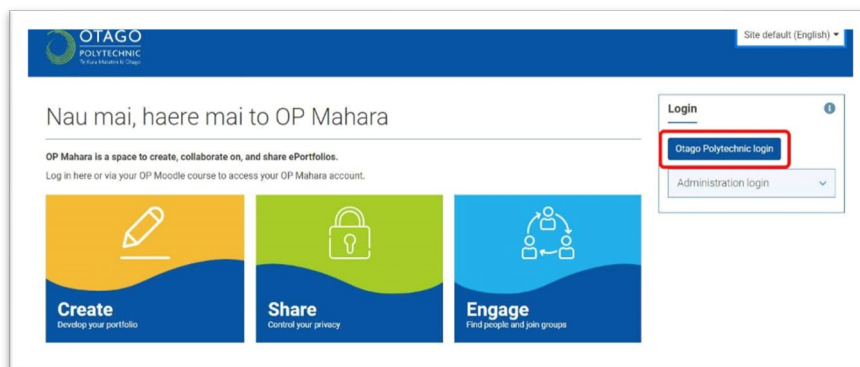# OP Mahara Quick Guide – Midwifery and Nursing

1. Logging into Mahara

You can access your Mahara account in two ways:
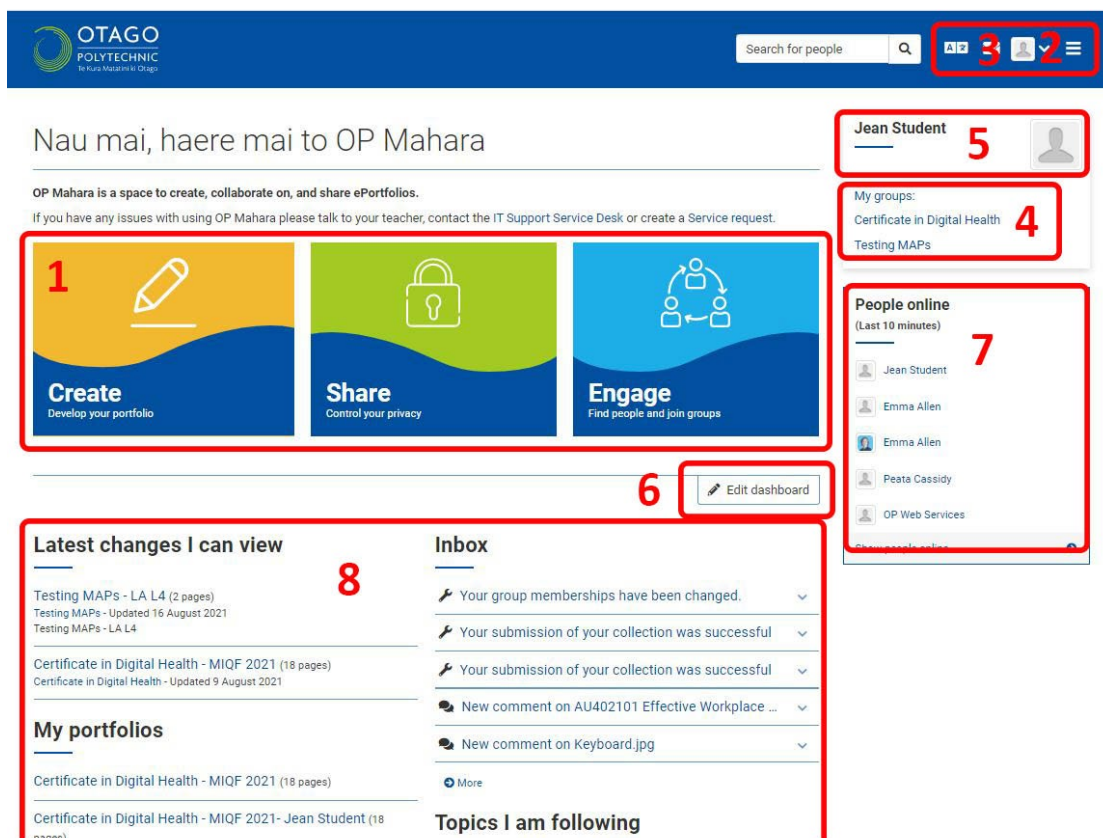

- OR by going to Mahara.op.ac.nz and signing in with your **OP username** and **password.**

2. Find your way around Mahara

This is your Mahara dashboard:

