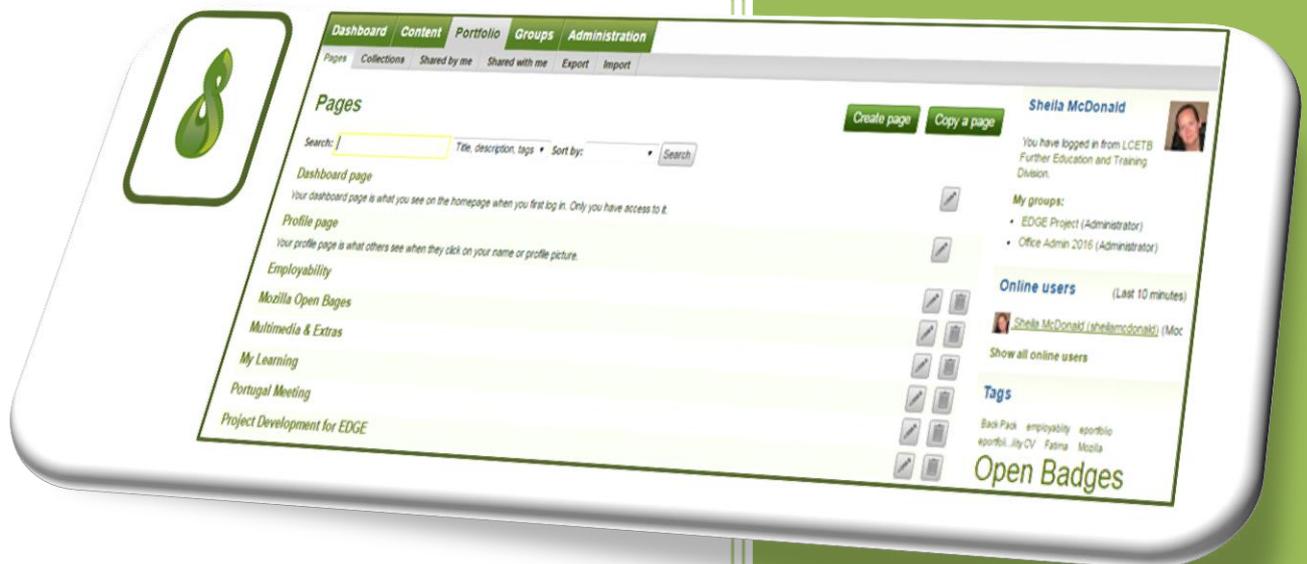




www.edgeproject.eu

ePortfolio User Guide for Practitioners



Contents

The Mahara Framework	3
Accessing the ePortfolio for the first time	4
ePortfolio Dashbord	5
Edit Dashboard	5
Change Dashboard Page Layout.....	6
Your Profile	8
Editing your Profile	8
Uploading a profile picture	9
Contact Information	10
Social Media	12
Manage Files for your ePortfolio.....	13
Create folders.....	15
Uploading Files	16
Editing Files	17
Deleting Files	18
File Quota.....	18
Create Pages for ePortfolio.....	19
Overview Page.....	19
Create a new page.....	21
Page Layout for ePortfolio	22
Content Chooser.....	23
Embeddding items with HTML code.....	25
Displaying Open Badges in ePortfolio	27
Shared by Me	29
Shared By Me Advanced Options (Secret URL)	30
Exporting ePortfolio.....	32

While the EDGE Project takes care to ensure the accuracy and quality of these materials, we cannot guarantee their accuracy and all materials are provided without warranty whatsoever, including, but not limited to, the implied merchantability or fitness for a particular purpose.

Introduction

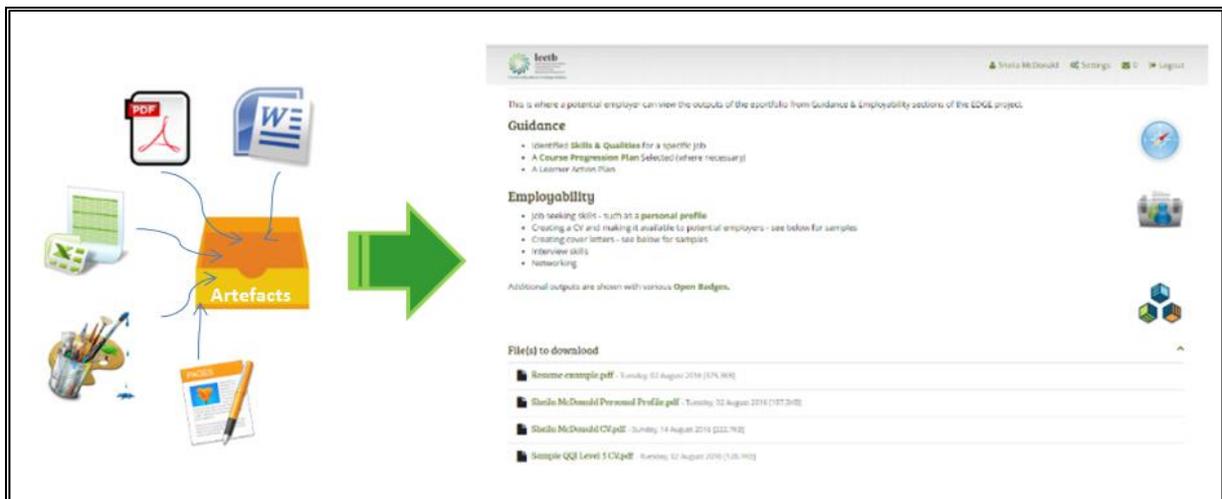
The Mahara Framework

Mahara is an open source ePortfolio platform in which learners can record evidence of lifelong learning such as essays, artwork or Open Badges that can be stored digitally. These items are referred to as artefacts in ePortfolios. You can arrange the artefacts on pages in your ePortfolio to your liking.

As the owner of the ePortfolio, you control which items and what information within your ePortfolio others will see. In order to control the access to the ePortfolio, all the artefacts on a single topic needs to be arranged onto pages.

You can have as many pages as you like, with different artefacts, intended purpose or audience. For example you could create:

- A page to showcase your best pieces of work and your CV, cover letter with Open Badges for potential employers
- A single page or a collection of pages can make up your digital skills portfolio
- A page for your friends and family that includes holiday photos and a personal journal
- A page for your teacher/tutor, which includes assessments and your reflective learning
- A group of pages can form a collection; however, a page cannot belong to more than one collection.



Accessing the ePortfolio for the first time

STEP 1 Type the following URL (web address) <https://lctbft.etbonline.ie/> into your web browser and login using the username and password you have been issued.

Note: The URL may change depending on the organisation you are working with; if it has you can take note of it here: _____



Top tip: Save this web address to your favourites to make it easy to find

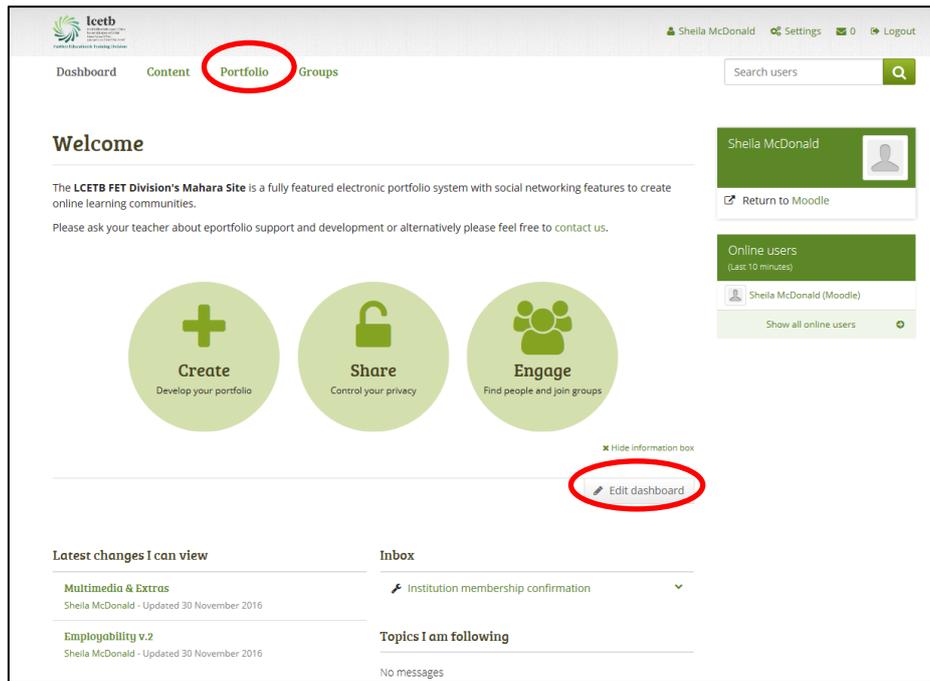
STEP 2 Click on the **EDGE Course**

STEP 3 Click **Home – Mahara** located on the Network Servers block located on the right hand side of the course front page.

ePortfolio Dashboard

Your Dashboard in your ePortfolio will be displayed. This is your home page of your ePortfolio.

NOTE: There is a Single Sign On (SSO) facility enabled for <https://lctbfet.etbonline.ie/> as a result learners must access the courseware **before** accessing the ePortfolio.



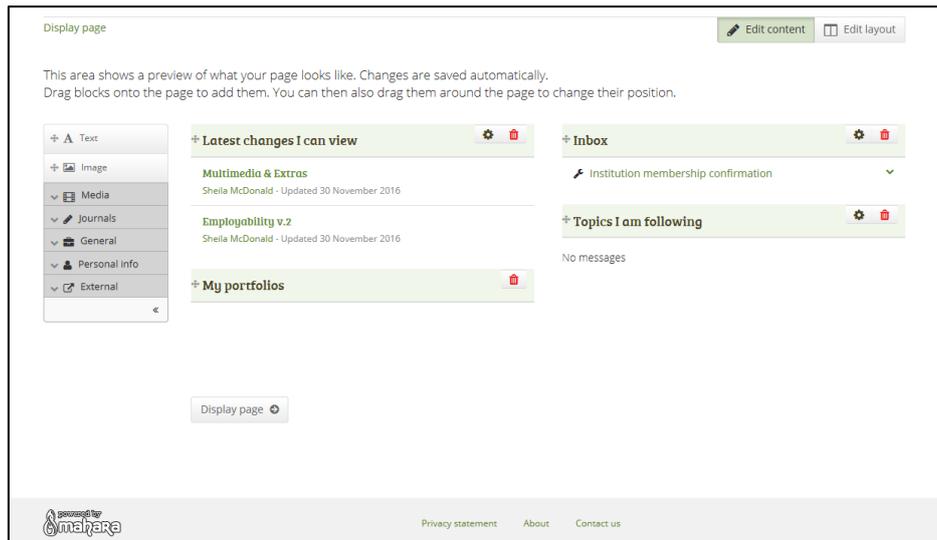
This screen is the Dashboard; a personal homepage where you can see the latest activity on Mahara when you first logon. You can personalise the Dashboard - only you can see your dashboard, nobody else has access to it and you can change some parts that relate to your user information but the navigation buttons at the top of the page allow you to access the other areas of the ePortfolio.



