

Getting Started With Mahara

1. Login to Moodle (<http://moodle.njit.edu>) with your UCID and password (figure 1).

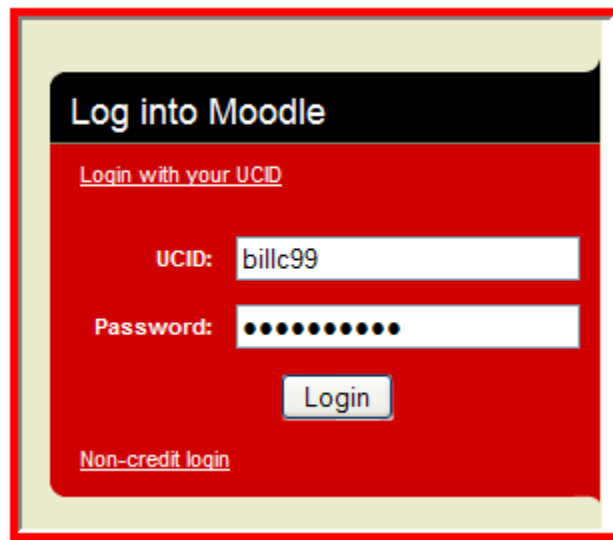


Figure 1: Log into Moodle

2. After logging in, click on link toward the bottom of the right hand column that says: "Home – Mahara" (figure 2).

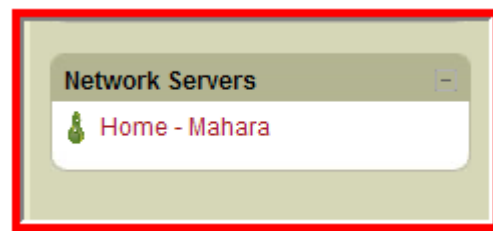


Figure 2: Click on the Mahara link.

3. From the Mahara homepage, click on the "My Portfolio" tab located at the top of the screen (figure 3).

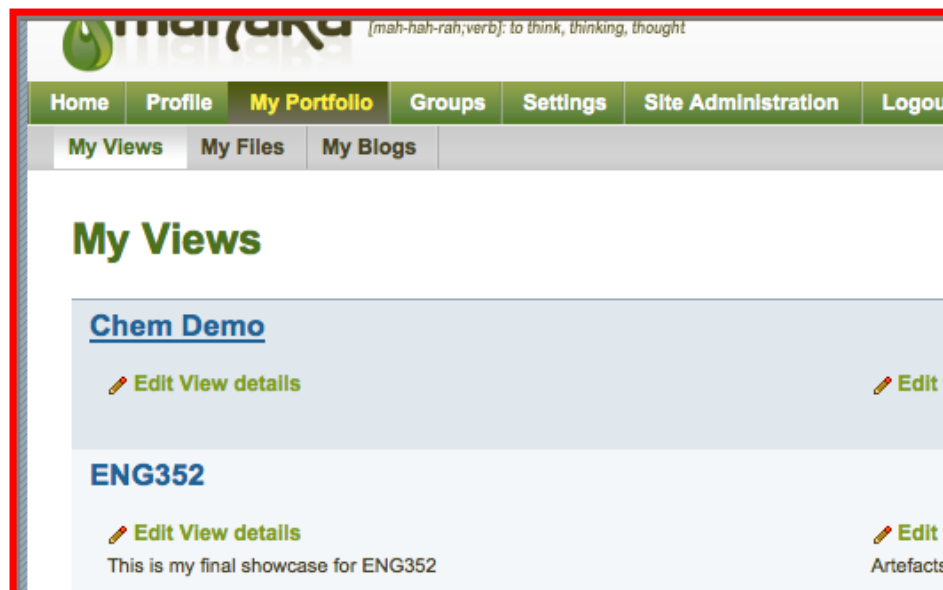


Figure 3: My Portfolio tab.

- After logging into Mahara you will want to upload work samples to your portfolio (these files will be placed into the “Files” area of your profile). To do so, click the “My Files” link underneath the top navigation tab (figure 4).

