
Mahara user manual

Release 1.7

Catalyst IT and others

October 27, 2013

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This is the user manual for Mahara 1.7, which was released on 19 April 2013. When you see the "New in Mahara 1.7" icon , a feature was introduced or changed from Mahara 1.6.

Note: You can also go to the *index*, look for the entry "New in Mahara 1.7" and then explore the features from there.

You can reach another version of the Mahara user manual via the "Links" section in the left sidebar.

License

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Contributors

The Mahara user manual is written by Mahara community members.

You can see the list of contributors to the user manual on [Ohloh](#) for contributions to the English version of the manual and images for the translations. On [Launchpad](#) you can check for all translations of the user manual and their contributors.

Table of contents

Introduction

Welcome to the *Mahara user manual*. This user manual is designed to provide documentation for people who use Mahara on a day-to-day basis. It covers the functionalities of Mahara to provide you with information about what you see on the screen.

Without further ado, let's begin!

1.1 What is Mahara?

If you're wondering what Mahara or an ePortfolio is, why you might want one and what it can do for you, then read on -- you're about to find out.

At the simplest level, Mahara is two things: an [ePortfolio](#) and a [social networking](#) system combined. An ePortfolio is a system in which students can record "evidence of lifelong learning" -- such as essays, artwork or other such things they produce that can be stored digitally. Such things are known as *artefacts* in Mahara. Social networking systems need little introduction -- think [Bebo](#), [Facebook](#) or [MySpace](#). Basically, they give a way for people to interact with their friends and create their own online communities.

But Mahara is much more than just a place to store files. Mahara also includes blogging, a [résumé builder](#), and [Moodle](#) integration.

1.2 The Mahara framework

With Mahara, *you* control which items and what information within your portfolio other users see. Such items and information are termed artefacts. To facilitate this access control, all artefacts you wish to show to other users need to be arranged into one area. In Mahara this compilation of selected artefacts is called a 'page'. You can have as many pages as you like, each with a different number of artefacts, intended purpose and audience. Your audience, or the people you wish to give access to your page, can be added as individuals or as a member of a group. It can even be made publicly available.

For example you could create:

- a page for your friends and family that includes holiday photos and a personal journal
- a page for your tutor, which includes assessments and your reflective learning journal
- a page to showcase your best pieces of work and your [résumé](#) for potential employers
- ...

A single page or a *collection* of pages can make up your portfolio. Unless artefacts are placed in a page, they are not visible to anybody but you. You can use files that you uploaded or journal entries you wrote in as many pages as you wish. You only need one copy of your artefact.

Imagine you collected all your artefacts in a shoe box. Whenever you have a new artefact, you add it to the shoe box. When you are ready to create your portfolio, you take a look at the artefacts in your shoe box and choose those that you want to make available on a portfolio page. You can arrange the artefacts on that page to your liking.

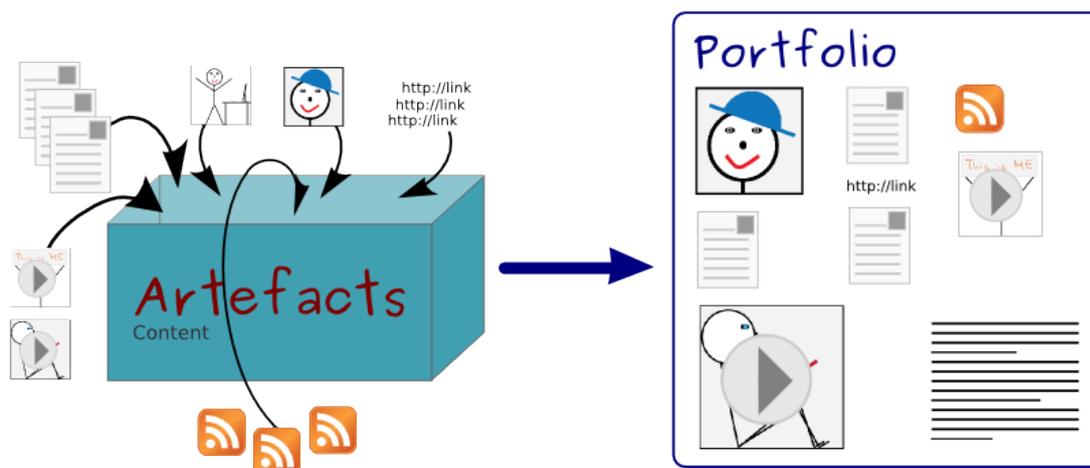


Figure 1.1: Portfolio work with Mahara

The diagram below of example artefacts, pages and groups illustrates how content in Mahara can be shared and reused in different contexts and for different audiences.

1.3 How does Mahara fit in to the e-learning landscape?

If you think of LMSs such as Moodle, Sakai and Blackboard as the formal, structured side of e-learning, then Mahara is the social, reflective side. An LMS and an ePortfolio complement one another in an online learning environment.

In particular, while Mahara's APIs are open to all, Mahara can integrate with Moodle natively to provide a streamlined user experience. Since Moodle 2.0 this is not only limited to SSO via MNet, but students are able to export assignments, blogs and much more straight into Mahara to use as artefacts -- which can then, of course, be placed into pages.

1.4 What if Mahara does not support a feature I want?

Mahara has been designed from the ground up to be an open, pluggable system. Creating new artefacts, authenticating against a custom system and much more can be implemented simply through writing a plugin that uses the appropriate core API. What this means is that it is free and easy for you to customise almost anything about Mahara to suit your needs -- and [paid support is available](#) through a network of Mahara Partners should you require it.

1.5 Other things to do

Now you have a basic idea of what Mahara is, you could:

- Read the list of features that Mahara comes with.
- [Explore the demo](#) or [download Mahara](#) for yourself to play with.
- [Sign up to the mahara.org community](#) and begin asking questions and contributing in the forums.
- Continue reading this user guide.