Edit Dashboard

Clicking on the **Edit Dashboard** button allows you to control the layout and the content for the Dashboard.

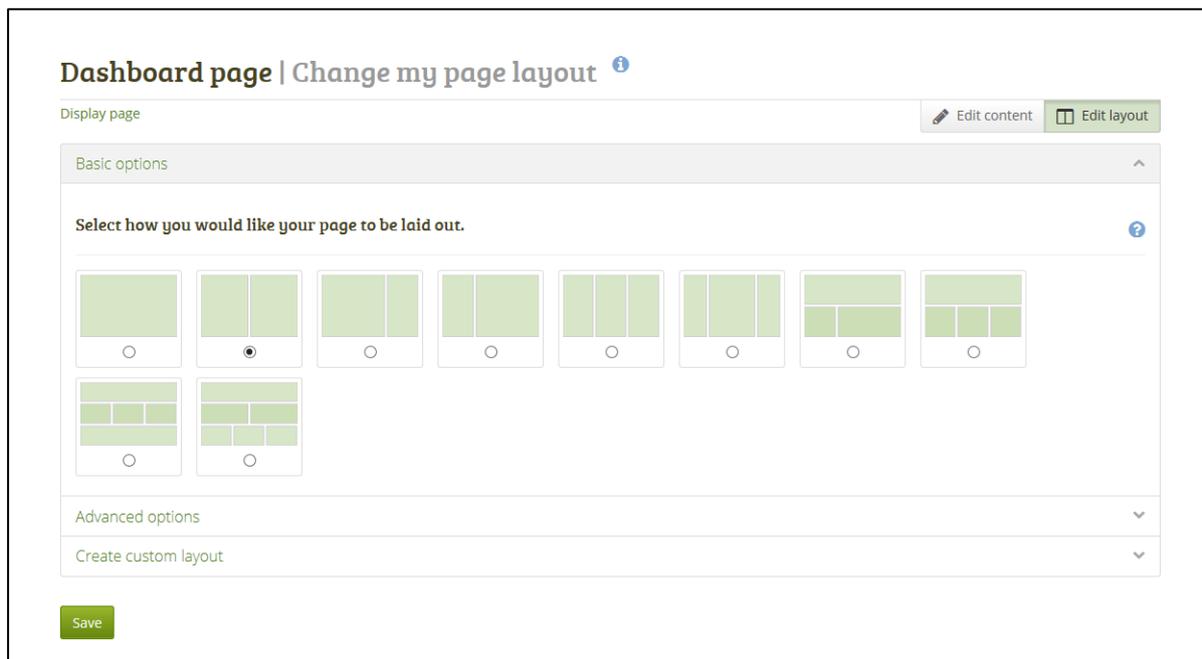
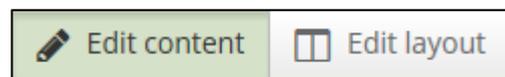




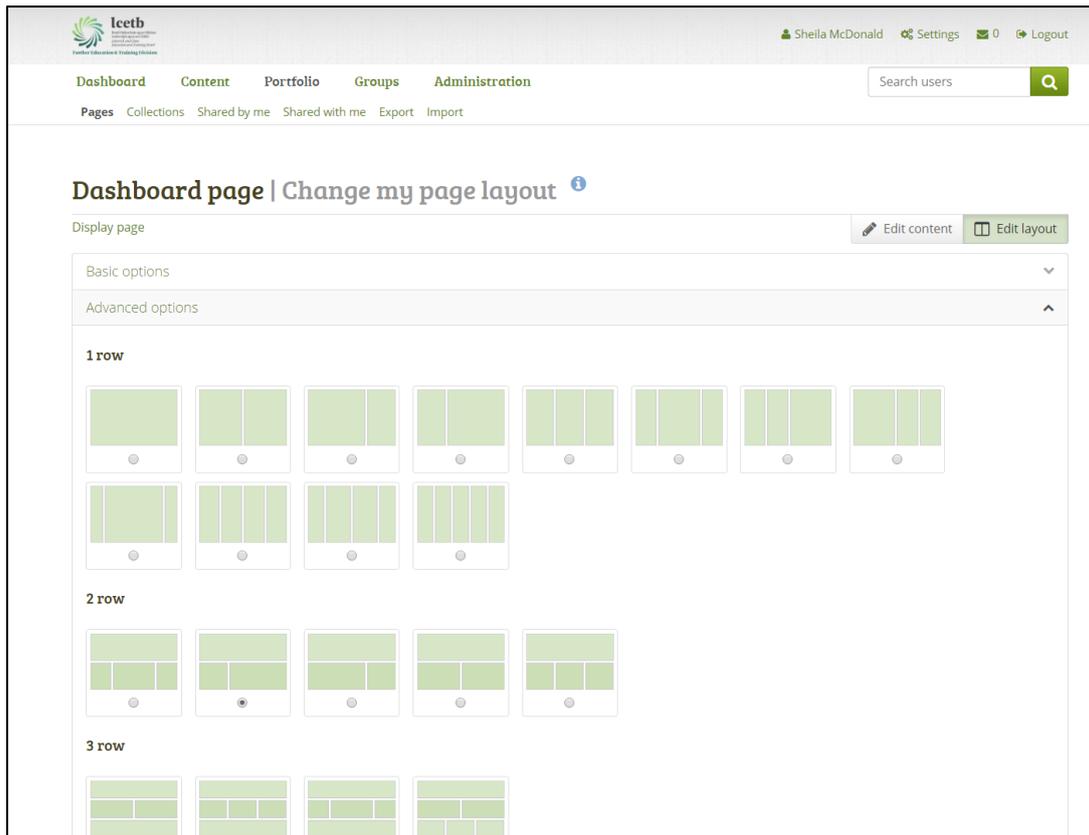
You can choose to have text, pictures, media, social media or external media displayed initially when you access your ePortfolio.

Change Dashboard Page Layout

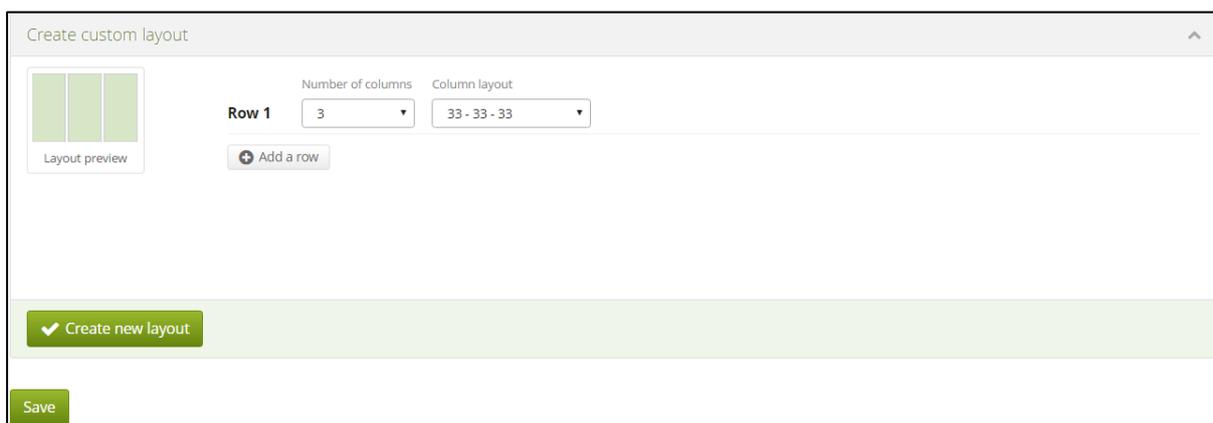
STEP 1 Click on **Edit layout** button on the Dashboard. The 10 initial choices for the structure of the Dashboard will be displayed:



Clicking on **Advanced Options** will reveal another 10 choices for Page Layouts:



This allows the user to specify the number of columns and rows in the layout of the Dashboard page. Advanced users can also create a custom layout for the Dashboard page. They should ensure that **Create new layout** button is clicked.



STEP 2 Click **Save** to keep changes on the Dashboard.



You are advised to keep the Dashboard as a quick access point to pages and resources that you use frequently. It will not be shared with other users in Mahara nor should be shared with other users outside of Mahara.

Your Profile

Your profile is your digital identity and the information about you that will be available to others online. In Mahara it is information on a profile page that is visible to other users on Mahara by default. If your administrator allowed it, you can also make it visible to anybody on the Internet.



Once you have made your profile page or any portfolio page public, Google and other search engines can index and cache it. Even if you take the public access away at some point, the cached version may still be available online. Pages that are made available via a secret URL are not found by search engines unless you link to them from another page.

Your Profile area stores your contact and personal information. Each of the profile fields can be considered separate artefacts which you can add independently to your profile page or any portfolio page. Thus, you can reveal as little or as much information about yourself to others as you wish.

Editing your Profile

You must provide a first and last name. All other information is optional. Your name is visible to other Mahara users. You may choose to have a *Display name*. You can change the information here at any time unless an administrator locked certain fields.

STEP 1 *Content* → *Profile* → *About me*

Required fields

STEP 2 **First name:** Your real given name

STEP 3 **Last name:** You real last name

STEP 4 **Student ID:** Fill it in if it is required

STEP 5 Display name: The name by which you want to be known around Mahara. If you have a display name, your real name will not be visible to regular Mahara users. Only administrators can see your real name and your username at all times.

STEP 6 Introduction: You can write about yourself. This text is placed onto your profile page automatically unless you take the introduction out of your profile page.

STEP 7 Click the *Save profile* button to save your changes.

