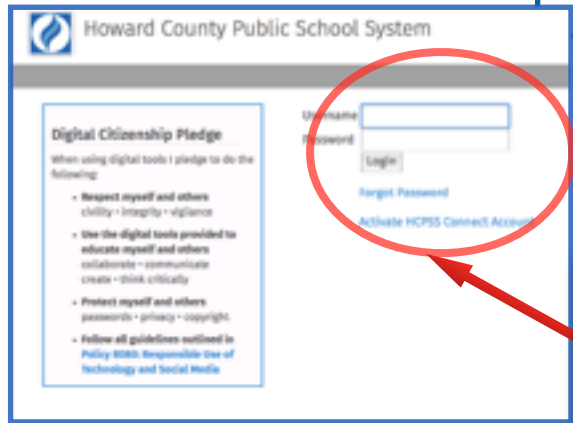
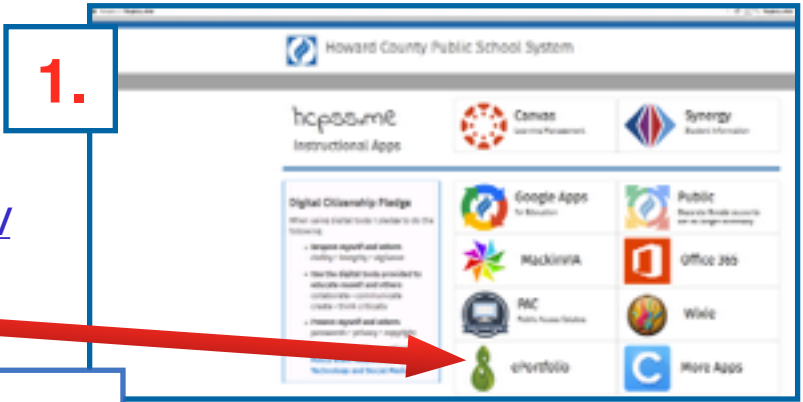


Navigating your Mahara Account, pg. 1

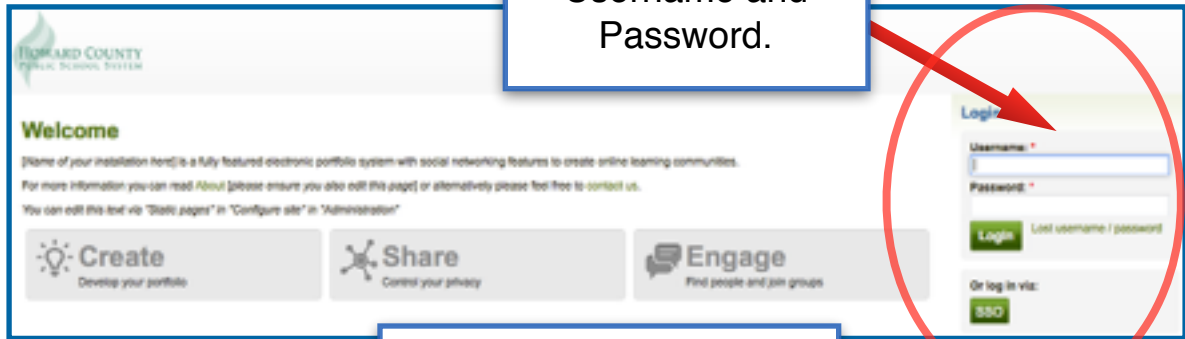
Logging into Mahara

If not accessing Mahara through a link on a teacher's canvas page go to <https://hcpss.me/>

