Quick Guide - Getting Started with OP Mahara

1. Creating an account

To create a Mahara account you need to access it for the first time through Moodle. Look for the link in your Moodle course.

Click on the icon and you will go directly to Mahara.



Logging into Mahara

Once you have created an account in Mahara by accessing it through Moodle for the first time, you will have two ways to get to your account:

- Clicking on the Mahara icon in your Moodle course again.
- OR go to Mahara.op.ac.nz and Sign in.

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OP Mahara is a space to create, colla	aborate on, and share ePortfolios.		[Otago Polytechnic login	
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2. Create the pages to add to your ePortfolio

You need to create pages to then add them to your ePortfolio.

- a. Add a page by clicking on the large **Create** button on your Dashboard or using the main menu dropdown to access **Pages and collections**.
- b. In the **Pages and collections section** click on the **Add button** and choose **page** (screenshot below).



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Pages and c		which you would like to create:	
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Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	Certificate in Digital H	MAPs - Jean Student	MAPs Light Automoti
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- c. In the new page form, fill in the **title field** in the Basics section (1 below).
- d. The press **Save**.

lds marked by '*' are required.		
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Page description		
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e. Repeat this process to create as many pages as you need.

Use the **'return to the Pages and Collections'** section button to start at **step b.**



3. Create an ePortfolio collection and add your pages

a. On the Pages and Collections page click the **Add button** and choose **Collection**.

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- Add a collection name. Remember to name it something descriptive and unique, eg. [Your name – Name of project – date]
- c. Click Next:Edit collection pages

Collection name *	1
Collection description	
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Search fou/inter sage for this hem, h Page new/gation bar AdV a horizontal new/gation bar to eve Cover image @ Add a tile The recommended dimensions are 11	Inter support with profiler are ellaptiqued in your statebar: Yees ry page in this collection by dullaut: No filles found Ray wrote by 120px high.
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d. Choose the pages you need to add by ticking the box beside the pages and clicking **Add pages**.

My ePortfolio (Collection I	Edit collection pages
)rag page names from the 'Add pag nove pages to 'Pages already in col	es to collection' box or lection'.	tick the check boxes and click the 'Add pages' button to
ou can drag page names or use the	e arrow buttons to re-o	rder pages in the 'Pages already in collection' area.
Add pages to collection	All None	Pages already in collection
Jean's Introduction page		
Wy Introduction		No pages.
	+ Add pages	

e. Then click **Next: Edit access.**

4. Share your ePortfolio collection with your teachers They need access so they can give you feedback on your work.

a. Click on **'Share with'** and choose **person.**

our page is part of the collection 'My ePortfolio Collection v.2'. The permissions you set on this p	bage will be applied to the entire collection.		
+ New secret URL			
Share with others	In	traduction LI Share with	dit access
Advanced options		Search for	
SHARED WITH	Your	Friend	tificate in Digital Health - MIQF 20
Share with	Who do you wa	Group	
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	Sh	Registered people	
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	Ac	Institutions	
		Otago Polytechnic	
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	_	Certificate in Digital Health	
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b. A search box will appear next to it, and you can search by name to find who you would like to share with.

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

- c. Next, choose the role that you are giving them. Use 'Manager'.
- d. Click Save.

5. 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 collections
- Uploading files

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