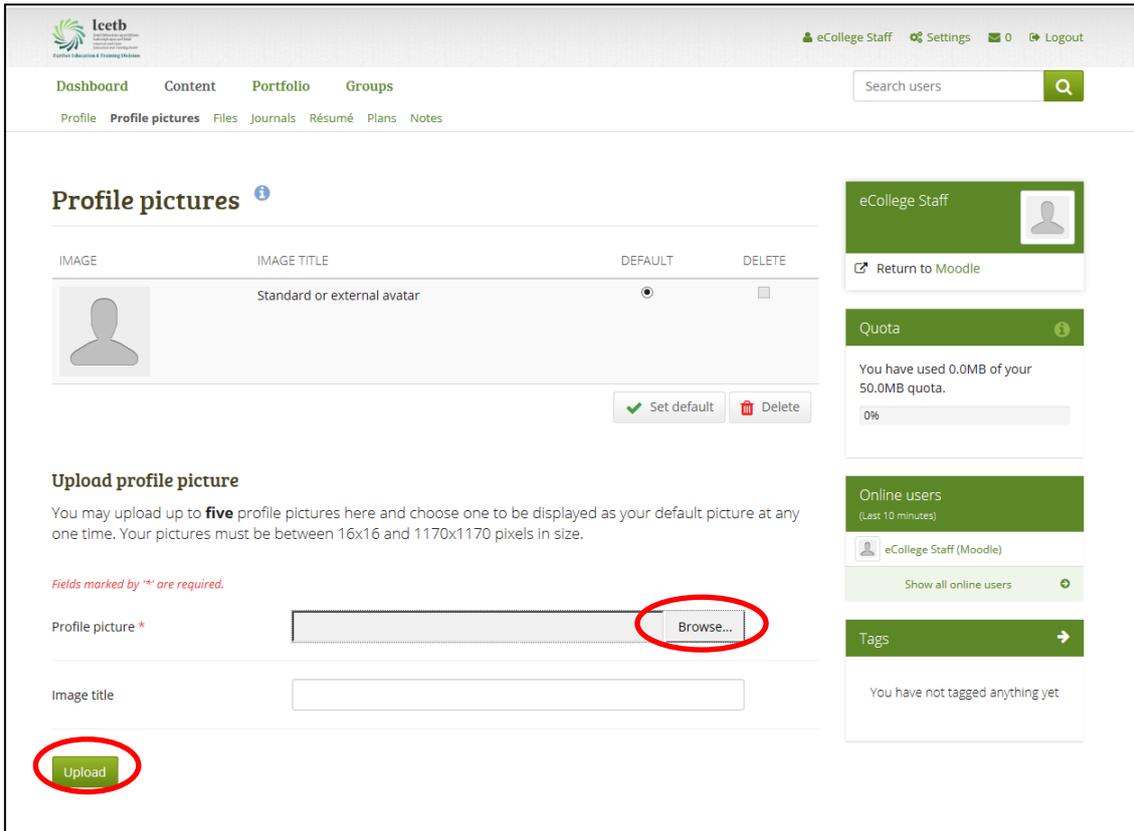
Uploading a profile picture



Your profile picture may be a picture of yourself or an avatar image of your choice. You can upload up to 5 profile pictures into *Content* → *Profile pictures*. The profile pictures that you wish to upload to Mahara must be available on your computer. Choose one picture at a time to upload.

Alternatively, you can use a Gravatar if you have one and if the site administrator allows its use.

A Gravatar is an image that follows you from site to site appearing beside your name when you do things like comment or post on a blog. Avatars help identify your posts on blogs and web forums. See <http://gravatar.com/> for more on creating a gravatar.



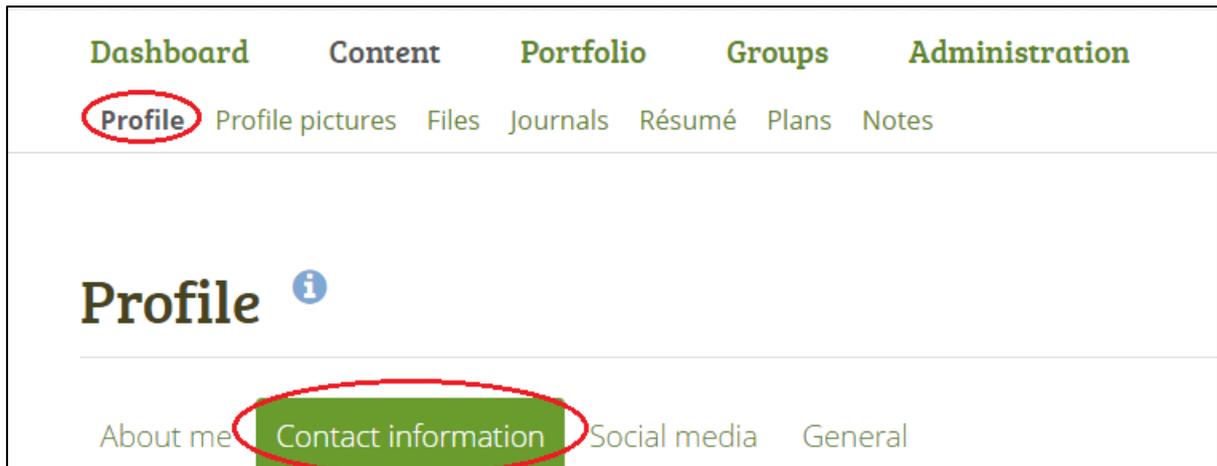
The pictures you wish to use must be between 16 x 16 and 1024 x 1024 pixels in size. Ideally, your profile pictures are square. Please use an image editing software before you upload your pictures to reduce a photo’s dimensions to the required ones.



The recommended size of your profile picture is 100 x 100 pixels. Then the picture looks good on your profile when you want to include it there and also in the smaller sizes around Mahara.

Contact Information

You may wish to provide some of your contact information for later use in a page. All details you fill in here are only visible to other users when you put them into a page. Until then only you can see them.



Content → **Profile** → **Contact information**

The screenshot displays the 'Profile' page for a user named Sheila McDonald. The 'Contact information' tab is active. The form includes the following fields:

- Email address: sheila.mcdonald@lcebt.ie
- Official website address: http://www.LimerickClareETB.ie
- Personal website address: http://www.SmarterMadeDesigns.com
- Blog address: (empty)
- Postal address: Further Education and Training Centre, Kilmallock Road Campus, Kilmallock Road
- Town: Limerick
- City/region: (empty)
- Country: Ireland
- Home phone: (empty)
- Business phone: (empty)
- Mobile phone: (empty)
- Fax number: (empty)

 A 'Save profile' button is located at the bottom left. The right sidebar shows:

- User profile: Sheila McDonald
- Return to Moodle link
- Mg groups: EDGE Project (Administrator), Office Admin 2016 (Administrator)
- Online users: Last 10 minutes, showing Sheila McDonald (Moodle)
- Tags: Back Pack, employability, eportfolio, eportfolio...ility CV, Fatima, Mozilla Open Badges

STEP 1 Provide as much or as little contact information as you wish to be able to use in your ePortfolio.

STEP 2 Click the **Save profile** button to save your changes.



When you add a new email address, make sure that you do not only click the **Add** button next to the field where you enter your address, but also the **Save profile** button at the bottom of the page. Once you have added an email address, it needs to be verified. You will receive an email and need to follow the instructions to fully add your address to your Mahara account.

The email address with which you registered on Mahara is displayed. You can add other email addresses to your profile so that you can use them later on.

Social Media



If you use social media, you can enter your usernames/profile URLs here so you can use them on your portfolio later easily.

Content → **Profile** → **Social media**

Dashboard Content **Portfolio** Groups

Profile Profile pictures Files Journals Résumé Plans Notes

Profile

About me Contact information **Social media** General

New social media account

*Fields marked by * are required.*

Social network *

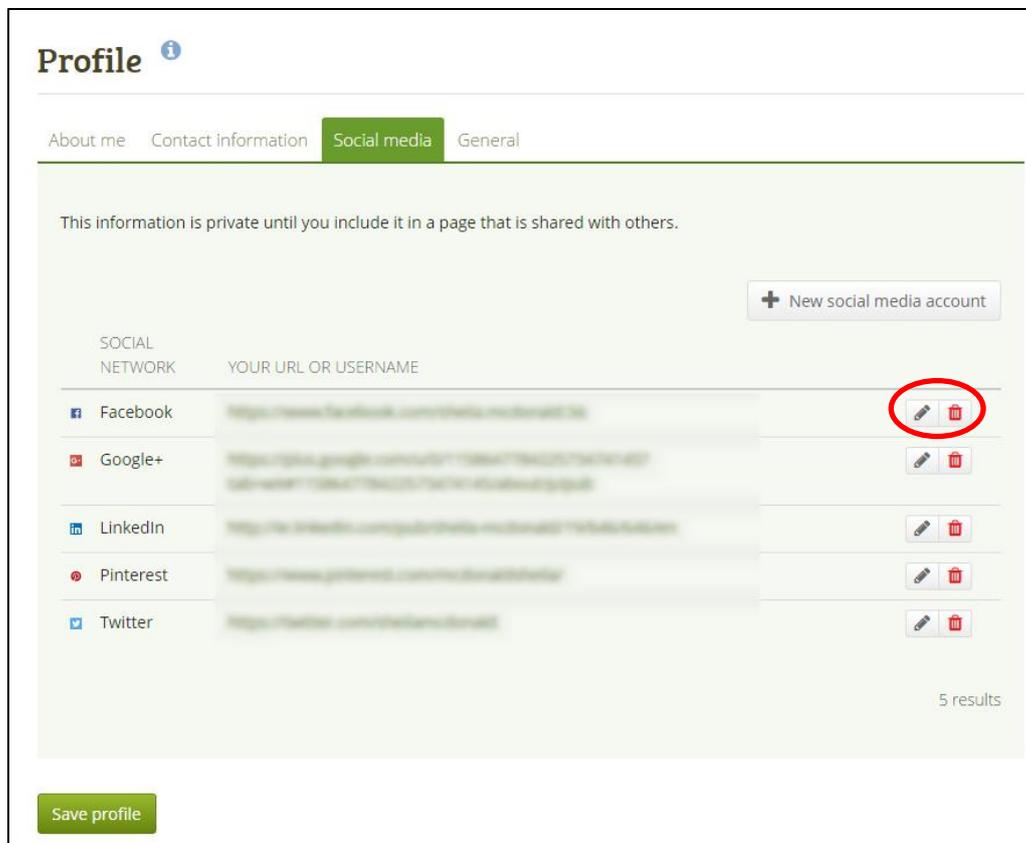
Your URL or username *
The URL of your profile page or your username

Facebook URL
 Facebook URL
 Twitter username
 Tumblr URL
 Instagram username
 Pinterest username
 AIM screen name
 ICQ number
 Jabber username
 Skype username
 Yahoo Messenger
 Other

Save Cancel

As each social media account is added, it should be saved. The information is private until you include it in a page that is shared with others. Icons are automatically displayed in the ePortfolio.

View your social media accounts:



These accounts can be edited or deleted as part of your Mahara profile.