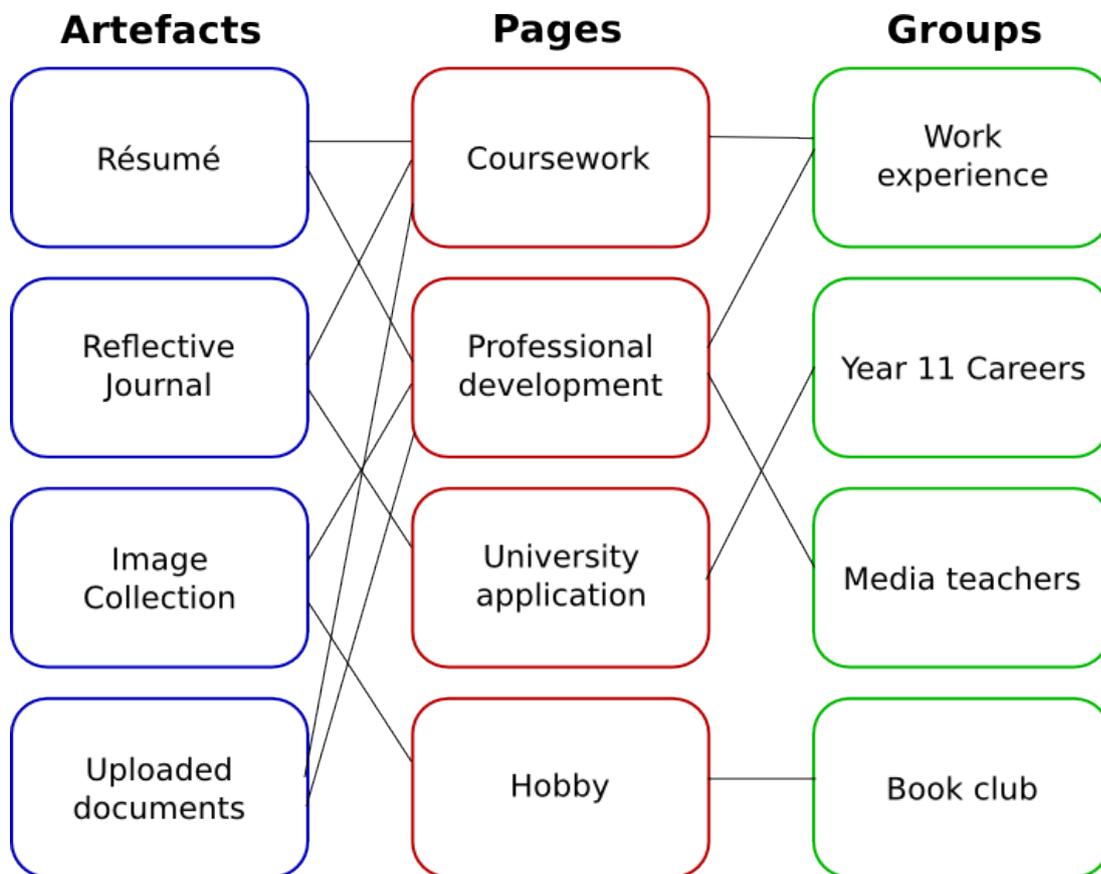


Figure 1.2: Mahara framework

1.6 Where can I get ideas of how to use Mahara?

The [Mahara 1.4 Cookbook](#) by Ellen Marie Murphy was published in September 2011. It has over 50 ideas of how to use Mahara in different settings. The book can be purchased in PDF and paper formats.

The [Mahara E-Portfolios: Beginner's Guide](#) by Derrin Kent and Richard Hand is the updated edition of the [Mahara 1.2 E-Portfolios: Beginner's Guide](#) and a great reference for step-by-step instructions on how to create a portfolio and perform other tasks.

You may also wish to check what other [books](#) or [papers](#) have been published on Mahara or what users talk about in conference presentations.

1.7 Getting help

- Contextual help is available throughout Mahara. Watch out for the *Help* icon . Click on it to find out more about the action you are about to perform.
- You can also ask questions in the [forums](#).

Dashboard

2.1 Login

You always need a login to authenticate yourself and access your personal information, portfolio pages and groups that you belong to. You can log in on the Mahara homepage.

The image shows a login form titled "Login" with an information icon. It contains two input fields: "Username: *" and "Password: *". Below the password field are three buttons: "Login", "Register", and "Lost username / password". Below these is a section titled "Or log in via:" with two buttons: "Persona" and "SSO". Numbered callouts (1-7) point to the following elements: 1. Username input field; 2. Password input field; 3. Login button; 4. Lost username / password link; 5. Register link; 6. Persona button; 7. SSO button.

Figure 2.1: Login form

1. **Username:** Type your username in this field (not for Persona, SSO or Moodle accounts).
2. **Password:** Provide your password. If you enter your password incorrectly 5 times in a row during one session, access is locked for 5 minutes before you can try again.
3. Click the *Login* button to access your account.
4. **Lost username / password:** If you do not remember your username or password to your account, click this link to be taken to a page where you can request an email with your details. It will contain your username and a link to change your password.
5. **Register:** If you do not have an account, and your institution allows self-registration for an account, use this link and follow the instructions on the next page.
6. **Persona login:** If you log in via [Persona](#), please use this login button instead of the login form.
7. **SSO login:** If you log in via your institution's SSO (single sign-on) account, please use this button to be taken to the SSO login.

Note: The regular login form is only available for internal and LDAP accounts. Internal accounts are accounts for which you registered through your Mahara site or that were created by administrators either *manually*, or *by a CSV file upload*.

The "Lost username / password" link only works for internal accounts where you use the regular login form.

If you log in via Persona, SSO or Moodle for example, you must retrieve your password directly from these services. If you do not know how to do that, please ask your administrator.

You only see the Persona and SSO buttons if these authentication methods have been enabled on your site.

After you successfully logged in to Mahara, you see your *Dashboard*. This is your homepage where you can see the latest activity of you and other users on Mahara. You can customise the dashboard so that you always see the items that are most important to you.

Only you can see your dashboard. Nobody else has access to it.

2.2 Overview

You can change certain aspects of your dashboard, namely the *user-specific information*, but a lot of what you see is static to allow you to quickly access other parts of Mahara.



Figure 2.2: Your homepage is your dashboard from which you can access a number of areas in Mahara conveniently.

1. **General navigation bar:** Move from one area of Mahara to the next. This can be done by having a second-level navigation that is tabbed or a drop-down menu.
2. **Username:** The username is displayed to indicate who is logged in esp. when viewing portfolio pages where the profile block is not visible. This feature is only present when *small page headers* are not turned on. You can click on it to go to your profile page.

3. **Settings:** This link gives you access to your *account settings and notifications*.
4. **Inbox:** Go to your Mahara inbox to check for new messages. When you have unread messages, the counter displays the number of unread messages.
5. **Logout:** Link to log out of your current session.
6. **User search:** Search for users who have an account to view their profile page and check which pages they have made accessible to you.