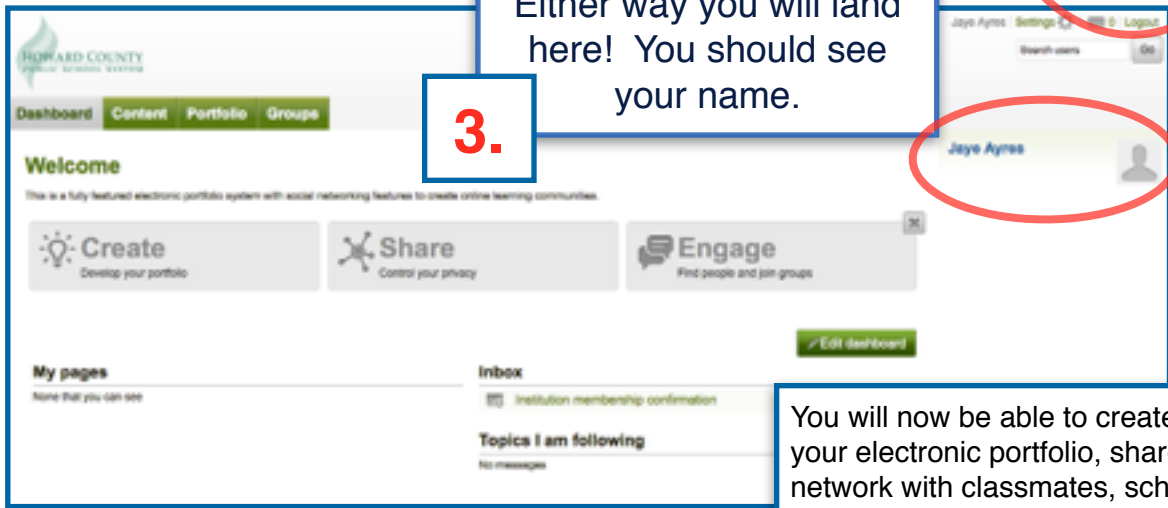
Click on eportfolio



2. You will land either here or here. Enter your active directory Username and Password.



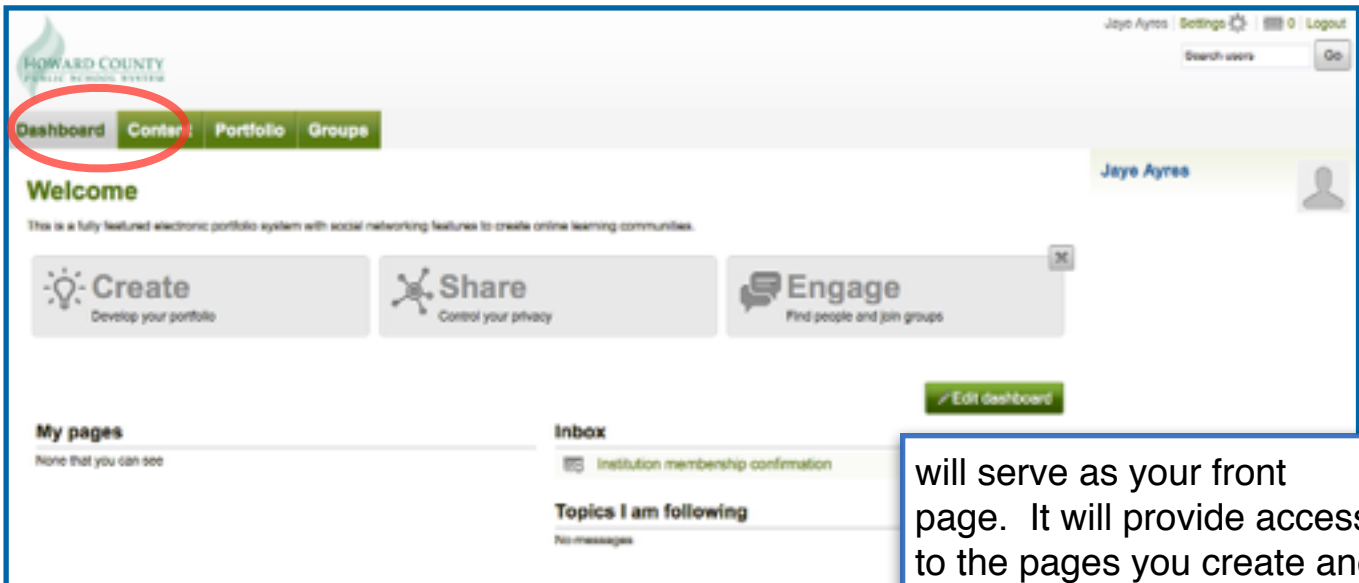
3. Either way you will land here! You should see your name.