1. Use the three buttons to access the menus to:

   - **Create** – Create pages and collections and develop your portfolio
   - **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.
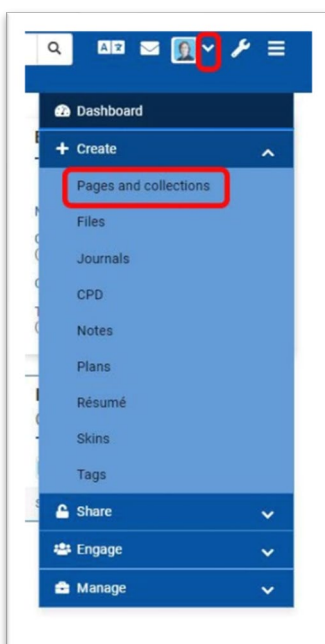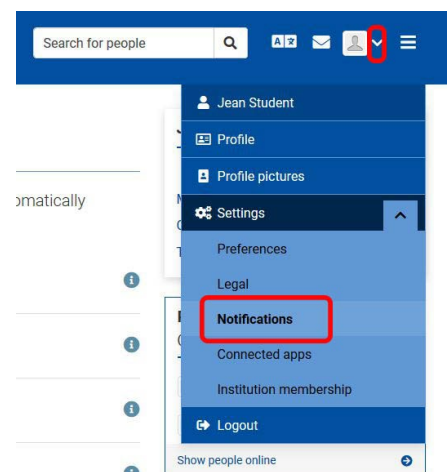
4. Find your ePortfolio

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 **Pages and collections**.

In the **Pages and collections section** you will see your ePortfolio template.
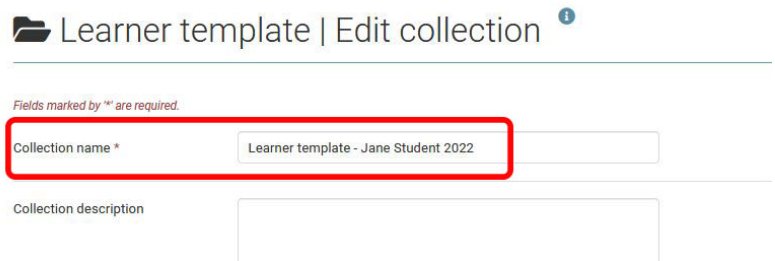
5. Change the name of your Portfolio

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

Pages and collections

a. To edit a collection, click on the **three dots** at the bottom right of the collection block (circled in red in the screenshot to the right).
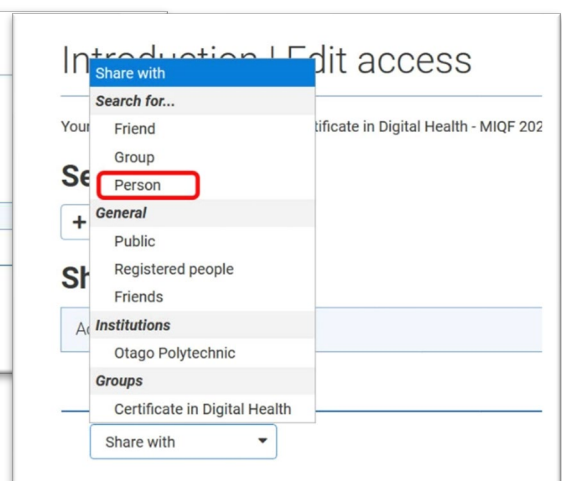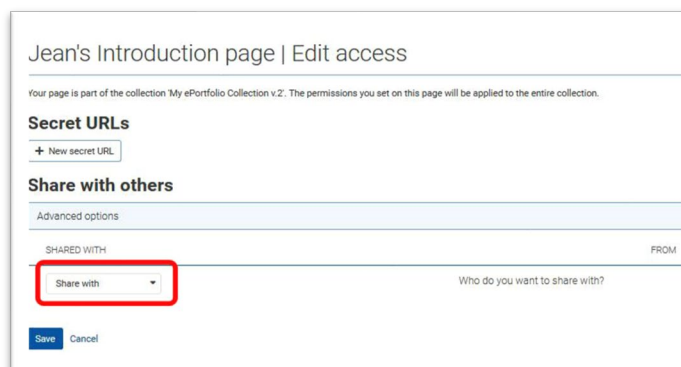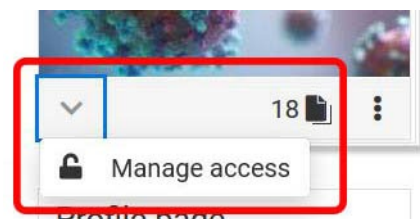
b. Choose **Edit** from the menu (see below).
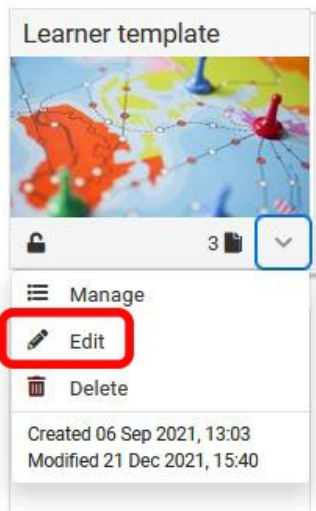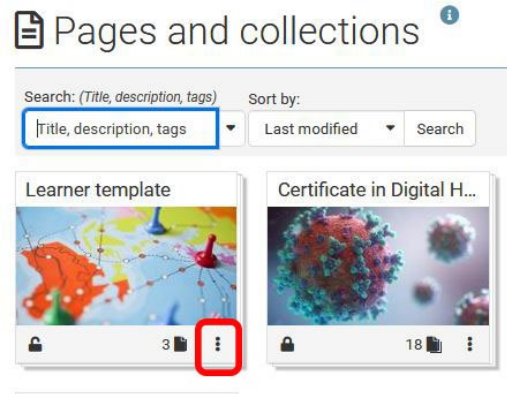
c. Edit the name and click save at the bottom of the page. Remember to name it something descriptive and unique, eg. [Your name – Name of project – date]