Note: In the *User search* box you can most often search for users' *display name*. Depending on the settings that the site administrator made, you may also be able to search for users' *real name and username*. If the site administrator allowed users to hide their real name, you can do so in your *general account options*.

To provide you with the most relevant search results, you automatically search only for users within your own institution, but can choose to search for everyone on your Mahara installation on the *"Find friends" search page* you are taken to.

If the site administrator turned on *exact user search*, you need to provide the correct display name or real name in order to find another user.

7. **Quick links:** These *quick links* take you to certain areas of Mahara quickly.
8. **User-specific information:** You can customise *this area* on your dashboard to put blocks there that you want to see every time you log in.
9. **Personal information:** This sidebar block contains static and dynamic information:
 - Your name is linked to your profile page.
 - Your profile picture is linked to your profile page.
 - If you are a member of any groups, they are displayed here.
 - Pending friend requests and group invitations are displayed.
 - If you tagged artefacts or pages with the tag ```portfolio"`, a link to them is placed here.
10. **Online users:** If this sidebar block is enabled, you see users who have been logged in during the last 10 minutes. Depending on the settings for your institution that the administrator chose, you may see all users, only users from your institution(s) or no users at all.
11. **Links and resources:** List of links to web sites or documents that are visible to all logged-in users or the public.

When you display messages from other users on your dashboard through the *My inbox* block, you can see quickly which messages you have not read. They are marked in bold and have a closed envelope. Messages you have read are indicated by an open envelope.



Figure 2.3: Unread messages have a closed envelope and are displayed in bold whereas read messages have an open envelope

2.3 Quick links

When you log in to Mahara for the first time, you see three boxes with quick links:

- **Create and collect:** Develop your portfolio
- **Organise:** Showcase your portfolio

- **Share and network:** Connect with friends and collaborate in groups

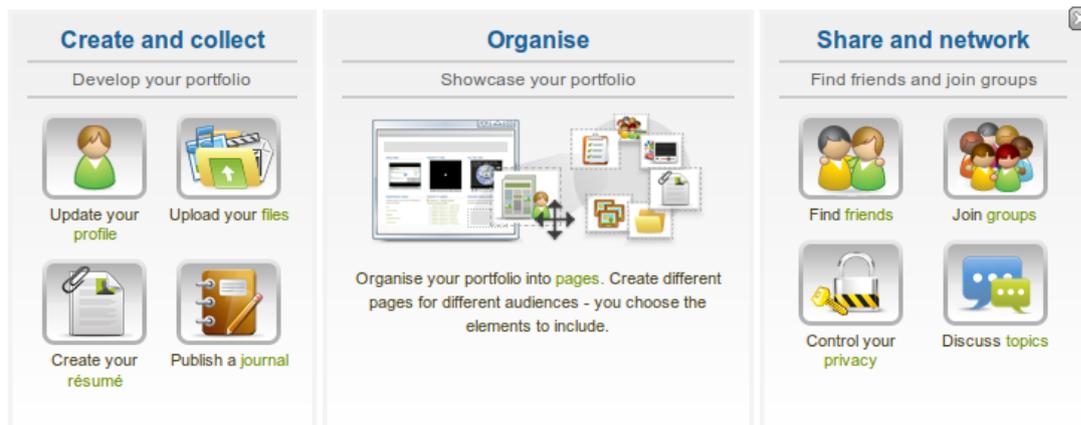


Figure 2.4: Mahara information

With the help of these quick links you can reach the different parts of your portfolio directly from your dashboard.

Note: If you removed these boxes from your dashboard but want to get them back at a later point, you can re-active them under *Settings* → *Homepage information*.

2.4 User-specific information

The default dashboard includes the following blocks:

- Latest pages
- My pages
- Recent activity
- Topics I'm following

These areas are filled with content once you start using Mahara and create pages, receive messages from other users, have access to others' portfolio pages and use the forums for discussions. You can customize this area to your liking by editing your dashboard in *Portfolio* → click the *Edit* button  next to the dashboard page → change the *blocks* like you would change them on any page in Mahara.

See Also:

Refer to the [page editor](#) for more information on adding and removing blocks from a page.

Content

The *Content* tab holds all artefacts that you can create or upload for use in your portfolio. All information and files you provide here are initially only visible to you. Exceptions are:

- your display name or if you don't have one your real name
- your profile picture

Both these are visible in the *Online users* sidebar if that is activated. Your display name and profile picture are also visible on your profile page per default.

Only when you put artefacts into your portfolio pages or share them in a group will they be visible to others.

3.1 Profile

Content → *Profile*

Your profile page is visible to other users on Mahara by default. If your administrator allowed it, you can also make it visible to anybody on the Internet.

Per default only the following information is put onto your profile page:

- Your display name (or real name if you do not have a display name)
- Your pages that are visible to the person viewing your profile page
- Your groups
- Your wall
- Your friends

We advise you not to use your profile page as your portfolio because you cannot control who can look at the information you make available on your profile. At minimum it is everybody in your institution or who has an account on Mahara. At maximum it can be everybody online. Always remember to think about your own personal security before releasing contact information on a publicly available page or even just for other Mahara users.

Note: Once you have made your profile page or any portfolio page public, Google and other search engines can index and cache it. Even if you take the public access away at some point, the cached version may still be available online. Pages that are made available via a *secret URL* are not found by search engines unless you link to them from another page.

Use regular pages to create your portfolio, and then use your profile to make these pages accessible to other people and to establish your digital identity.

Your *Profile* area stores your contact and personal information. Each of the profile fields can be considered separate artefacts which you can add independently to your profile page or any portfolio page. Thus, you can reveal as little or as much information about yourself to others as you wish.

See Also:

You can edit your profile page like any other page. You can find more information about editing a page in the *page editor*.

3.1.1 About me

Content → Profile → About me

You must provide a first and last name. All other information is optional. Your name is visible to other Mahara users. You may choose to have a *Display name*. You can change the information here at any time unless an administrator locked certain fields.