You will now be able to create pages for your electronic portfolio, share, and network with classmates, school groups and other classes.

Navigating your Mahara Account, pg. 2

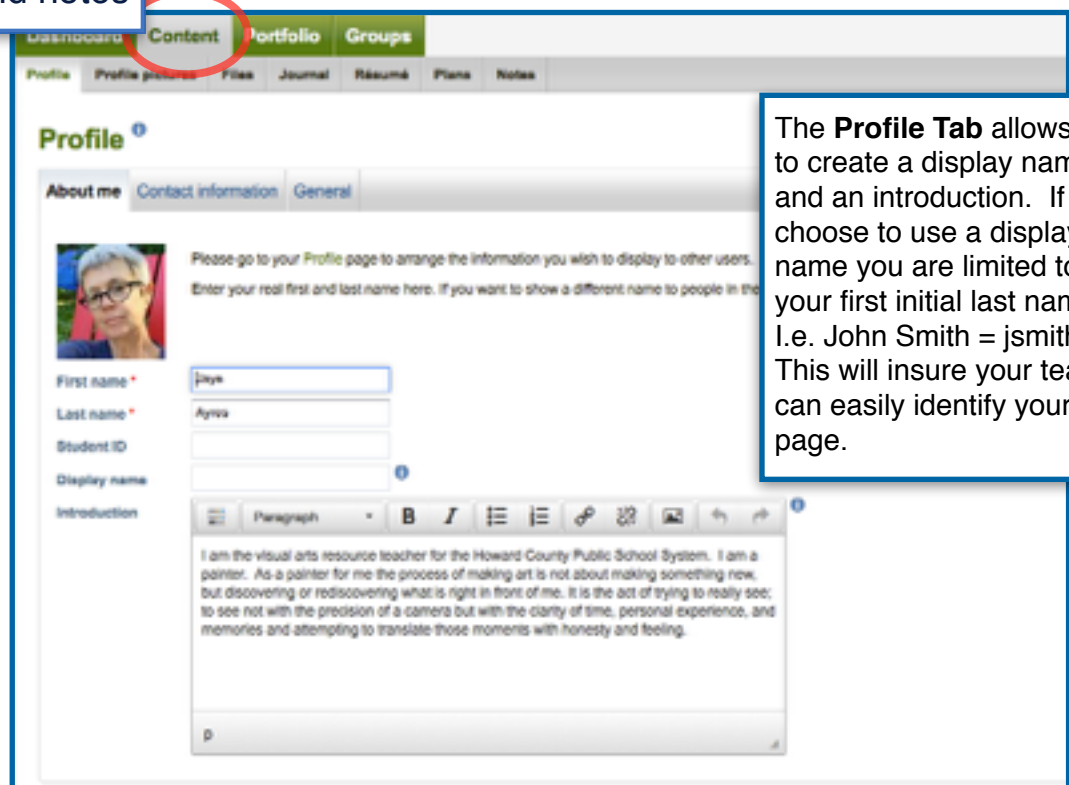
YOUR DASHBOARD...



will serve as your front page. It will provide access to the pages you create and recent messages. You can edit the page to include groups, topics, friends, pictures....Just select

 Edit dashboard

CONTENT TAB contains 6 sections including: profile, profile picture, files, journal, resume, plans and notes



The **Profile Tab** allows you to create a display name and an introduction. If you choose to use a display name you are limited to your first initial last name, i.e. John Smith = jsmith. This will insure your teacher can easily identify your page.

Navigating your Mahara Account, pg. 3

By selecting the default button you are making your profile picture show up on all your shared pages, and information.

PROFILE PICTURES: you may upload up to 5 profile pictures. Remember you are creating a *professional* portfolio to share with colleagues, mentors and colleges.

Files Tab.. upload any file type to include in your portfolio. You must first upload here before adding them to pages or sharing with other Mahara participants.