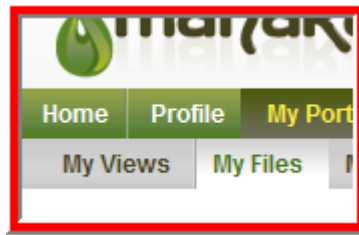
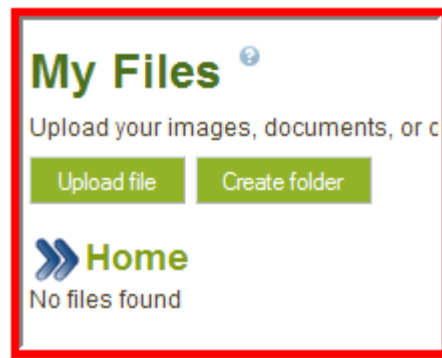


Figure 4: “My Files” tab.

- On the “My Files” page you can create folders and upload files. It is strongly recommended that you create folders for your documents to keep this area organized. To do so, click on the “Create folder” button (figure 5).



Create a folder

Figure 5: “Create Folder” button.

- From the “Create folder” screen add a name, description and tags (optional) and click the “Create folder” button (figure 6).

A screenshot of the 'Create folder' form in Mahara. The form has a light green background and is titled 'Create folder'. It includes a 'Destination' field with 'Home /' selected. There are three input fields: 'Name', 'Description', and 'Tags'. The 'Tags' field has a 'Show my tags' link and a help icon. At the bottom right, there are two buttons: 'Cancel' and 'Create folder'. The entire form is enclosed in a red rectangular border.

Figure 6: Creating a folder.

- To upload files click the “Upload file” button. Under the “Copyright notice” click the “Yes”. Click “Browse...” to locate the file on your computer. After selecting the file to be uploaded, give the file a “Name” (this can be different from the file name and should be descriptive), enter a “Description”, add “Tags” (these are optional keywords that people can use to search for your file)

and click the “Upload file” button (figure 7).

Upload your images, documents, or other files for inclusion in views. To move a file or folder, drag and drop it onto a folder.

Upload file

Destination Home /

Copyright notice Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any of my local Copyright legislation. This file also adheres to the Terms and Conditions outlined on this site. [?](#)

File [Browse...](#)

Name

Description

Tags [Show my tags](#) [?](#)

[Cancel](#) [Upload file](#)

Figure 7: Uploading a file.

- Once files have been uploaded to your portfolio, it will be time to create a view. A view is a portfolio or site that you can use to showcase your work (publically or privately). Click on the link for “My Views” (under the “My Portfolio” tab – figure 8) and then click on “Create View” (figure 9).



Figure 8: “My Views”.

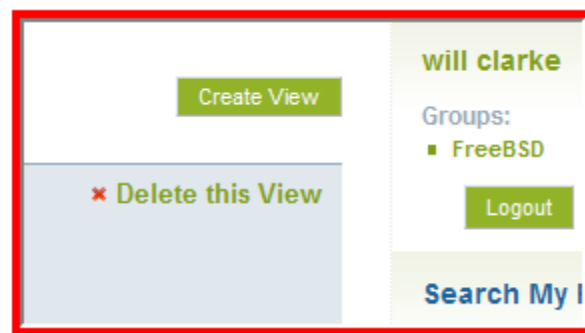


Figure 9: “Create View”

- Enter a title and optional description for your View/Portfolio (figure 10). For example, “John Doe’s NJIT Portfolio”. Once your view has a description, you can click the next button to continue creating your portfolio.

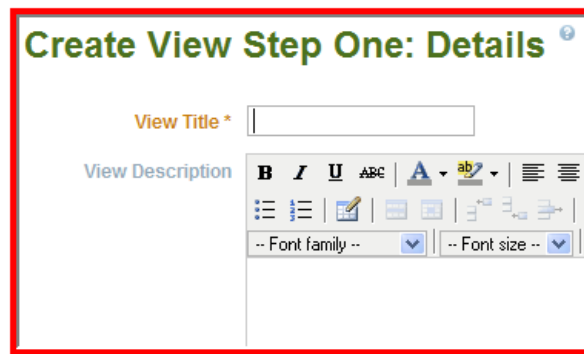


Figure 10: Adding a title for your portfolio.