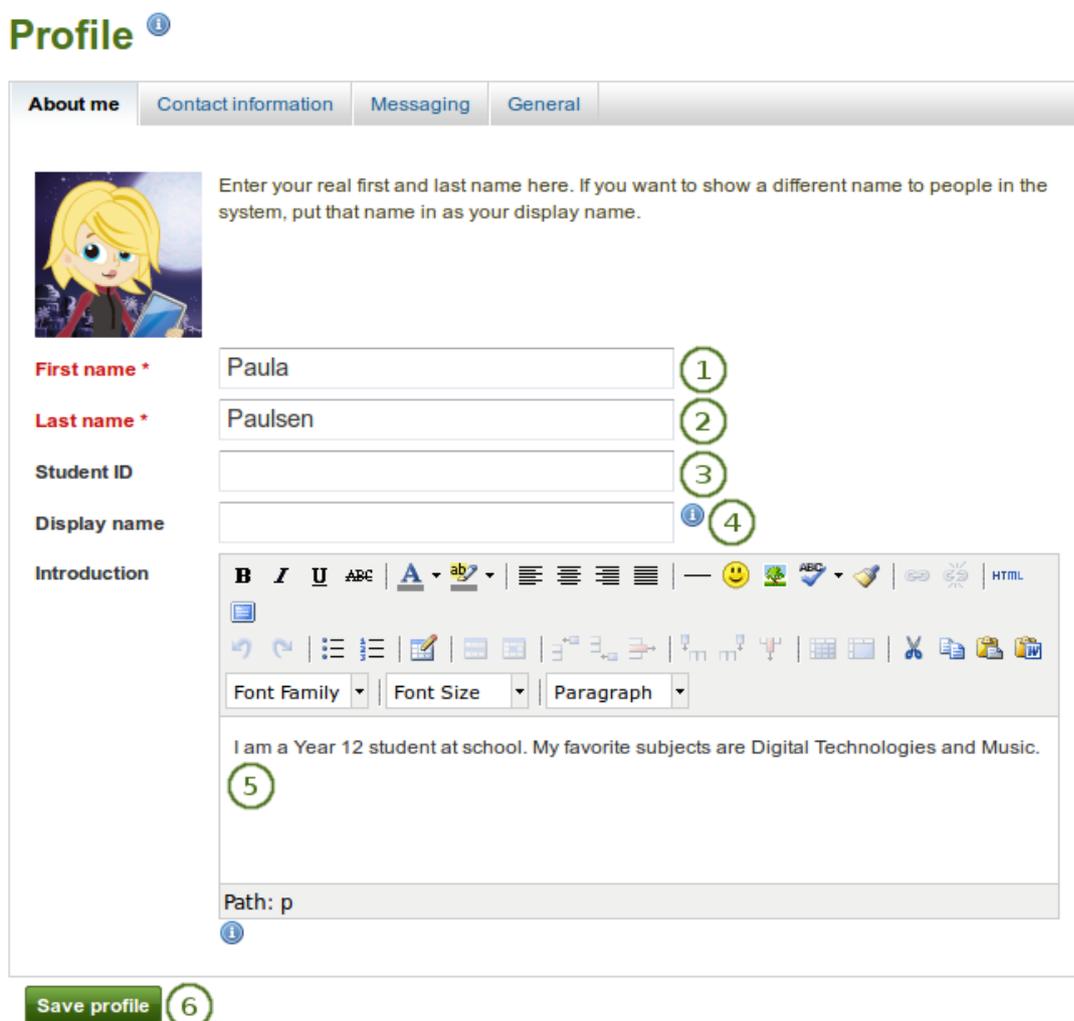


Figure 3.1: Profile: about me

1. **First name:** Your real given name
2. **Last name:** Your real last name

3. **Student ID:** Fill it in if it is required
4. **Display name:** The name by which you want to be known around Mahara. If you have a display name, your real name will not be visible to regular Mahara users. Only administrators can see your real name and your username at all times.
5. **Introduction:** You can write about yourself. This text is placed onto your profile page automatically unless you take the introduction out of your profile page.
6. Click the *Save profile* button to save your changes.

3.1.2 Contact information

Content → Profile → Contact information

You may wish to provide some of your contact information for later use in a page. All details you fill in here are only visible to other users when you put them into a page. Until then only you can see them.

Profile ⓘ

About me | **Contact information** | **Messaging** | **General**

1

This information is private until you include it in a page that is shared with others.

Email address * [x]
 Add email address ⓘ

Official web site address ⓘ

Personal web site address

Blog address

Postal address

Town

City/region

Country

Home phone

Business phone

Mobile phone

Fax number

Save profile 2

Figure 3.2: Profile: Contact information

1. Provide as much or as little contact information as you wish to be able to use in your portfolio.
2. Click the *Save profile* button to save your changes.

The email address with which you registered on Mahara is displayed. You can add other email addresses to your profile so that you can use them later on.

Note: When you add a new email address, make sure that you do not only click the *Add* button next to the field where you enter your address, but also the *Save profile* button at the bottom of the page. Once you have added an email address, it needs to be verified. You will receive an email and need to follow the instructions to fully add your address to your Mahara account.

3.1.3 Messaging

Content → *Profile* → *Messaging*

If you use instant messaging services, you may wish to provide the details here so you can use them in your portfolio later easily.

Profile ⓘ

About me | Contact information | **Messaging** | General

① This information is private until you include it in a page that is shared with others.

ICQ number

MSN chat

AIM screen name

Yahoo chat

Skype username

Jabber username

Save profile ②

Figure 3.3: Profile: Messaging

1. Provide the usernames for as many messaging services as you wish to display in your portfolio.
2. Click the *Save profile* button to save your changes.

3.1.4 General

Content → *Profile* → *General*

This tab is primarily for adult users who wish to use their portfolio in an employment context.

1. If you wish to use information about your occupation and / or industry repeatedly in your portfolio, you may wish to consider filling in the information here. You can then easily pull that information into your portfolio pages.
2. Click the *Save profile* button to save your changes.

The screenshot shows the 'Profile' page with the 'General' tab selected. There are four tabs: 'About me', 'Contact information', 'Messaging', and 'General'. Below the tabs are two input fields: 'Occupation' and 'Industry'. A green circle with the number '1' is placed over the 'Occupation' field. At the bottom left, there is a green 'Save profile' button with a green circle containing the number '2' next to it.

3.2 Profile pictures

Content → *Profile pictures*

Your profile picture may be a picture of yourself or an avatar image of your choice.

3.2.1 Pictures uploaded to Mahara

You can upload up to 5 profile pictures into *Content* → *Profile pictures*. Alternatively, you can use a [Gravatar](#) if you have one and if the site administrator *allows its use*.

The pictures you wish to use must be between 16x16 and 1024x1024 pixels in size. Ideally, your profile pictures are square. Please use an image editing software before you upload your pictures to reduce a photo's dimensions to the required ones.

