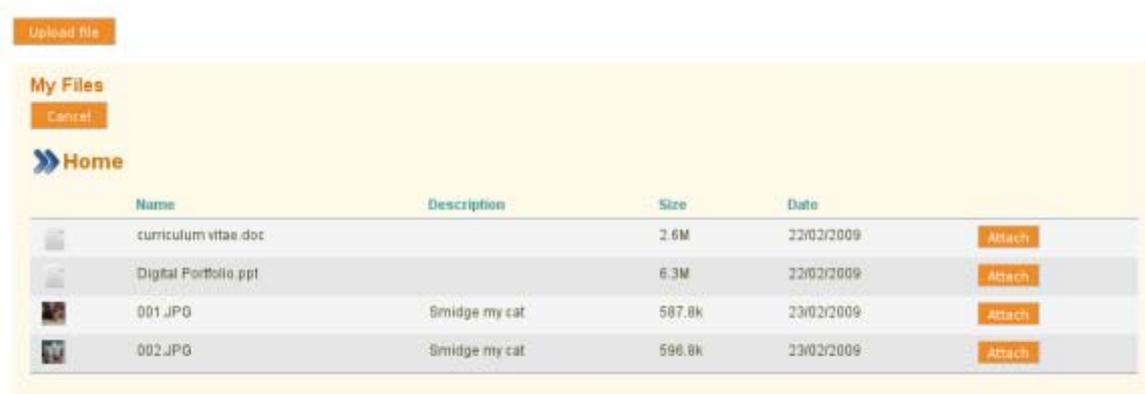
Whilst a Blog itself is considered an Artefact, so are any individual Blog postings you create. This means that both Blogs and individual Blog posts can be added to a View.

Remember that until you add it to a View, your Blog remains visible only to you.

Add a file from My Files

If you have already uploaded files to the My Files area, you can quickly associate them with a Blog post.

Select Browse my files to display a list of the files uploaded to your file store.



Attached files

No attached files

Attached files

Name	Description	Tags	Remove
001.JPG	Smidge my cat		Remove

This post is a draft 

When your post is a draft, no one except you can see it.

Save post

Cancel

Choose a relevant file, such as an image or photograph and click Attach. This will automatically add your file to the Blog and will be displayed as an attached file.

Blog comments

When reading another person's Blog, via a View, you may be able to submit

comments on their posts. To comment on another user's Blog, open the applicable View, click on the Blog's name or title and select the Place Feedback option at the bottom of the screen. Currently this will only work if a user has chosen to display Recent Blog Posts in their View. This displays a list up to a maximum of 10 most recent posts, by title.

Other users with access rights to the View can click on a title and submit Public or Private Blog Comments (Feedback). Public Feedback may be seen by other users who have access to the View. Private Feedback is only visible to the View owner. A View owner may choose to make your public feedback private, but not vice versa.

Tip: To edit your Blog description, view the Blog list in My Blogs, click on the title and select Settings. You can now amend the title or description of your Blog.

Embed an image to a Blog post

Once you attach an image to a Blog post, you can then embed it into the body of the post. Before you do anything else, position your cursor at the place in your Blog post where you would like the image to appear. Click on the image icon in the HTML editor (this is the one that looks like a green tree) From the Insert Image box select the appropriate file from the drop down box and click Insert.

You can also embed an image as a link from another website. You can either type in the url of the image or drag and drop the image from the website into the HTML editor. Please ensure you have appropriate copyright permissions to use the image.

For best results images should be no more than 400 x 400 pixels and have less than 5 pixels of padding on each side.

Upload a file to a Blog

You may upload or attach files to a Blog posting. Files added to a Blog posting are automatically stored within your file repository area in a folder called 'Blogfiles' and contribute to your file storage quota.

When attempting to upload a file you will always see the following copyright notice.

In order to progress, you must comply and agree to the Copyright notice by ticking the copyright box.

Browse your desktop in the usual way to find a file or image to upload. When attempting to upload a file you will see the following fields:

Name - You can add a title when uploading a file, otherwise it will default to the existing file name.