10. The “Edit View” is where you will design your portfolio by dragging tools (figure 11) from the “Layout” area to the grey line that says: “Drag blocks below this line to add them to your View layout...”.

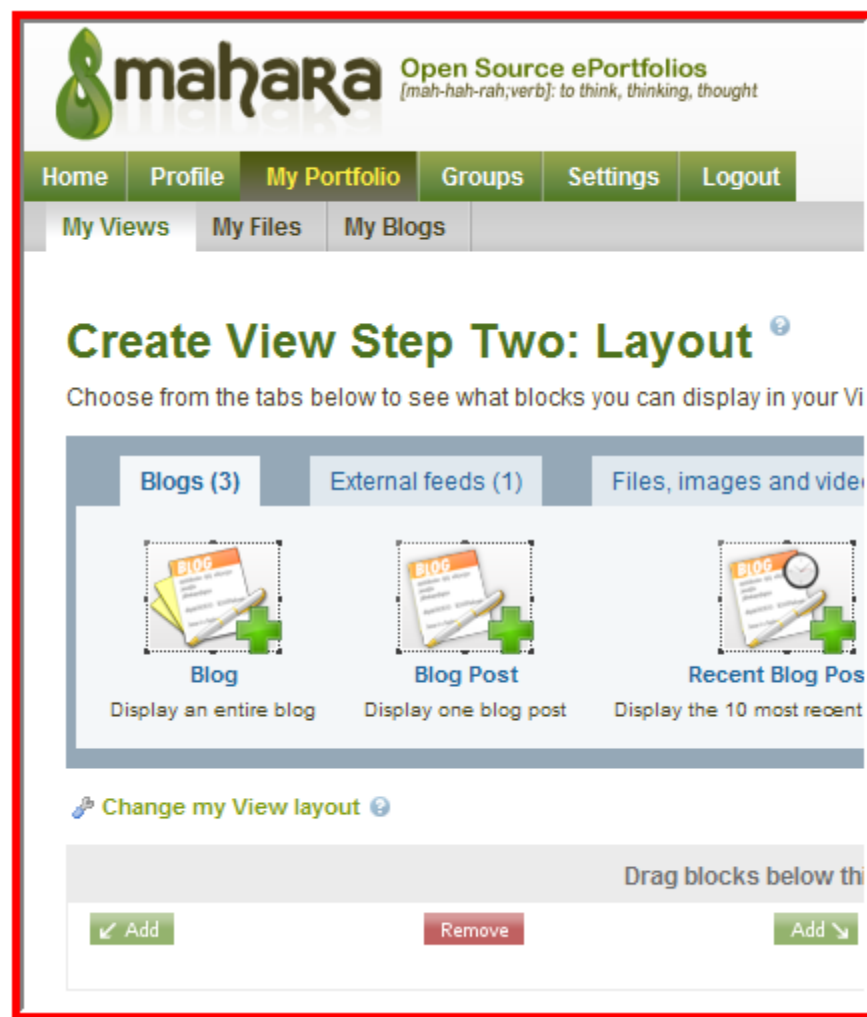


Figure 11: Creating your view.

11. Tools are organized within tabs at the top of your toolbox. The tab that you will be using to add the majority of your content will be the “Files, images and video (5)” tab (figure 12). However, you should familiarize yourself with each tab as the all offer different functionality.



Figure 12: “Files, images and video” tab.

12. Users can add Text boxes to portfolios. Text boxes provide an area for students to add detailed information for people viewing the portfolio. To add a text box click the “General” tab and drag the “Text box” icon to the grey line (figure 13).



Figure 13: Adding a Textbox.

13. Many students use text boxes to differentiate between the types of work samples that they would like to showcase. The files would then be added below these text boxes. **For example**, if you are a chemical engineering student you might want to create a text box for Materials and Energy Balance, Integrated Processes, Environmental and Safety Concerns, Specialized Software and Economic Analysis
14. Once we have text boxes users will want to link to files/work samples that have been uploaded (see step 5-7). To get started make sure all the files have been uploaded. Once the files have been uploaded, click on the tab for “Files, Images, and Video” (figure 14) that is located within your toolbox. From this screen users can add videos, files, folders, images, and embed media onto the page.

