LEARNINGHOUSE®
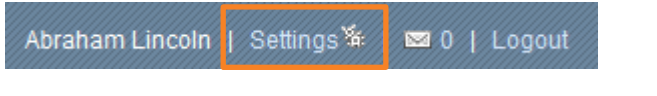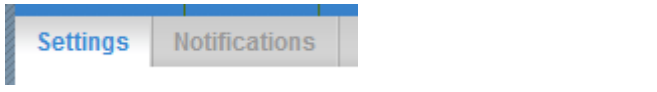## Your Online Education Partner

Mahara 1.5
Student User Guide
Changing Profile Settings

Changing Your Profile Settings

From the Settings link

Use this to change digest settings and email options.

Steps	Screenshot
1. Click the **Settings** link at the top of your Mahara page.	Abraham Lincoln	Settings ✎ ✉ 0	Logout
You will enter the **Settings** page.	
This page includes tabs for **Settings** and **Notifications**.	Settings Notifications

2. Settings tab

Step	Screenshot
a) Click the **Settings** tab.	
You will see the page below.	
b) Click **Save** when your changes are made.	Save

Settings ⓘ

Delete

General account options

Friends control	○ Nobody may add me as a friend ◉ New friends require my authorisation ○ New friends are automatically authorised ⓘ
HTML editor	☑ ⓘ
Disable email	☐ ⓘ
Messages from other users	○ Do not allow anyone to send me messages ○ Allow people on my friends list to send me messages ◉ Allow anyone to send me messages ⓘ
Show controls to add and remove columns when editing a page	☐ ⓘ
Enable multiple journals	☐ By default, you have one journal. If you would like to keep more than one journal, check this option.
Maximum tags in cloud	20 Maximum number of tags to display in your tag cloud
Homepage information	☑ ⓘ Display information about how to use Mahara on the homepage.
	Save

General Account Options (Settings Tab)

Field	Description
Friends control	This option allows you to select who may add you as a friend on Mahara. Your options are: • Nobody may add me as a friend. • New friends require my authorisation – You must approve new friend requests before you will show up in their friends list. • New friends are automatically authorised – Anyone may add you as a friend without your permission.
HTML editor	The default for this field is checked. This will show a WYSIWYG text editor for fields requiring lots of text (the **Introduction paragraph** field, for example).
Disable email	You will not receive emails from Mahara if this is checked.
Messages from other users	This specifies who may send you messages in Mahara, besides administrators. Your options are: • Do not allow anyone to send me messages. • Allow people on my friends list to send me messages. • Allow anyone to send me messages.
Show controls to add and remove columns when editing a page	If this is checked you will see a row with the following when you edit your page: This will add (green plus symbol) or remove (red X) columns from your page.

Note

It is suggested you leave this field checked.

Note

Click the **i** inside the blue circle to access help.

Field	Description
Enable multiple journals	One journal is the default setting for this option, but you may check this field if you would like separate journals for each course.
Maximum tags in a cloud	A tag cloud will appear when you add tags to files or pages. This limits the number of tags that will show in the field.
Homepage information	The default option is checked. Information about how to use Mahara will display on your **Dashboard** page when it is checked.

Term

Tag cloud: This is a visual representation of the tags in your profile. The larger a tag, the more often it is mentioned.

(Example: "Note" and "term" could be tags used in this User Guide. Note would be bigger because it has been used more often.)

It is called a cloud because it is usually displayed as a grouping of words in one clump, like a cloud.

Note

It is suggested you leave this field checked.

3. Notifications tab

Step	Screenshot
1. Click the **Notifications** tab.	Settings **Notifications**
You will see the **Notifications** page.	
2. Once you have made your changes, click **Save**.	Save

Note

If you have disabled e-mail in the **Settings** tab, you will see a message across the top of this tab alerting you that sending e-mail has been disabled.

Note

All types of events listed above have the same three options:

- **E-mail:** You will receive an e-mail each time the event occurs.
- **E-mail digest:** each day with a list of the activities in the last 24 hours at your primary e-mail address.
- **Inbox:** Your Mahara notifications area will display a list of activity notifications received.

Notifications page settings

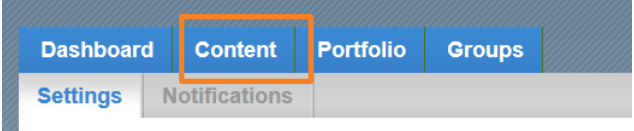| Event	Options
System message	This option will send you automatically generated messages by Mahara or its administrators.
Message from other users	This option will send you messages that are sent to you from other people on Mahara directly.
Watchlist	This option will notify you about anything that you are monitoring on Mahara, such as an artifact, page, or journal,.
New page access	This option will notify you when you or group(s) to which you belong have been given access to a new page or a page that wasn't previously accessible.
Institution message	This is option will notify you of a message from your school.
Group message	This option will notify you of a message to or from a group you belong to.
Feedback	This option will notify you when an artifact, page, or journal you have posted receives feedback on Mahara.
New forum post	This option will notify you when someone posts to the news forum on Mahara.