Description – You may choose to give your file a description

Tags – You can add tags to Artefacts and Views you create within Mahara. Tags allow you to add descriptive labels to Artefacts and Views and create an index of tag classifications.

Once you have filled in the required fields, click Upload to complete the add file process. You will see a confirmation message and details of the attached file.

View Blog

To View your Blogs and Blog posts, go to My Blogs, for a list of Blogs. Click on a Blog title for a list of Blog posts associated with that Blog.

The two stage process of creating a blog and then adding Blog posts will result in a Blog which is still only visible to you, the owner. To enable others to read your Blogs requires a further step - add part or all of it to a View

Export

This option lets users save their ePortfolio so they can use it at another place of learning and helps support life long learning.

Select **My Portfolio > Export**



The screenshot shows the 'myPortfolio' interface. At the top, there is a navigation bar with 'Home', 'Profile', 'My Portfolio', 'Groups', 'Settings', 'Site Administration', and 'Logout'. Below this is a sub-navigation bar with 'My Views', 'My Files', 'My Blogs', and 'Export'. The main content area is titled 'Export Your Portfolio' and includes the following text: 'Here you can export your portfolio. This tool exports all of your portfolio information and Views, but it does not export your site settings.' Under the heading 'Choose an export format', there are two radio button options: 'Standalone HTML Website' (selected) and 'LEAP2A'. Below this is another section titled 'What do you want to export?' with two radio button options: 'All my data' (selected) and 'Just some of my Views'. At the bottom of the form is a green 'Generate export' button.

Export formats

Standalone HTML Website

Select this if you are not going to be using mahara or a LEAP2A ePortfolio system in the future or the site that has your portfolio.

Select **Generate Export**

A zip file will be generated called **mahara-export-html-user#####.zip**

This file will contain all of the folders and files from your view with navigation to pages also created.

To view your ePortfolio files in your web browser – unzip the mahara export file (usually done by double clicking the file) and open the **index.html** file.

LEAP2A

This is a standard specification for ePortfolios that was developed with other ePortfolio systems to enable information to be shared between ePortfolio systems. Its purpose is to represent information that an individual creates or controls, the specification is stable and is also able to be extended.

Choose LEAP2a if you want to export this to another ePortfolio system that supports this. Click on **other LEAP2A compliant systems** link to see the other ePortfolio systems that support this standard.

Select **Just some of my Views** if you don't want to export all your views

What do you want to export?