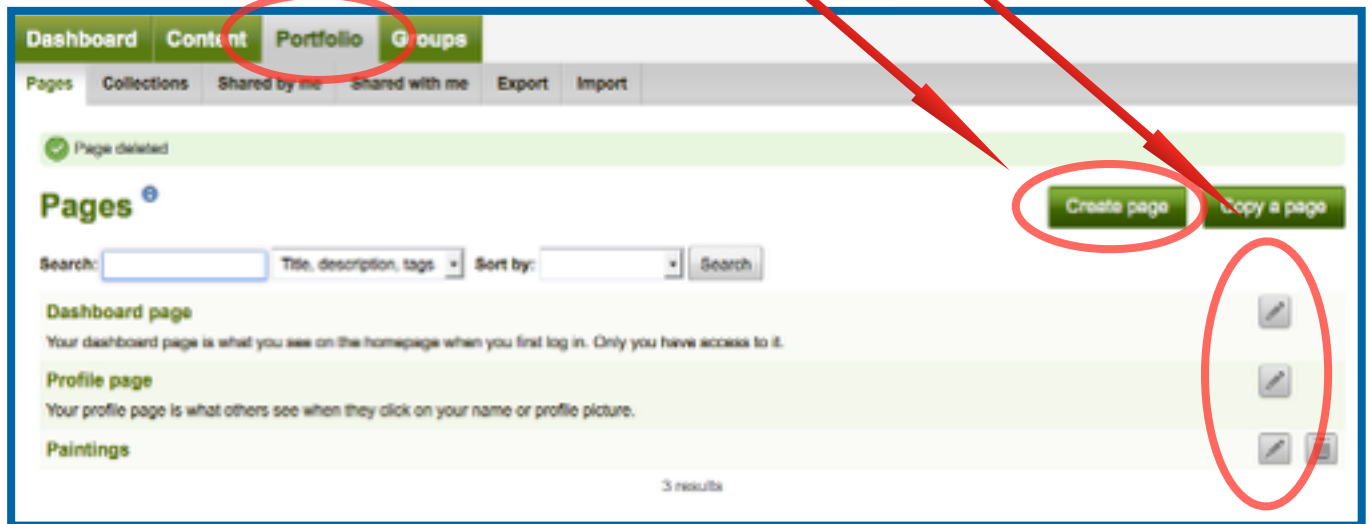
Once you have uploaded your files, be sure to create folders to drag and drop your images, documents and other resources. This will help to

Name	Description	Size	Date
Paintings	Current work		02/10/2015
Photographs			02/10/2015

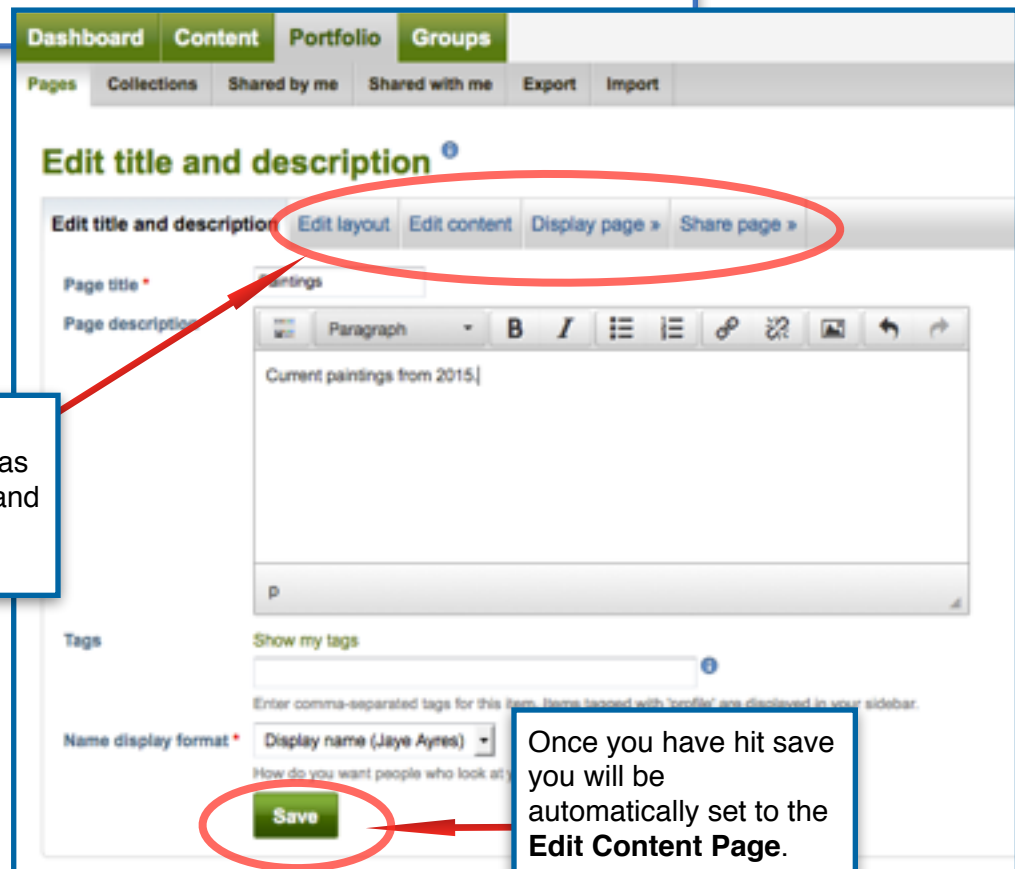
Files and folders can be edited and deleted with these buttons.