Note: The recommended size of your profile picture is 100x100 pixels. Then the picture looks good on your profile when you want to include it there and also in the smaller sizes around Mahara.

The profile pictures that you wish to upload to Mahara must be available on your computer. Choose one picture at a time to upload. You can also give it a title.

1. **Profile picture:** Click the *Browse* button to navigate to your picture on your computer, select it and click *Open*. You must select an image file to upload.
2. **Image title:** Optionally, you can enter a title for your picture.
3. Click the *Upload* button to transfer your picture to Mahara. It is uploaded to the **images** folder in your *Files* area.
4. **Image:** Your picture appears in the list of profile pictures. You see a preview of it.
5. **Image title:** If you gave your profile picture a title, you see it here.
6. **Default:** Decide which profile picture you wish to make your default one which others can see in the "Online users" sidebar and on your profile page. Click on the radio button next to the picture to choose it as your default picture.
7. Click the *Set default* button to make your selected picture the default one.
8. **Delete:** Select the picture or pictures you wish to delete from your list of profile pictures.

Note: You cannot delete the standard profile picture or your Gravatar. If you did not upload a profile picture and set it as default, this will be your default profile picture.

9. Click the *Delete selected profile pictures* button to delete your profile pictures. They will also be deleted from the **images** folder.

Profile pictures (6) (8)

| Image (4) | Image title (5) | Default (6) | Delete (8) |
|---|-----------------------------|----------------------------------|--------------------------|
|  | Paula | <input checked="" type="radio"/> | <input type="checkbox"/> |
|  | Paula summer | <input type="radio"/> | <input type="checkbox"/> |
|  | Standard or external avatar | <input type="radio"/> | <input type="checkbox"/> |

(7) **Set default** **Delete selected profile pictures**

Upload profile picture (9)

You may upload up to **five** profile pictures here and choose one to be displayed as your default picture at any one time. Your pictures must be between 16x16 and 1024x1024 pixels in size.

Profile picture * **Browse...** (1)

Image title (2)

Upload (3)

Figure 3.4: List your profile pictures

Warning: If you use a profile picture in a portfolio page, e.g. chosen via the "Image" block, you do not get a warning upon deletion of the picture from the *Profile pictures* page.

3.2.2 Remote avatars

If the site administrator allowed users to *display remote avatars* such as a *Gravatar* and you have signed up to that service, your default picture will be this remote avatar until you make one of your uploaded pictures the default picture.

3.3 Files

Content → *Files*

The *Files* area is a repository, i.e. a document storage for folders and files, that you can use within your portfolio. Both folders and files are considered artefacts and as such can be added to a page. You may create any number of folders or sub folders. To view which sub folders and files sit within a folder, click on the folder name. Use the *Home* link to return to the top level folder directory.

You can arrange files and folders by dragging and dropping **the icon in front of the file / folder name** onto another folder icon. A suitably named and organised filing structure will help you with the long-term organisation and retrieval of your artefacts. If you want to move a file or folder out of a sub folder, move it onto the *parent folder icon* ↑...

You will find that some folders are automatically created by the system such as *viewfiles* or *images*. The *viewfiles* folder includes files from imported pages whereas the *images* folder includes *your uploaded profile pictures*. As with any other file, you can move them out of this folder and store them in a different folder.

Note: You can move files and folders to your heart's content without having to re-link them in the pages where you use them. Also renaming them will not have a negative impact on links.

3.3.1 Upload a file

Before you upload a file, make sure that you are allowed to do so. For any artefacts that you publish in your portfolio, you must have the sufficient rights. That means:

- the artefact is your own **or**
- you are allowed to reproduce and distribute it, i.e. it does not violate any copyright legislation **and**
- the artefact also adheres to the Terms and Conditions of the Mahara site you are using

Note: It can be that you have to agree to an upload agreement before you can upload any files to your *files area*. The site administrator decides about that in *Administration* → *Extensions* → *Plugin administration* → *Plugin type: artefact: file*.

1.  **License:** You see this field if the site administrator turned on *license metadata*. Choose the license for the artefact that you are about to upload. You can set your default license in your *account settings*.
2.  **Licenser:** You see this field if the site administrator turned on *license metadata*. If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
3.  **Original URL:** You see this field if the site administrator turned on *license metadata*. If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.

Files ⁱ

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.

The screenshot shows the file upload interface. At the top, there is a 'License' dropdown menu set to 'Creative Commons Attribution Share Alike 3.0' (1). Below it are input fields for 'Licensor' (2) and 'Original URL' (3). The 'Upload file' section includes a text input, a 'Browse...' button, and a note '(Maximum upload size 11.6MB)' (4). A checkbox for 'Automatic resizing of images larger than 1024x1024 px (recommended)' is checked (5). Below this is a 'Create folder' button (6). A 'Home' icon is on the left (7). The main area is a table with columns: 'Name' (8), 'Description', 'Size', 'Date' (9), and 'Date' (10). The table lists several folders and files, each with edit and delete icons (12). The folders are 'commentfiles', 'images', 'presentations', and 'slideshow'. The file is 'portfolio_bibliography.html'. The 'Date' column shows dates like '30/09/2012', '05/03/2012', '02/10/20', and '11/10/2012'. The file 'portfolio_bibliography.html' has a size of '22.6K' and a date of '29/11/2011'. A 'Submitted' status is shown next to the 'presentations' folder (13).

| Name | Description | Size | Date | Date |
|-----------------------------|--|-------|------------|-----------|
| commentfiles | Files attached to comments on your portfolio | | 30/09/2012 | |
| images | Image files | | 05/03/2012 | |
| presentations | | | 02/10/20 | Submitted |
| slideshow | Photos for gallery | | 11/10/2012 | |
| portfolio_bibliography.html | bibliographic references to portfolio articles and books | 22.6K | 29/11/2011 | |

Figure 3.5: Upload a file

4. **Upload file:** Upload a file by clicking on the *Browse* button to search for the file on your computer. Make sure that it is not larger than the maximum upload size that is shown in the parentheses.
5. If the site administrator turned on the *image resizing option*, you can decide whether you want to have your images resized if they are larger than the specified dimensions. This option is recommended to save space in your portfolio.
6. Type the folder name and click the *Create folder* button if you want to create a folder before uploading files.
7. **Name:** You see all your folders and files that are not in folders listed in this table to access them easily.
8. **Description:** View the description of your folders or files to know quickly what the content of them is.
9. **Size:** The size of your files is displayed here.
10. **Date:** The date you created a folder or uploaded a file is shown.
11. Click the *Edit* button  to edit folder or file properties. Continue with *editing a file*.
12. Click the *Delete* button  to delete a file or folder. If you use a file in a journal entry and / or on a page, you are warned before deleting the file so that you don't delete it by accident.
13. If a folder or file is an artefact in a page that has been *submitted*, you are not able to edit or delete it.

