KWANTLEN POLYTECHNIC UNIVERSITY

Using Mahara

With all the different online platforms students are expected to use, it can be overwhelming. Remembering various passwords, figuring out how to use these different platforms, collaborating with others and trying to work on a project in multiple platforms can be quite a challenge. To simplify this problem, KPU is proud to present Mahara. Mahara is a fully featured electronic portfolio, weblog, resume builder and social networking system, connecting users and creating online communities.

Through this Learning Aid, you will learn how to access Mahara, create pages in Mahara, add content to pages, share pages, and submit Mahara assignments.
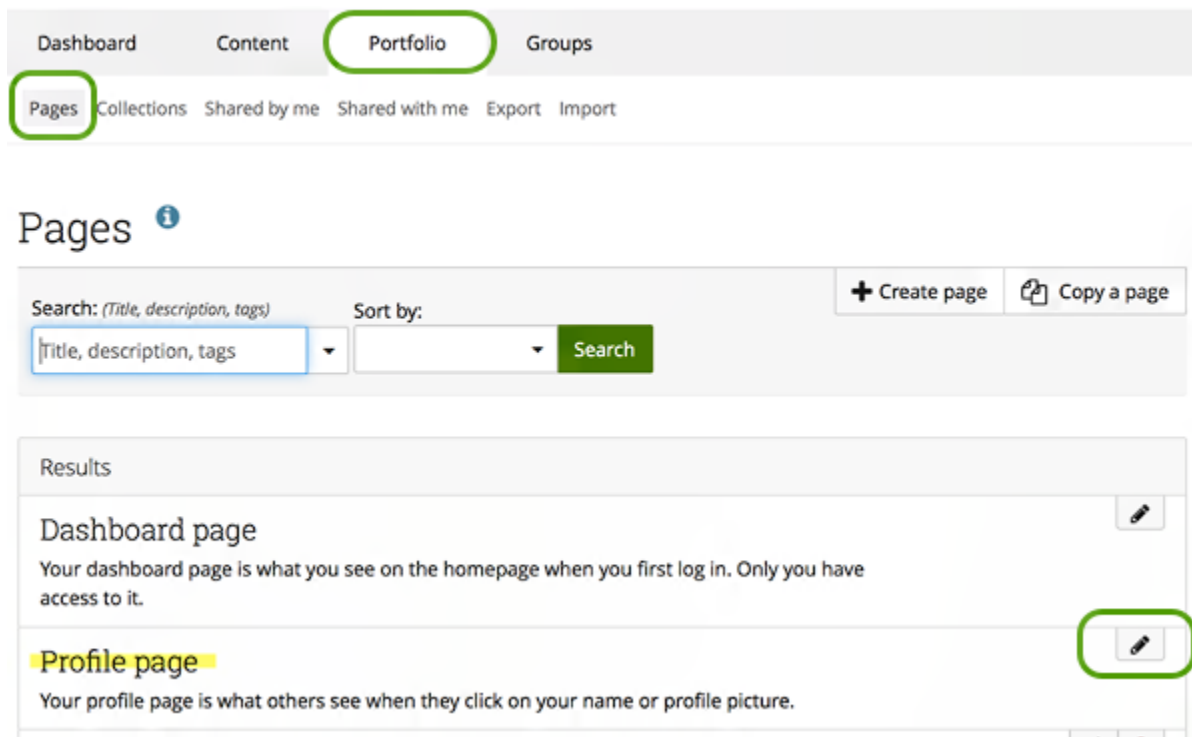
1. Access Mahara

In order to access Mahara, go to: **eportfolios.kpu.ca.** KPU's Mahara sites and Moodle are integrated. Therefore, you would log in to Mahara the same way you would in Moodle, by using your student number and password.

2. Edit your profile

Your profile page is listed with all of your other pages on the **Portfolio>Pages** tab. To begin editing your profile page, click the edit icon beside your profile page.

Note: Your profile page is available to anyone who has an account on KPU's ePortfolio site.
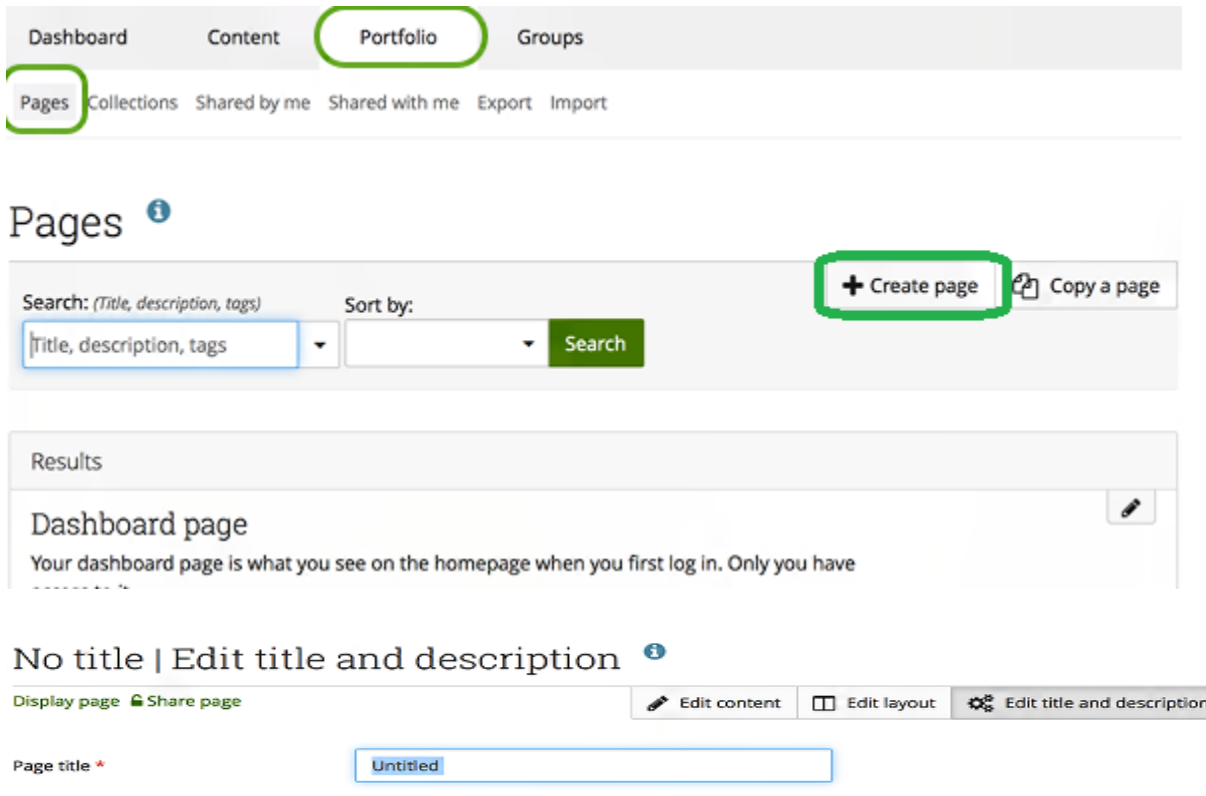
3. Create a page

