



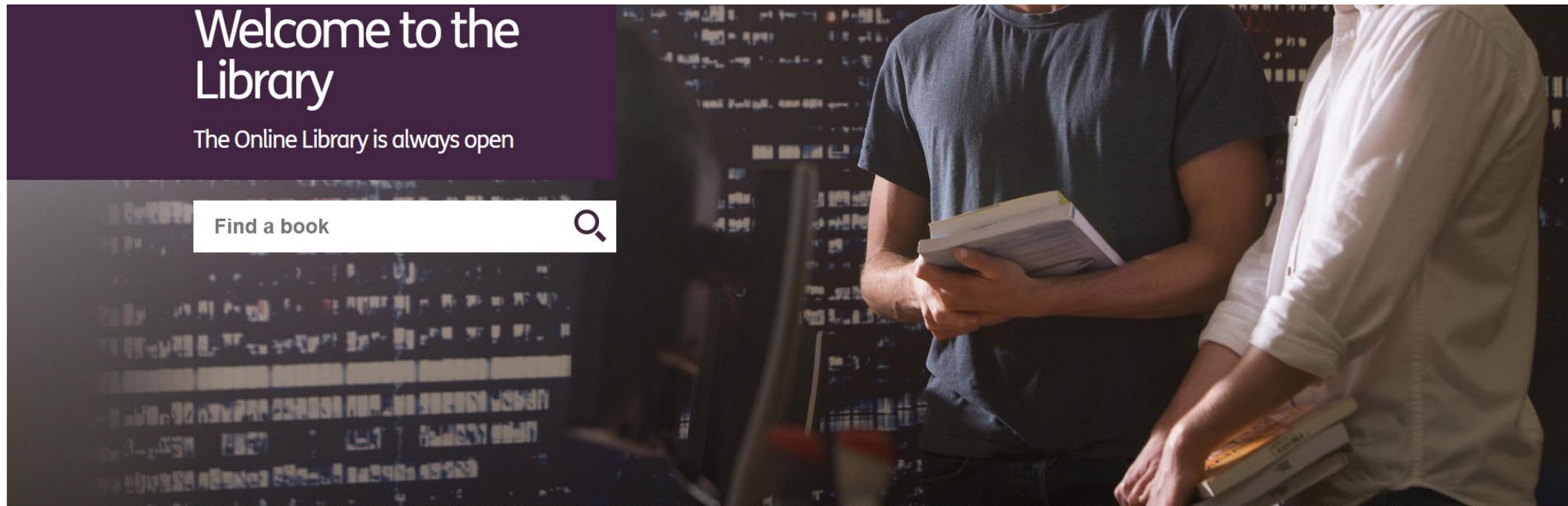
UoS London Library

Mahara ePortfolio for your assignments



Accessing Mahara ePortfolio

- You can access Mahara ePortfolio from the London Library website at <http://londonlibrary.sunderland.ac.uk/>
- Follow the **ePortfolio** link at the bottom of the page



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ePortfolio

+44 (0) 20 7531 7333
londonlibrary@sunderland.ac.uk



Logging in to ePortfolio

- Log in with your University username and password



Welcome to ePortfolio @ Sunderland

The University of Sunderland's ePortfolio is powered by Mahara, one of the world's leading ePortfolio tools.

Mahara is an extensive, powerful and highly regarded ePortfolio used by many educational institutions all over the world. Mahara gives you the tools to record and reflect on your learning, build a comprehensive online CV and share the resulting portfolio with anyone you wish, internally or externally, for educational or employment purposes. You can even export your ePortfolio after graduation and carry on building it using any one of a number of online Mahara providers such as **Folio For Me**.



