ePortfolio at

Sparsholt & Andover College

User guide
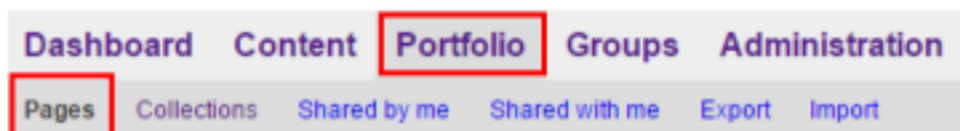
Portfolio— creating a Mahara Page

You can create as many different **Pages** as you wish. Try to think of them as web pages for different audiences to see. A Page is not visible until you choose to share it.

This page will take you through how to create a **Mahara Page**.

1. Click on the Portfolio tab and then click Pages

Dashboard   Content   Portfolio   Groups   Administration

Pages   Collections   Shared by me   Shared with me   Export   Import

By default you will see two pages: Dashboard page and Profile page.

Below the default pages you will see a list of all the pages you have created.

2. Click Create Page on the top right to create a new page

Create page

There are **3 steps** to creating a page each of which are shown in more detail on the following pages. In summary the 3 steps are:

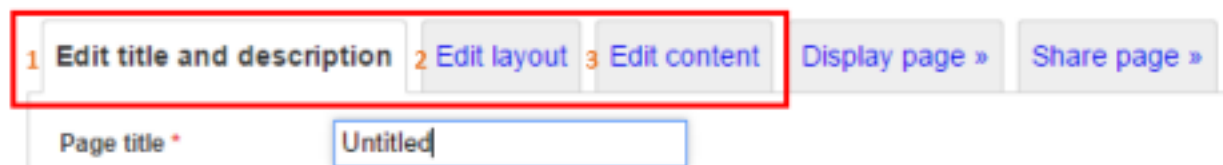### 1. Add a Title and Description to your page
After you have created your new page, it will display the Edit Title and Description tab. You must give your page a title, otherwise it will remain as Untitled.

2. Design the layout of your page
You can change the number of rows and columns in your page

3. Add Content to your page
A Mahara page can contain as much or as little content as you wish. You can add text, images,

1 **Edit title and description**   2 Edit layout   3 Edit content   Display page »   Share page »

Page title *   Untitled

Add a Title and Description to your page

Edit title and description | Edit layout | Edit content | Display page » | Share page »

Page title *   Untitled   ← **1. Add a title**

Page description

[Paragraph ▾] **B** *I* ☰ ☷ 🔗 ⤫ 🖼 ↶ ↷

← **2. Add a description**

p

Tags   Show my tags

← **3. Add any Tags**

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format *   Display name (Sarah Deery (sdeery1)) ▾

How do you want people who look at your page to see your name?