In order to create a page, go to **Porfolio > Pages** tab, and click on the *Create Page* button and complete the form.

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- **Page title**: Provide a title for your page. This field cannot be left empty. If you do not enter a title, the default "Untitled" will appear.
- **Page description**: Write a brief description of your page (or leave it blank if you prefer). The description is displayed on the page.
- **Tags**: Enter tags to find your page more easily at a later stage. Separate your tags with commas. If you already have tags, you can click on the link *Show my tags* and select the ones that you think will fit for this page as well. They will be entered into the text field for you.
- **Name display format**: Choose which of your names you want to appear on the page as author.
- Click the *Save* button to save your changes and to continue to the next tabs to edit your page layout and add content.
- Your page is private until you decide you want to share it with others.

4. Add content to a page

When your page is in edit mode, the content type selector is displayed on the left side of the page. It allows you to click and drag many types of content "blocks" to your page.
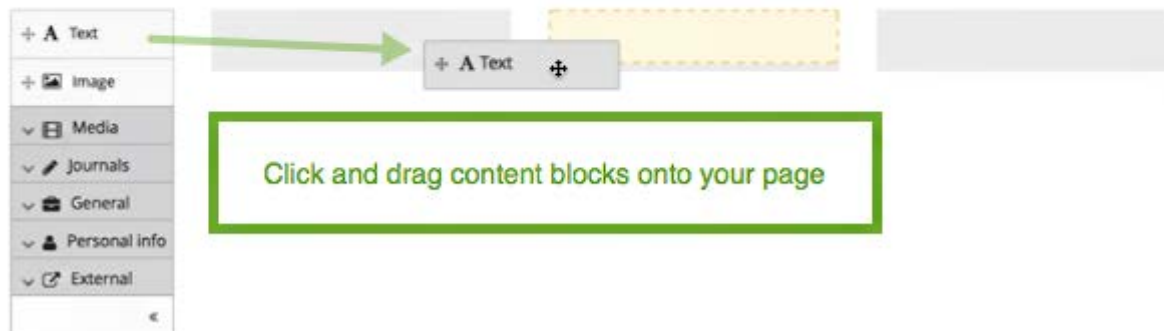
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- Use a **Text** block when you want to add text on a single page (If you want to re-use sections of text in multiple pages, use the Note option in the General section).
- The **Image** and **Media** blocks allow you to upload content into your Mahara files area where it can be used in other pages and collections in your portfolio.
- The **General** section contains additional options including Note which can be used to reuse a block of text on multiple pages.
- The **External** content blocks allow you to embed external feeds and external media (e.g. YouTube, Vimeo, Google Apps)

5.Share Pages:

Your pages are private until you are ready to share them with others. To access the page sharing options, click the Share page link:

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- Select from the options: Public (anyone you send the page URL to); Registered users (everyone with an account on ePortfolios); Friends (all users you have added as friends).
- You may also share your pages with individual users or groups in the ePortfolios site. Select Friends, Groups or Users and search for the individual or group name.
- Once you have set up access, click *Display page* and copy the page or collection URL from the address bar. Send the link to those you want to access your page or collection.

6. Submit pages for assessment:

You may be required to submit ePortfolio pages or collections to Moodle for assessment. If this is the case, your instructor will have created a special type of Moodle assignment that is connected to the ePortfolio site and allows you to select your pages and submit them for grading. Depending on how your instructor has set up the assignment, once you have submitted your page, it may be locked until a grade or feedback is given.

To submit a page or collection to a Moodle course:

1. Go to the Moodle assignment and click *Add submission*. All of your ePortfolio pages will be displayed. Select the page to submit.

2. Select the pages to submit.

3. Click Save changes.

7. Get Mahara help:

Mahara tutors are available to help you learn to use the platform successfully. Appointments can be booked at tlc.kpu.ca (search for Mahara).

By learning to use Mahara well, you will be able to document your learning in ways that will support you in your future courses and career.