



LEARNINGHOUSE®

Your Online Education Partner

LearningHouse.com

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Louisville, KY 40202

(502) 589-9878

Mahara 1.5


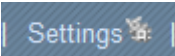
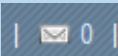
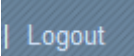
Student User Guide

Basic Navigation

Basic Navigation

The Dashboard Page

The screenshot shows the Mahara LearningHouse dashboard. At the top left is the LearningHouse logo. A navigation bar contains tabs for Dashboard, Content, Portfolio, and Groups, with 'Dashboard' selected and a '1' next to it. In the top right, the user's name 'Abraham Lincoln' is displayed next to 'Settings', '0' (in an envelope icon), and 'Logout'. Below this is a search bar with 'Search users' and a 'Go' button, with numbers '2', '3', '4', and '5' indicating the search area. The main content area is titled 'Welcome' and includes a paragraph of introductory text. Below this are three columns: 'Create and collect' (with icons for 'Update your profile', 'Upload your files', 'Create your résumé', and 'Publish a journal'), 'Organise' (with a central icon and text 'Organise your portfolio into pages...'), and 'Share and network' (with icons for 'Find friends', 'Join groups', 'Control your privacy', and 'Discuss topics'). A '6' is placed below the 'Organise' section. On the right side, there is a user profile for 'Abraham Lincoln' with a '9' next to it, and a section for 'Online users' showing 'Abraham Lincoln (training)' with a '10' and a 'Show all online users' link. At the bottom left, there are sections for 'Latest pages' (listing 'American Revolution Leaders Essay' and 'BBB Class' with a '7') and 'My pages' (listing the same two items with an '8'). At the bottom right, there are sections for 'Recent activity' (listing 'Institution membership confirmation') and 'Topics I'm following' (with 'No messages').

Area	Description
1. Navigation tabs	Move between the different main areas of Mahara here: <ul style="list-style-type: none"> • Dashboard • Content • Portfolio • Groups
2. Username	 Click this to access your profile page.
3. Settings	 Click Settings to access your account settings and to adjust notifications.
4. Inbox	 Click the envelope icon to access your Mahara inbox.
5. Logout	 Click Logout to logout of Mahara.

Area	Description
6. Quick Links	<p>These blocks in the center of the Mahara page allow you to access certain areas of Mahara. You can:</p> <ul style="list-style-type: none"> • 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

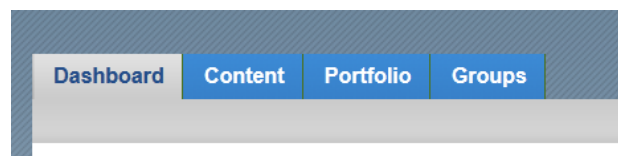
Click the **X** in the upper-right corner of **Share and network** to hide this section.

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**.

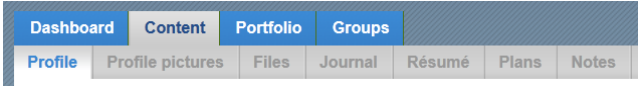
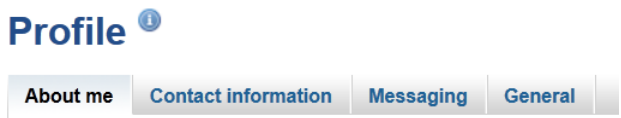

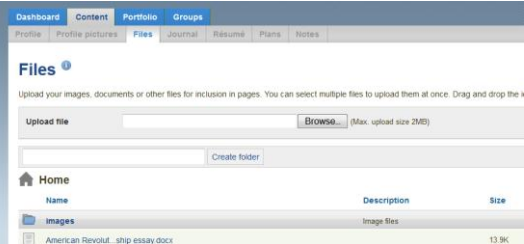

There are different levels of tabs within Mahara.

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)	 <p>Go here to change your contact information;</p> <p>Tabs here include:</p> <ul style="list-style-type: none">• 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)	 <p>Add or delete profile pictures here.</p>
Files	 <p>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.</p>
Journal	 <p>Your journal entries are here. You have one journal enabled by default. Enable multiple journal entries on the account settings page.</p>

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.

