











Overview

Once you have created your portfolio pages (and collections) you may wish to share them with others, for example your lecturer or future employer. It is possible to share your portfolio with other Mahara users and also external people who do not have a Mahara account. Access to non Mahara users is done via a secret URL.


Sharing your portfolio

From the **Portfolio** tab select **Share**. On the **Share** page you can see:

1. Your collections and pages sorted alphabetically
2. The list of users and or groups who have access to particular collections or pages.
3. The **Edit access** button  which allows you to change the permission of who can view your pages or collections.
4. The **Secret URL** edit button  which allows you to set up one or more **secret URLs** for a page or collection. The number of secret URLs that you have generated is displayed next to the button.

Share			
Collections ①	Access list ②	Edit access ③	Secret URLs ④
Academic portfolio	Logged-in users, Portfolio task force		
Copy of Internship portfolio template	Petra Petterson		
Employment portfolio			1 
Pages			
Profile page	Career Service, School		


Edit Access




1. Click **Edit access** next to the page or collection you wish to share
2. Under **Share with** choose the appropriate access and click the **Add** button:
 - **Public:** anybody online who knows the URL(s) can see your selection of pages / collections
 - **Logged-in users:** all users who have a BU Mahara account can view your selection of pages / collections
 - **Friends:** all your friends on Mahara BU can view your selection of pages / collections
 - **Share with my institutions:** select your institution(s) with which you want to share your selection of pages / collections. This will allow all members in these institutions to have access to this selection
 - **Share with my groups:** all members of that group can view your selection of pages / collections
 - **All my groups:** every member in the groups you belong to can view your selection of pages / collections
 - **Share with users:** search for specific friends, users or groups
3. If required set the **date/time** restrictions. If access is no longer required click the **Delete** button 
4. Click the **Save** button when finished.

Creating a secret URL

You can also give users who do not have an account on Mahara access to your portfolio pages and / or collections without making your work publicly available and searchable by search engines. This can be useful;

- when you create a portfolio for a job application and the prospective employer does not have a login
- when you want to share your portfolio with your peers and also get feedback from them
- if an external examiner needs to evaluate your work.

You can create a **secret URL** by clicking on the **Edit** button  under **secret URLs** in line with the page or collection you wish to share

1. Click the **Add** button to generate a new secret URL. You can add as many secret URLs as you wish
2. You can now copy this URL and paste it into an email to send to whomever you wish
3. You can click the **Edit** button  next to the URL to add a date and time restriction for access to your page / collection via this URL
4. Type a start (**From**) and / or end (**To**) date (and time) manually following the pattern of YYYY/MM/DD HH:MM or select the date via the **Calendar** icon 
5. Click the **Save** button to save the date access changes
6. Click the **Delete** button  if you no longer require the secret URL.

Further support

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

myBU