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.

Mahara link

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.
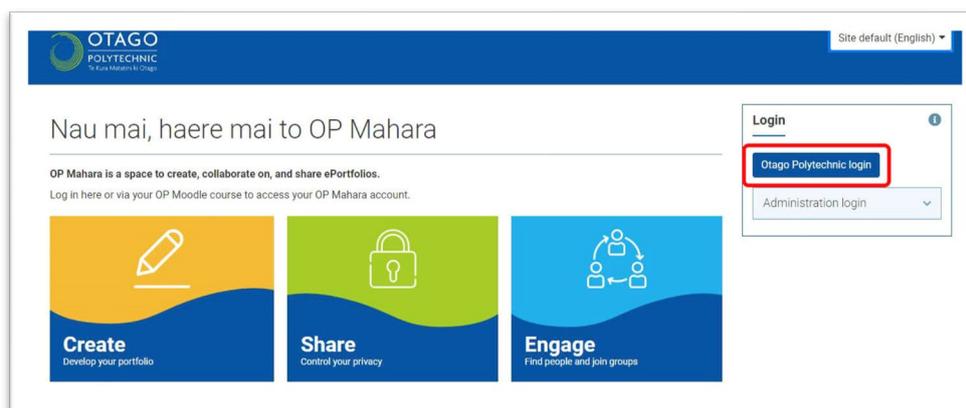
2. Create the pages to add to your ePortfolio

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).
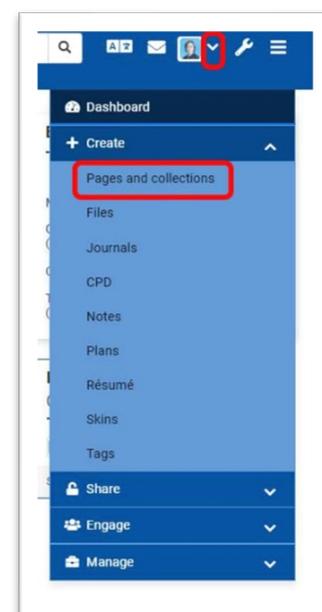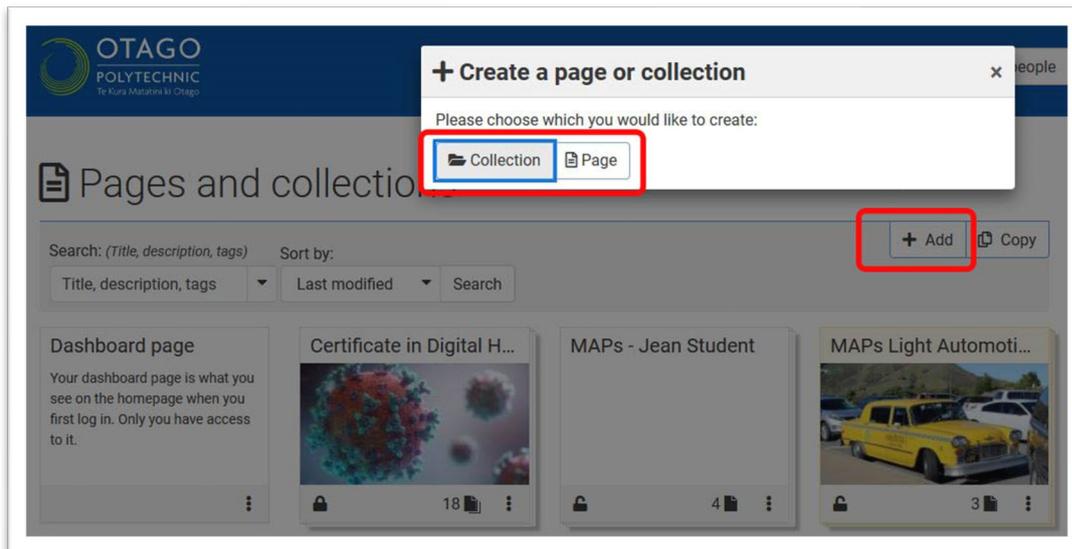
c. In the new page form, fill in the **title field** in the Basics section (1 below).

d. The press **Save**.