Save ← **4. Click Save**

Design the layout of your page

There are numerous page layouts available in Mahara. If you do not see one that you like, click Advanced options to view even more. You can even create your own custom layout under Advanced options too!
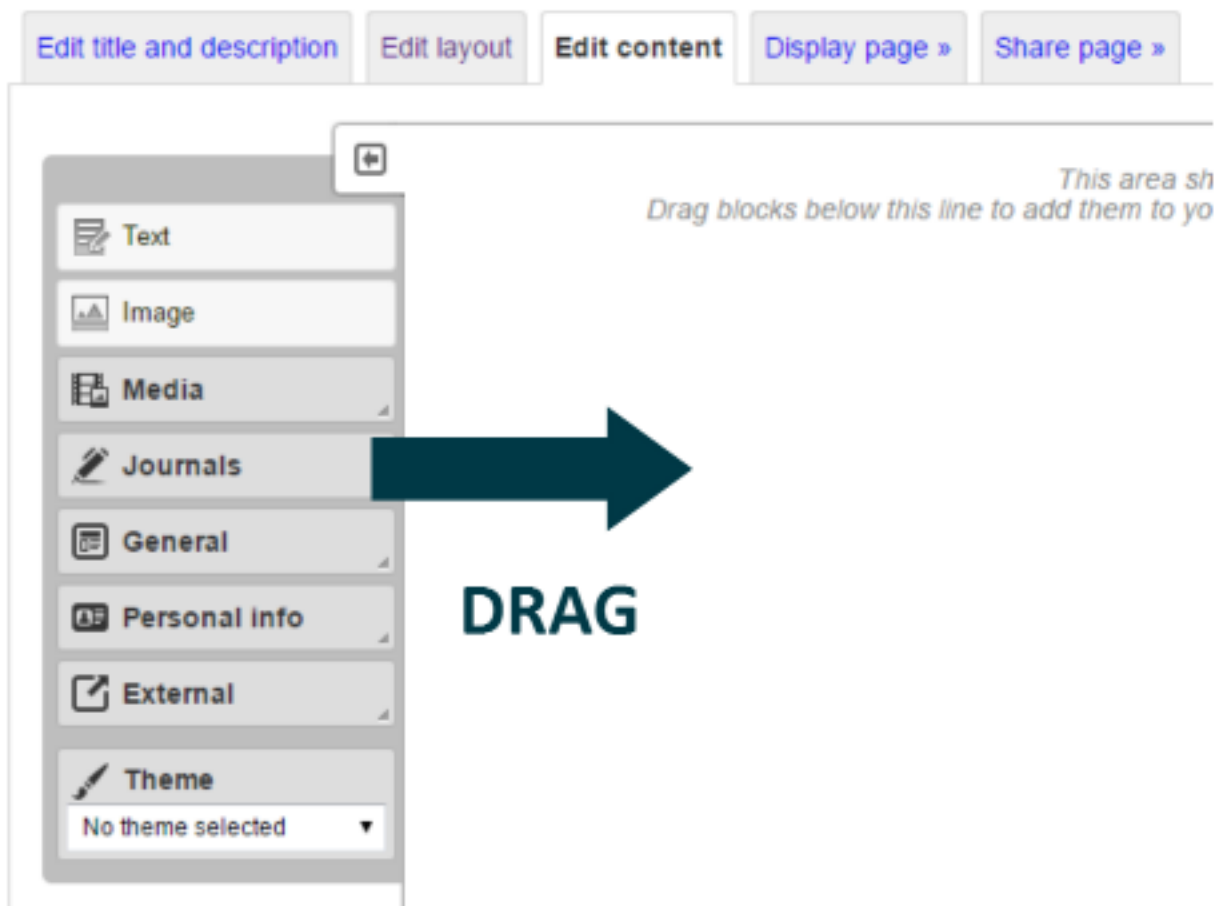
1. Click Edit layout

Edit title and description | Edit layout | Edit content | Display page » | Share page »

▾Basic options

2. Select a layout option

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

> Advanced options

3. If the Basic options aren't suitable, click Advanced options and you'll get more options... you can even create you own

Save

4. Click Save

Add content to your page

Having added a title and description to your page and designed the layout, you can now add content to your page.

Adding content is done by dragging the required block onto the page. Hold down the left mouse button or your finger and drag the block onto correct position on the page. Each page can include

Edit title and description   Edit layout   **Edit content**   Display page »   Share page »

*This area sh
Drag blocks below this line to add them to yo*

📝 Text
🖼 Image
🎞 Media
✏ Journals
📰 General
🪪 Personal info
↗ External

✏ Theme
No theme selected ▼

DRAG

Text box—add a block for entering and displaying text.
        Tip: you can paste text from Word to a text box

Image—embed an image/photo of your own into your page

Media—add files or folders for readers to download, add HTML, embed a video of your own into your page

Journals—add your entire journal or parts of your journal

General— attach a creative commons license to your page, add Navigation if your page is part of a Collection, share all or part of the plans you have created in Mahara, include posts from a forum of which you are a member

Personal—add in all or parts of your Mahara profile and CV

External— embed external media. Eg YouTube, Vimeo, Google Apps, SoundCloud, Prezi, Powtoon, Emaze, SlideShare and more!