

UHI-Mahara is a fully functional ePortfolio system with social networking features. In UHI-Mahara, you can:

- Keep a reflective blog of your own learning. You also have the option to share this with your tutor.
- Start compiling your curriculum vitae. This can be presented to prospective employers.
- Keep a blog of your research activities which you can adapt to present your research findings.
- Create a group with your peers in order to collaborate on projects.
- Keep a plan for keeping on track with assignments and study.
- Create a group for extra-curricular clubs which you can use to notify your colleagues and/or the general public of events etc.
- Create a slideshow and accompany it with audio narration.
- Publish a collection of related pages with a navigation tab.
- Have an online exhibition of your creative work.
- Export your curriculum vitae as a PDF file using the Europass standard layout so that it can be easily understood throughout Europe.
- Create your own Language Passport which can be included in your résumé or saved as a separate document.
- Whilst on work experience, use a blog or a group to keep your tutors informed of your progress.
- Take your UHI-Mahara content with you if you move on to further education or to work.

UHI-Mahara Users' Group

Feel free to join the UHI-Mahara Users' Group. This is an open group and you will find training material there to help you get started. You can also post questions on the forum if you have specific questions.



The University of the Highlands and Islands is committed to enhancing your student experience. If you would like to give us any feedback on any aspect of your time with us, simply press the red button. You will find the link by clicking on 'Students' on the UHI Home Page <http://www.uhi.ac.uk> and then clicking on the 'Support' section.



Getting Help

Your course tutor is a great source of help and assistance. If you are studying in one of the UHI Colleges or Learning Centres then the College Librarian or Learning Centre Manager will be happy to assist you. If you are studying from home then you can call your tutor, the UHI Subject Librarian or your student adviser.

UHI Helpdesk

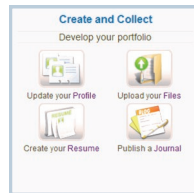
UHI provides a Helpdesk Service for all students. You should think of Helpdesk as your first port of call for any technical queries you may have. Our friendly and highly skilled staff are there if you need help. Helpdesk is open from 0900 - 1700 Monday to Friday. You can email 150@uhi.ac.uk, call 150 from an internal phone or call 01463 279150 from an outside line. Please remember to provide your student ID and a summary of your enquiry and a contact number if necessary.



① COLLATE CONTENT

When you first log onto UHI-Mahara, you will see the box shown below which guides you in the use of Mahara. This is equivalent to the 'Content' tab at the top.

When you click on the 'Content' tab, look for grey sub-tabs just underneath and use these to enter your contact information, profile and résumé etc.

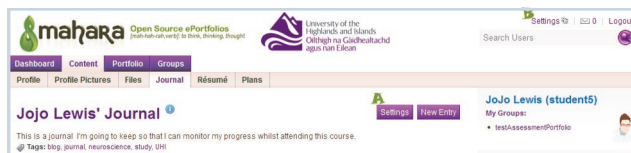


Files

Each user of UHI-Mahara has a file space where images and documents etc can be uploaded and used in an ePortfolio. When you have confirmed that you have appropriate permissions to upload and use the file, the 'Browse' button will become available.

Journals

Each user of UHI-Mahara is automatically given a journal or blog at first logon. You can click on the 'Settings' (A) button to change the name, and insert a description and tags.



It is also possible to have more than one blog so that you can have a personal blog and one related to your learning experience. Multiple blogs needs to be switched on and this is done using the 'Settings' at the top right of the page (B). Tick 'Enable multiple journals' on the next page, followed by 'Save'.

Dashboard

Your dashboard is the first page you see when you logon and equates to your home page. No-one else sees it. When people click on your name, they see your profile page.

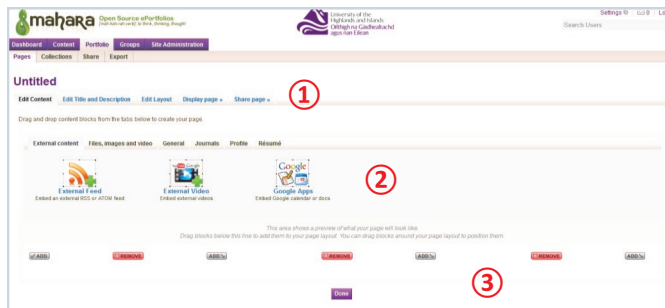
If you click on 'Portfolio', you can edit your dashboard and profile pages by clicking the pencil icon beside them.

② PREPARE PORTFOLIO

The box seen to the right, which is on your dashboard when you first log on, is equivalent to the 'Portfolio' tab at the top of the screen.

The 'Portfolio' tab is for creating, organising and sharing pages.

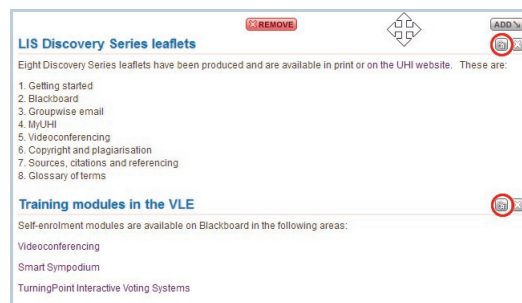
Click the 'Create Page' button to create a new page.



By clicking on the 'Edit Title and Description' and 'Edit Layout' tabs shown at 1 above, you can give the page a name and choose the type of layout you wish. The default layout is three columns.

You can place material on the page by dragging the building blocks (at 2 above) down into the white area at 3. When you release the mouse button, you will have an opportunity to put content into the building block.

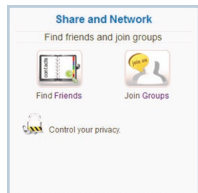
Content placed on pages can be edited by clicking on the buttons circled in red in the image below, or deleted altogether by clicking on the button beside it. It's also possible to move content blocks around the page by grabbing in their header area. The 'Remove' button deletes the column and the 'Add' button inserts a column.





③ SHARE

Having assembled all of your content, and displayed it on pages, you may then share it with selected people and you can use either the box shown below or the 'Portfolio' tab, followed by the 'Share' sub-tab.

Your pages will be displayed in a list and there will be two buttons to the right of each:



1. Secret URL  is used to get a link to the page which can be emailed to someone who will then be able to view the page.
2. Edit Access  gives you a number of options for sharing:
 - Public means "the internet" and the page's content would be searchable;
 - Logged in users would mean public within UHI;
 - Friends means all of your friends;
 - All my groups is self-explanatory and, if you are a member of a group, it will be shown under this option so it is possible to share with one group;
 - Share with other users and groups is probably the most useful. When you click this link, you can search through the list of UHI-Mahara users to find the person you wish to share with.

There are also options to share for a specific time period only.

Look under 'Advanced Options' if you don't want people to add comments to your pages that you've shared.

Groups

You can create a group if you are working with colleagues on a project. A group will give you one forum to start with but you can add more and groups have their own pages (with fewer options) and their own filespace.

If you wish to create a group for an extra-curricular activity, it would be a good idea to check if anyone else has created a suitable group already by using the 'Find Groups' sub-tab.