Mahara – Building your Portfolio
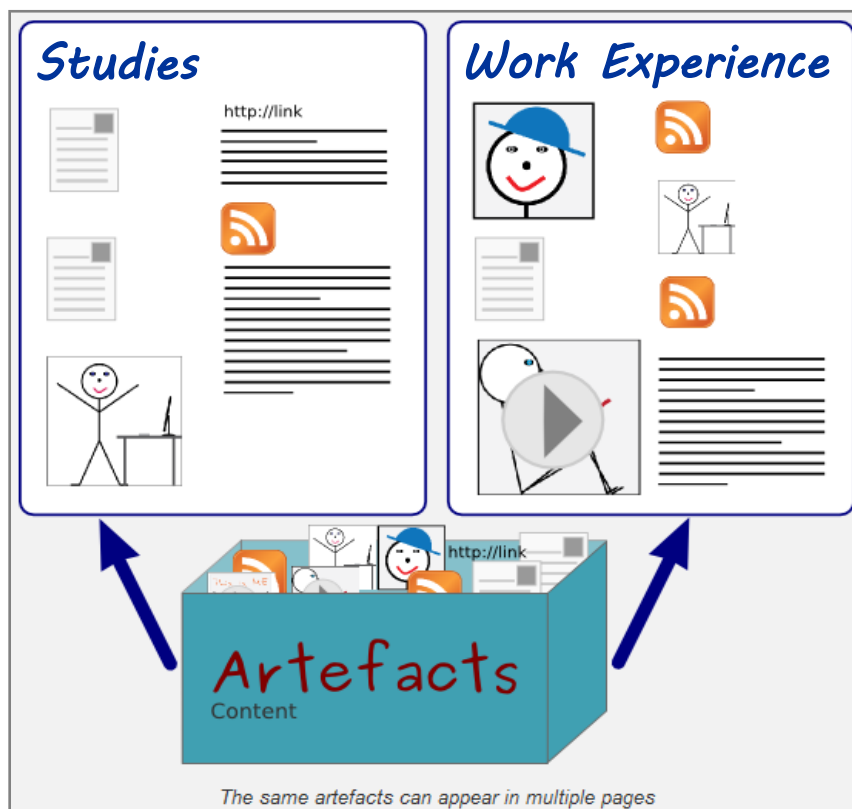
Library and Learning Support

Overview

A Portfolio is made up of a collection of **pages** that contain a selection of *artefacts* which you arrange and present to others.
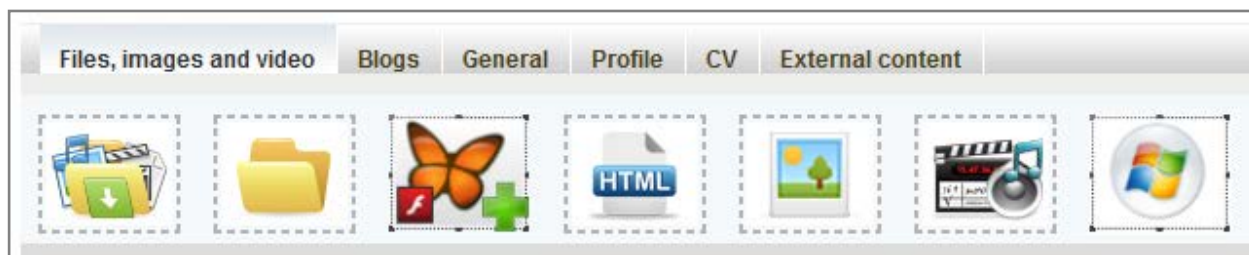
These may include:

- Selected files and images
- Videos and audio files
- Curriculum vitae details
- Text (your added commentary)
- Journal posts
- RSS feed to an external blog
- etc.

You can re-use the *artefacts* that you have collected under **Content** in as many pages as you wish.

Creating a new page

- From the **Portfolio** tab under **Pages** click the **Create page** buttonGive the page a **title** (required) and **description** (optional) and click **Save**
- On the **Edit content** tab drag and drop content blocks from the available tabs to create your page

- Content blocks are available on each of the content type tabs; **Files, images and video, Blogs, General, Profile, CV and External content**
- When the page is finished click **Done**. You will return to the **Pages** tab click on **Create page** to add another page
- Continue to build pages as required for your Portfolio, these can then be added to a **Collection**.

Creating a collection

A **collection** is a set of pages that are linked to each other and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

To build a collection:

1. From the **Portfolio** tab under **Collections** click the **New collection** button
2. Add a **Collection name** (required)
3. **Collection description** (optional): You can write a short description about your collection
4. **Page navigation**: Choose whether you wish to display a tabbed navigation or not. If you choose not to, you will have to include the **navigation** block to go from one page to the next.
5. Click the **Next: Edit collection pages** button.

The next screen will show the pages that are available to add to your collection.
1. Put a check mark next to each page that you wish to include in your collection
2. Click the **Add pages** button to add the pages to your collection

The pages you have selected will show with a **Remove** button next to each one. Click **Remove** if you decide not to include a page in the collection. Use the arrows to reorder the pages.

3. Click the **Done** button when you have finished adding your pages

By default, only you can see your collections and pages. You can share pages with others by adding access rules. For further information see the **Mahara – Sharing your Portfolio** guide.

Further support

- All Mahara queries should be reported to the IT Service Desk (01202 9) 65515.

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