Help
Information and
guidance

Getting started
help and guidance



Manual
The official
Mahara manual

The official
Mahara manual



Videos
Help and video
guides

Some useful help
and instructional videos

Login

Username: *

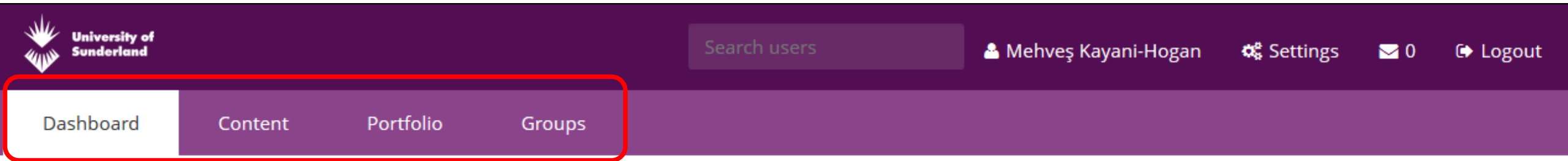
Password: *

Login

Lost username / password

The organisation of ePortfolio

- The ePortfolio is organised in four sections:



Welcome to ePortfolio @ Sunderland

Dashboard: this is the front page when you first log in, like a control panel

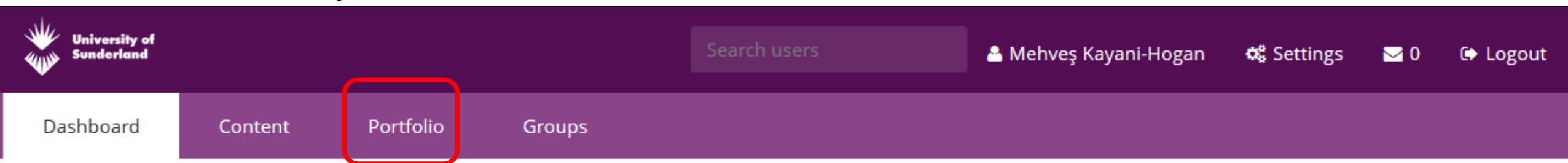
Content: this is where you pre-upload content to use later (optional)

Portfolio: this is where you create a page and insert content as well as create a collection; it is also where you share your content with others

Groups: this is where you find and invite others to be your friend

The organisation of ePortfolio

- You will mostly use the **Portfolio** section:



Welcome to ePortfolio @ Sunderland

Dashboard: this is the front page when you first log in, like a control panel

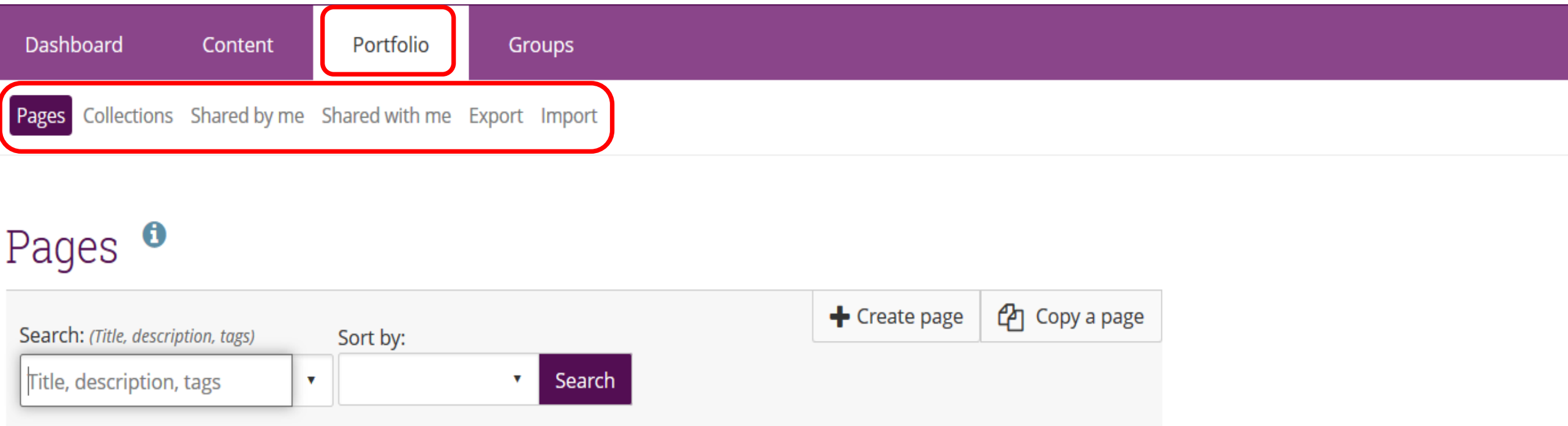
Content: this is where you pre-upload content to use later (optional)