Note: You can move your file to a folder by clicking on the icon before the file's name and then dragging and dropping it onto a folder icon. Similarly, you can click on a folder icon and drag it onto another folder icon to move the folder into the second one.

3.3.2 Upload multiple files

You can upload multiple files at once in two different ways:

- You can upload multiple files when you are browsing for them. Hold down the *Ctrl* key (or *Command* key on a Mac) and click on all the files that you wish to upload at once.
- You can also place all files into a compressed file, a *.zip file*, and upload that to Mahara. This method allows you to upload multiple files from different folders on your computer at once. You can create a zip file from any number of files that you have selected in your document management program by making a right mouse click and selecting *Compress...* (or something similar).

Once you have uploaded your zip file to Mahara, you can unzip it there. Click on the *Unzip* button  next to the *Edit* button . Please follow the on-screen instructions.

3.3.3 Edit a file or folder

You can edit the properties of a file or folder at any time. The file does not have to be re-linked in portfolio pages, but the properties you changed will be updated automatically.

1. Click the *Edit* button  to edit folder or file properties.
2. **Name:** Change the name of the file (or folder). It is not necessary to keep the file extension as Mahara stores it internally. However, it can be good to leave it in case somebody has problems opening the file if no default programme is associated with the file after downloading it. This field is mandatory and each file (or folder) must have a name.
3. **Description:** Give the file (or folder) a description to find it again more easily.
4. **Tags:** Give the file (or folder) one or more tags. You can choose from your existing tags by clicking on the *Show my tags* link and then selecting the tags. If you type your tags, separate them with commas.
5.  **License:** You see this field if the site administrator turned on *license metadata*. Choose the license for the artefact that you are editing.

