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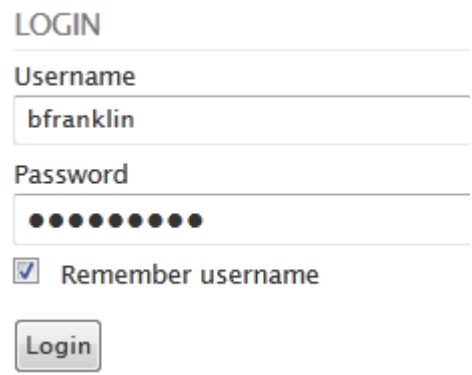
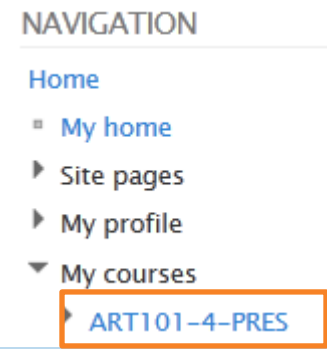

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Mahara 1.5 Student User Guide Creating a Page

Creating a Page

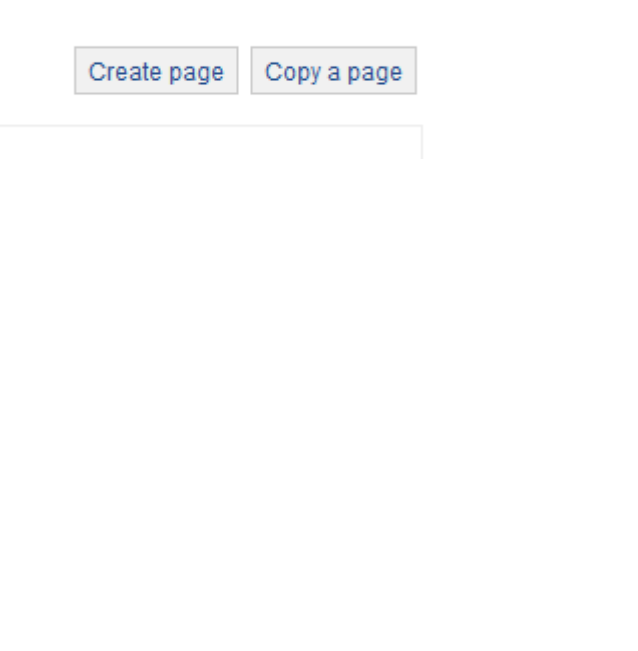

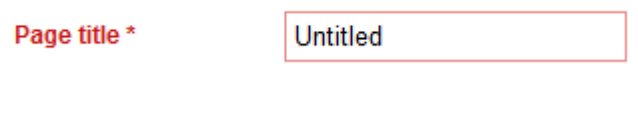
Steps	Screenshot
1. Log in to your account.	
2. Use the course link in the My courses menu in the Navigation block to access your account.	
3. Click the link in the course outline to access the activity.	

Steps	Screenshot
<p>4. Click here in the line that starts "Select one of your Home Mahara portfolio pages..."</p>	
<p>This will open the Mahara dashboard.</p>	
	
<p>5. Click pages in the Organise section.</p>	
<p>You will see the Pages screen.</p> <p>A list of pages you have previously created in your Mahara portfolio will appear.</p>	



Note

Dashboard page and **Profile page** are defaults created for you. You can edit the layout of both pages if you would like. You can also create a page for each class that uses a Mahara portfolio or put them all on one page. Instructors will only be able to see items you submit.

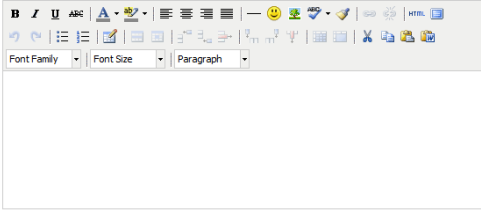
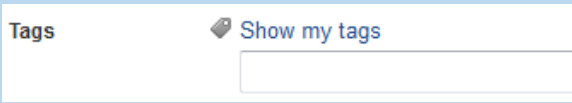
Steps	Screenshot
<p>Create a page to submit files via uploading.</p> <p>6. Click Create page in the upper-right hand corner of the Pages page.</p>	
<p>You will enter the Untitled page.</p>	
<p>7. Click inside the Page title field and enter a title for your page.</p>	



Note

You are submitting the page as your assignment. For each assignment, you'll create a page in Mahara, upload that file to the assignment's page and then submit it in Moodle.

