Mahara 1.5
Student User Guide
Basic Navigation

Basic Navigation

The Dashboard Page

	Area	Description
1.	Navigation tabs	Move between the different main areas of Mahara here: • Dashboard • Content • Portfolio • Groups
2.	Username	Abraham Lincoln Click this to access your profile page.
3.	Settings	Settings Click **Settings** to access your account settings and to adjust notifications.
4.	Inbox	0 Click the envelope icon to access your Mahara inbox.
5.	Logout	Logout Click **Logout** to logout of Mahara.

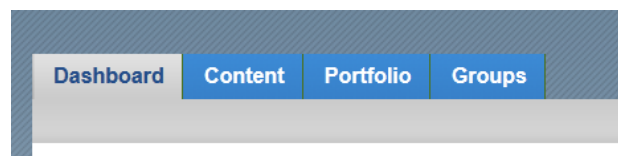| Area	Description
6. Quick Links	These blocks in the center of the Mahara page allow you to access certain areas of Mahara. You can: • Create and collect • Organise • Share and network
7. Latest pages	This displays recently accessed pages.
8. My pages	This displays current portfolio pages in your Mahara portfolio.
9. Personal information block	This contains dynamic information that displays your profile link, profile picture, groups, and friend or group invites you have received.
10. Online users	This displays people who have been logged in within the last 10 minutes. This may be users from your school or all of Mahara.

Note

Click the **X** in the upper-right corner of **Share and network** to hide this section.

Click the **Settings** link in the upper right-hand corner of your Mahara window to show these blocks again. Then click next to **Display information about how to use Mahara on the homepage.**
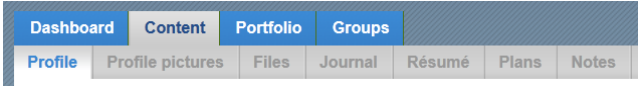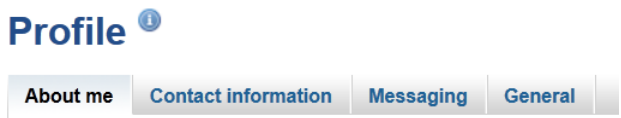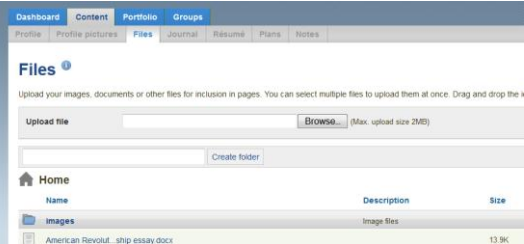
There are different levels of tabs within Mahara.
The first level is:
• Dashboard
• Content
• Portfolio
• Groups

Content tabs

Area	Description
Second level of tabs for the **Content** tab	
Profile tab (see Changing Your Profile Settings)	Go here to change your contact information; Tabs here include: • **About me**: First and last name as well as display name • **Contact information**: Web address information, postal address information, and phone numbers. • **Messaging**: Instant messaging contact information. • **General**: Current occupational information.
Profile pictures (see Adding a Picture)	Add or delete profile pictures here.
Files	All the files in your Mahara portfolio are listed here. You may upload files as well as edit and delete. This will also show you files you have submitted.
Journal	Your journal entries are here. You have one journal enabled by default. Enable mulitple journal entries on the account settings page.

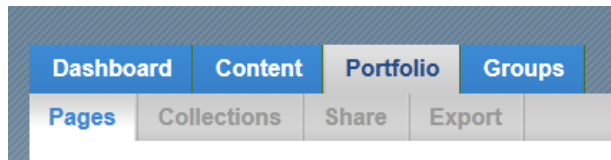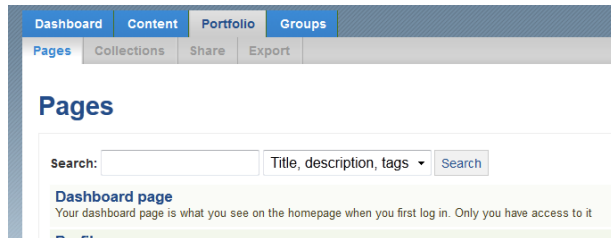| Area	Description
Résumé	Build your résumé using the tabs in this second-level tab. It also stores a cover letter.
Plans	Use this area as a "to do" list, adding plans for different projects and then adding tasks to those plans.
Notes	Add HTML sticky notes into each of your pages by dragging and dropping them into a block. Notes will appear here as well.