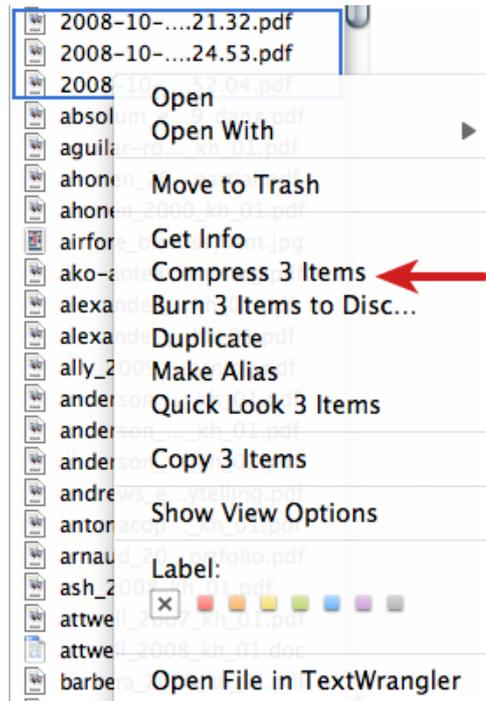


Figure 3.6: Zip files in the Finder under MacOSX

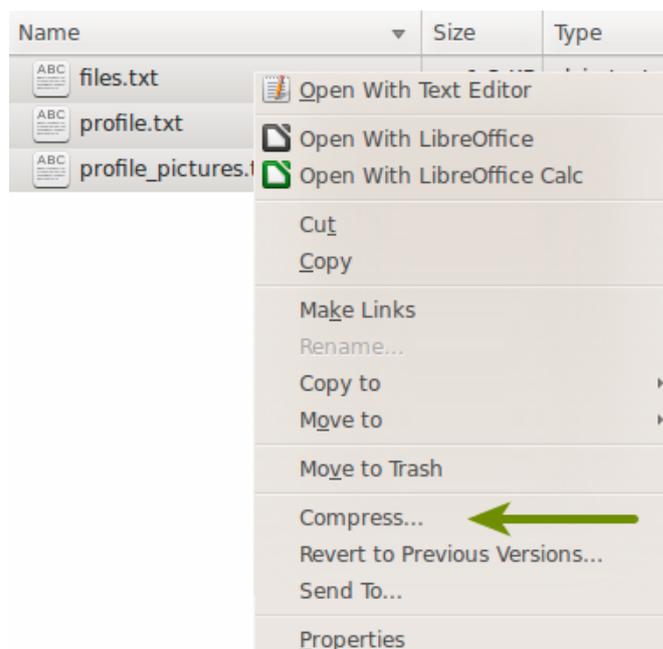


Figure 3.7: Zip files in Ubuntu's Nautilus

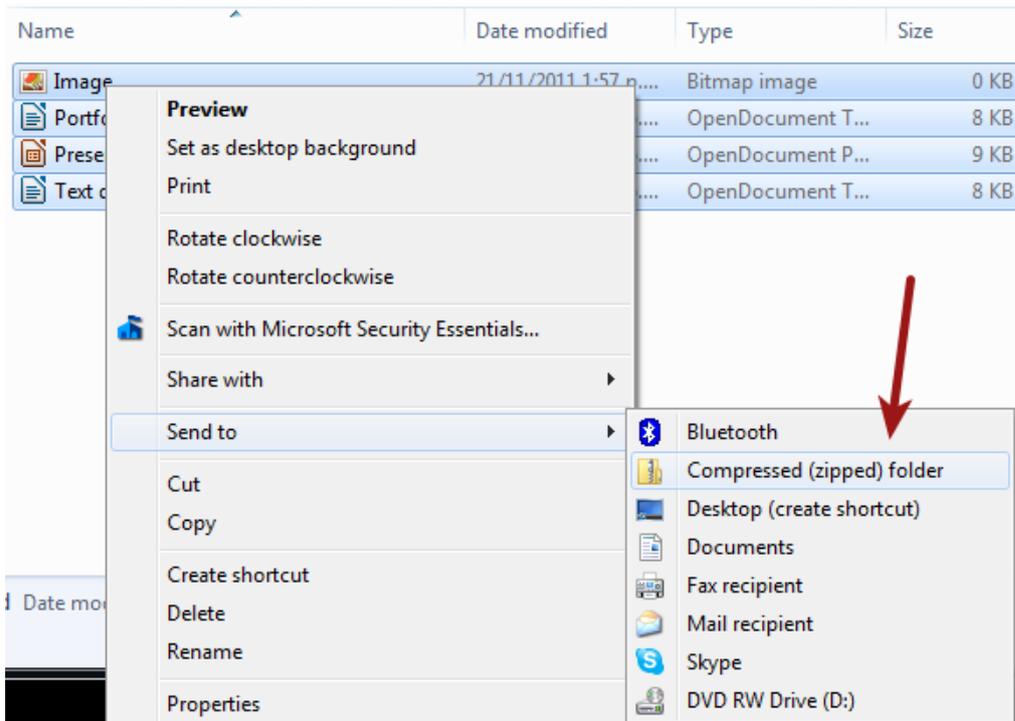


Figure 3.8: Zip files in Windows Explorer

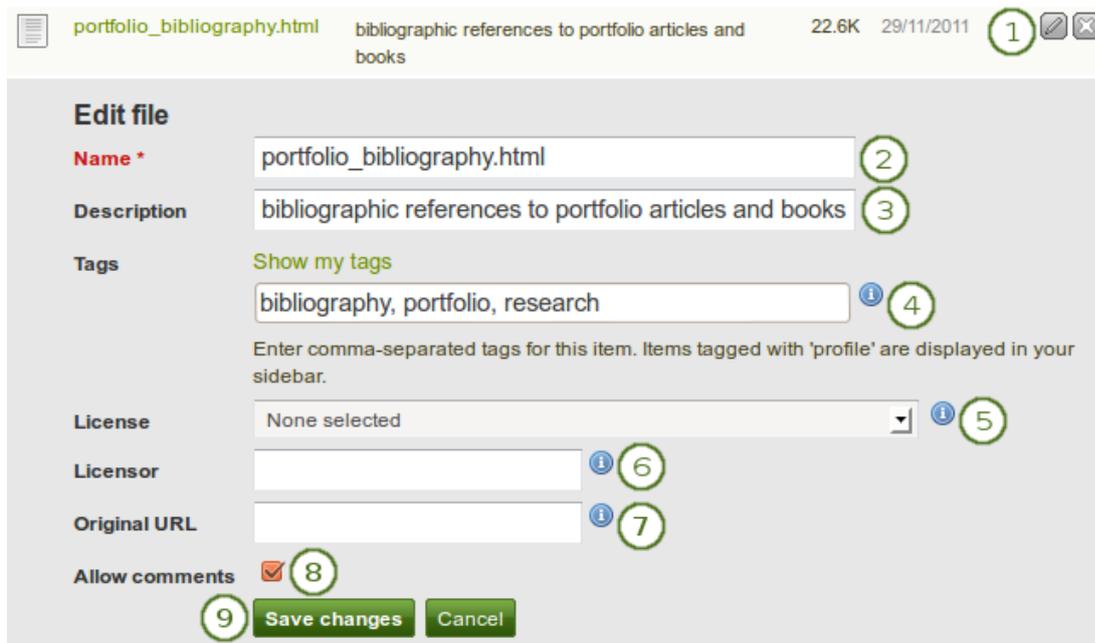


Figure 3.9: Edit a file

6.  **Licensors:** You see this field if the site administrator turned on *license metadata*. If you are editing a file that somebody else created, you can attribute the work to them here and provide their name for example.
7.  **Original URL:** You see this field if the site administrator turned on *license metadata*. If you are editing somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
8. **Allow comments:** Decide if users should be allowed to comment directly on the file artefact page when they view it.
9. Click the *Save changes* button to keep your changes or click the *Cancel* button to abort the action.

3.3.4 File quota

The site administrator of your Mahara site decides how much space you can have to store files. This can vary across institutions. You can check your file quota in the sidebar in your *Files* area.

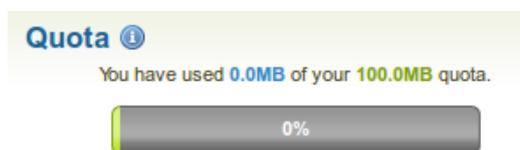


Figure 3.10: File quota

3.4 Journal

Content → *Journal*

The *Journal* is a tool with which you can record your thoughts and experiences online. By adding your journal or individual posts of it to a page you can allow other users to place feedback and comments on it. Thus, you can create a dialogue with your audience.

Per default, every user has one journal available. You can also have *multiple journals*.

1. Journal title
2. Journal description (optional)
3. Click the *New entry* button to create a new entry in this journal.
4. Click the *Settings* button to change certain journal settings (see below).
5. Title of the journal entry
6. Beginning of the journal entry
7. Creation date of the journal entry
8. If a journal entry is labeled *Draft*, only you can view it. You can then click the *Publish* button to publish this entry to your journal for others to see when it is included in a page.
9. If a journal entry is labeled *Published*, you can click the *Unpublish* button to revert it back to draft status.
10. Click the *Edit* button  to make changes to your journal entry.
11. Click the *Delete* button  to delete your journal entry.

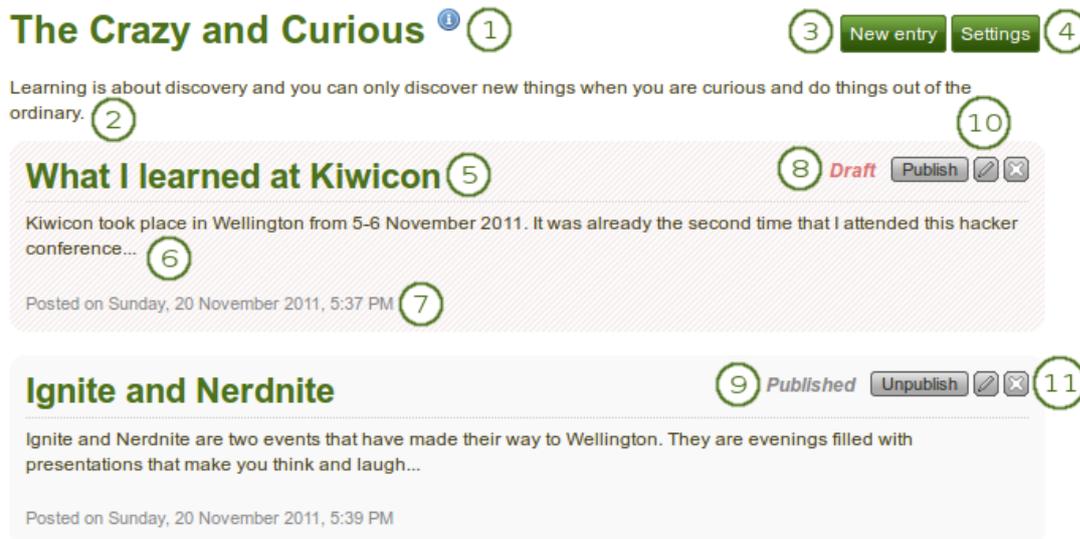


Figure 3.11: Overview of a journal with journal entries

3.4.1 Change your journal settings

You can change the title of your default journal (and all others if you have enabled multiple journals) and add a description as well as tags.

