

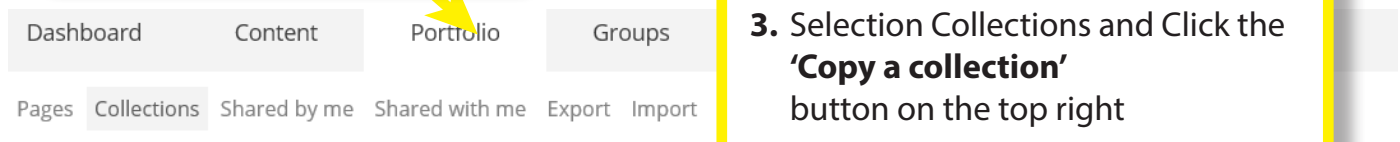
# DMZAA Mahara Guidance Sheet

## Task 1: Copy the DMZAA Collection



1. Open **moodle** and click the **Mahara** icon

2. Click the **'Portfolio'** tab



3. Selection Collections and Click the **'Copy a collection'** button on the top right

### Collections

+ New collection Copy a collection

DMZAA

Search

4. Click in **'Search'** box, and type **'DMZAA'** (all caps) and click **'Go'**.

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

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5. Click **'Copy collection'** for the **'DMZAA Unit 31 Zoo Animal Specialist Husbandry (New)'**

COLLECTION TITLE	PAGE NAME	OWNER	
	DMZAA Mahara Training	Martin	Copy page
DMZAA - Unit 31 Zoo Animal Specialist Husbandry (NEW)	Assignment Topsheet (1)	Martin Murphy (mmurphy1)	Copy collection Copy page
DMZAA - Unit 31 Zoo Animal Specialist Husbandry (NEW)	Portfolio Summary of Evidence (1)	Martin Murphy (mmurphy1)	Copy page

Fields marked by "\*" are required.

Collection name \*

Collection description

Tags

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

Page navigation bar  Yes

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

**Next: Edit collection pages**

**6. Select Next: Edit collections**

Collection saved successfully.

## DMZAA - Unit 31 Zoo Animal Specialist Husbandry (NEW) | 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	Pages already in collection
<input type="checkbox"/> Assignment Topsheet (1)	<input checked="" type="checkbox"/> Assignment Topsheet (1) v.2
<input type="checkbox"/> Digital Passport - H.Doughton	<input checked="" type="checkbox"/> Statement of Introduction to Portfolio (1) v.2
<input type="checkbox"/> Portfolio Summary of Evidence (1)	<input checked="" type="checkbox"/> Portfolio Summary of Evidence (1) v.2
<input type="checkbox"/> Statement of Introduction to Portfolio (1)	<input checked="" type="checkbox"/> Witness Status List (1) v.2
<input type="checkbox"/> Task A: Topic 1 (1)	<input checked="" type="checkbox"/> Task A: Topic 1 (1) v.2
<input type="checkbox"/> Task A: Topic 2 (1)	<input checked="" type="checkbox"/> Task A: Topic 2 (1) v.2
<input type="checkbox"/> Task A: Topic 3 (1)	<input checked="" type="checkbox"/> Task A: Topic 3 (1) v.2
<input type="checkbox"/> Task A: Topic 4 (1)	<input checked="" type="checkbox"/> Task A: Topic 4 (1) v.2
<input type="checkbox"/> Task B: Topic 1 (1)	<input checked="" type="checkbox"/> Task B: Topic 1 (1) v.2
<input type="checkbox"/> Task B: Topic 2 (1)	<input checked="" type="checkbox"/> Task B: Topic 2 (1) v.2
<input type="checkbox"/> Task B: Topic 3 (1)	<input checked="" type="checkbox"/> Task B: Topic 3 (1) v.2
<input type="checkbox"/> Task B: Topic 4 (1)	<input checked="" type="checkbox"/> Task B: Topic 4 (1) v.2
<input type="checkbox"/> Task B: Topic 5 (1)	<input checked="" type="checkbox"/> Task B: Topic 5 (1) v.2
<input type="checkbox"/> Task B: Topic 6 (1)	<input checked="" type="checkbox"/> Task B: Topic 6 (1) v.2
<input type="checkbox"/> Task B: Topic 7 (1)	<input checked="" type="checkbox"/> Task B: Topic 7 (1) v.2
<input type="checkbox"/> Video evidence Adam Portsmouth v.2	
<input type="checkbox"/> Videos continued and statements v.2	
<input type="checkbox"/> Witness Status List (1)	

Heather Oughton

My groups:

- ILT Team (Administrator)
- Sparsholt College

Online users (Last 10 minutes)

- Kiney MacDonald (kmacdonald) (LEDGE)
- Heather Oughton (houghton) (LEDGE)
- Charles Simpson (Charles Simpson - simpson1) (LEDGE)
- Laurence Tsang (ltsang) (LEDGE)
- Katherine Atkinson (katkinson1) (LEDGE)
- Daniel Mann (dmann) (LEDGE)
- Alexandra Perry (aperry) (LEDGE)
- Adam Wilding (awilding) (LEDGE)
- Hollie Crouch (16001941) (Moodle Sparsholt)
- Cara Lennon (clennon) (LEDGE)

Tags

You have not tagged anything yet

**7. Select Done**

There will be workshops, videos and handouts for ongoing support

## Task 2: Attaching the Portfolio into Ledge

### Unit 31 Specialist Husbandry Portf



1. Go to your **Ledge** course and click '**Unit 31 Specialist Husbandry Portfolio**'.

#### Unit 31 Specialist Husbandry Portfolio in a zoo or aquarium

Unit 31 Specialist Husbandry Portfolio in a zoo or aquarium

Attaching your Collection here will allow your Regional Coordinator to monitor your progress.

You will need to submit it in the Year 2 class next year

Set up your Mahara collection

Unit 31 Specialist Husbandry Portfolio in a zoo or aquarium

2. The click in '**Unit 31 Assignment upload**'.

3. Add submission

#### Unit 31 Specialist Husbandry Portfolio in a zoo or aquarium

Specialist Husbandry Portfolio in a zoo or aquarium

##### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	

[Add submission](#)

[Make changes to your submission](#)

4. Check the **plagiarism box** and choose the collection **you have created**

[Home - Mahara](#)

Search

Pages by Heather Oughton (houghton)

By submitting coursework and assignment(s) online I (Learner) agree to the following:  
I (Learner) certify that work contained in the online assignment submission(s) was researched and prepared by me (Learner)

Select one of your available portfolio pages or collections from the list below, or click here to visit "Home - Mahara" and create a new one.

None selected

- Assignment Topsheet (1)
- Digital Passport - H Oughton
- Portfolio Summary of Evidence (1)
- Statement of Introduction to Portfolio (1)
- Task A: Topic 1 (1)