- All my data
- Just some of my Views



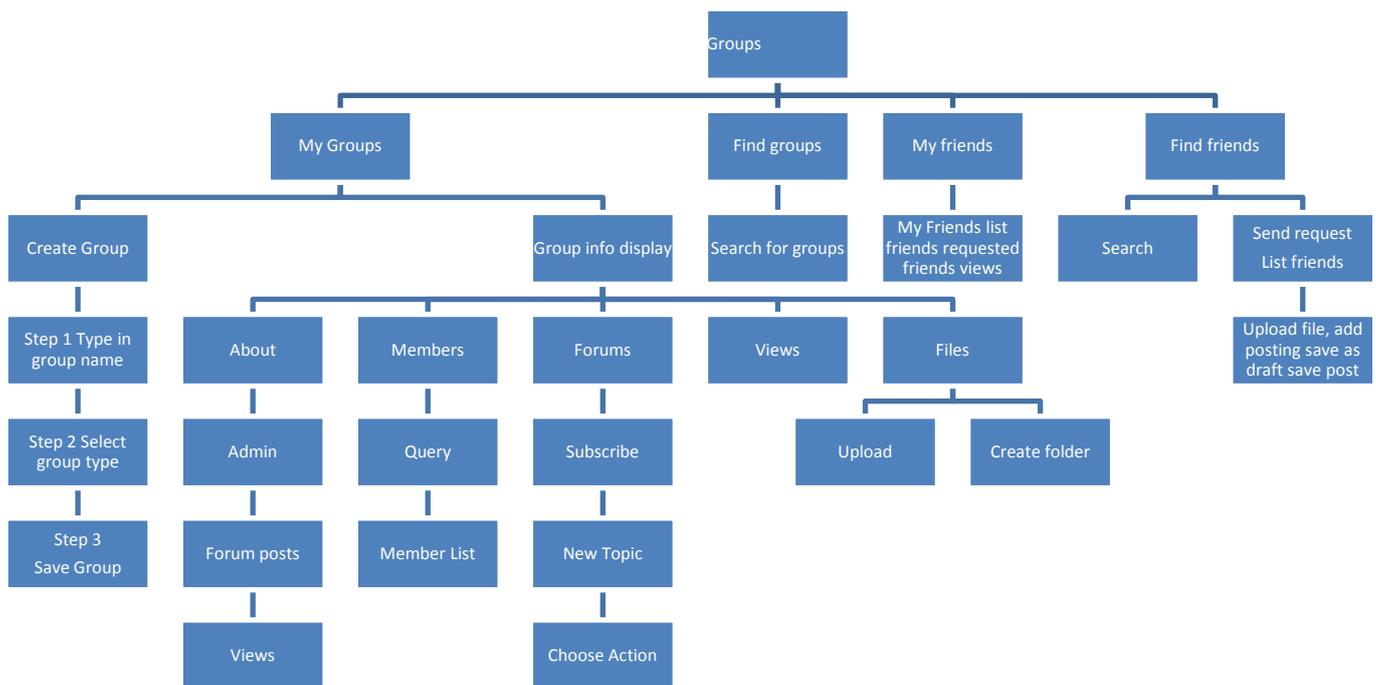
There is a preview of the view in case you are not sure what the view looks like.

Groups

A Group is an online community comprising selected or invited My Portfolio users. Groups can be used to develop and support learning and social activity in a social networking environment.

Group Membership Types include

- Standard: Invite Only
- Standard: Request Membership
- Standard: Open Membership
- **New** Standard: Controlled Membership
- Course: Controlled Group – created by staff for submission of views
- Course: Request membership - created by staff for submission of views



My Groups

Create groups

You may create as many Groups as you wish. To create a Group go to My Groups and select Create Group. From the Group Membership type select preferred Group from the drop down box.

Add members to groups

After you have created a Group, you can add users to it, for example fellow students in a particular class. To do this, go to Find Friends and select a user. Click on the hyperlink of their name and, select Invite for an Invite Only Group. You may also receive invites to join Groups from students and tutors, or be added to a Group by one of your tutors.

Viewing Group details

All of the groups that you belong to or have requested membership of are listed.

With the group name and the group members.

The person who created the group underneath the group name and a brief description of the group is underneath this.



To see the group details click on the group links -

This will show any group activity, views that have been made available to the group and forums that have been created for the group.

New Views – it is possible to have a view that belongs to a group rather than an individual. The group view can be edited by anyone in the group the same as an individual view

Files – Files can be accessed and uploaded by any member of the group the same way as an individual can edit the files.

Find Groups

You can search for groups that allow new members to join or you are already a member of

Type in the first few letters of the group or leave blank and select which groups to select (ones you are a member of or ones you aren't)

You can search for Groups to join by clicking on Find Groups. If they have been set with Open Membership, simply click on Join this Group.

If they have been set up as Request Membership, click on Request to join this Group.

All Groups which you own will appear as a list on the top right of your screen when you login. All Groups in which you are a member can be viewed at the My Groups tab.

More on Groups: <http://myportfolio.ac.nz/myportfolio-ac-nz/videos/groups-forums-friends.swf>

Group Forums

Groups have Forums through which you can communicate with tutors and friends. Group owners are able to start new Forums and post and reply to topics. Group members are able to post and reply to Topics.