Learner template | Edit collection

Fields marked by '*' are required.

Collection name *: Learner template - Jane Student 2022

Collection description

6. Share your ePortfolio collection with your teachers

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

a. On the Pages and Collection page, click on the **three dots** again and then the **padlock icon,** then **Manage access.** This will take you to the **Edit access** page.

Manage access

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

Jean's Introduction page | Edit access

Your page is part of the collection 'My ePortfolio Collection v.2'. The permissions you set on this page will be applied to the entire collection.

Secret URLs

+ New secret URL

Share with others

Advanced options

SHARED WITH

Share with ▼   Who do you want to share with?   FROM

Save Cancel

Introduction | Edit access

Share with

Search for...
Friend
Group
Person

General
Public
Registered people
Friends

Institutions
Otago Polytechnic

Groups
Certificate in Digital Health

Share with ▼

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.
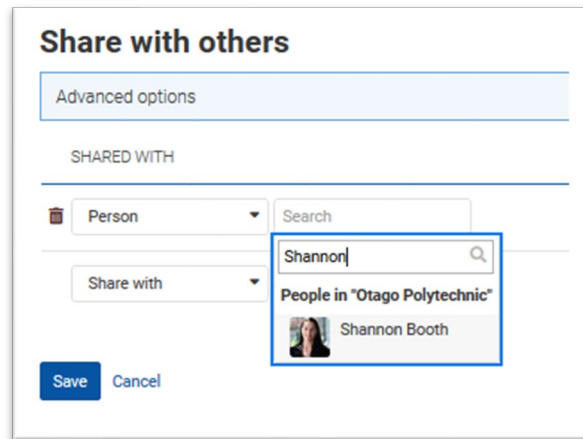
7. Add content

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

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.
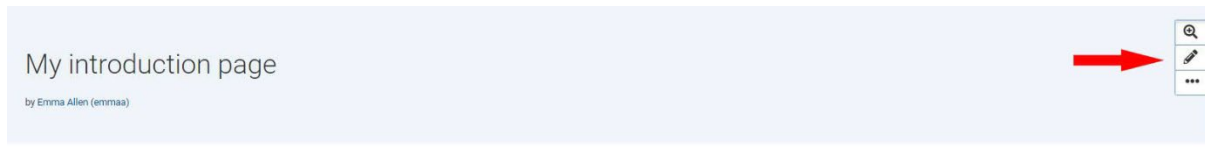
b. Next, click on the **cog icon** where you would like to add content.

c. Upload your document and click **save**. Your teacher may have made the block retractable so click the arrow beside the title to view the document.
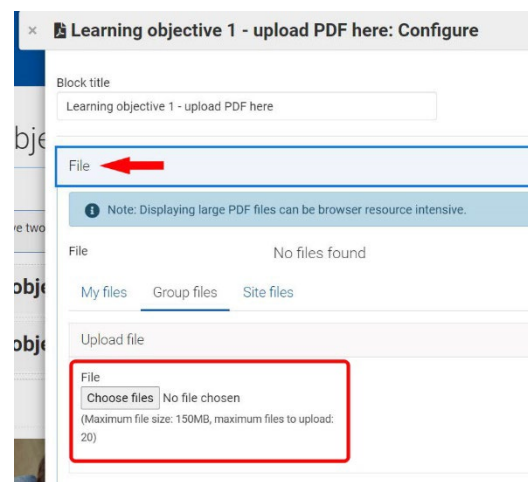
8. Portfolio completion – sign offs

A sign off function has been added to the top right of each page of
your portfolio. When you have completed all sections on a page
you can 'sign off' your work by ticking this function.

Signed off ●
Verified —

This will let your teachers know that you have finished the page so
that they know to give you feedback. They can then verify the page by ticking the verified
button, so you will know at a glance that they have seen it and it is all complete.