Portfolio: this is where you create a page and insert content as well as create a collection; it is also where you share your content with others

Groups: this is where you find and invite others to be your friend

Portfolio section

- The **Portfolio** section is where you transfer your text (which you preferably first typed in Word) online
- Select the **Pages** subsection



The screenshot shows the 'Portfolio' section of a web application. The top navigation bar is purple and contains 'Dashboard', 'Content', 'Portfolio' (highlighted with a red box), and 'Groups'. Below this, a secondary navigation bar contains 'Pages' (highlighted with a red box), 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Pages' with an information icon. Below the title is a search bar with the placeholder text 'Search: (Title, description, tags)' and a dropdown menu showing 'Title, description, tags'. To the right of the search bar is a 'Sort by:' dropdown menu. Further right are two buttons: '+ Create page' and 'Copy a page' (with a document icon). A 'Search' button is located at the bottom right of the search bar area.

Dashboard Content **Portfolio** Groups

Pages Collections Shared by me Shared with me Export Import

Pages ⓘ

Search: (Title, description, tags) Sort by: + Create page Copy a page

Title, description, tags Search

Portfolio section: creating a page

- Select **Create page** to create a new page

The screenshot shows the 'Portfolio' section of a web application. The top navigation bar is purple with tabs for 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Below this, a secondary navigation bar contains 'Pages' (highlighted with a red box), 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Pages' with an information icon. Below the title is a search bar with the placeholder text 'Search: (Title, description, tags)' and a 'Sort by:' dropdown. To the right of the search bar is a '+ Create page' button (highlighted with a red box) and a 'Copy a page' button. Below the search bar is a 'Results' section. The first result is 'Dashboard page', which has a description: 'Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.' and a blue pencil icon for editing.

Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import

Pages ⓘ

Search: (Title, description, tags) Sort by: + Create page Copy a page

Title, description, tags Search

Results

Dashboard page


Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.


Portfolio section: creating a page


- In **Edit title and description**, give your page a title
- Scroll down and **save**


DashboardContentPortfolioGroups


PagesCollectionsShared by meShared with meExportImport

No title | Edit title and description 

Display page  Share page

 Edit content

 Edit layout

 Edit title and description

Page title *

ENTRY 5 Week 5 DATE: 23 November 2020

Portfolio section: creating a page

- In **Edit layout**, you can select the column layout you want for your page – do not forget to scroll down to **save** any changes

DashboardContentPortfolioGroups

PagesCollectionsShared by meShared with meExportImport


ENTRY 5 Week 5 DATE: 23 November 2020 | Change my page layout i


[Display page](#) [Share page](#)


[Edit content](#)[Edit layout](#)[Edit title and description](#)


Basic options


Select how you would like your page to be laid out. ?


☒

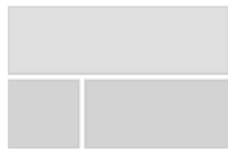
☐


☐

☐

☐

☐

☐

☐


Portfolio section: creating a page

In **Edit content**, click on the **settings** button to bring up the text editor to insert text from your Word document

[Dashboard](#)[Content](#)[Portfolio](#)[Groups](#)


[Pages](#)[Collections](#)[Shared by me](#)[Shared with me](#)[Export](#)[Import](#)


Page layout changed



ENTRY 5 Week 5 DATE: 23 November 2020 | Edit content 


[Display page](#) [Share page](#) [Edit content](#) [Edit layout](#) [Edit title and description](#)

This area shows a preview of what your page looks like. Changes are saved automatically.
Drag blocks onto the page to add them. You can then also drag them around the page to change their position.

 Text

 Image

 Text



Portfolio section: creating a page

- In text editor, copy and paste your text from Word in to the box
- Do not forget to **save** and your page is done!