Create page if you have not done so yet. Then come back to **Submitting an Assignment** as the last step.

Steps	Screenshot
<p>8. Click the Page description field to give the page a description.</p>	
<p>Use the Tags field to tag your page to make it easier to classify or search for information. Separate tags using a comma.</p>	
<p>Edit how your name is displayed (full name, nickname, etc.) by clicking the arrow in the Name display format field. Your full name will appear by default.</p>	



Note

This is a WYSIWYG text editor. This means that what you type in the field is how it will appear when displayed. You can change the font, its size, color, and family. You can also add emoticons and pictures.



Note

Click **Show my tags** to display tags you have already created within your Mahara portfolio. Names, places, generic titles (like commander, or battle), etc. are examples of tags.



Term

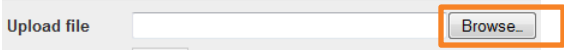
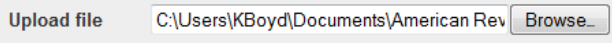
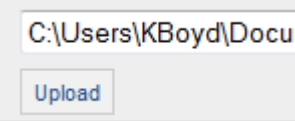
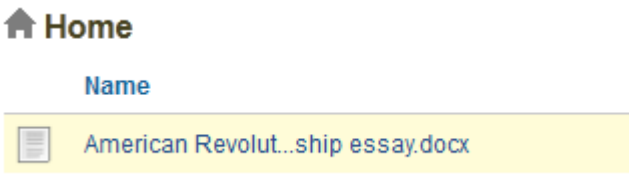
Tag: A label that may also be searched and linked when others use the same tag.

Steps	Screenshot
<p>Insert a place to upload your file.</p> <p>There are different place holders. You will most likely use the ones from the Files, Images and Media tab.</p>	 <p>Files</p> <p>Folders</p> <p>Images</p> <p>HTML file</p> <p>Media (audio, video)</p>
<p>9. For this example, we upload a Word document. Click and drag the folder with the files in it into your page.</p>	
<p>You will see the File(s) to download: Configure page.</p>	
	
<p>10. Give the block a title by entering text into the Block title field.</p>	<p>Block title</p> <p>Revolution Leadership paper</p>



Note


A description underneath the icon bar will appear if you mouse over each icon.

Steps	Screenshot
11. Click Browse at the end of the Upload file field.	
<p>This opens the Upload file window on a PC or the () window on a mac.</p> <p>12. Select the file you want to upload.</p> <p>The file name will appear in the Upload file field.</p>	
13. Click Upload .	
The file appears below Home .	



Note

Click **Upload** before you **Save** at the bottom of the window or you will have to close out of the **File(s) to download** window and start over. You can, however, select the file from the list under **Upload** as it will have been uploaded.

Steps	Screenshot
14. Click Save .	
<p>The Save button will change to Processing and then you will see the page you created (in this example American Revolution Leaders essay) with the file listed in the main part of the page.</p>	



Note







If **Processing** appears instead of **Save**, you clicked **Save** before clicking **Upload**. Click the **X** in the upper-right hand corner of the **File(s) to download** window and start from Step 9.

American Revolution Leaders essay


[Edit title and description](#)
[Edit layout](#)
[Edit content](#)
[Display page »](#)
[Share page »](#)

Drag and drop content blocks from the tabs below to create your page.

[Files, images and video](#)
[Journals](#)
[General](#)
[Profile](#)
[Résumé](#)
[External content](#)

File(s) to download: Select files for people to download





Note




The file you submitted will show up in Moodle even if the instructor deletes the assignment. After it is submitted you will not be able to resubmit unless the instructor allowed for that when they set up the assignment.

You may edit the file until you submit it. Edit by using



the gears button or delete by using the **X** button.



Steps	Screenshot
15. Click Done .	
<p>You will return to the Pages page. The page you just created will be listed.</p>	
<p>You will see this file the next time you open your Moodle portal and enter your course page.</p>	



Note

Edit pages by clicking the



pencil button

Delete pages (with the exception of **Profile** and **Dashboard**) by clicking the **X** button.



Note

You can return to your **Home** page from Mahara once you have created your assignment page by clicking the **Dashboard** tab, then clicking the link to your course in the **Personal information** block.

[Abe Lincoln](#)

You have logged in from training.