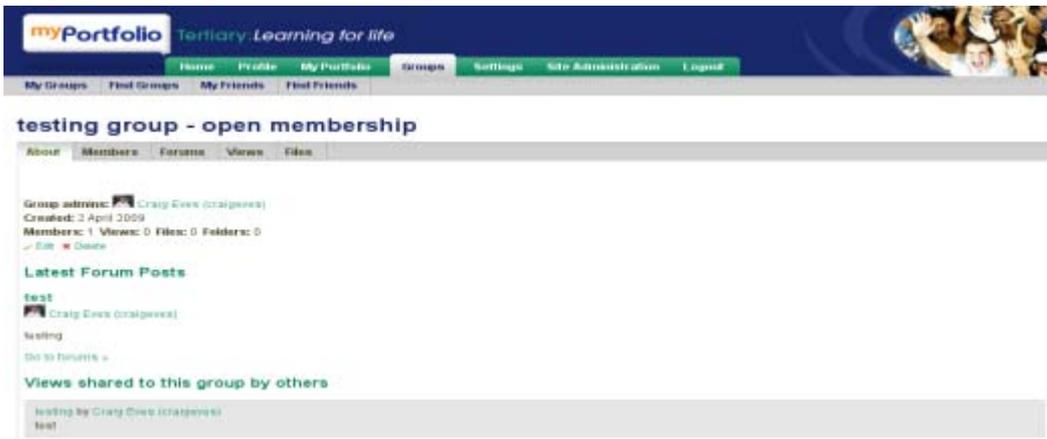
Create forum

Use Add Forum if you are a Group owner. Once you've created a Forum you can add Topics for discussion. To keep track of discussions in which you are interested select Subscribe to Forum or Subscribe to Topic for individual discussions.

