



Erasmus+

Speak up, even if your voice shakes



MAHARA INSTRUCTIONS



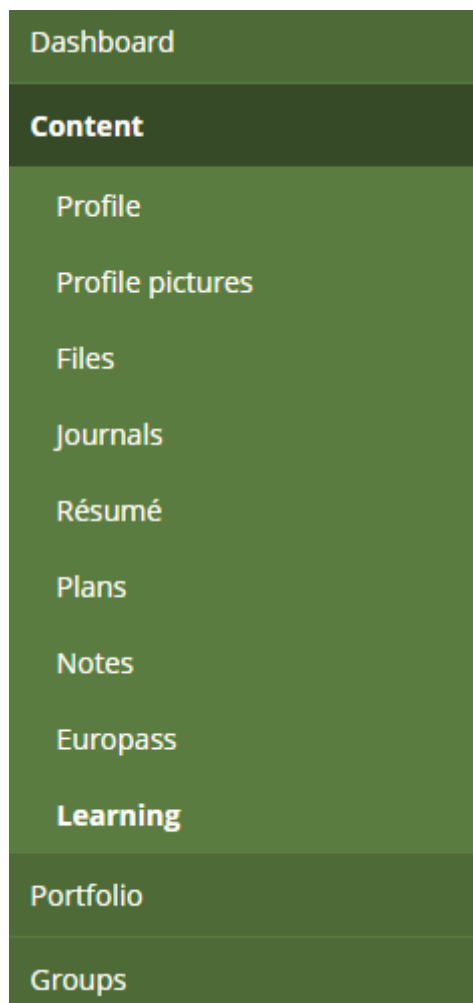
Mahara is a fully featured web application to build your electronic portfolio. You can create journals, upload files, embed third-party resources from the web and collaborate with other users in groups.

Mahara = e-portfolio+social networking system

User manual is accessible at <http://manual.mahara.org/en/17.10/> [cited 4. 12. 2017]

1. Go to mahara.gimb.org.
2. Use your username and password and make sure you change it as soon as possible.
3. Create your profile and do not forget to add your photo.

How to create learning?



Go to MAIN MENU,
CONTENT, LEARNING

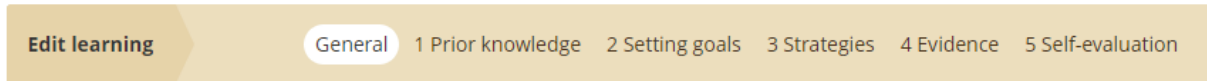


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- Open +NEW LEARNING, add NAME (Surname-Country) and add short description. This fields cannot be left empty. Afterwards you have a possibility to work on your formative learning experience (see below).



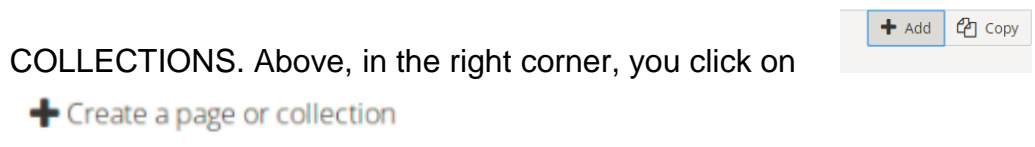
Add explanations, tasks, answers according to the page “Speak up, even if your voice shakes.” The page is already shared with you.

- Do not forget to save it 😊.

How to create a page?

You add a new page in your portfolio when you want to display artefacts¹ together, e.g. for presenting them to others, for showing your progress in a project etc.

- Once you have created my learning you need to go to PORTFOLIO – PAGES AND



COLLECTIONS. Above, in the right corner, you click on

+ Create a page or collection

Please choose which you would like to create:



- Choose a PAGE. Write down a PAGE TITLE – Surname – Country and short page description.
- Go to GENERAL – choose LEARNING and add from the existing learning.
- You can edit your page at any time you like. Click the EDIT button when you are on the PAGES overview page or click the EDIT THIS PAGE button when you are on the actual page.
- If you allow users can write comments².

How to share?

- Once you create a page you need to share it with your teacher.
- Above you have different buttons such as SETTINGS, EDIT and SHARE.
- Choose SHARE. Go to SHARE WITH and find a USER. Do not forget to SAVE IT.
- Do not put a timeframe to it, because your teacher can have some difficulties while seeing it.

¹ Artefacts are all types of content that you add to your personal content area, i.e. text, journal entries, pictures, audio files, video files, images etc.

² You can ask other users and / or friends to comment on your pages and / or collections that you have shared. Comments should be constructive and helpful.