Quick Guide to the Web Tool mahara portfolio

The PhD course Generic Knowledge and Skills – Portfolio
12 hp MEPO003
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Introduction and overview

The purpose of the web tool Mahara is to facilitate your portfolio work for your self-studies in the course MEPO003 https://libguides.lub.lu.se/MEPO003

Only you can access the information you enter into your Mahara portfolio, unless you actively choose to share the information. Log in: https://maharaportfolio.medicin.lu.se/

There are primarily two areas in the Mahara portfolio relevant for your work:

- **Your content in the Main menu function**

- **Pages for your Portfolio in the Main menu function**

The main principle for Mahara is that you work in the Main menu functions for your Content (as described above). You continuously document and reflect on your PhD activities, by writing in so-called “entries” in relevant Journals/Categories. These organized entries that contain your texts and files can subsequently be retrieved from the Journals/categories to a Page that you create.
You will on two occasions create a Page to present your portfolio:

I. In preparation for your half-time review.

II. In preparation for your defense – examination of the course MEPO003.

**Dashboard**

This is the starting page in your Mahara portfolio.

In the upper right corner you find the functions for your portfolio in the *Main menu*.

**Create content**

You create and reach your content via the *Main menu*. Content features the tabs Profile, Profile Picture, Files, Journals, and the Entries function which activates when you have created a Journal.

(Résumé, Plans, Notes, and Tags are added value functions and not covered in this guide).

In *Profile* and *Profile picture*, you enter brief information about yourself and a short introduction to 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 (see p. 5-6) and then document and write reflective texts in the respective Category using the Entry function.
Pages

In the Main menu you find the material you have added to your Page(s) that are used as a basis for assessment of your portfolio work (Collections - not used).

Pages contain the display Pages that you have created (see p. 9).

Share allows you to distribute viewing rights to the Page you have created, e.g. at the half-time review (see p. 14).
Getting started

In order to help you get started with your portfolio work, the following instructions focus on 1) how to create journals 2) how to add entries in the twelve categories that you create and 3) how to build viewing Pages.

Log in to Mahara https://maharaportfolio.medicin.lu.se/ with your LUCAT ID.

The starting page you reach is the Dashboard and is your Mahara portfolio start page.

Create Journals

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

Go to Main menu and select Create.
Now you can start creating your Journals (categories).

Click on: Name your Journal by the first category (01. RESEARCH PROCESS). Then continue to create a Journal for each category according to the list below. The twelve categories (journals) are:

01. RESEARCH PROCESS
02. RESEARCH METHODOLOGY
03. SUBJECT EXPERTISE
04. PUBLICATION
05. TEACHER TRAINING AND EXPERIENCE
06. CONFERENCES AND SEMINARS
07. NATIONAL AND INTERNATIONAL COOPERATION WITH THE RESEARCH COMMUNITY
08. COOPERATION WITH WIDER SOCIETY
09. ETHICAL ISSUES
10. CAREER DEVELOPMENT
11. SUPERVISION/SUPERVISOR
12. ADMINISTRATION, ORGANISATION AND LEADERSHIP
Now you have twelve **Journals**, each one corresponding to a category for your portfolio work in which you can start writing. You will re-use various content (entries, files etc) of these journals (categories) when you later on create your Page.

**Writing in the Journals**

In order to start writing in your categories, from the **Main menu** select **Journals**. This shows you the list of the journals you have created, which corresponds to the categories for your portfolio work. Each journal have the function **New entry**.

**Entry**

When you start to write in any of the Journals it is in an entry you write about an event.

When you write in your journals, we recommend that you add one entry for each activity/event you would like to write down and reflect upon. It can be useful to write a date in the heading of the entry. This way you can easily find the entries when creating your first display Page.

We recommend that you choose **Publish** when your text is drafted as readable so that it will be visible in your selection list when you build your Page. *No one but you can see the text in Publish mode.*

You can always return to your entry and continue writing after **Save entry** and “Publish”. *No one, except you, can see your written text in the entry!*
Files

You can also add files to your entry to support your reflective texts, for example, a poster you presented, a course certificate etc:

We had a poster presentation on the collaboration between professionals and academics - our poster showed the collaboration between the academic librarian and the course leader of Portfolio 12 hp for PhD students. Deriving from a theory on working in the "third space" it attracted a lot of attention. It was a challenging but very useful experience for me to explain to poster visitors on how to make sense of the theory applied in practice with me and the course leader's collaboration in the course "Generic Knowledge and Skills - portfolio work 12 hp".

Creating a Page (half-time and examination for MEPO003)

Once you have entered texts in your journals, contact details, photo etc. under Content, you can start building a Page, which you can distribute to your reviewers. Creating a display Page does not make it automatically visible - only when you have actively chosen to share the Page (see p. 14).

The Page will consist of your twelve categories and your profile. You retrieve the material you have created in the journals. You can create more than one Pages. We recommend you create a Page for testing the functions to start with.

Go to the Main menu and click on Create and on Pages and collections

Click on Add and then Page
A field appears for you to give your Page a title (e.g. Half-time review) then click Save at the bottom

Now you can start building your display Page

1) Add your twelve categories (01. RESEARCH PROCESS etc). The principle is *drag and drop.*

Choose **Text** and name the **Block title, 01. RESEARCH PROCESS.** Continue to create the remaining categories/Journals with this function.
2) Add content (reflective texts, files etc) to your Journals/categories on your Page. 
*Drag and drop* the items from the menu to the right.
In order to find your entries you must expand the selection with “Show more”.

You can select only one entry at the time. Leave Block title empty and the title of the entry will automatically appear.
Retractable function: Before you click on **Save** we recommend you change to **Automatically retract** under the pull down menu. This will **fold** the text.

Then place the entry with your text under the appropriate category.

**Preview your Page**

You can **view** the Page through the process
Your Page appears under **Pages and collections**.

Next step is to Share your Page. You *must actively* choose to do so by following the instructions in the next section.

**How to share your Page**

We recommended that you create a **Secret URL** - an internet address that is generated via the Mahara program. This web address can then be sent to your reviewers.

When you are at your Page go to Edit mode:
Then click on the “lock”:

Click on **New secret URL**: Mahara generates an internet address.
Create the time span for availability **here**:
*(Do not use Share with others!)*

You can now send the **secret URL** for your completed viewing Page to your reviewers.
Simply paste the web address into an email and send it to the receiver(s). *(Do not use the Edit Access function!)*

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

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 work:
Yvonne Hultman Özek & Matthias Bank
The Medical Faculty Library
https://bokaforskarstod.web.med.lu.se/

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