Select My Groups

Click on the group you want to add the forum to

Click on the Forums link under Group Activities in right hand column



Your existing forums will be displayed

Select New Forum

Fill in the Title and description for the forum

This will add the forum to be available to this group

Insert graphic

Create new Topic

Creating topics allow discussions to be organised

Select the forum for the new topic

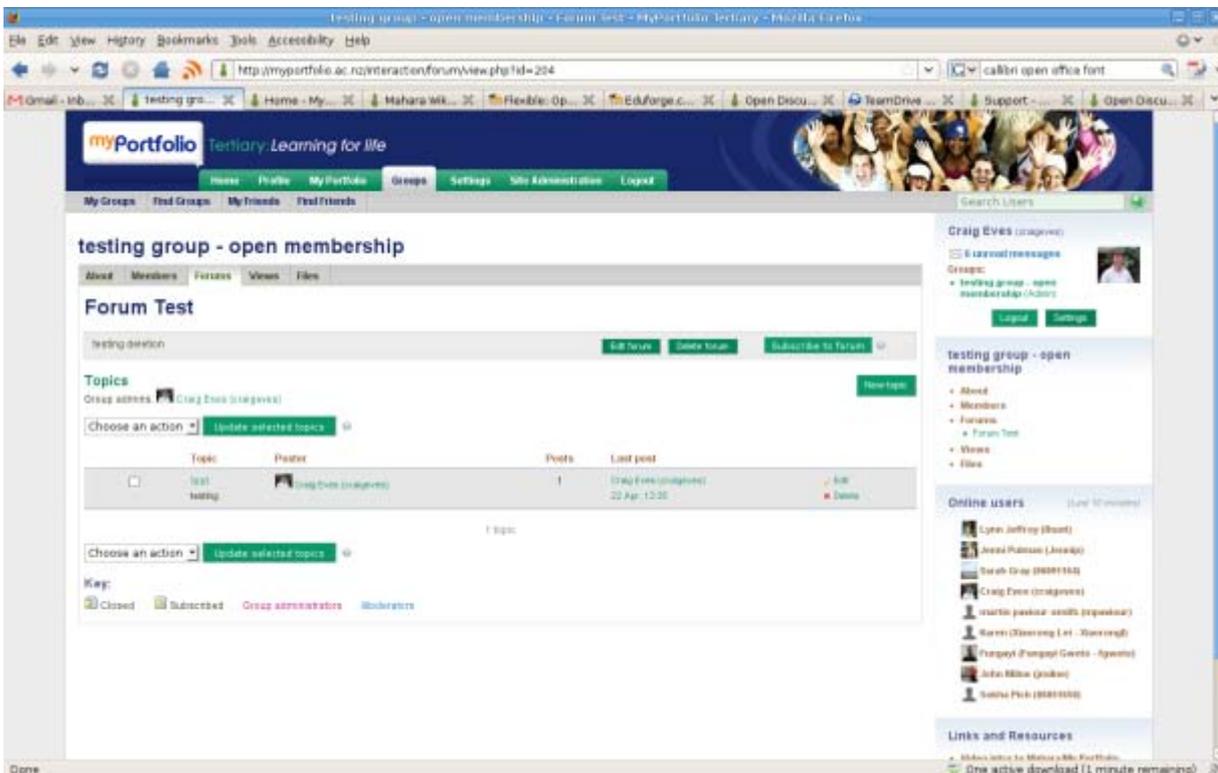
select New Topic

Fill in the Topic subject and body

Select the options of sticky (top of every page) or closed topics (replied by moderators or owners).

If you need to, Insert graphic

This will appear on the forum page



Selecting actions for forum topics

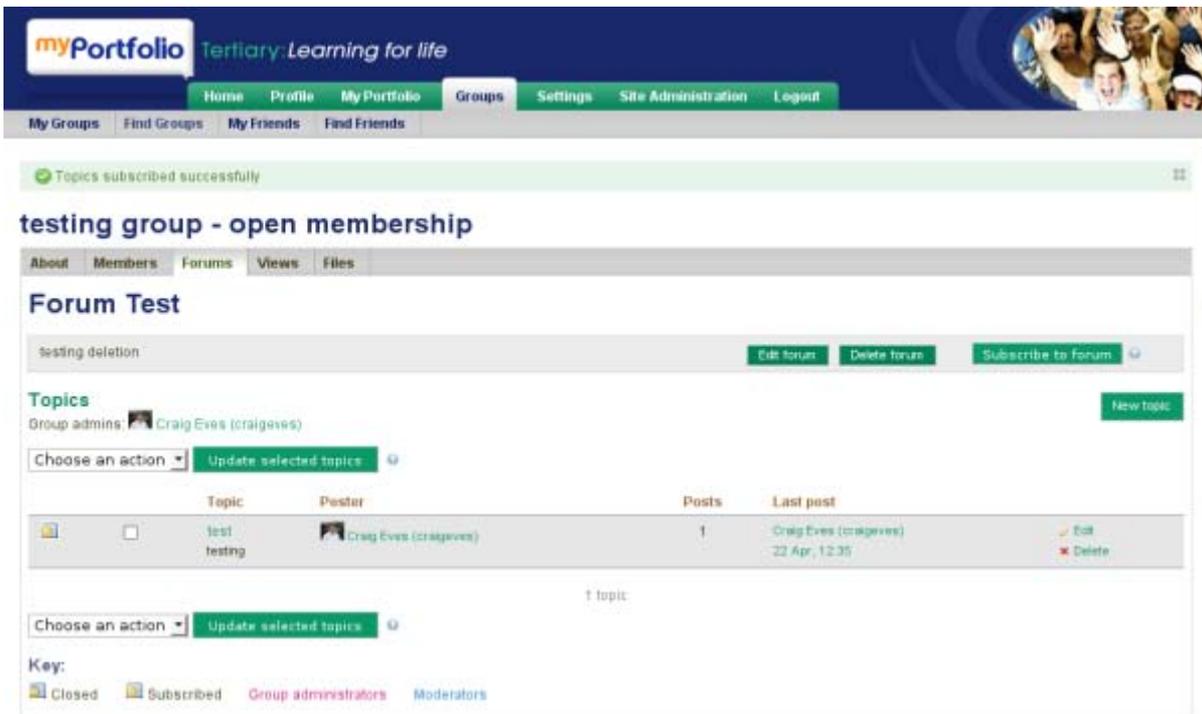
Select the topics you want to perform actions on