Portfolio tabs

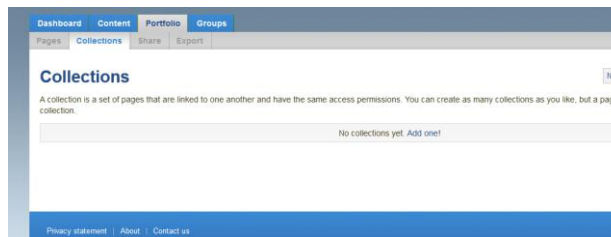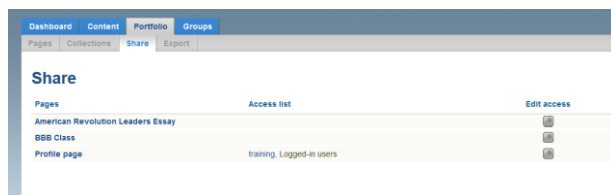| Area	Description
Second level of tabs for the **Portfolio** tab	
Pages	 This lists all your portfolio pages.
Collections	 Collections are linked pages. Pages inside the collection have the same access priviledges as the collection. You can have multiple pages in a collection but pages can only be in *one* collection at a time.
Share	 Use this tab to share your pages with people outside of Mahara using the **Edit access** button or the **Secret URL** button.
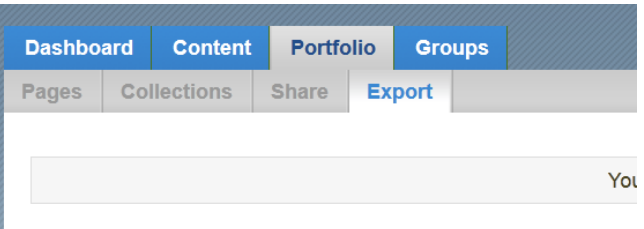
Tip

This organizes pages that belong to the same course.

For example, your American history class might have an American history collection with a Causes of the American Revolution essay page, American Revolution leaders essay page, Major Battles project page, etc.

Note

Click The **Secret URL** button to Share With someone outside of Mahara, then Click **Add** in the **Secret URLs: Page name** window. You will receive a link that you can copy and paste in an email. A number will appear next to the **Secret URL** button showing how many secret URLs you have made for this page.

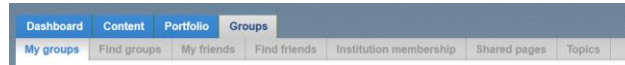| Area	Description
Export	Export your portfolio to save and take elsewhere if you have a zip program installed on your computer.

Term

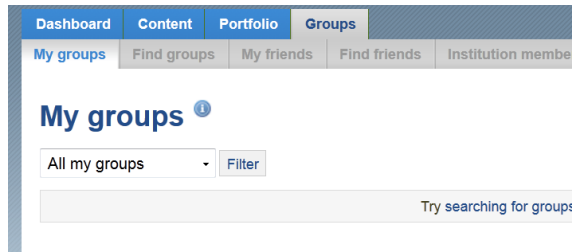A zip program compresses a number of files into a smaller "zipped" file that can be saved or sent via e-mail.

