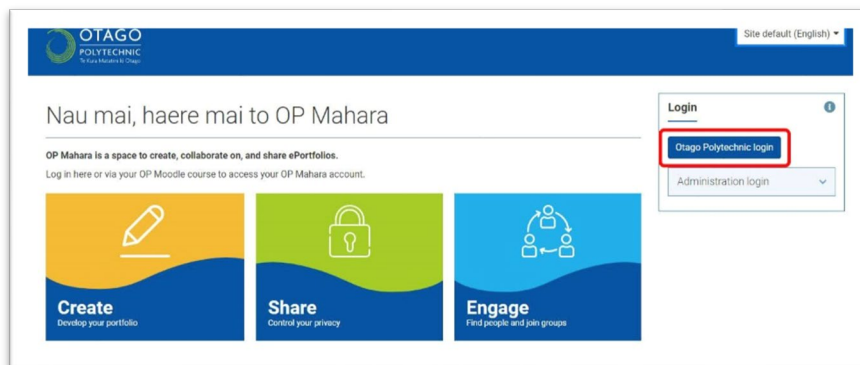


OP Mahara Quick Guide – Midwifery and Nursing

1. Logging into Mahara

You can access your Mahara account in two ways:

- By clicking on a **Mahara icon** in your Moodle course.
- OR by going to Mahara.op.ac.nz and signing in with your **OP username** and **password**.



2. Find your way around Mahara

This is your Mahara dashboard:

1. Use the three buttons to access the menus to:
 - **Create** – Create pages and collections and develop your ePortfolio
 - **Share** – Control who can see and access your portfolios.
 - **Engage** – Find other people and join groups
2. **Main menu** - Use the **hamburger icon** to also access these options in a drop down menu and also manage your portfolios and navigate back to the dashboard.
3. **Account menu** - Click on your image to access your account menu, which includes a sign out option.
4. **Groups** - Access your groups here.
5. **Edit your profile** by clicking on your name or image.
6. **Editing your dashboard**

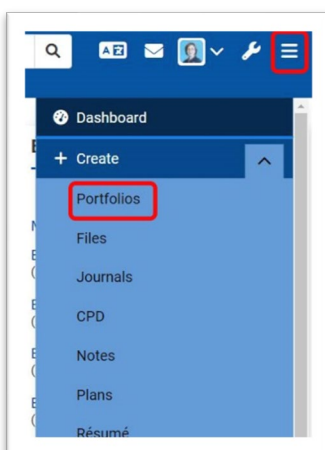
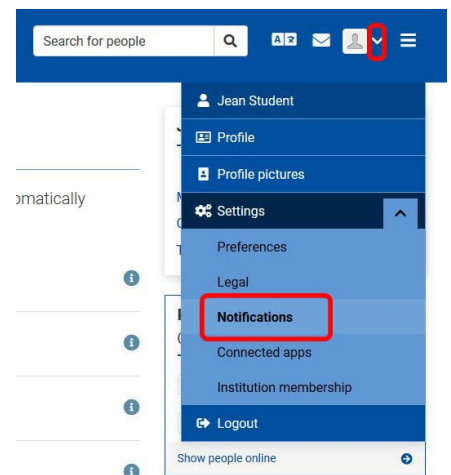
Click on the **edit dashboard** button to change the order of the blocks you see on the dashboard.

Top tip: Click the OP logo at the top left-hand corner to navigate back to your dashboard at any time.

3. Notifications

Your notification settings are all set by default to email. You can change them by clicking on the **Account menu arrow** at the top right-hand corner to activate the drop-down menu. Click on **Settings**, then **Notifications**.

The email digest option might work best as this means you only get one email per day for all notifications.



4. Find your ePortfolio

Your teachers will have already copied an ePortfolio template into your Mahara account which you will use to collect evidence.

You can find this ePortfolio by:

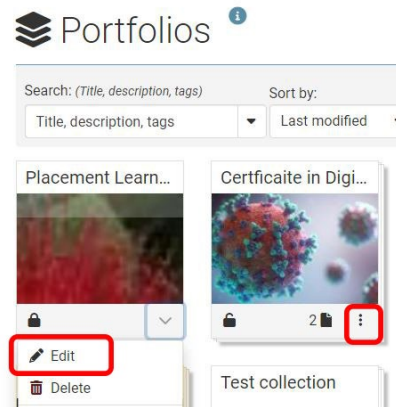
- a. Clicking on the **Create** button on your Dashboard.
- b. Or using the main menu dropdown to access **Portfolios**.

In the **Portfolios section** you will see your ePortfolio template.

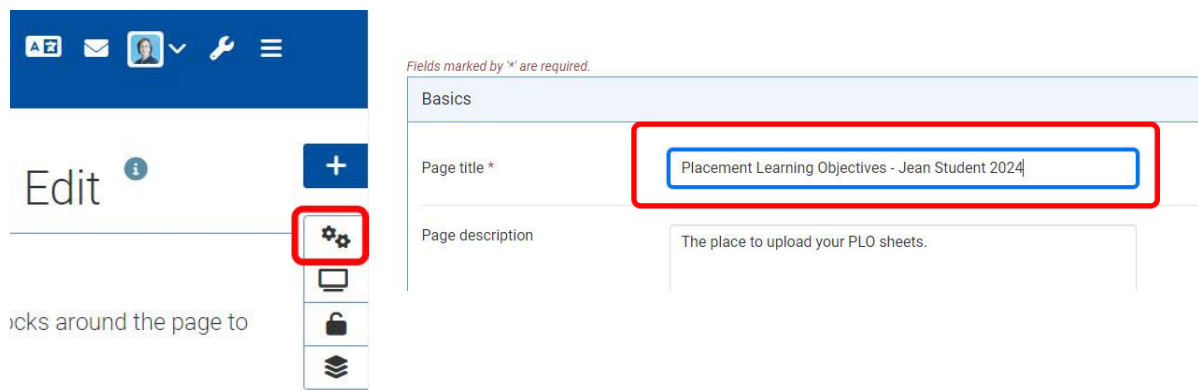
5. Change the name of your Portfolio

All the templates will be named the same thing. Add your name and year to the name so that it can be identified as yours.

