Quick Guide to the Web Tool Mahara

The PhD programme at the Faculty of Medicine Portfolio 12 hp.

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Introduction

The purpose of the portfolio is for you to gain insight into your learning through reflection and self-evaluation and to support your development process. The portfolio supports the achievement of objectives of the PhD program, which are not achieved through your thesis work. In addition, it can serve as documentation for your CV.

Principle of portfolio work in Mahara

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>PAGES</th>
</tr>
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| Journals (one per category)  
  • Journal entries.  
  This part is for personal documentation and reflection. Make a journal entry for every activity. Add a reflective or descriptive text if needed. Attach supporting documents.  
  Diary style (personal).  
  Likely to include much more than required to demonstrate attainment of outcomes. | Display page for sharing; with supervisor, at half time, at dissertation etc.  
  This is how you share the information in your portfolio.  
  Contains your selection of activities and reflections within each category.  
  Presentation style: texts need to be presentable/suitable for others to read.  
  Experiences and reflective/descriptive texts should support (progress towards) attainment of learning outcomes in a clear and structured way. |

Mahara is a web tool to facilitate the work on your portfolio.

Only you can access the information you enter into your Mahara portfolio, unless you actively choose to share the information.
There are primarily three areas in Mahara relevant for your work:

**Dashboard**

**Content**

**Portfolio**

The main principle for Mahara is that you use the Content function (see figure above) to continuously document and reflect on your PhD activities, by making so called “entries”. These entries can subsequently be retrieved in Portfolio, from where you make viewing Pages that are used for sharing and presenting your portfolio (such as for example at the half-time review and before defending your dissertation).

In order to help you get going and create a portfolio, these instructions concentrate on how to make entries in “Content” and to make viewing pages in “Portfolio”.

**Dashboard**

This is the starting page in Mahara,

**Content**

**Content** features the tabs Profile, Profile Picture, Files, Journals, Résumé and Plans and Notes.

In **Profile** and **Profile picture**, you enter brief information about yourself and your PhD project.

In **Files**, you can upload files and images and organize them in folders

In **Journals**, you create one Journal per portfolio category (p 5) and then document and reflect in the respective Journals by making “entries”. This is the most useful/important tab in the Content part of Mahara.

In **Résumé**, you can create a CV, and in **Plans**, you can create various plans for your work, but these two tabs are not covered in this guide.

**Portfolio**

Under the main category **Portfolio**, you can use the material you created under **Content** to build various display Pages, which can be used as a basis for assessment of your portfolio work. Portfolio features the tabs Pages, Collections, Share and Export.

**Pages** contains a list of the display pages that you have created.

**Share** allows you to distribute viewing rights to the Pages you have created, e.g. at the time of your midway review, when you want to show your portfolio to opponents and others.

**Export** allows you to export the content of your entire portfolio, or parts of it. This means that when you are no longer a doctoral student or a Mahara user, you can export the material you entered.
Getting started

Log in to Mahara https://portfolio.med.lu.se/ using your LUCAT ID.

The starting page you reach is called the Dashboard and is Mahara’s main page.

Create Journals

In order to get started with your portfolio categories, you must create a Journal for each category.

Go to Content and select Journals. Select Create Journal
Now you can start creating your Journals (categories).

Name your Journal with the first category in your portfolio and then click Create Journal. Then continue to create a Journal for each category in your portfolio.

The twelve categories (journals) are:

1. RESEARCH PROCESS
2. RESEARCH METHODOLOGY
3. SUBJECT EXPERTISE
4. PUBLICATION
5. TEACHER TRAINING AND EXPERIENCE
6. CONFERENCES AND SEMINARS
7. NATIONAL AND INTERNATIONAL COOPERATION WITH THE RESEARCH COMMUNITY
8. COOPERATION WITH WIDER SOCIETY
9. ETHICAL ISSUES
10. CAREER DEVELOPMENT
11. SUPERVISION/SUPERVISOR
12. ADMINISTRATION, ORGANISATION AND LEADERSHIP

Now you have a collection of twelve Journals, each one corresponding to a category in your portfolio, in which you can start writing. You then use the content of these journals to create your display pages.
Writing in the Journals

In order to start writing in your journals, select Content in the main menu and then Journals. This shows you a list of the journals you have created, which corresponds to the categories in the Portfolio.

Entries

Click New Entry to start writing in a journal.