Note: Almost all of the tools in your toolbox function in the same way, so once you learn to add one tool to your profile, you should be able to add others and just adjust the options accordingly.

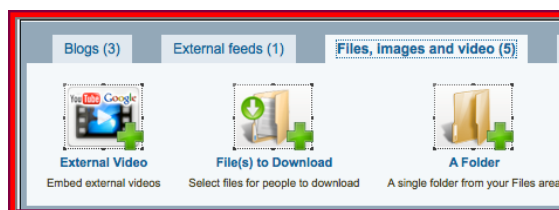


Figure 14: Adding files to a portfolio.

15. Drag the icon for “File(s) to Download” to the desired location on the grey line. To configure the file tool (figure 15), select the file(s) that you would like to link to (it is possible to link to multiple files) and press the save button.

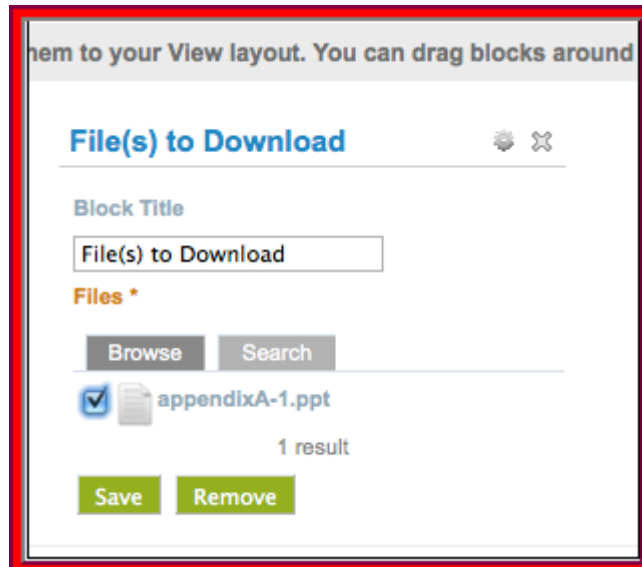


Figure 15: Linking to files.

Note: If your profile has 3 columns, items can be dragged to each of the columns and/or stack them on the top or bottom of each other.

16. We recommend that you add work samples (link to files) for each of the text boxes that you identified in step 13. Put the files for the core competencies under the appropriate text box.
17. In addition to files, users can add profile information. Click on the “Profile” tab and then drag the “Profile Information” tool to the grey line. This will display information that you have added under your profile information (figure 16). If you have added a picture of yourself in your Moodle profile, it will be displayed as your default Mahara profile image (this can be changed).

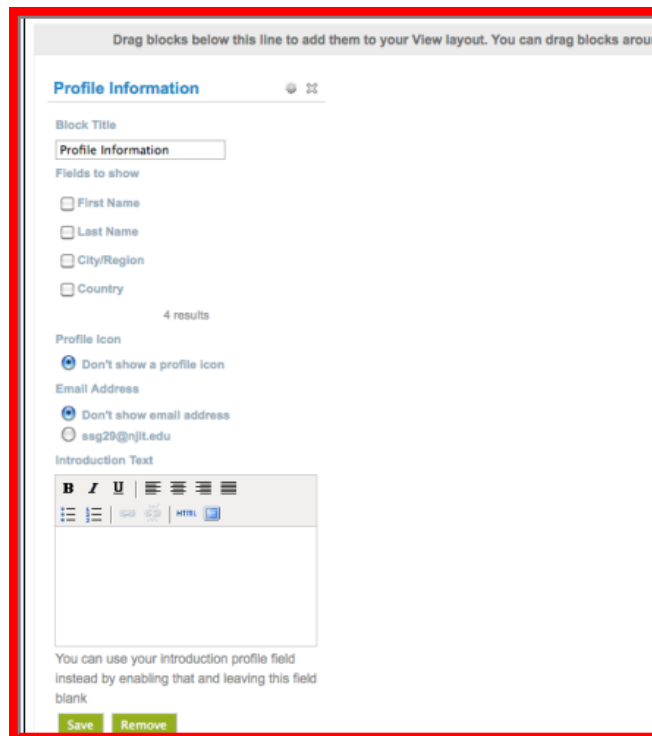


Figure 16: Profile tab.