- To edit a portfolio, click on the **three dots** at the bottom right of the ePortfolio tile (circled in red in the screenshot to the right).
- Choose **Edit** from the dropdown menu.



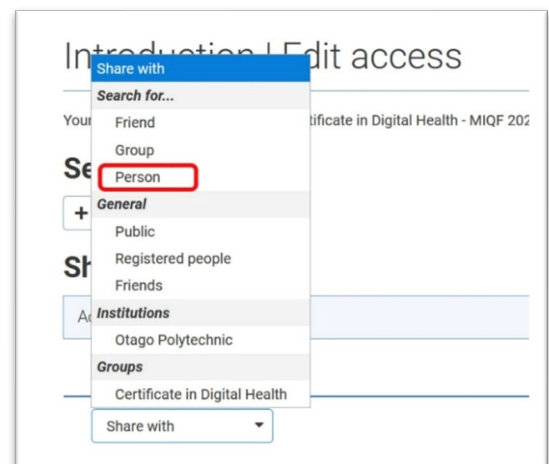
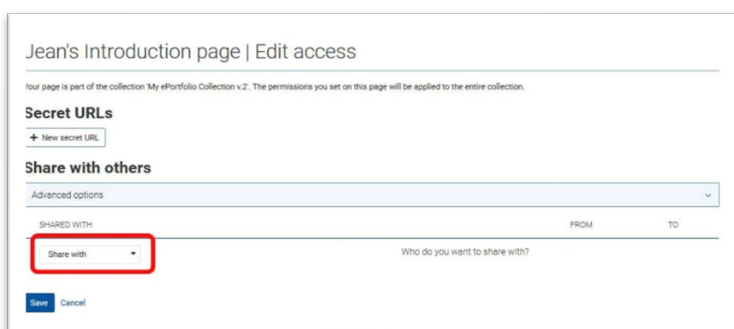
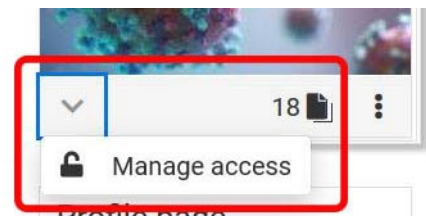
- Edit the name and click save at the bottom of the page. Remember to name it something descriptive and unique, e.g. [Name of portfolio - your name – date].



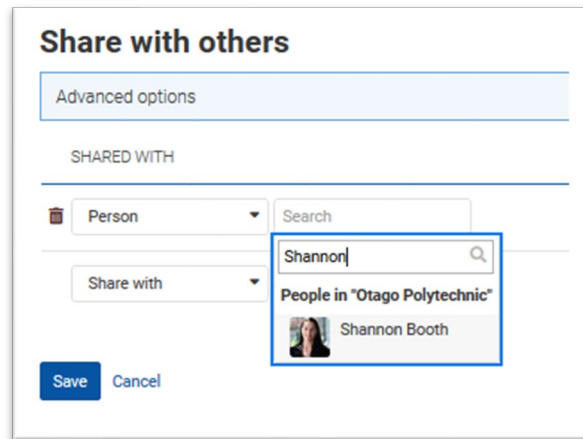
6. Share your ePortfolio with your teachers

Your teachers need access so they can give you feedback on your work.

- On the Portfolios page, click on the **padlock icon**, then **Manage access**. This will take you to the **Edit access** page.
- Click on **Share with** and choose **'person'**.



- c. A search box will appear next to it, and you can search by name to find who you would like to share with.
- d. Next, choose the role that you are giving them. Use **'Manager'**.
- e. Click **Save**. Repeat this process for all your teachers.



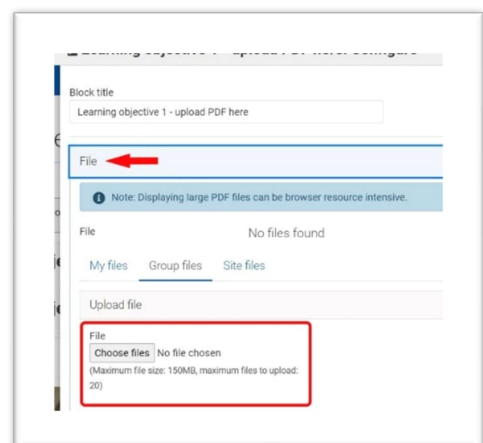
7. Add content

You are now ready to add content or 'artefacts' to your ePortfolio. The [OP Mahara webpage](#) has step by step instructions to help you.

- [Editing pages and portfolios](#)
 - [Uploading files](#)
- a. When adding content to a template, click on the **pencil icon** (to enter edit mode) in the menu at the right-hand side of the screen.



- b. Next, click on the **cog icon** where you would like to add content.
- c. Upload your document and click **save**. After saving you may need to click the arrow beside the title to view the document if your teacher has made it retractable.



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