Manage Files for your ePortfolio



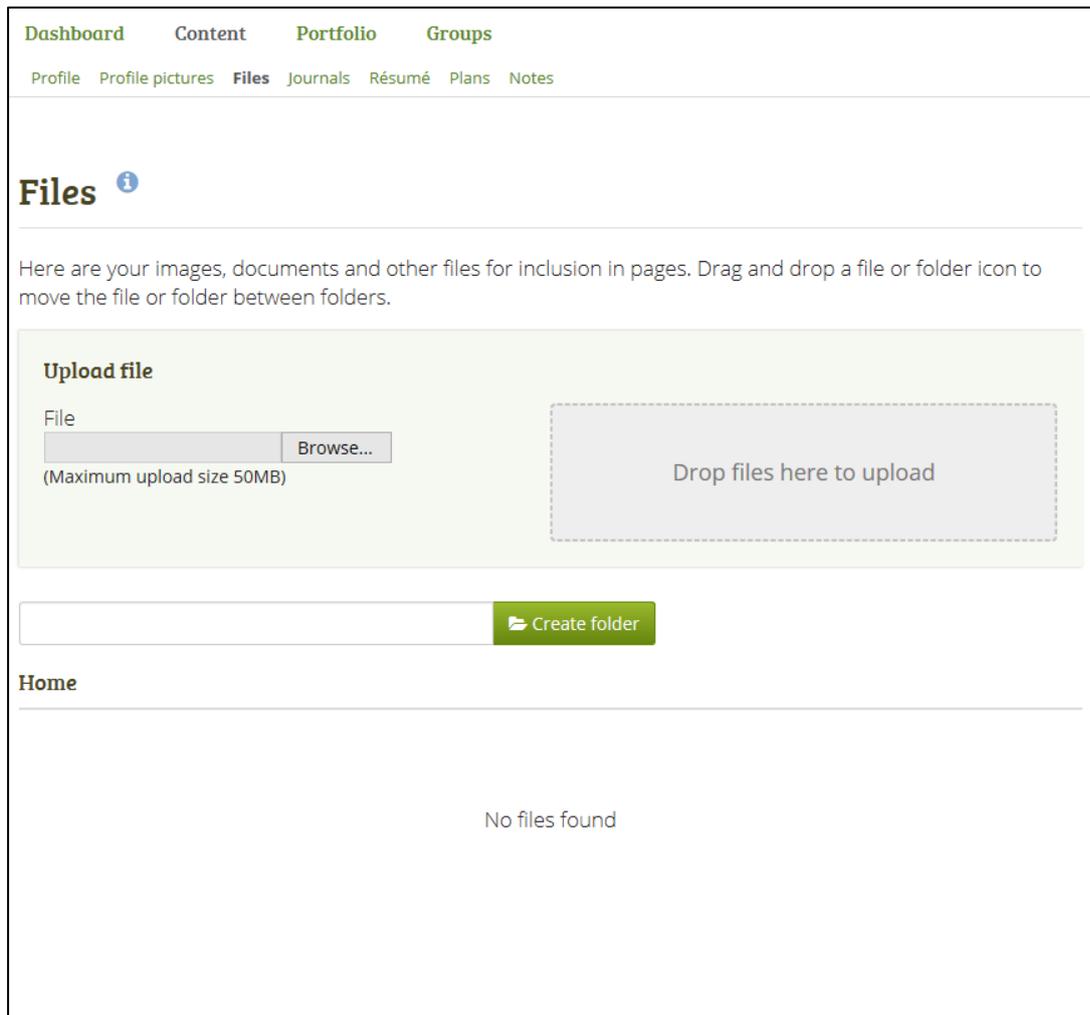
Content → **Files**

The Files area is a repository, i.e. a storage system for folders and files, that you can use within your portfolio. Both folders and files are considered artefacts and as such can be added to pages. You may create any number of folders or sub folders.

To view which sub folders and files sit within a folder, click on the folder name. Use the **Home** link to return to the top level folder directory.

You can arrange files and folders by dragging and dropping the icon in front of the file / folder name onto another folder icon.

A suitably named and organised filing structure will help you with the long-term organisation and retrieval of your artefacts. If you want to move a file or folder out of a sub folder, move it onto the parent folder icon .



You will find that some folders are automatically created by the system such as viewfiles or images. The viewfiles folder includes files from imported pages whereas the images folder includes your uploaded profile pictures. As with any other file, you can move them out of this folder and store them in a different folder.

When you can move files and folders the system will automatically re-link them in the pages where you use them. Also renaming them will not have a negative impact on links.

Dashboard Content Portfolio Groups Administration

Profile Profile pictures Files Journals Résumé Plans Notes

Files i

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

Upload file

File
 No file chosen
 (Maximum upload size 33.9MB)

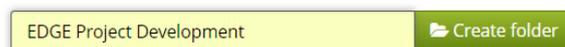
Drop files here to upload

Home

	NAME	DESCRIPTION	SIZE	DATE	
	1 Edge logo.png		13.6K	14/08/2016	 
	2 Wales-190x205.png		59.6K	14/08/2016	 
	3 Austria-190x205.png		33.8K	14/08/2016	 
	4 Greece-190x205.png		39.3K	14/08/2016	 
	5 Portugal-190x205.png		61.6K	14/08/2016	 
	6 Ireland.png		35.4K	14/08/2016	 
	badge-breakout-sidebar.png		16.3K	23/11/2016	 

Create folders

You can create folders to keep your files more organised in your ePortfolio. Enter the name of the folder and click on Create folder. The created folder will appear in the list with folders automatically displayed at the top of the list. Files can be moved into the folder later.



Create folder

Home

	NAME	DESCRIPTION	SIZE	DATE	
	EDGE Project Development			13/12/2016	 
	images	Image files		13/12/2016	 
	1 Edge logo.png		13.6K	14/08/2016	 
	2 Wales-190x205.png		59.6K	14/08/2016	 
	3 Austria-190x205.png		33.8K	14/08/2016	 

Uploading Files

Before you upload a file, make sure that you are allowed to do so. For any artefacts that you publish in your portfolio, you must have the sufficient rights. That means:

- the artefact is your own **or**
- you are allowed to reproduce and distribute it, i.e. it does not violate any copyright legislation **and**
- the artefact also adheres to the Terms and Conditions of the Mahara site you are using



It can be that you have to agree to an upload agreement before you can upload any files to your files area. The site administrator decides about that in Administration → Extensions → Plugin administration → Plugin type: artefact: file.

- STEP 1** **Upload file:** Upload a file by clicking on the **Browse** button to search for the file on your computer. Make sure that it is not larger than the maximum upload size that is shown in the parentheses.

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

Upload file

File

No file chosen
(Maximum upload size 33.9MB)

Drop files here to upload



If the site administrator turned on the image resizing option, you can decide whether you want to have your images resized if they are larger than the specified dimensions. This option is recommended to save space in your portfolio.

Type the folder name and click the **Create folder** button if you want to create a folder before uploading files.

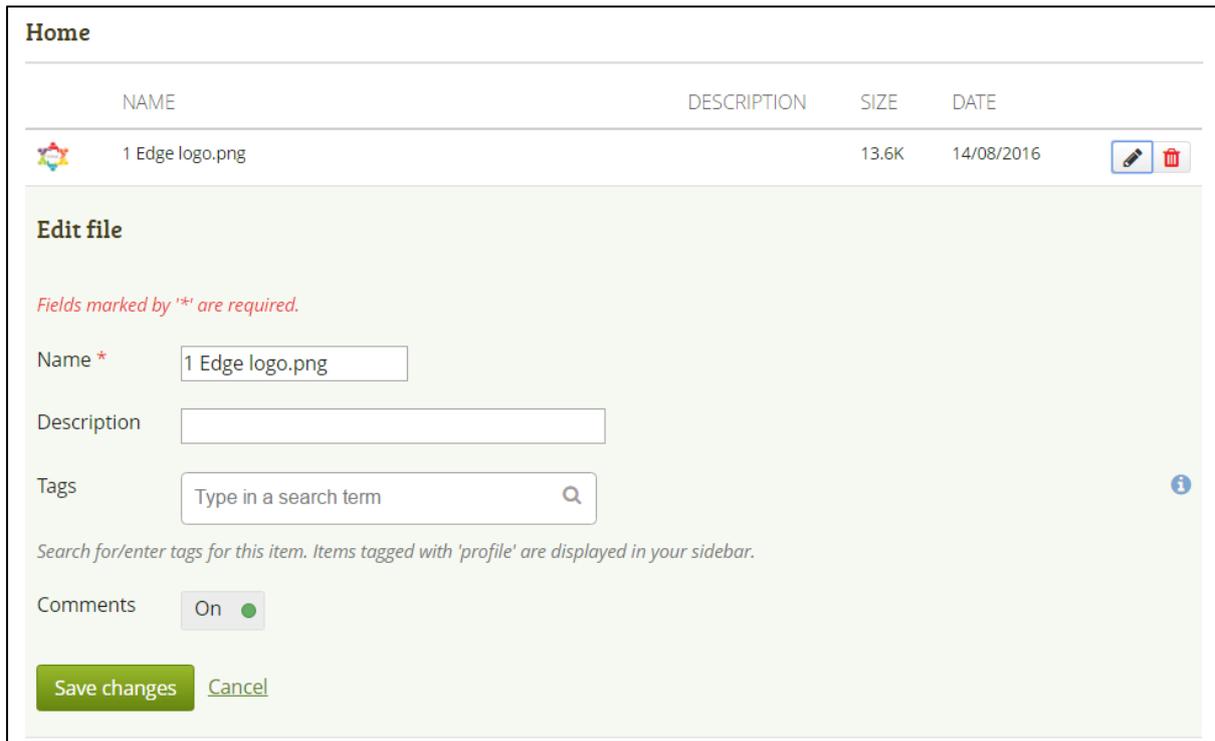
NAME	DESCRIPTION	SIZE	DATE	
 EDGE Project Development			13/12/2016	 
 images	Image files		13/12/2016	 
 1 Edge logo.png		13.6K	14/08/2016	 
 2 Wales-190x205.png		59.6K	14/08/2016	 
 3 Austria-190x205.png		33.8K	14/08/2016	 
 4 Greece-190x205.png		39.3K	14/08/2016	 
 5 Portugal-190x205.png		61.6K	14/08/2016	 
 6 Ireland.png		35.4K	14/08/2016	 
 badge-breakout-sidebar.png		16.3K	23/11/2016	 
 Badge Story Adobe Spark Video.mp4		7M	16/11/2016	 
 BookeepingManualAndComputerised5N1354(LCETB).pdf		481.2K	30/08/2016	 
 compass-icon.png		12.2K	23/11/2016	 
 Customer-service-icon.png		6.3K	31/07/2016	 
 DigitalMarketing5N1364(LCETB).pdf		340.2K	30/08/2016	 

The key elements of files in Mahara are as follows:

- **Name:** You see all your folders and files that are not in folders listed in this table to access them easily.
- **Description:** View the description of your folders or files to know quickly what the content of them is.
- **Size:** The size of your files is displayed here.
- **Date:** The date you created a folder or uploaded a file is shown.