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.**
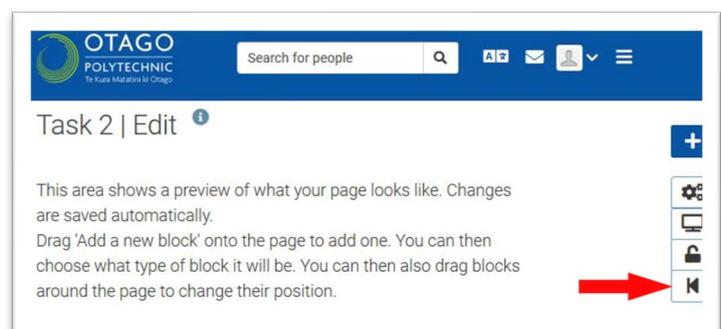
3. Create an ePortfolio collection and add your pages

a. On the Pages and Collections page click the **Add button** and choose **Collection.**
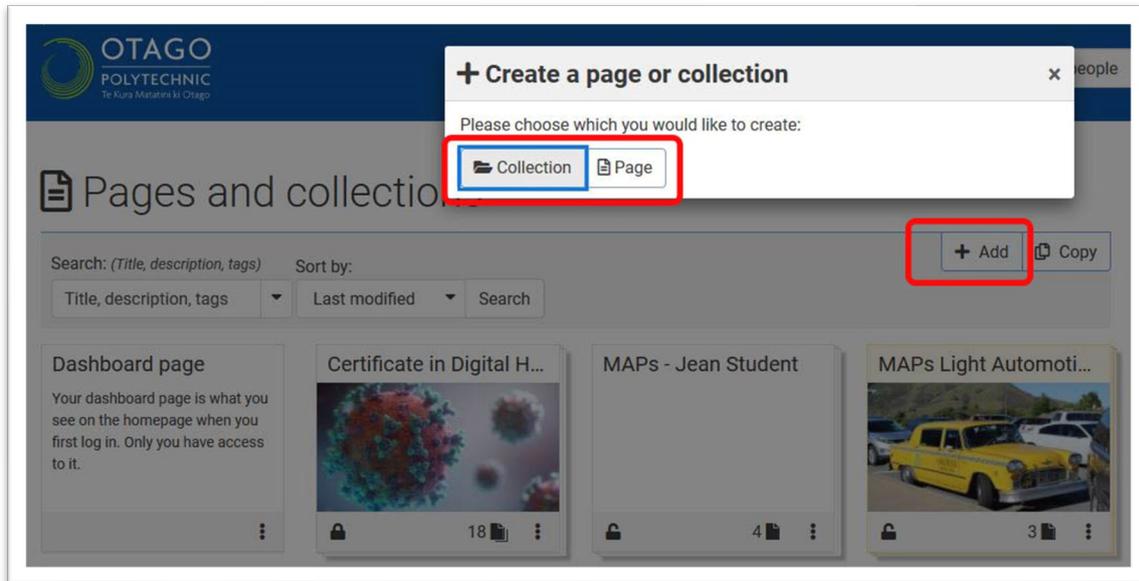
b. Add a collection name. Remember to name it something descriptive and unique, eg. [Your name – Name of project – date]

c. Click **Next:Edit collection pages**

d. Choose the pages you need to add by ticking the box beside the pages and clicking **Add pages**.
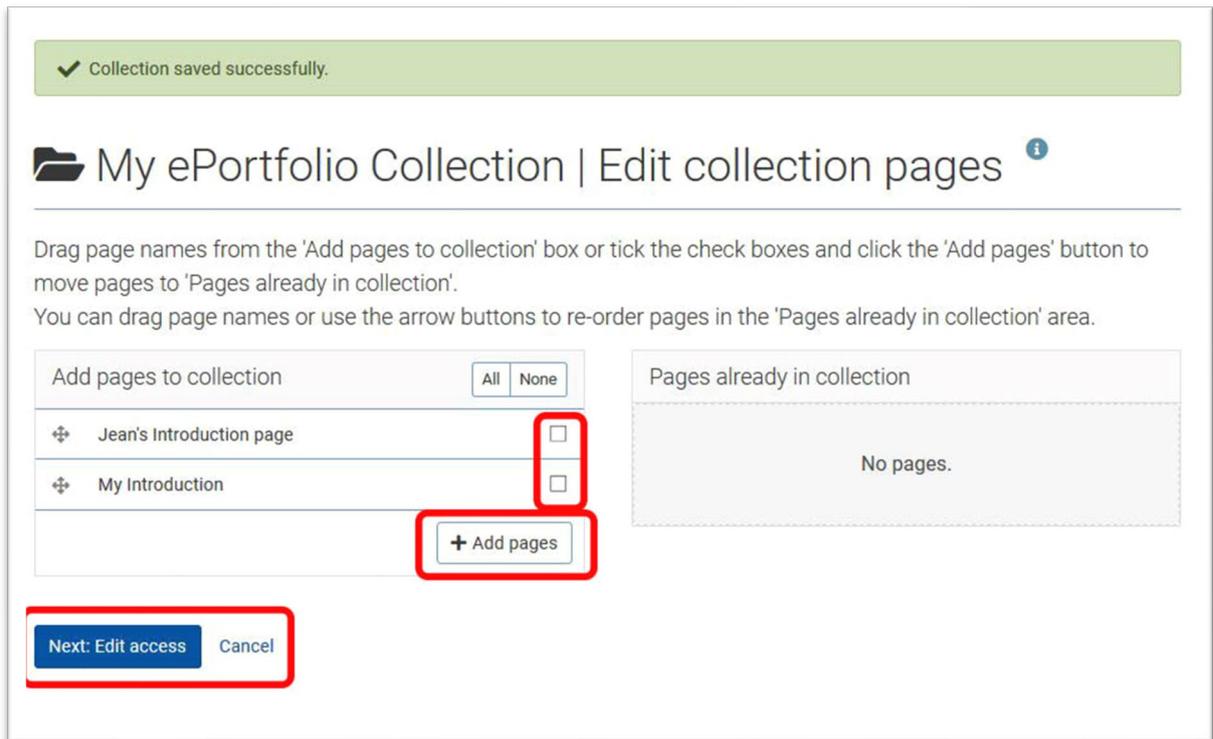
     e. Then click **Next: Edit access.**

