

# ***Mahara at Sage: F.A.Q.***

## **1.What is Mahara?**

Mahara is Sage’s e-portfolio. Developed in New Zealand, “mahara” is the Maori word for “to think, thinking, thought.” It is free to Sage students. Your portfolio will remain indefinitely, giving you continued access throughout your career. As long as you login at least once every ten years, your portfolio will remain active in the system, and you can continually, update, revise and amend it.

## **2.How do I access Mahara?**

Access Mahara by clicking on the link in the upper-right hand of the Sage Moodle homepage; access the Moodle homepage by clicking the tab in Campus Cruiser. Once you have clicked on the Mahara link the first time, you are automatically added to the Mahara database; no other registration is required. No login is required for Mahara as logging in to Moodle gives you access to Mahara as well.

## **3.How do I create a portfolio?**

The My Portfolio tab is the place where you can start uploading files, adding Blogs and arranging resources, or Artefacts, into Views for different audiences, or simply for your own records.

## **4.What is a “View” and how do I create one?**

A View is a collection of Artefacts, encompassing selected files, Resumé details and Blogs of your choice. A View can be kept private or shared with any number of Groups or individuals as you wish. You may create as many different Views as you like and reuse your Artefacts in multiple Views.

**Clicking on Create View** launches a 3-step process by which you can create a collection of your work and information as a View:

- Step One: Details—Give your View a title and description; click on Create View and give the new View a title
- Step Two: Layout—Using drag and drop, arrange selected Artefacts as a View; drag items you wish to include in the new View from the grey-bordered box and drop them below that box and then choose the individual items to include
- Step Three: Access—Assign access rights to groups or individuals if required ; the person to whom you are giving access must be added as a Friend first. If you are preparing a View as part of a requirement or presenting evidence of work, you will need to edit View Access in order to give access to those who wish to assess your View. In the View, click on Edit View Access and follow the steps to find the person in Mahara you wish to give access to. Add Public to Access and the View URL can be sent to anyone outside Sage.

## **5.The Lingo**

<b>Mahara calls it . . .</b>	<b>We call it . . .</b>
My Portfolio	File Cabinet
My View	Individual File Folders
Artefacts	Individual items in folders

## **6.Helpful Online Tutorials**

- Ellen Murphy’s discussion of Mahara: <http://recordings.dimdim.com/view/97305d98-fb20-102b-a126-003048944478> 69 minutes
- An Introduction to Mahara: <http://www.scivee.tv/node/6372> (neat New Zealand guy narrates) 4.5 minutes