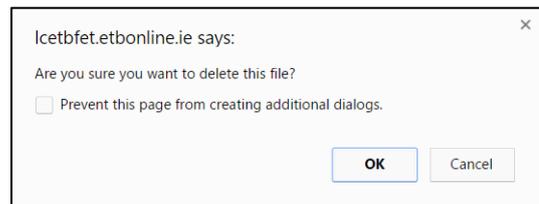
Editing Files

Click the **Edit** button  to edit folder or file properties. The name of the file is required, a description can be added, tags can be added (which will be displayed in the tag cloud in the ePortfolio) and Comments can be enabled/turned off for each file.



Deleting Files

Click the **Delete** button  to delete a file or folder. If you use a file in a journal entry and / or on a page, you are warned before deleting the file so that you don't delete it by accident.

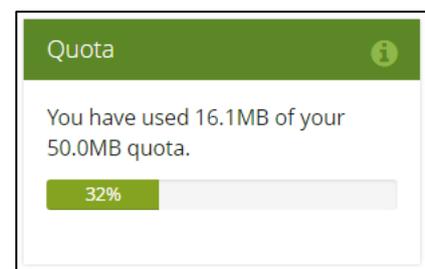


If a folder or file is an artefact in a page that has been submitted, you are not able to edit or delete it.

You can move your file to a folder by clicking on the icon before the file's name and then dragging and dropping it onto a folder icon. Similarly, you can click on a folder icon and drag it onto another folder icon to move the folder into the second one.

File Quota

The site administrator of your Mahara site decides how much space you can have to store files. This can vary across institutions. You can check your file quota in the sidebar in your 'Files' area. This is displayed on the right hand side of the screen in the Files section of the ePortfolio.



Create Pages for ePortfolio

A page contains a selection of artefacts which you arrange and present to others. The same artefacts can appear in multiple pages. These may include:

- Selected files
- CV/Résumé details on an Employability page
- Text (your added commentary, instructions or orientation)
- Journal posts
- Video and audio files on a multimedia page. These items can be uploaded or embedded from other sources.



Overview Page

The landing page of the portfolio you can:

- Create a page – Dashboard and Profile are created by default.
- Copy a page
- Search
- Sort
- Edit pages
- Delete pages

The screenshot displays the 'Pages' management interface. At the top, there are navigation tabs: 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Below these are links for 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main heading is 'Pages' with an information icon. A search bar is present with a dropdown menu showing 'Title, description, tags' and a 'Search' button. To the right of the search bar are two buttons: '+ Create page' and 'Copy a page'. Below the search bar is a 'Results' section with two entries: 'Dashboard page' and 'Profile page'. Each entry has a description and an edit icon. At the bottom right of the results section, it says '2 results'.

As the portfolio page list becomes populated with content and pages are listed alphabetically by name. You see the total number of pages that you have.

You can choose how many portfolio pages you wish to display on the overview page at once. Your options are 10, 20, 50, 100 or 500 results. All remaining pages can be reached via the pager.

Click the **Create page button** to start a new page from scratch.

Click the **Copy a page button** to choose an existing page of yours or from another user as basis for a new page.

Search: Type your search term into the search field. Per default, you search by title, description, tags and the owner of a portfolio.

Use the drop-down arrow to limit your search to tags only.

Sort by: Decide on the sort order in which you wish to display your pages.

- **None (blank):** The default sort order lists the dashboard and profile pages before all other pages. Pages are displayed in alphabetical order.
- **Date created:** List the pages in chronologically reverse order with the newest pages first.
- **Last modified:** Display the pages in the order of their last modification with the most recent pages that have been changed first.
- **Last viewed:** Show the pages in the order in which they were viewed by you and others starting with the most recently viewed pages.
- **Most visited:** Display the pages that have been visited most first in the list.

- **Most feedback:** List the pages in descending order based on the amount of feedback they have received.



The sort order that you does not change when you navigate away from the page or log out. When you change the sort order, that new setting will be used until you change it again.

Pages ⓘ

Search: *(Title, description, tags)* Sort by:

Results

Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	
Profile page Your profile page is what others see when they click on your name or profile picture.	
Employability	
Employability v.2	
Ireland Meeting	
Mozilla Open Bages	
Mozilla Open Bages EDGE Badges	
Multimedia & Extras	
My Learning	
Portugal Meeting	
Project Development for EDGE	

11 results
Results per page: 20 ▾

Create a new page

You create a new page in your portfolio when you want to display artefacts together, e.g. for presenting them to others, for showing your progress in a project etc. There are three stages of creating a page:

STAGE 1 Page Title and description

STAGE 2 Page Layout

STAGE 3 Page Content**Portfolio** → **Pages** → **Create page button**

No title | Edit title and description ⓘ

Display page Share page

Fields marked by "" are required.*

Page title *

Page description

Paragraph **B** *I*

p Words: 0

Tags ⓘ

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

Name display format *

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

Save

STEP 1 Title: Provide a title for your page. This area cannot be empty. If you do not enter a title, the default “Untitled” will appear.

STEP 2 Description: A short summary of the purpose of the page that is optional. It will appear on the page itself.

STEP 3 Tags: Enter tags to make the page easier to find later. You can choose from existing tags or you can enter a new tag and it is added to your list of tags.

STEP 4 Name display format: How **you want your name to be displayed**

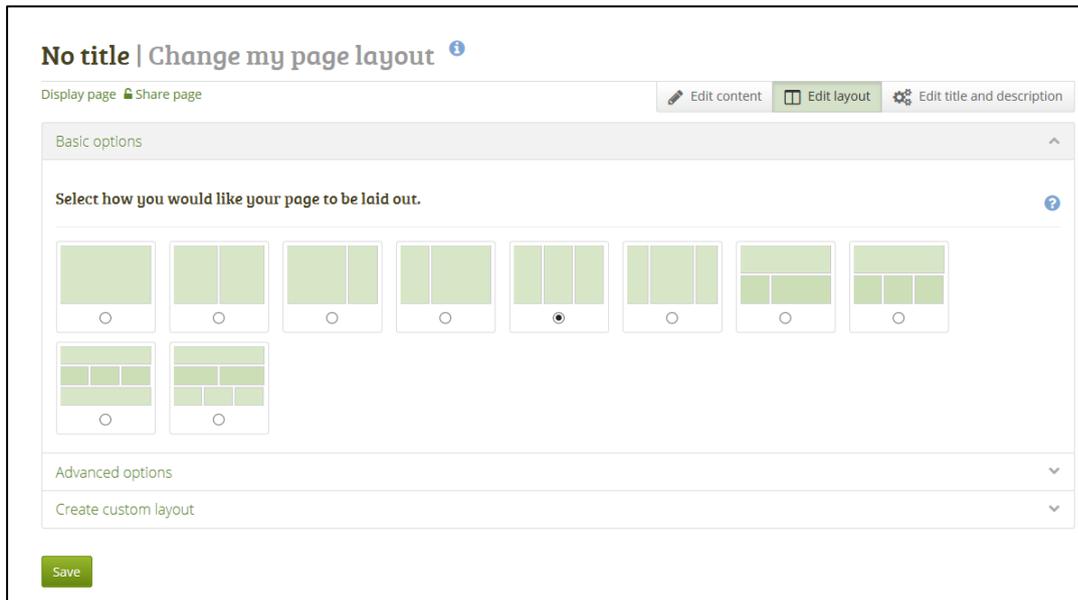
STEP 5 Click **Save** button to save your changes.

Page Layout for ePortfolio

The page editor is important in Mahara because it allows you to compose your portfolio pages. There are 10 initial default layout styles to choose from, clicking on Advanced will reveal a further 20 options for layout choices. The layout of page choices can be changed at any time.



Be careful when choosing 4 or more columns. Your portfolio page may look very good on your big 21" screen, but a user looking at it on a notebook or tablet may not have the same experience. In most cases, up to 3 columns is the best choice.

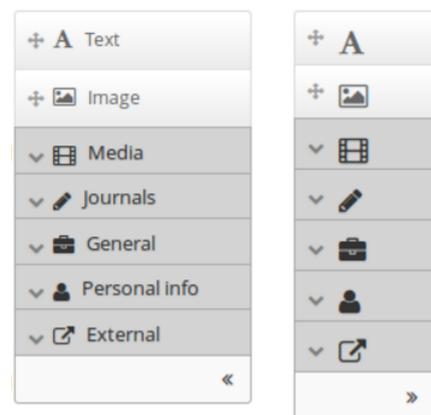


Content Chooser

All different types of content as well as blocks that pull in external content into a portfolio page are accessible via the content chooser.

The content chooser is available on the left-hand side of a page when you are in the edit mode. It does not scroll. Thus, it makes it easy to add content items also further down on the page.

STEP 1 Drag the **Text** or the **Image** block directly as these are two of the more frequently used content items on to the area of the page where you wish the item to appear. You can add a variety of different media to pages in the ePortfolio:



Media: holds blocks for files that can be displayed as links, in folders or in the case of images and videos directly in the page

Journals: various content blocks which allow you to place journals / journal entries into a page

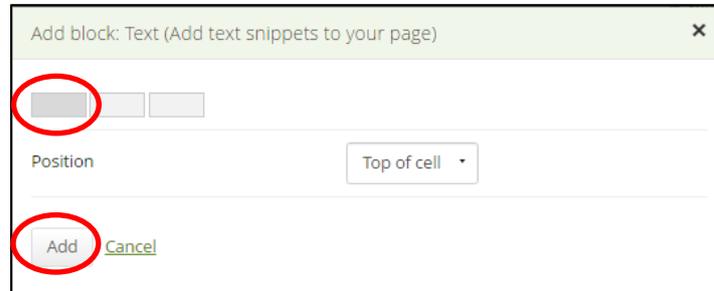
General: content items that are of a general nature

Personal info: choose profile information or your résumé to display in a block

External: contains blocks to place RSS feeds, external media or GoogleApps documents etc. into a page



If you do not drag a text or image block onto the page and or accidentally click the text/image block the content chooser you will be prompt you for the column for placement:



