## OP Mahara Quick Guide – Midwifery and Nursing

#### 1. Logging into Mahara

You can access your Mahara account in two ways:

- By clicking on a Mahara icon in your Moodle course.
- OR by going to <u>Mahara.op.ac.nz</u> and signing in with your **OP username** and **password**.



#### 2. Find your way around Mahara

This is your Mahara dashboard:

OTAGO POLYTECHNIC Intuz Maramini Odago	Search for peo	ople 🔍 🔤 🖁 🔍 🙎
Nau mai, haere mai to OP N	lahara	Jean Student 5
OP Mahara is a space to create, collaborate on, and share ePortfol f you have any issues with using OP Mahara please talk to your tea	ios. cher, contact the IT Support Service Desk or create a Service request.	My groups: Certificate in Digital Health 4
1 Create Develop your portfolio	Nery	Testing MAPs  People online (Last 10 minutes)  Jean Student  Emma Allen  Emma Allen  Peata Cassidy
Latest changes I can view	Inbox	OP Web Services
Testing MAPs - LA L4 (2 pages) Testing MAPs - Updated 16 August 2021	✗ Your group memberships have been changed. ✓	
Festing MAPs - LA L4	✤ Your submission of your collection was successful ~	
Certificate in Digital Health - MIQF 2021 (18 pages)	✗ Your submission of your collection was successful	
certificate in Digital Health - Updated 9 August 2021		
	New comment on AU402101 Effective Workplace 🗸	
Certificate in Digital Health - Updated 9 August 2021	New comment on AU402101 Effective Workplace 🗸	

- 1. Use the three buttons to access the menus to:
  - Create Create pages and collections and develop your ePortfolio
  - Share Control who can see and access your portfolios.
  - **Engage** Find other people and join groups
- 2. **Main menu** Use the **hamburger icon** to also access these options in a drop down menu and also manage your portfolios and navigate back to the dashboard.
- 3. **Account menu** Click on your image to access your account menu, which includes a sign out option.
- 4. Groups Access your groups here.
- 5. Edit your profile by clicking on your name or image.

#### 6. Editing your dashboard

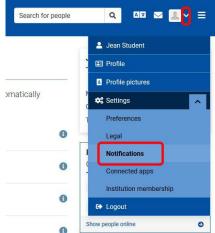
Click on the **edit dashboard** button to change the order of the blocks you see on the dashboard.

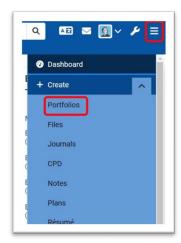
**Top tip:** Click the OP logo at the top left-hand corner to navigate back to your dashboard at any time.

#### 3. Notifications

Your notification settings are all set by default to email. You can change them by clicking on the **Account menu arrow** at the top right-hand corner to activate the drop-down menu. Click on **Settings**, then **Notifications**.

The email digest option might work best as this means you only get one email per day for all notifications.





#### 4. Find your ePortfolio

Your teachers will have already copied an ePortfolio template into your Mahara account which you will use to collect evidence.

You can find this ePortfolio by:

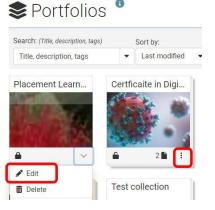
- a. Clicking on the **Create** button on your Dashboard.
- b. Or using the main menu dropdown to access Portfolios.

In the Portfolios section you will see your ePortfolio template.

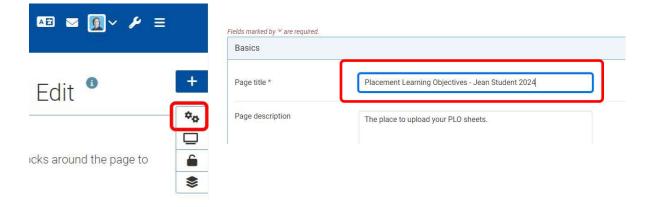
### 5. Change the name of your Portfolio

All the templates will be named the same thing. Add you name and year to the name so that it can be identified as yours.

- a. To edit a portfolio, click on the **three dots** at the bottom right of the ePortoflio tile (circled in red in the screenshot to the right).
- b. Choose Edit from the dropdown menu.

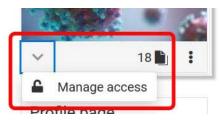


c. Edit the name and click save at the bottom of the page. Remember to name it something descriptive and unique, e.g. [Name of portfolio - your name – date.



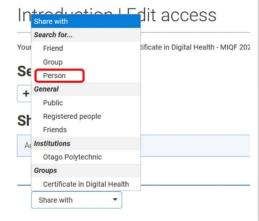
# 6. Share your ePortfolio with your teachers

Your teachers need access so they can give you feedback on your work.



- a. On the Portfolios page, click on the **padlock icon**, then **Manage access**. This will take you to the **Edit access** page.
- b. Click on Share with and choose 'person'.

ar page is part of the collection 'My ePortfolio Collection v.2'. The permissions ye	u set on this page will be applied to the entire collection	n.	
ecret URLs			
New secret URL			
hare with others			
Advanced options			~
SHARED WITH		FROM	то
Share with	Who do you want to share wit	h?	
Cancel			



- c. A search box will appear next to it, and you can search by name to find who you would like to share with.
- d. Next, choose the role that you are giving them. Use **'Manager'.**
- e. Click **Save.** Repeat this process for all your teachers.

Advanced option	S	
SHARED WITH		
Person	•	Search
Share with	•	Shannon Q People in "Otago Polytechnic"
		Shannon Booth

#### 7. Add content

You are now ready to add content or 'artefacts' to your ePortfolio. The <u>OP Mahara</u> webpage has step by step instructions to help you.

- Editing pages and portfolios
- Uploading files
- a. When adding content to a template, click on the **pencil icon** (to enter edit mode) in the menu at the right-hand side of the screen.

Ay introduction page	

- b. Next, click on the **cog icon** where you would like to add content.
- c. Upload your document and click **save**. After saving you may need to click the arrow beside the title to view the document if your teacher has made it retractable.



Learning objective	1 - upload PDF here
File	
Note: Displa	aying large PDF files can be browser resource intensive
File	No files found
My files Gro	oup files Site files
Upload file	
File	
Choose files N (Maximum file size	to file chosen : 150MB, maximum files to upload:

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