The following actions are available

Subscribe/unsubscribe – receive emails if post to this topic is made – it is also possible to subscribe to all of the topics by selecting subscribe to forum button

Sticky/Unsticky – this topic goes to the top of the topic list

Open/Close – closed topic mean that no one can post messages to the topic



Editing topics

You can edit your own content and owners and moderators can edit other content

Still in the Groups menu tab you can search for Friends to add to your list. Click on Find Friends

You can search by full name, firstname, lastname or preferred name if the user has assigned one. Click Send Friend Request! , or Add to Friends if the user has allowed that in the Friends control option.

Friends

As well as inviting members to groups you can invite members to become friends. This will allow you to send messages to them and invite to groups or share views.

Find friends

The search box at the top right of the screen provides another way to search for information about users who may have similar interests and be potential Friends. Input keywords such as subjects and it will retrieve any results from users' Public profiles.

Control how Friends are added

When you are in the friends menu the following options appear in the right hand column.

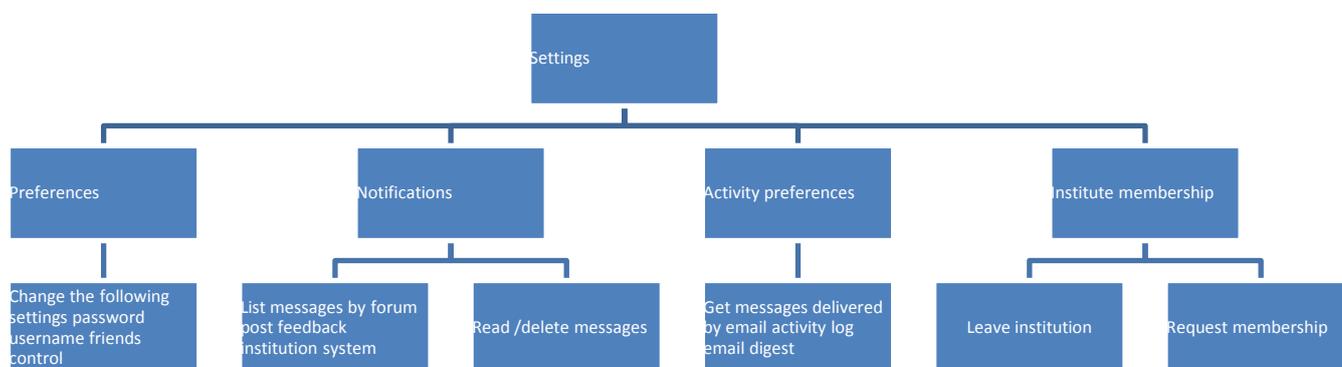
- Nobody may add me as a friend
- New friends require my authorisation
- new friends are automatically authorised

Select whichever is appropriate.

Settings

Before you progress too far into Mahara, you may wish to explore the Settings features. The Settings tab enables you to configure and determine how you will use the site, how friends may link with you and how the system will contact you with important information and notifications. If applicable you can also use this to oversee your Institution membership(s)

There are four sub menus in the settings menu; **Preferences, Notifications, Activity Preferences and Institutional Membership**



Preferences

Use to change your password. Please note, your password must total at least six characters. It must contain at least one number, and at least two letters. Passwords are case sensitive, and must be different from your username.