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.**
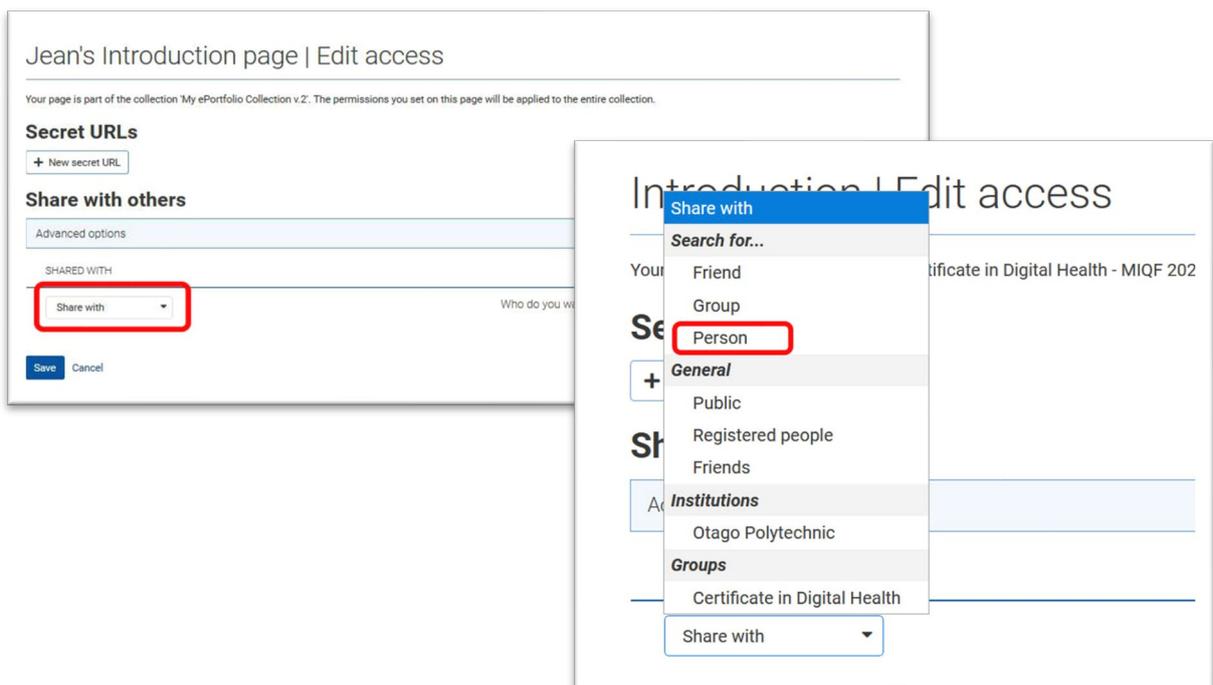
b. A search box will appear next to it, and you can search by name to find who you would like to share with.

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 OP Mahara webpage has step by step instructions to help you.

- Editing pages and collections

- Uploading files