Welcome to this short video introduction to Amhara for students

Mahara is an ePortfolio which supports reflective lifelong learning. It can be used for both individual and group work, for creating learning journals, placement reports and resource portfolios amongst others. Practically, it allows you to create or upload learning objects such as files, images, journals, plans, collectively referred to as artefacts, group them into pages and share the resulting portfolio with people to demonstrate personal development and for assessment.

Think of Mahara as an art gallery, or museum with a basement that you have filled with artefacts, that are then carefully curated into permanent or temporary exhibits, with labels saying where they came from, and why. Visitors are invited in from near and far. For group work, Mahara can be thought of more as a music hall, with a private backstage area where you work with your group to develop different performances and interpretations, testing out and sharing ideas.

Build your portfolio by uploading and creating your artefacts, recording your development over time, then choose your best work to add to a page or collection of pages, before sharing or submitting via moodle.

Login to Mahara via Mahara.warwick.ac.uk or myportfolio.warwick.ac.uk – you will see Mahara and myportfolio used interchangeably at Warwick. Click on the Login to myportfolio link on the top right hand side and sign in using your Warwick username and password. This will open the Mahara dashboard.

Use the shortcut buttons to access the Create area, where you add and manage pages; Share, where you can see items shared with you and that you have shared; and Engage, where you can find or create groups to work with.

At the top of the page, you can access the Inbox where you will receive messages relating to your Mahara account.

Use the profile menu to add personal information and a profile picture that can be shared to a public profile page.

Finally, the main menu gives access to upload files, record your progress in a reflective journal, use the simple but effective planning tool to create and complete tasks, and organise your artefacts by adding tags or metadata.

It also has links to the Share and Engage sections, and a Manage section, where you can export your portfolio when you leave Warwick.

We will quickly go through the stages of creating your first portfolio – uploading a file artefact, creating a page and adding the artefact, and seeing how this is shared.

Uploading files to Mahara requires you to check a box to say that you have permission to use them and then you can browse or drag and drop them for them to be added to the files storage area where they can be renamed and tagged.

Click on Create to access the pages and collections section, then on add, new page.

Add an artefact to the page by dragging the add a block icon from the top right onto the page and then choose the artefact type from the extensive list of blocks that are available such as an embedded PDF which you choose from the files section. You can also add text, images, embed external videos and many more.

Blocks on the page can be resized, moved, and deleted.

Click on the Monitor icon on the right to preview the page as other people will see it when shared. Until the page is shared, it and all your artefacts are private.

Share the page by clicking on Create, and then on the padlock icon. Create a secret URL to share the page with anyone who has the link, or share it with individuals at Warwick.

For more help with Mahara, please see our general Mahara how to guides, and Student Mahara guides which support common tasks such as copying a Mahara template provided by a tutor and submitting a Mahara portfolio to a Moodle assignment. For any other enquiries, please email [mahara@warwick.ac.uk](mailto:mahara@warwick.ac.uk)

Thank you for watching this video introduction, we hope that you enjoy using Mahara.