18. Once you drag the profile tool below the grey line, you will need to configure it by selecting what you would like displayed from your profile. Using figure 16 as an example, if you would like to have your first and last name displayed check the boxes next to these items. Then click the “Save” button to save your work.
19. Now that you have added your profile information, a file, and a text box, it is time to save the entire portfolio by pressing the “Done” button that is located at the bottom of the portfolio preview.
20. At this point your portfolio is still private and you need to allow people to see it. Click on the “My Views Page” (figure 17) under the “My Portfolio” navigation tab.



Figure 17: My Views.

21. Click the “Edit View access” link (figure 18) to allow friends, logged in users, the general public, or specific people to see your portfolio. In this example, we will allow the general public to view this page.

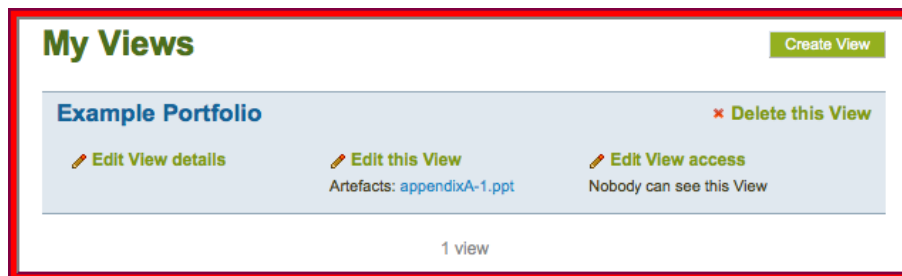


Figure 18: Edit View Access

22. Click the “+Add Public” link (figure 19). It is possible to set the date for when this profile will be available to the public, if you leave it blank, it will be available indefinitely. After clicking “+Add Public” scroll to the bottom of the page and click the “Save” button.

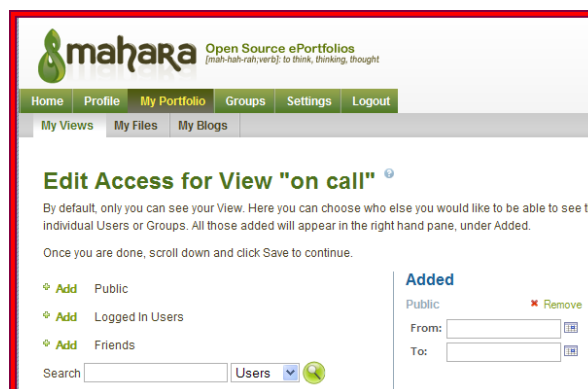


Figure 19: “+ Add Public”

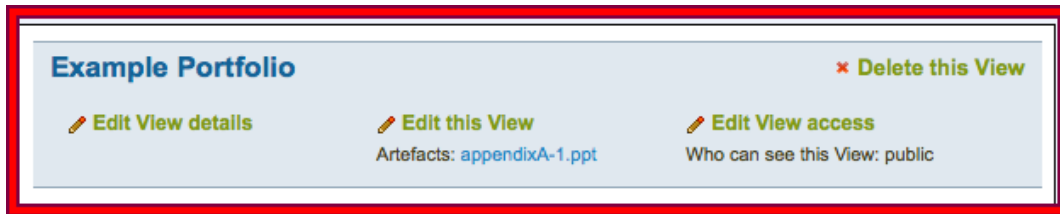


Figure 20: Click on your portfolio's title

23. To get the public URL for your portfolio, click on the name of the profile (this would be "Example Portfolio" in figure 20). Copy the URL address from your browser - it will be something similar to <http://njit.mrooms.net/mahara/view/view.php?id=181>.

Note: To test the URL we recommend that users open a different browser and paste the address in without first logging into Moodle. If the page opens that means you have the right URL.

24. The URL that you copy from step 24 is what you will send to people so that they can view your site. It is important to remember that if the person is not an NJIT student, they will not be able to view your portfolio until you make access open to the public (step 21-22).