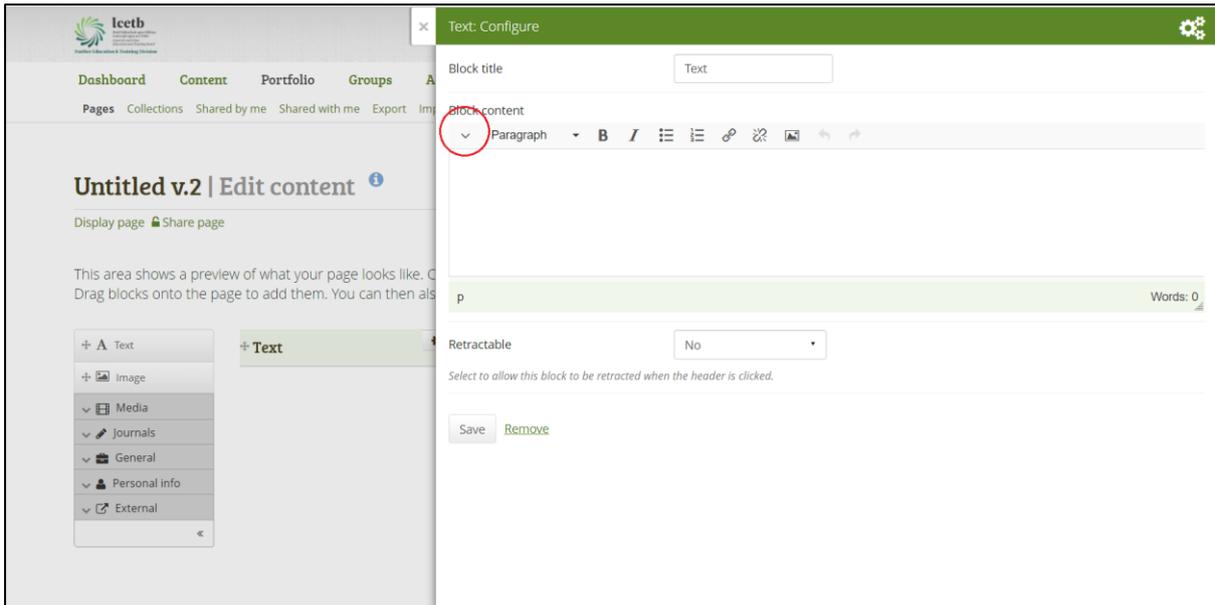
You can specify which column where the block can be added (this can be changed later) and click on Add.



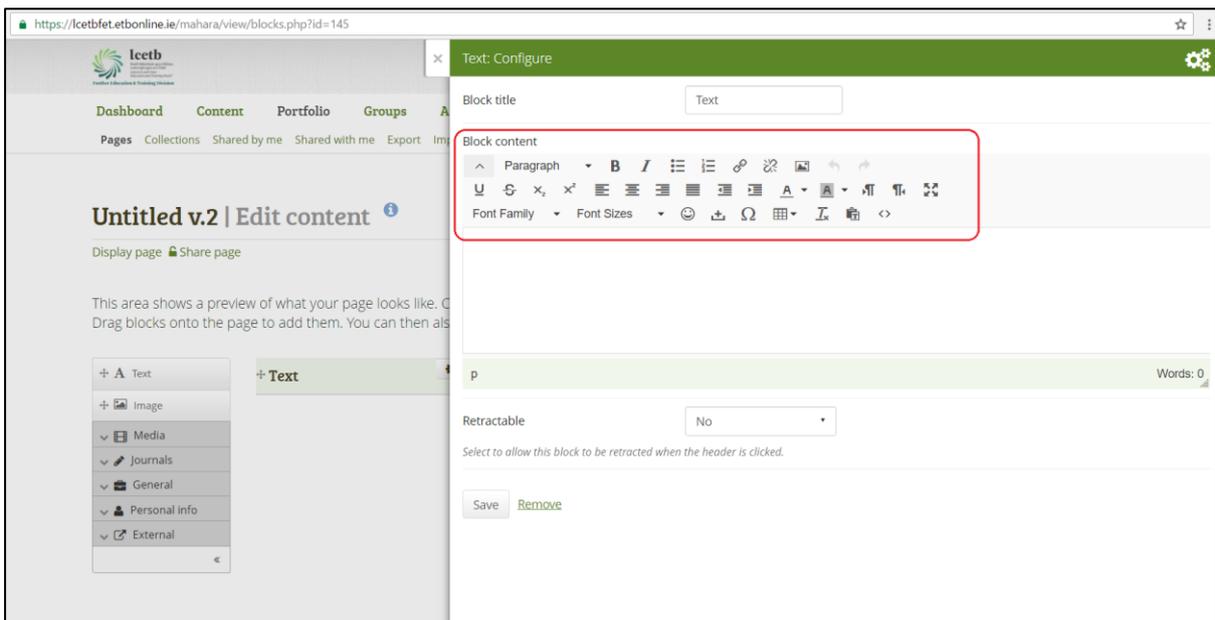
A number of resources can be embedded with Administrator permissions allowed and configured for embedding external iframe content. The list below indicates the sources configured for <https://lcebfet.etbonline.ie/mahara/admin/>

DISPLAY NAME	SITE	
Adobe Spark	spark.adobe.com/	
Animoto.com	Animoto.com/	
Glogster	edu.glogster.com//glog/	
Glogster	edu.glogster.com/glog.php	
Glogster	www.glogster.com/glog.php	
Glogster	www.glogster.com/glog/	
https://www.tripadvisor.ie/	TripAdvisor/	
instagram.com	Instagram.com/	
LinkedIn	LinkedIn.com/	
Open Badges	backpack.openbadges.org/share	
Pinterest	pinterest.com/	
Prezi	prezi.com/embed/	
SlideShare	www.slideshare.net/slideshow/embed_code/	
Vimeo	player.vimeo.com/video/	
Voki	voki.com/php/	
WE WikiEducator	wikieducator.org/index.php	
YouTube	www.youtube.com/embed/	
Youtube [privacy mode]	www.youtube-nocookie.com/embed/	

STEP 2 Add the content using the element editor – this will initially display with only a small selection of tools.



Clicking on the toggle button will reveal more toolbars for adding and displaying content on pages.

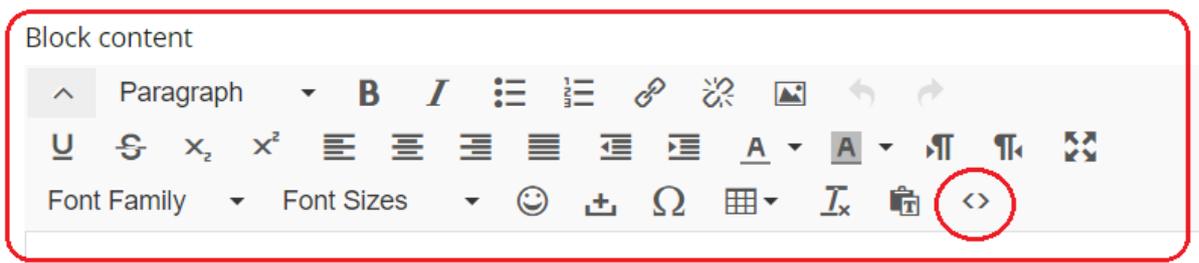


Embedding items with HTML code

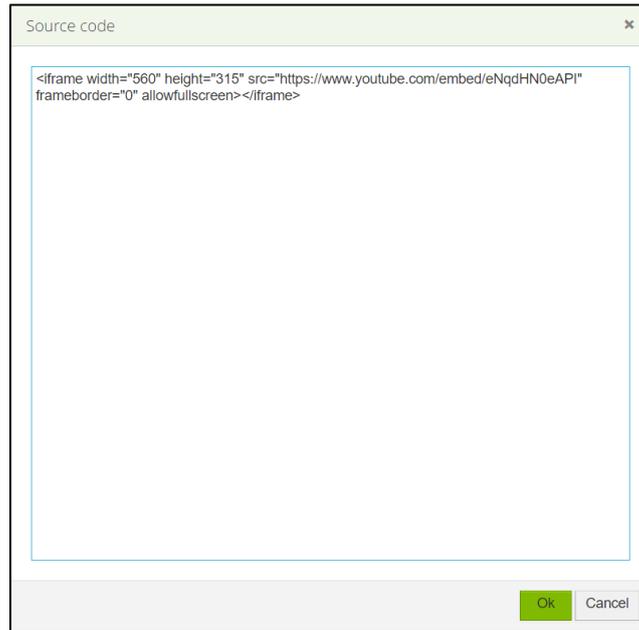
Items such as YouTube videos, Prezi, Animoto slideshows etc can all be embedded into ePortfolios with using the page editor.

STEP 1 Copy the source mebed code eg. YouTube video/Prezi/Animoto source code.

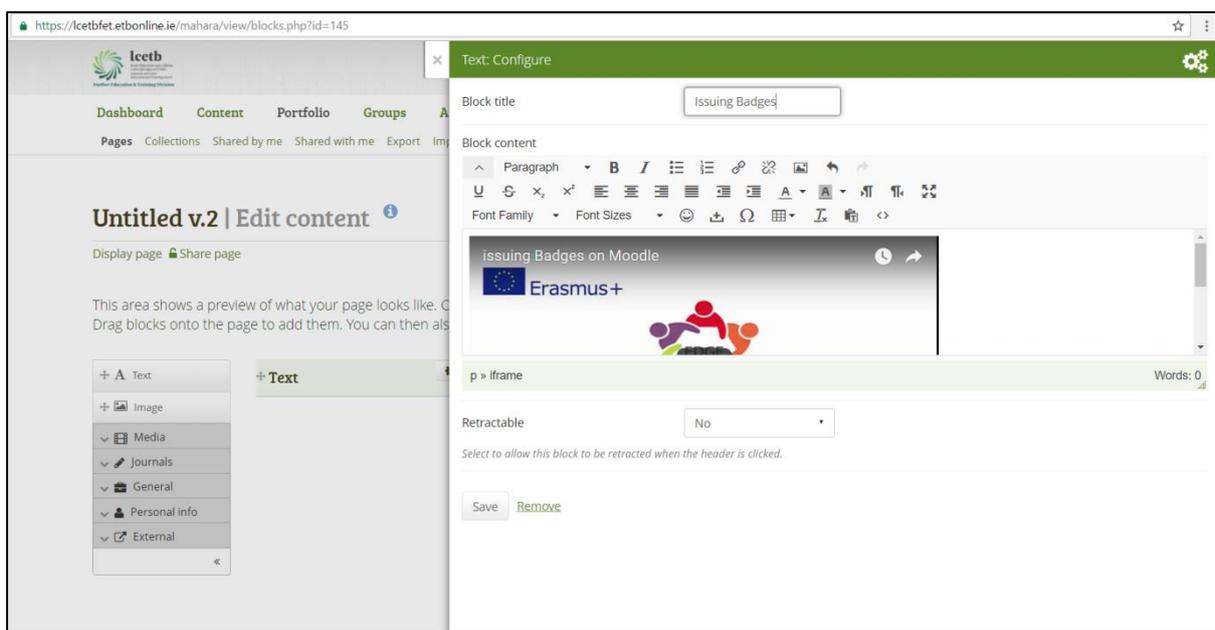
STEP 2 In editing mode, click the HTML code button.