The screenshot shows the University of Sunderland's portfolio creation interface. The 'Text: Configure' modal is open, displaying a text editor. The 'Block title' is 'Text'. The 'Block content' is a paragraph of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.' The 'Retractable' dropdown is set to 'No'. The 'Save' button is highlighted with a red box.

University of Sunderland

Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import

Page layout changed

ENTRY 5 Week 5 DATE: 23 Nov

Display page [Share page](#)

This area shows a preview of what your page looks like. Ch Drag blocks onto the page to add them. You can then also

Text: Configure

Block title Text

Block content

Paragraph B I List Link Image Undo Redo

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Words: 220

Retractable No

Select to allow this block to be retracted when the header is clicked.


Save Cancel


Portfolio section: creating a page


- You can click on **Display page** to see how it is going to look to the assessor

ENTRY 5 Week 5 DATE: 23 November 2020 | Edit content 

[Display page](#)  [Share page](#)


 Edit content


 Edit layout


 Edit title and description


This area shows a preview of what your page looks like. Changes are saved automatically.


Drag blocks onto the page to add them. You can then also drag them around the page to change their position.


 [Text](#)


 [Image](#)



 [Media](#)


 [Journals](#)



 [General](#)




 [Personal info](#)

 [External](#)


 



 Text  

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Display page](#) 

Portfolio section: creating a page

- You can keep editing your page if you want to add things (images, video, etc.)

[Dashboard](#)[Content](#)[Portfolio](#)[Groups](#)

ENTRY 5 Week 5 DATE: 23 November 2020

by [Mehveş Kayani-Hogan](#)

[Edit this page](#)[Copy](#)[...](#)

Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Portfolio section: creating a page

- Back in **Portfolio** and **Pages**, keep creating pages for each text entry



The screenshot displays the 'Portfolio' section of a learning management system. The top navigation bar includes 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Below this, a sub-navigation bar shows 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The 'Pages' sub-navigation item is highlighted with a red box. Below the navigation bar, the 'Pages' section is titled with an information icon. A search bar with the placeholder 'Search: (Title, description, tags)' and a 'Sort by:' dropdown are present. A red box highlights the '+ Create page' button, which is next to a 'Copy a page' button. Below the search bar, a 'Results' section lists three pages: 'Dashboard page', 'Profile page', and 'ENTRY 5 Week 5 DATE: 23 November 2020'. Each page entry has a description and a blue pencil icon for editing. The 'ENTRY 5 Week 5 DATE: 23 November 2020' entry also has a red trash icon for deletion.



Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import





Pages

Search: (Title, description, tags) Sort by:

Title, description, tags   Search

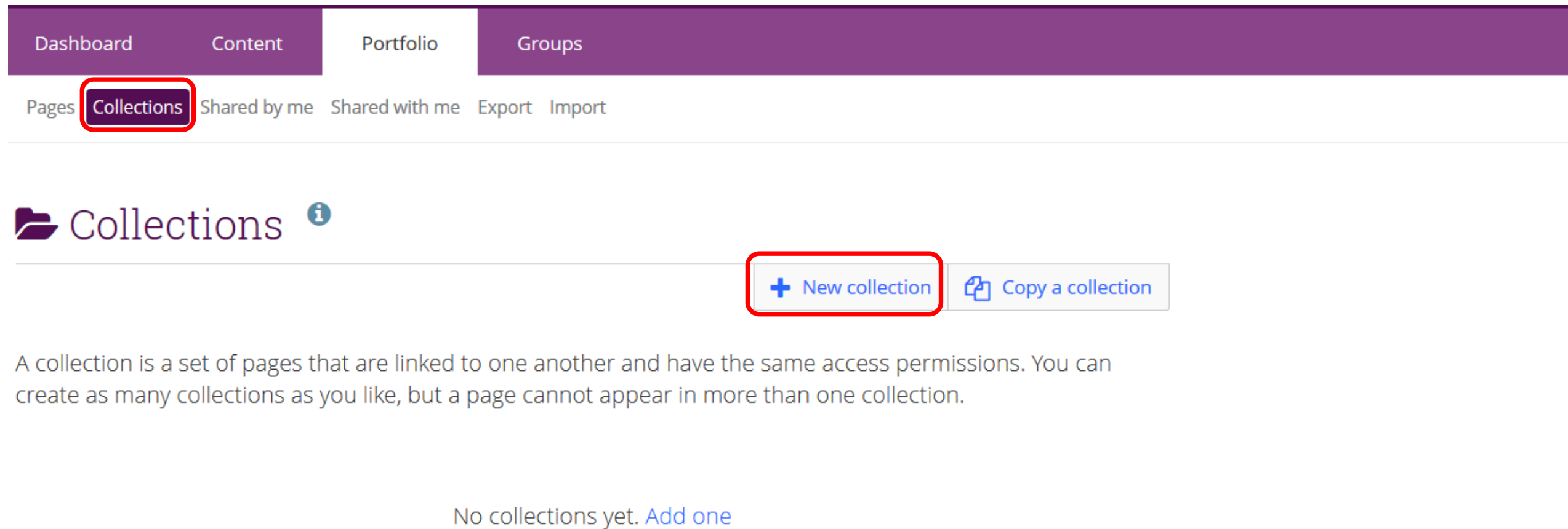
 Create page  Copy a page

Results

Dashboard page	
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	
Profile page	
Your profile page is what others see when they click on your name or profile picture.	
ENTRY 5 Week 5 DATE: 23 November 2020	 

Portfolio section: creating a collection



- Once you created all your pages, select the **Collections** tab and then select **New collection** to bring together all your pages you created

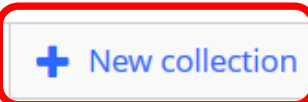



The screenshot displays the 'Portfolio' section of a web application. At the top, there is a navigation bar with tabs: 'Dashboard', 'Content', 'Portfolio' (which is the active tab), and 'Groups'. Below this, there is a sub-navigation bar with links: 'Pages', 'Collections' (highlighted with a red box), 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Collections' with a folder icon and an information icon. Below the title, there are two buttons: '+ New collection' (highlighted with a red box) and 'Copy a collection'. A descriptive text block explains that a collection is a set of linked pages with the same access permissions and that a page can only be in one collection. At the bottom, it states 'No collections yet. Add one' with a blue link.

Dashboard Content **Portfolio** Groups

Pages **Collections** Shared by me Shared with me Export Import

 Collections 

A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

No collections yet. [Add one](#)

Portfolio section: creating a collection

- Enter your **Collection name** and click on **Next: Edit collection pages** at the bottom to add pages to your collection

Collection name *

LFBM101 - REFLECTIVE JOURNAL

Collection description

Tags

Type in a search term

Q

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Page navigation bar

Yes

No

Add a horizontal navigation bar to every page in this collection by default.

Next: Edit collection pages

Portfolio section: creating a collection

- In **Edit collection pages**, select your pages on the left and click on **Add pages**


LFBM101 - REFLECTIVE JOURNAL | Edit collection pages





Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'.
You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

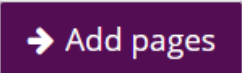
Add pages to collection

AllNone

 ENTRY 5 Week 5 DATE: 23 November 2020☐

 ENTRY 6. Week 6 DATE: 30 November 2020☐

 ENTRY 7. Week 7 DATE: 7 December 2020☐



Pages already in collection

No pages.

Done

Portfolio section: creating a collection

- On the right, **Pages already in collection** will now show your added pages
- Do not forget to scroll down and click on **Done** once you are finished

LFBM101 - REFLECTIVE JOURNAL | Edit collection pages



Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'.

You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

Add pages to collection

No pages are available to add.