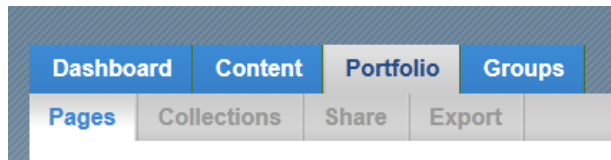
Notes

Add HTML sticky notes into each of your pages by dragging and dropping them into a block. Notes will appear here as well.

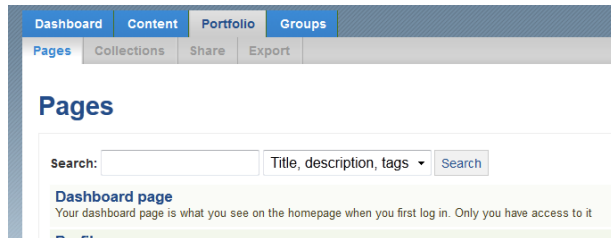
Portfolio tabs

Area	Description
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Second level of tabs for the **Portfolio** tab

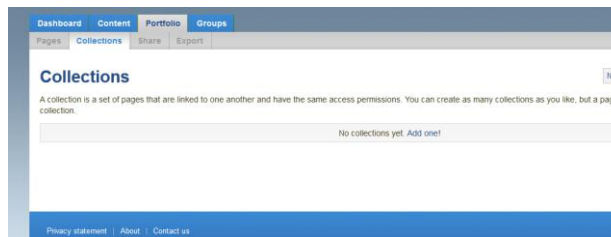


Pages



This lists all your portfolio pages.

Collections



Collections are linked pages. Pages inside the collection have the same access privileges as the collection. You can have multiple pages in a collection but pages can only be in one collection at a time.

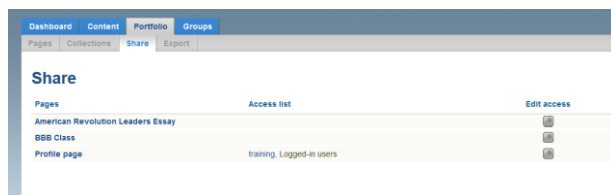


Tip


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.

Share



Use this tab to share your pages with people outside of

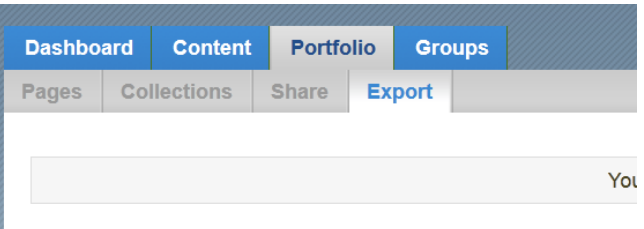
Mahara using the **Edit access** button  or the **Secret**

URL button. 



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	 <p>The screenshot shows a web application interface with a navigation menu. The menu items are: Dashboard, Content, Portfolio, Groups, Pages, Collections, Share, and Export. The 'Export' item is highlighted in blue. Below the menu is a large empty text area with the text 'You' visible on the right side.</p>

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



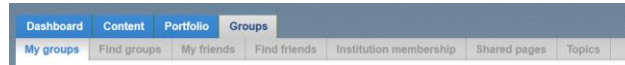
Term

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

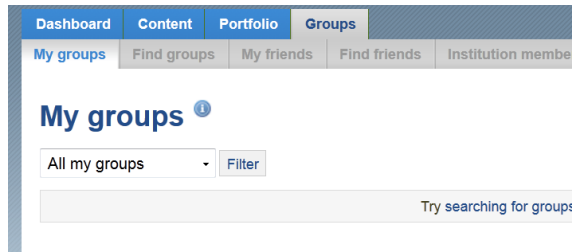
Groups tab

Area	Description
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Second level of tabs