STEP 3 Paste code and click OK.



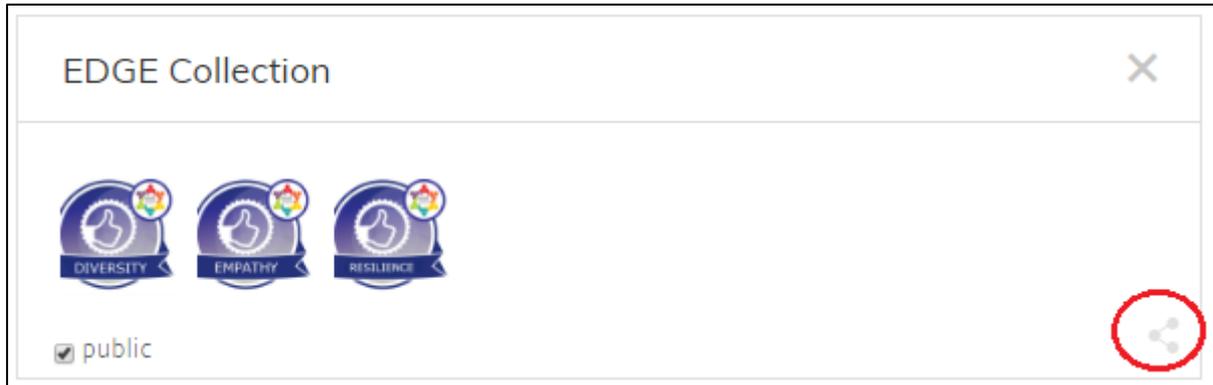
STEP 4 The embedded video will display in the preview area. Click Save to keep changes and display content in the ePortfolio.



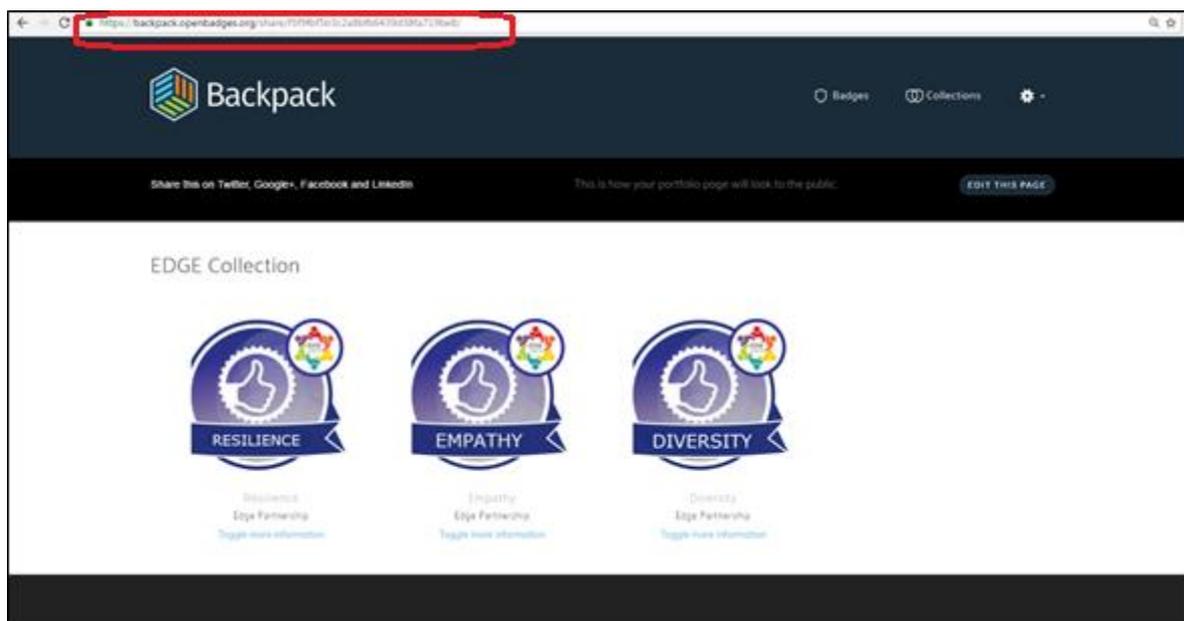
STEP 5 Click Save to display on the ePortfolio page.

Displaying Open Badges in ePortfolio

STEP 1 Login to Mozilla Open Badge Collection using Persona credentials and create a public collection for displaying Open Badges in the ePortfolio. Click the Share icon for this collection.



STEP 2 Copy the URL of the displayed page.



STEP 3 Create a new page in the ePortfolio in Editing mode. Choose a single column page layout

STEP 4 Add a text block to the page

STEP 5 Change to code view. You will need to enter a little code to correctly embed the Open Badges on the page. **Type:** `<iframe src="`

STEP 6 Paste the URL of the BackPack from Step 2 above.

The screenshot shows a user interface for an ePortfolio. At the top, the user is identified as Sheila McDonald. The main content area displays a preview of a 'Backpack' portfolio page. This preview includes a header with the 'Backpack' logo and navigation links for 'Badges' and 'Collections'. Below the header, there are social media sharing options and a preview of the 'EDGE Collection' which features three badges: 'RESILIENCE', 'EMPATHY', and 'DIVERSITY'. A red circle highlights the 'Shared by me' link in the navigation menu below the preview.

Shared by Me

The screenshot shows a horizontal navigation menu with the following items: Dashboard, Content, Portfolio, Groups, Administration, Pages, Collections, Shared by me, Shared with me, Export, and Import. The 'Shared by me' link is circled in red.

When you have created portfolio pages you may wish to share them with others, e.g. to receive feedback or use for employability purposes. You can set the access permissions on the **Edit access** page. It is accessible via **Portfolio** → **Shared by me** or directly from the page editor when you edit a portfolio page.

The **Share** overview page shows you the following.

The screenshot shows the Moodle 'Share' interface. At the top, the user is identified as Sheila McDonald. The navigation menu includes Dashboard, Content, Portfolio, Groups, and Administration. The 'Shared by me' tab is selected and highlighted with a red circle. Below the navigation, there is a search bar and a 'Pages' section. The main content area displays a table of pages with the following columns: PAGE TITLE, ACCESS LIST, EDIT ACCESS, and SECRET URLS. The 'Employability' page is highlighted, and its 'EDIT ACCESS' (lock icon) and 'SECRET URLS' (key icon with the number '1') are circled in red. The right sidebar contains the user's profile, a 'Return to Moodle' link, 'My groups' (listing 'EDGE Project (Administrator)' and 'Office Admin 2016 (Administrator)'), 'Online users' (showing 'Sheila McDonald (sheilamcdonald) (Moodle)'), and 'Tags'.

1. Decide whether you want to change sharing permissions for a page.
2. **Page title:** Your pages are sorted alphabetically.
3. **Access list:** The list of users, groups or institutions that have access to a particular collection or page.
4. **Edit access:** The **Edit access** icon next to each collection or page allows you to change the permission of who can view a page or collection.
5. **Secret URLs:** The **Secret URL** edit icon next to each collection or page allows you to set up one or more secret URLs for a page or collection. The number of secret URLs that you have generated is displayed next to the icon.

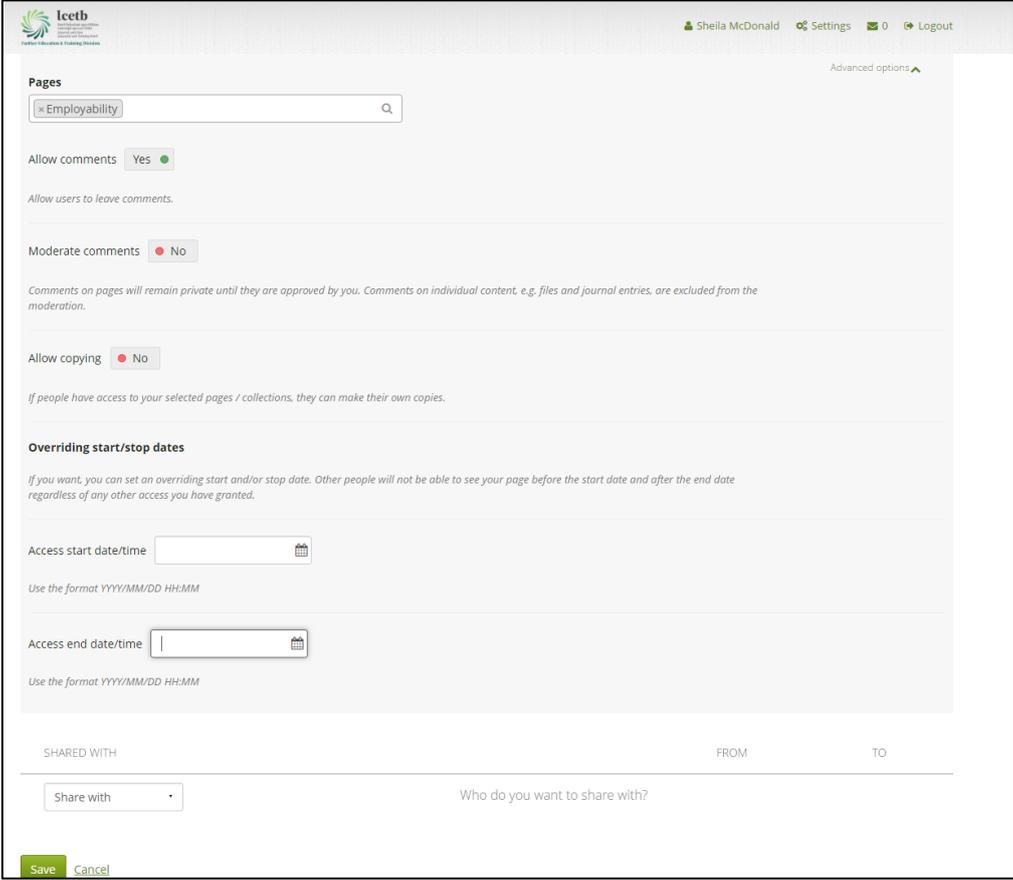
Shared By Me Advanced Options (Secret URL)

You can give access to certain pages in your ePortfolio who do not have an account on Mahara without making your work publicly available and searchable by search engines. This can be interesting, e.g.

- When you create a portfolio for a job application and the prospective employer does not have a login and cannot get one.
- When you want to share your portfolio with your peers and also get feedback from them.
- When an external assessor shall evaluate your work.

You can create a secret URL the following way when you are on the share overview page:

STEP 1 Click the **Edit secret URL access** icon  next to the collection or page for which you want to give access permissions under **Portfolio → Shared by me**. On the next screen...