Term

Artifacts: Files that you have uploaded to your pages (Mahara spells the word **artefacts**).

From the Content Tab

Use this to change general information such as your name, e-mail address, profile picture, etc.

Step	Screenshot
a) Click the **Content** tab.	Dashboard **Content** Portfolio Groups Settings Notifications

Note

You may access this tab from any page in Mahara.

There are seven tabs within the Content tab; some have third-level tabs within them.
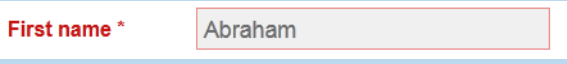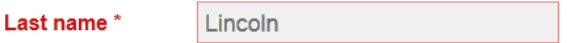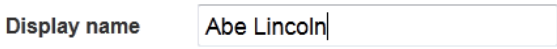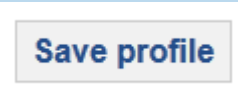
The Profile Tab

2. About Me tab

Step	Screenshot	
a) Click the first tab, **About me** .	See above	**Note** Information from this area is displayed to anyone who can access your portfolio.
b) Enter your **First name*.**	First name * Abraham	
c) Press the Tab key on your keyboard to move to the next field.		
d) Enter your **Last name**.	Last name * Lincoln	

Step	Screenshot
e) Enter a display name (optional).	**Display name** Abe Lincoln
f) Click **Save profile** to save any changes you have made.	Save profile

Term

This name appears by default for items you upload or create. The program will default to using your full name unless you create a display name here.

Use this if you would prefer a nickname to be displayed instead.

3. The Contact Information Tab

Step	Screenshot	
a) Click **Contact Information** under the **Profile** tab.		**Note** Information in this tab is private until you include it in a page to share with others, such as your profile. Once you share it on that page, the information is accessible to anyone to whom you have given permission to view the page.
You will see the **Contact Information** tab.	See above	

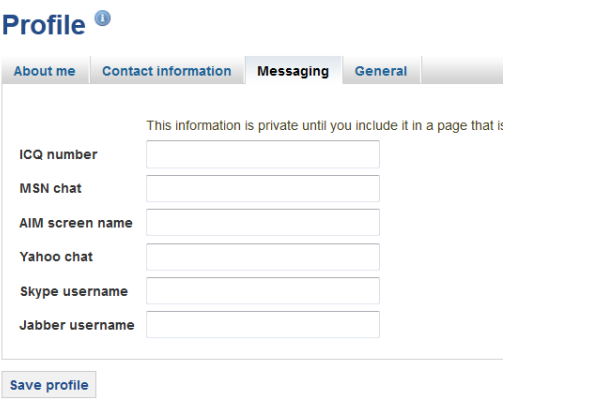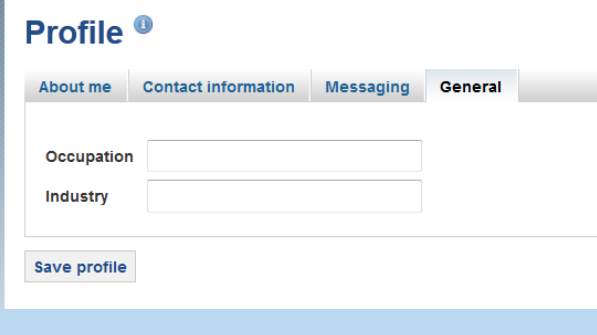| Step	Screenshot
If you have multiple e-mail addresses on this account, you will see them listed in the **E-mail address** field. b) Click the radio button next to the one you wish to use as your primary Mahara e-mail.	
Official website address **Personal website address** **Blog address**	These are websites that you could link to your LinkedIn, Facebook accounts, or to any blog account, such as WordPress. Official web site address Personal web site address Blog address
Postal address **Town** **City/region** **Country**	Postal address Town: Washington City/region: Country: United States
Home phone **Business phone** **Mobile phone** **Fax number**	Home phone Business phone Mobile phone Fax number
c) Click **Save profile** when you are finished editing this section.	Save profile

Note

This is optional information. It is available to anyone who can view your Mahara profile.

This information may also have been copied over from your course. If it has, you may delete the information you do not wish to share and then save this profile.

4. The Messaging & General tabs

Step	Screenshot
The **Messaging** tab contains instant messenger information.	**Profile** ⓘ About me Contact information **Messaging** General This information is private until you include it in a page that i: ICQ number [ ] MSN chat [ ] AIM screen name [ ] Yahoo chat [ ] Skype username [ ] Jabber username [ ] Save profile
The **General** tab fields contain your occupational information.	**Profile** ⓘ About me Contact information Messaging **General** Occupation [ ] Industry [ ] Save profile
a) Click **Save profile** when you have finished editing this section.	Save profile

Note

Information in this tab is private until you include it in a page to share with others, such as your profile.
The information is accessible to anyone you give permission to view the page once it is shared.