



Quick Reference Guide for Students

Logging In

Your login details will be the **Username** and **Password** you entered during registration or as assigned by your institution or Site Administrator. Where relevant, you will also need to select the **Institution** with which you are associated.

Password Reminder

If you have forgotten your password you can request a password reset - <http://myportfolio.ac.nz/forgotpass.php> . After submitting your **primary email address** in the prompt box, you will be emailed an activation code link. Following this link will confirm your reset request and allow you to change your password.

My Profile

Your Profile area stores your contact and personal information. Each of the fields within your Profile are Artefacts and therefore may be added to a View. Please consider your **personal security** before releasing contact information on a publicly available View.

Profile Icons

The Profile Icons area allows you to **upload images to use within your Profile and Views**. Your Icons may be a picture of you or an avatar image of your choice. You may have up to 5 icons loaded to your Profiles Icons area at once.

My Account

While your account is the record of your registration on the site, the My Account area is where you configure **how you use the site** and **how the system will contact you** with important information and notifications. You can choose to receive notifications via your **Activity Log, Email or Email digest**

My Friends

Your Friends area displays a list of those users who have been flagged as your Friend within the site, and any of their Views to which you have been assigned access. The dropdown menu allows you to move between your existing Friends list any Friendship Requests you have pending.

To add someone to your Friends list you will need to view their profile – either via a View, Community or Search result.

My Communities

Your Communities page lists those Communities of which you are an approved member.

Depending on the membership option selected by the Community Owner you can usually join a new Community via a Communities main page.

There are three different community join types - **Open Membership**, **Invite Only** and **Request Only**

My Owned Communities

Your Owned Communities area lists those Communities that you have created and any Pending Membership Requests.

My Groups

Groups allow you to create a personal collection of users from the site. You can assign a Group and its members access to any number of your Views. Creating Groups allows you to quickly assign View access to specific users.

My Files

Your Files area is a repository for Folders and Files to use within your portfolio. Both Folders and Files are considered Artefacts and both may be added to a View.

You may create any number of Folders and Sub-Folders. To view which Sub-Folders and Files sit within a Folder, click on the Folder name. Click on a File name to open the document or image. Use the Home link to return to the top level folder directory.

My Blogs

A web log or Blog is journal-like tool that allows you to record your thoughts and experiences. You can allow other users to post comments on your Blog allowing you to create a dialogue with your readers. While a Blog itself is considered an Artefact, so are any individual Blog postings you create. This means both Blogs and Blog posts may be added to a View.

Your Blogs area lists of all of your current Blogs. Click on the name of a Blog to view your existing postings, add a new posting or edit the Blog settings.

Use **Add Blog** to create a new Blog. Once you've created a Blog you can start submitting individual postings. Use Add Post to create a new Blog posting. Once you've entered in content, you can either save the post as a Draft or Publish your posting. By publishing a Draft Blog posting you will make it available to users with access to it via a View.

My Résumé

The Résumé area allows you to build an online résumé or CV by adding as much or as little information as you wish, into the available fields. Your Résumé area is divided into two sections – and area for entering *general information* and an area for entering in details of your *experience and accomplishments*.

To open/collapse the fields within the general information section, click on the sub-section name (e.g. Cover Letter, Interests etc).

Remember to **Save** each entry you make within your Résumé sub-sections.

My Views

A View is a collection of Artefacts from your ePortfolio, placed into a pre-formatted template. As other people can only see your Artefacts when displayed in a View, you can assign access to any number of Groups, Communities and individuals as you wish. A View can also be kept private. You may create as many different Views as you like and you can reuse your Artefacts amongst all of your Views.

Create New View launches the 4 Step View creation process to create a new collection of Artefacts.

The **Edit View Information** area is equivalent to Create View Step 1 and allows you to change the Title, Access Start and End Dates, Description and your Name Display preference for your View.

The **Edit View** area is equivalent to Create View Step 3 and allows you to add to, or modify the display of the Artefacts associated with your View.

The **Edit View** area is equivalent to Create View Step 4 and allows to you to add, modify or remove View access to any of your Groups, Communities and any individuals of your choice.

You can preview your View by clicking on its Title to the left of the screen.

Create View Step 1

Create View Step 1 involves assigning your new View a Title, Description and setting access start and finish dates.

Create View Step 2

In Create View Step 2 you must choose the format of your View from the list of available templates.

Create View Step 3

In Create View Step 3 you may add any of the Artefacts within your portfolio to your View and arrange them as per the design template.

To select an Artefact use the +/- icons on the directory listing and single mouse click the desired Artefact. A small triangle will appear against the Artefact to show it has been selected.

Once an Artefact has been selected all the display areas that will support this type of Artefact will be highlighted. To place the Artefact within a box, click inside that element box.

Create View Step 4

In Create View Step 4 you can assign View access to any of your Groups, available Communities and Individuals for a set period of time.

You can search for specific users, Groups and Communities or choose a user from the list given. Click **Add** against the selected user and enter a start and finish date for their access in the box to the right. If you do not enter in a date here, access for this user will default to the start and end dates of the View itself.

Submitting A View

If you are preparing a View as part of an assessed task and you have been added as a member of a Controlled Membership Community that has an assigned Tutor, you will be able to Submit your View for assessment. **Submit View** will lock the entire View and all associated Artefacts from editing and provide a 'snapshot' of your View on a certain date, and send it to your Tutor.

Search

Search allows you to find users to add to your Friends list and Communities and Views that you may access. You can enter a specific search or you can search for all users or all Communities by submitting a search with an empty Query field, using the relevant dropdown option.

Search My Portfolio

Search My Portfolio allows you to run a keyword search on Tags, Descriptions, Names, Titles or text you have used within your Artefacts and Views. A search result will provide you with an editing link to all relevant Artefacts and Views.

You can enter a specific word search or you can search for all Artefacts and Views within your portfolio by submitting a search with an empty Query field.

Technical Assistance

If you require any technical assistance in using Mahara, please check the User Guide or Contextual Help for instructions. If you are unable to find the answer to your enquiry, please use the Contact Us form (<http://myportfolio.ac.nz/contact.php>).

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