STEP 2 Click the **New secret URL** button to generate a new secret URL. You can add as many secret URLs as you wish.

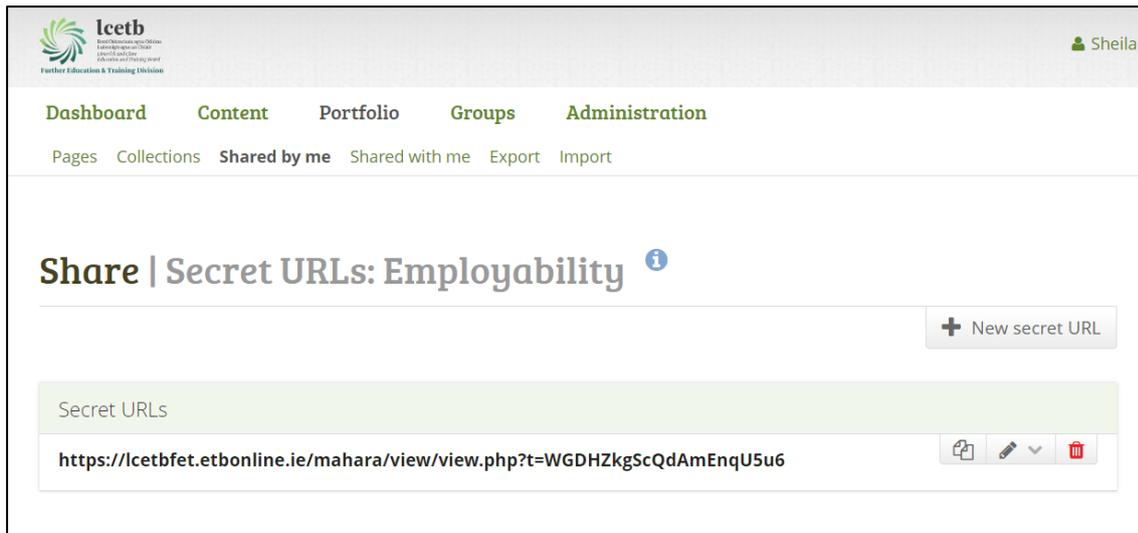
STEP 3 Click the **Copy** button  to copy the secret URL to your clipboard. You can then paste it into an email to send to somebody.

STEP 4 You can click the **Edit** button to add a time restriction for access to your page / collection via this URL. The “From” and “To” date fields become visible when you click the **Edit** button.

STEP 5 Type a start and / or end date (and time) manually following the pattern of YYYY/MM/DD HH:MM or select the date by clicking in the text field. This is particularly useful in an employability context where applications may have expiry dates.

STEP 6 Click the **Save** button to save the date access changes.

STEP 7 Click the **Delete** button if you  do not want to use this secret URL anymore.



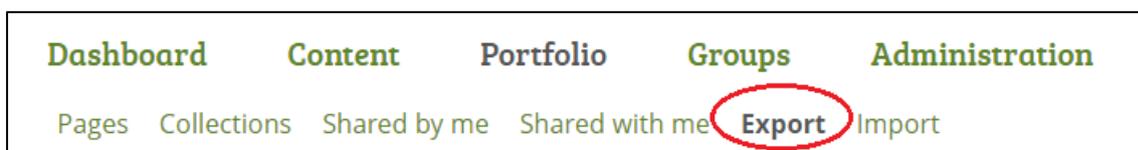
Exporting ePortfolio

You can export your portfolio to keep your files and Mahara-created content offline. This means it can be viewed using any web browser outside of Mahara.

You can create an export at any time and as often as you wish. You have two options for the export:

- **Standalone HTML website:** A zip file containing a website with your portfolio data is created. You cannot import this into Mahara or another portfolio system again, but it is readable in a standard web browser and you do not need a Mahara in order to view it. To view this website, extract the zip file and click on the index.html file that is in the folder.
- **Leap2A:** A zip file containing a folder in the Leap2A standard format is created. You can then import this into another Leap2A-compliant system or have it imported by an administrator into your current Mahara or another one. A new user is created during the import process.

To export your portfolio on **Portfolio** → **Export**:



STEP 1 Choose either **Standalone HTML website** or **Leap2A**. You can run through the export twice in order to get both formats.

Export your portfolio ?

This tool exports all of your portfolio information and pages. It does not export your site settings or any of the content you uploaded or created in groups.

Choose an export format

Standalone HTML website
This creates a self-contained website with your portfolio data. You cannot import this again, but it is readable in a standard web browser.

Leap2A
This gives you an export in the Leap2A standard format. You can later use this to import your data into other Leap2A-compliant systems, although the export is hard for humans to read.

What do you want to export?

All my data
 Just some of my pages

Include comments Yes

All comments will be included in the HTML export.

Generate export

STEP 2 Choose what you want to export:

- **All my data:** Everything that is stored in your account in **Content** and **Portfolio**. Excluded are any of your group contributions.
- **Just some of my pages:** You can choose which pages and the artefacts that are contained within them you want to export.

What do you want to export?

All my data
 Just some of my pages

Pages to export Select all Reverse selection

<input type="checkbox"/> Employability Click to preview	<input type="checkbox"/> Employability v.2 Click to preview	<input type="checkbox"/> Ireland Meeting Click to preview
<input type="checkbox"/> Mozilla Open Bages Click to preview	<input type="checkbox"/> Mozilla Open Bages EDGE Badges Click to preview	<input type="checkbox"/> Multimedia & Extras Click to preview
<input type="checkbox"/> My Learning Click to preview	<input type="checkbox"/> Portugal Meeting Click to preview	<input type="checkbox"/> Project Development for EDGE Click to preview
<input type="checkbox"/> Untitled v.2 Click to preview		

Include comments Yes

All comments will be included in the HTML export.

Generate export

- **Just some of my collections:** You can select which collections and the artefacts that are contained within them you want to export.

STEP 3 If you have chosen to export just some pages or collections, you can select them here by ticking the individual checkboxes to mark them for inclusion. With the links **Select all** or **Reverse selection** you can more quickly decide which portfolio pages or collections to include in the export.

STEP 4 Click the **Click to preview** link to preview a page or collection before you select it.

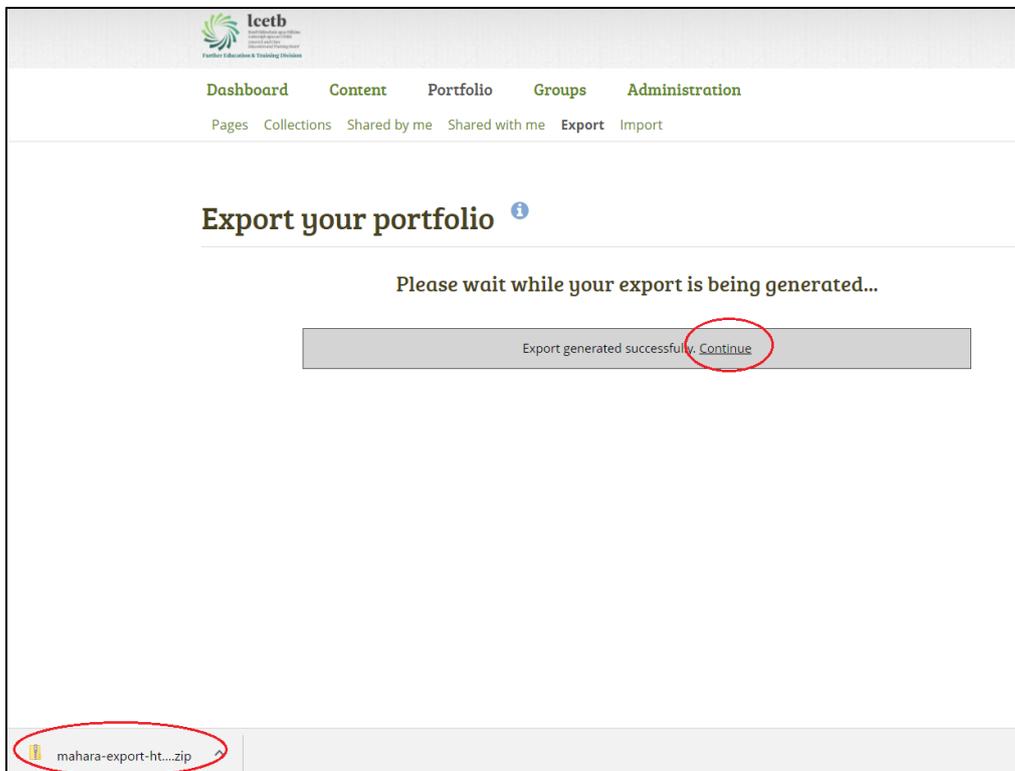
STEP 5 Tick the checkbox for **Include user feedback** if you want to keep that in your export. This option is only available when you choose the HTML website export.

STEP 6 Click the **Generate export** button to start the export process.

Depending on the size of your portfolio, the export may take a little bit. Once everything has been processed, a file will either be downloaded automatically to your computer or you can decide to save it. That depends on your browser settings.



If your export gets stuck in the process and the progress bar does not move along at all, your server settings may prevent long operations to avoid slowing down the entire system. You will need to contact your site administrator, e.g. via the “Contact us” form in the footer of the page.



Once the export process is complete, it will automatically download as a zip file.

To view the exported pages:

Open/extract the saved zip file and **double click the *Index.html*** file.

Name	Type
files	File folder
static	File folder
views	File folder
index	HTML Document

This will open the start page of the ePortfolio in the browser based on the settings chosen in the Export.

Sheila McDonald mahara

You are here: [Home](#)

Pages

You have 3 pages.

- [Employability](#)
- [Mozilla Open Bages](#)
- [Multimedia & Extras](#)



- Any hyperlinks within the ePortfolio will remain as hyperlinks and may require usernames/passwords to access information.
- Links to files to download will automatically download within an exported ePortfolio.
- You should extract and check the backup ePortfolio before sharing with third parties.

A

artefacts 3

B

Badges.....*See Open Badges*

C

Content Chooser 23

Copy a page button*See Create a page*

create folders 15

Create Pages..... 19

D

Dashboard..... 5

Deleting Files 18

E

Editing Files 17

Embedding items 25

Exporting ePortfolio..... 32

F

file quota 18

Files..... 13

G

Gravatar 9

Avatar..... 9

H

home*See Dashboard*

M

Mahara 3

N

Network Servers..... *See Accessing ePortfolio*

O

Open Badges 3, 27, 28

Overview Page *See Create Pages*

P

Page Layout.....22

Profile 7

profile picture 9

Q

quota*See File Quota*

S

Secret URL.....30

Shared by Me.....29

social media12

U

upload a file16