General account options

Friends control – how do you want to let friends be added

HTML editor – do you want to use plain text or html formatted text

Messages from other users – allow or disallow

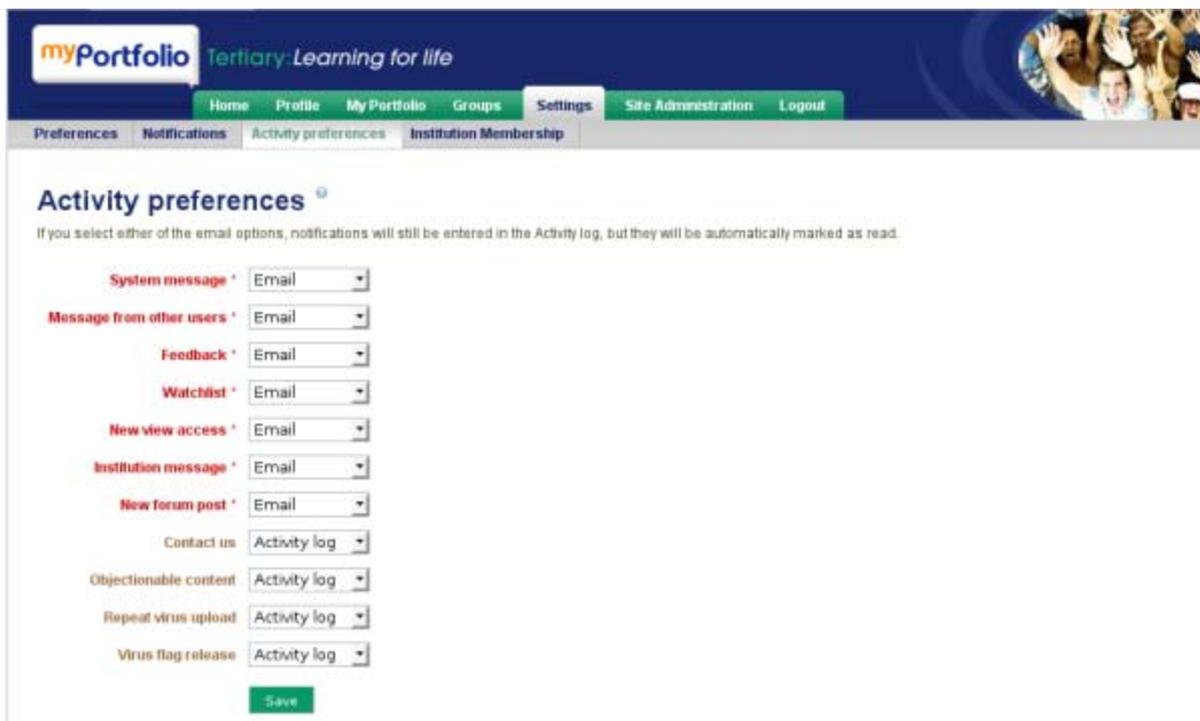
Show controls to add remove columns – can turn this off so layout columns remain the same.

Notifications

Check this area to keep up to date with system activities and communications from other users. Once you have read a notification you can mark it for removal from your list. Read notifications will automatically expire and be removed from your list after 60 days

Activity Preferences

Set your activity preferences to determine how you receive notifications for each activity type within Mahara. You can select from an Activity Log in your Notifications area, an email to your primary email address each time an activity occurs, or an email digest of the last 24 hours activity to your primary email address.



myPortfolio Tertiary Learning for life

Home Profile My Portfolio Groups Settings Site Administration Logout

Preferences Notifications Activity preferences Institution Membership

Activity preferences

If you select either of the email options, notifications will still be entered in the Activity log, but they will be automatically marked as read.

System message *	Email
Message from other users *	Email
Feedback *	Email
Watchlist *	Email
New view access *	Email
Institution message *	Email
New forum post *	Email
Contact us	Activity log
Objectionable content	Activity log
Repeat virus upload	Activity log
Virus flag release	Activity log

Save

Institution Membership

If you are a member of any institutions, they will be listed here. You may also request membership of an institution, and if any institutions have invited you to join, you can accept or decline the invitation. To request membership of an institution, select the name from the drop down menu and click Send request.

Request membership of an institution

donuni Institution ID (optional) Send request

Search My Portfolio

Search My Portfolio allows you to search for information within your ePortfolio. A keyword search can be made on Tags, Descriptions, Names, Titles or text you have used. A search result will provide you with a link to all relevant Artefacts and Views.

Remember to select the My Portfolio tab from the menu bar to use this function.