When you write in your journals, we recommend that you use multiple Entries, for example one Entry for each activity you would like to document and describe/reflect on. You create an entry by clicking New Entry. Having multiple entries is advantageous when creating display pages, as you can then choose to show different parts/sections within each portfolio category. It can be appropriate either to write a date in the heading or a key word, which makes it easier to find the entries later on when creating your display pages.

If you choose to save your Entry as Draft, the entry text will not be visible on the Page you will create. We recommend that you choose Publish (no one but you can see the text).

You can always return to your entry and continue writing after Save entry. No one except you can see the Entry until you make an active choice to share it in a “Page” (p 12)
Files
You can also add files to your entry, for example a course certificate, a poster you presented, a course evaluation you appear in etc:

Tags
You can “tag” entries with relevant “keywords” using the Tags function
The tags will be searchable and visible on your Pages page, and enable you to add all Entries carrying the same tag, at one and the same time, for example all conferences.

Creating a display Page

Once you have entered text in your journals and perhaps also contact details, etc. under Content, you can start building display pages, which you can distribute to other Mahara users or to external people. Creating a display page does not make it automatically visible; it is only once you have actively chosen to share the page that others can view it.

The page consists of various parts, which you retrieve from the material you created under Content. You can also upload files, images and YouTube clips. You can create several different display pages, which you can use for various purposes.

Go to the Portfolio tab and click Create Page

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.

Half time in the future
An image appears for you to name the Page; then click Save at the bottom

On the following page, you can then start building your display page

You choose what items/parts you want to include on the page by dragging and dropping the items from the left. There you can choose whether to show the whole journal or only selected entry parts of it.

When building a Page based on selected journal entries, start with making Text boxes with one heading for each category. This makes it easier for anyone who is assessing your portfolio to see if you have covered all the categories. The principle is drag and drop.
Go to left margin and click on Journals. The go to journal entries. Drag and drop to the text box category. Highlight the journal entry you want to include and click Save. If you want to include other items such as files, images and profile information, you proceed as before: drag and drop the items you want to include on your page.

Retractable function: Before you click on Save we recommend you change to Automatically retract under the pull down menu. This will fold the text.
Half time review August 2017

For reading, the text can be unfolded here.

Layout

It is also possible to choose how many columns you want the page to consist of by choosing Edit Layout.

If you want to review the page before publishing, click on the tab Display Page. Once you have added all the parts you want, click Done at the bottom of the page.

Your new page now appears in a list under the Portfolio tab and Pages in alphabetical order. If you then want to edit the page, click the pen symbol or on the linked heading to return to your page; in the bottom right-hand side is the Edit this Page button. In order to share your page, you must actively choose to do so by following the instructions in the next section.

Sharing your displayed Page

There are two main ways of sharing your display page (Pages). The recommended way is to create a Secret URL which is an internet address that Mahara helps you to generate. This web address can then be sent to people to whom you wish to give access to your page. Go to Shared by Me.
Create an internet address - **Secret URL** - click on the link next to Edit Access

Then click on New secret URL; Mahara generates an internet address which you can send to the person to whom you would like to show the Page. **We recommend sharing by using the Secret URLs function. You can control the dates of access by using edit function.**

You can also share with people who are Portfolio Mahara users, as well as deciding how long the pages are to be accessible. Select **Edit Access** to reach a page on which you can choose to whom you want to show specific pages and, if applicable, for how long you wish the pages to be visible. **Please note, using this function you cannot share your Page with people outside the Portfolio Mahara community. Thus not suitable for external opponents.**

Finally, please note, if you make changes in a text in an entry under a Journal/category which belongs to a created Page, the change will also appear in the already shared Page!
Export your Portfolio

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.

After completion of your PhD degree you can export your portfolio to keep your files and content offline. There are two options:

1. Export to HTML format. This option will give you a zip-file. You directly unzip and then use as a website locally on your computer. Just click on the index.html file in your unzipped folder and you should see all your portfolio content. As a backup we recommend that you email the zip-file to yourself.

2. Export to leap2 file format. Compatible for use in another Mahara system. As a backup we recommend that you email the zip-file to yourself.

GOOD LUCK WITH CREATING YOUR PORTFOLIO!

Contact support
Mahara web tool for your Portfolio:

Yvonne Hultman Özek
Library & ICT, Faculty of Medicine

Email: Yvonne.Hultman_Ozek@med.lu.se
Phone: 046-2223329

IT technical problems: servicedesk@lu.se
Subject: Mahara Portfolio
Always add your Lucat id in the mail.