Pages already in collection

↓ ENTRY 5 Week 5 DATE: 23 November 2020 ×

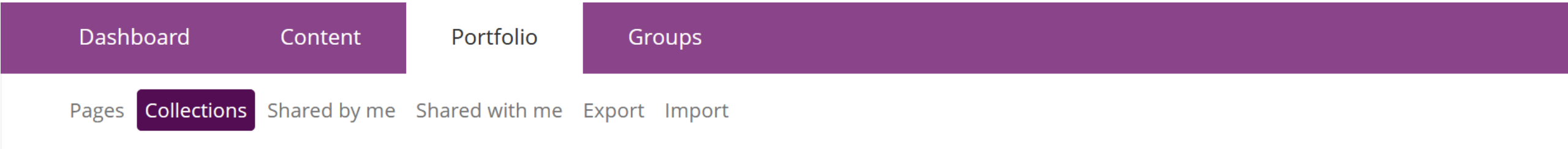
↑ ↓ ENTRY 6. Week 6 DATE: 30 November 2020 ×

↑ ENTRY 7. Week 7 DATE: 7 December 2020 ×

Done

Portfolio section: creating a collection

- You now have your collection with various pages (entries) in it
- You can edit the title, add or remove pages, or delete the whole collection



Collections

 New collection

 Copy a collection

A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

LFBM101 - REFLECTIVE JOURNAL

Pages: [ENTRY 5 Week 5 DATE: 23 November 2020](#), [ENTRY 6. Week 6 DATE: 30 November 2020](#), [ENTRY 7. Week 7 DATE: 7 December 2020](#)



Portfolio section: generating a URL (web address)

- In the **Shared by me** tab, you can generate a web address to share your collection with the person who is going to assess your work
- Click on the **Secret URLs** icon next to the collection for which you want generate a URL

The screenshot displays the Portfolio section of a web application. At the top, there is a navigation bar with tabs: Dashboard, Content, Portfolio, and Groups. Below this, a secondary navigation bar includes links for Pages, Collections, Shared by me (highlighted with a red box), Shared with me, Export, and Import. The main content area is titled 'Share' with an information icon. Below the title, there are tabs for Collections and Pages. A table lists collections, with the first row showing 'LFBM101 - REFLECTIVE JOURNAL' (highlighted with a red box). To the right of the collection name are two icons: a lock icon for 'EDIT ACCESS' and a globe icon for 'SECRET URLs' (highlighted with a red box).

COLLECTION NAME	ACCESS LIST	EDIT ACCESS	SECRET URLs
LFBM101 - REFLECTIVE JOURNAL			

Portfolio section: generating a URL (web address)

- In the next screen, click on **New secret URL**
- This generates a web address which you can then share if required

The screenshot displays the University of Sunderland ePortfolio interface. At the top, the University of Sunderland logo is on the left, and a search bar labeled 'Search users' is in the center. To the right of the search bar are links for 'Mehveş Kayani-Hogan', 'Settings', '0' (notifications), and 'Logout'. Below this is a navigation bar with 'Dashboard', 'Content', 'Portfolio' (selected), and 'Groups'. Under 'Portfolio', there are sub-links: 'Pages', 'Collections', 'Shared by me' (highlighted), 'Shared with me', 'Export', and 'Import'. The main content area shows the title 'Share | Secret URLs: LFBM101 Reflective Journal' with an information icon. A red box highlights a '+ New secret URL' button. Below this, another red box highlights a table with one row containing the text 'Secret URLs' and a URL 'https://eportfolio.sunderland.ac.uk/view/'. To the right of the URL are icons for editing (pencil), saving (checkmark), and deleting (trash).

University of Sunderland

Search users

Mehveş Kayani-Hogan Settings 0 Logout

Dashboard Content Portfolio Groups

Pages Collections Shared by me Shared with me Export Import

Share | Secret URLs: LFBM101 Reflective Journal

+ New secret URL

Secret URLs

<https://eportfolio.sunderland.ac.uk/view/>

Summary



If you have been asked to create your work in Mahara ePortfolio, these are the three steps to follow in the **Portfolio** section:

- In **Pages**, firstly create pages for different sections of your work
- In **Collections**, create a collection for your pages and put the pages in this collection
- In **Shared by me**, generate a secret URL (web address) to share your collection
- Please note: if you are submitting a single page, you can generate a secret URL (web address) in the same way for that page and share it