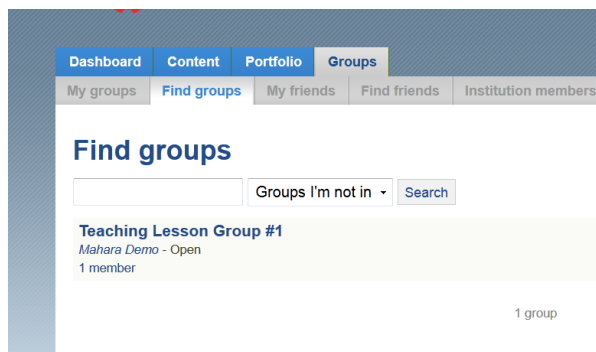


My groups



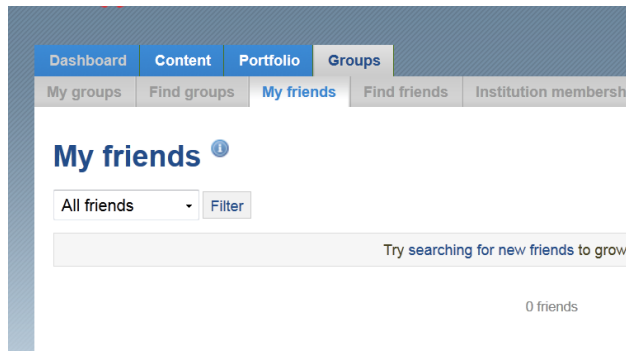
See what groups you have joined.

Find groups



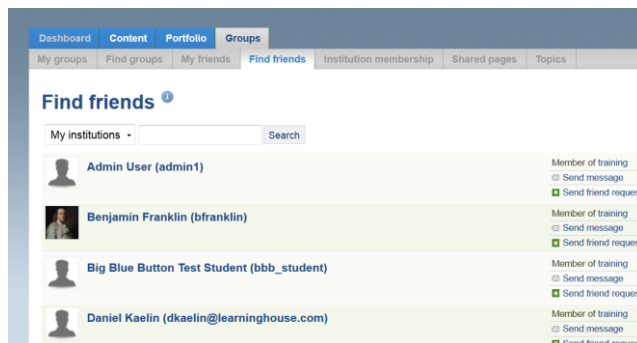
Search for groups to join.

My friends



See a list of your current friends on Mahara.

Find friends

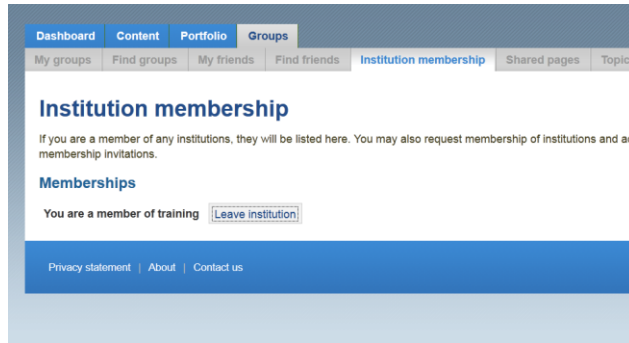


Search for friends and send friend requests.

Area

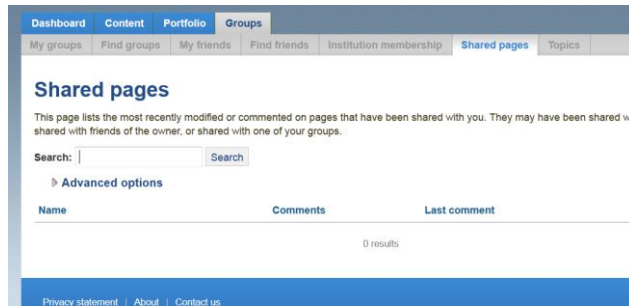
Description

Institution membership



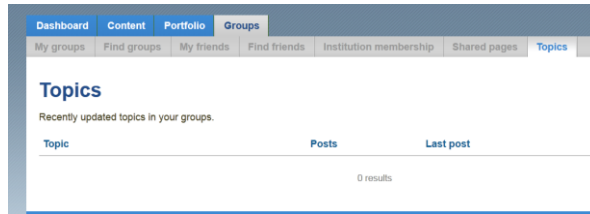
See what schools you belong to.

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.