Groups tab

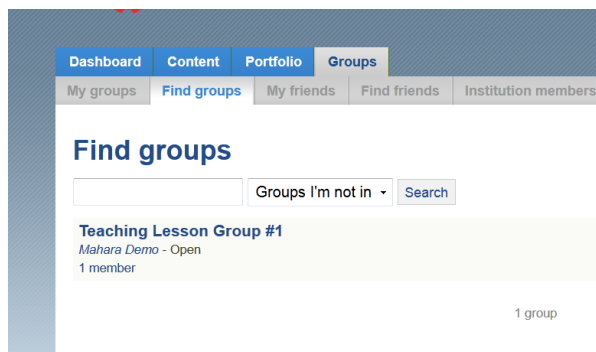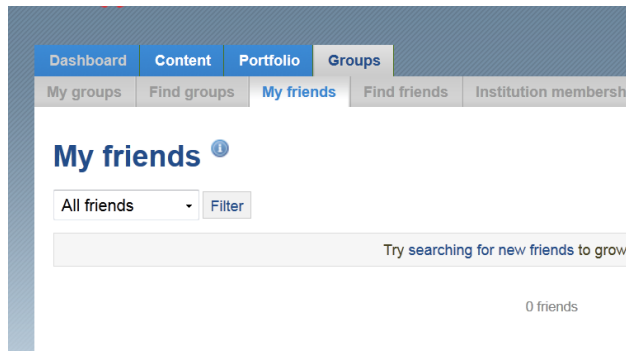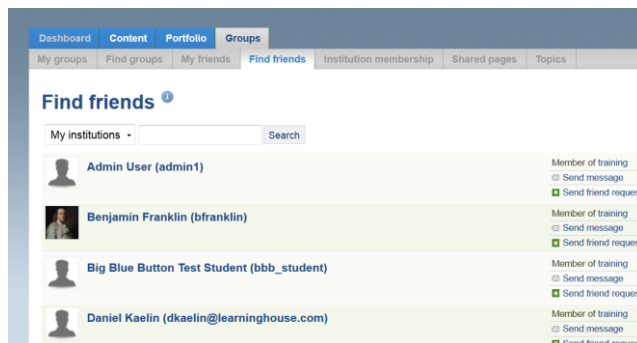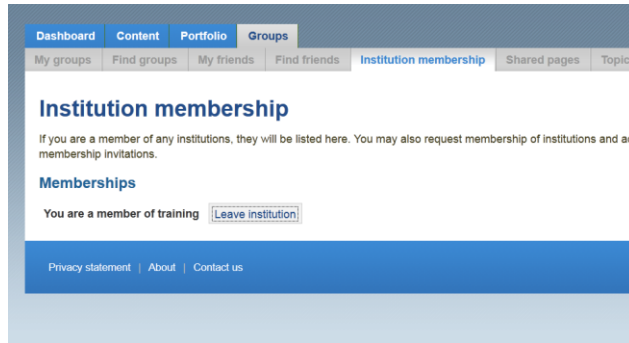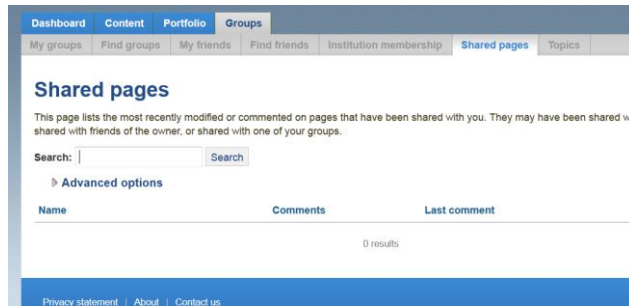| Area	Description
Second level of tabs	
My groups	 See what groups you have joined.
Find groups	 Search for groups to join.
My friends	 See a list of your current friends on Mahara.
Find friends	 Search for friends and send friend requests.

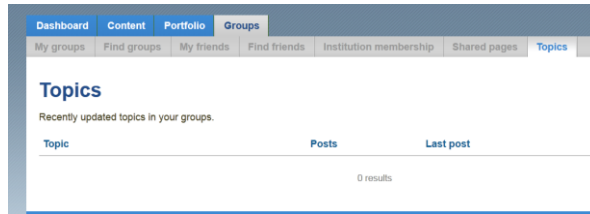| Area	Description
Institution membership	 See what schools you belong to.
Shared pages	 See pages that have been shared with you and groups you belong to. This also shows recent modifications.
Topics	 This shows recently updated topics in your groups.