Navigating your Mahara Account, pg. 4

Portfolio Tab: in addition to your dashboard and profile page, here you will find and create and edit all of our personal pages.



To begin enter the page title, description and then save.



You can also edit layout and content as well preview page and share.

Once you have hit save you will be automatically set to the Edit Content Page.

Navigating your Mahara Account, pg. 5

Composing your page.....

The edit menu is located to the side. Add:

- Text
- Single Image
- Media options
- Journal Options
- General Options
- Personal Info Options
- External Options
- Theme

The screenshot shows the Mahara interface with the 'Paintings: Edit content' page. A callout box on the left side of the page lists the options available in the edit menu, with red arrows pointing to each corresponding icon in the sidebar. The sidebar icons include a plus sign, a document, a picture, a media icon, a journal icon, a pencil, a person, a list, a link, and a paintbrush.

To Add a Single Image: Before you begin be sure the image is uploaded to your files. Select add single image. You will be promoted to select left, center or right placement by clicking on one of the gray cells.

The 'Add block: Image' dialog box is shown, featuring a 'Cell' selection area with three gray cells, a 'Position' dropdown menu set to 'Top of column', and 'Add' and 'Undo' buttons.

The 'Image: Configure' dialog box is shown, including a 'Block title' field, an 'Image' field, a file selection area with 'My files', 'Institution files', and 'Site files' tabs, an 'Upload file' button, a table listing files (e.g., 'Paintings', 'Photographs'), a 'Show description' checkbox, a 'Width' field, and a 'Retractable' dropdown menu.

You will then need to select the image from your files. You can also choose to include the title.

Navigating your Mahara Account, pg. 6

Composing your page....continued

Block title
After DeHeem

Image
No files found

My files Institution files Site files

You can select multiple files to upload them at once.

Upload file Browse... No files selected. (Maximum upload size 49.3MB)

Home / Paintings

Name	Description	Tags
←	Parent folder	
AfterDeHeem.jpg		Select
Ayles.jpg_L.jpg/Writer.jpg		Select
WoodChanges.JPG		Select
TheMill.jpg		Select

Download folder content as a zip file

Show description
 OFF

Width

If you have not given the work a title do so now. .

Select your image

You may choose to show a description, the width and to make it retractable

Be sure to save... You can continue to add images and select a theme.

When completed select Display page.

Paintings: Edit content

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

This area shows a preview of what your page will look like. Drag blocks below this line to add them to your page layout. You can drag blocks around your page to position them.

After DeHeem

Comments (0)

Paintings

by Jack Ayles

Current Paintings 2015

After DeHeem 3.

Oella Mill 3.

Add comment