1. Click on the *Settings* button of your journal.
2. **Title:** Change the title of your journal. This is a mandatory field.
3. **Description:** Add a description for your journal. You can format it as you wish.
4. **Tags:** Add tags to your journal for easier searching later on. Separate each tag with a comma. You may also choose tags from the ones that you have created previously by clicking on *Show my tags* and then clicking on the tags you want to use.
5. **v1.7 License:** You see this field if the site administrator turned on *license metadata*. Choose the license for the journal. You can set your default license in your *account settings*.
6. **v1.7 Advanced licensing:** You see this option if the site administrator turned on *license metadata*. If you click it, you see two additional license fields, ``Licensor" and ``Original URL", that you can fill in if this in not your own journal.
7. Click the *Save settings* button to save your changes or the *Cancel* button to abort your changes.

3.4.2 Add a journal entry

All journal entries you make are private to you until you put them into a page. Thus, the publishing of a journal / journal entry is a three-step process:

1. You write your entry and save it.
2. In a page, you choose one of the *journal blocks* that suits your purpose best.
3. You give those who shall see that page access to it.

Post your journal entry by following the steps below.

1. In your journal, click on *New entry*.

Journal settings

Title * (2)
e.g., 'Jill's Nursing Practicum Journal'.

Description

B **I** **U** ABC | **A** ab | [List icons] | [Link icon] | [Image icon] | [HTML icon]

Font Family | Font Size | Paragraph

Learning is about discovery and you can only discover new things when you are curious and do things out of the ordinary.
(3)

Path: p
e.g., 'A record of Jill's experiences and reflections'.

Tags Show my tags
(4) (i)
Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

License (i) (5)
The license for this content.

▶ **Advanced licensing** (6)
(7) **Save settings** **Cancel**

Figure 3.12: Journal settings

2. **Title:** Provide a title for your journal entry that expresses what you are writing about. This field is mandatory.
3. **Entry:** You must also write some text, add pictures etc. The visual editor helps you format your journal entry. This field is mandatory.
4. **Tags:** Add tags to your journal for easier searching later on. Separate each tag with a comma. You may also choose tags from the ones that you have created previously by clicking on *Show my tags* and then clicking on the tags you want to use.
5. **v1.7 License:** You see this field if the site administrator turned on *license metadata*. Choose the license for the journal entry. You can set your default license in your *account settings*.
6. **v1.7 Advanced licensing:** You see this option if the site administrator turned on *license metadata*. If you click it, you see two additional license fields, "Licensor" and "Original URL", that you can fill in if this in not your own journal entry.
7. **Attachments:** Add an attachment or more to your journal entry, e.g. PDF files associated with it or images. You can add files either from your *files area* or upload new ones directly onto your journal entry.
8. **Draft:** Mark your entry as draft if you have not finished it yet. This is especially helpful if you have published your journal in a page, but do not want anybody to read this particular entry (yet). It is always visible to you, but not others.
9. **Allow comments:** Check this box if you want to receive comments on the journal entry.
10. Click the *Save* button to save your entry or the *Cancel* button to abort your changes.

3.4.3 Add a file as attachment to a journal entry

When you attach files directly to a journal entry, others can see them whenever they have access to the journal entry.

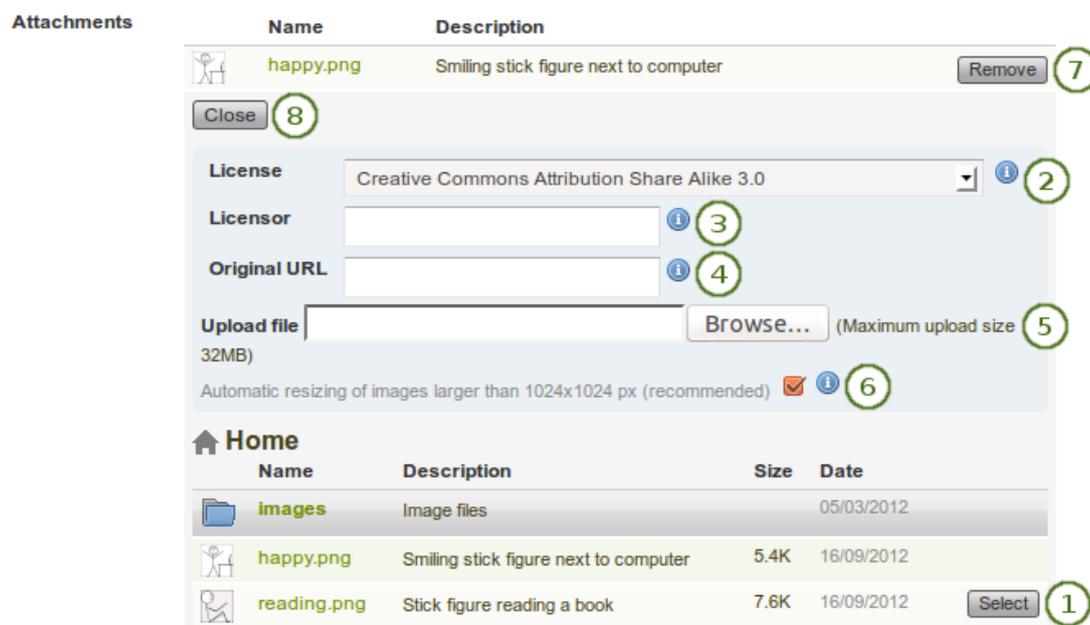


Figure 3.14: Attachments for journal entries

1. Click the *Add a file* button and then the *Select* button to select the file(s) from your *Files* area that you wish to attach.

Alternatively, you can upload additional files directly.

-  **License:** You see this field if the site administrator turned on *license metadata*. Choose the license for the artefact that you are uploading. You can set your default license in your *account settings*.
-  **Licensor:** You see this field if the site administrator turned on *license metadata*. If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
-  **Original URL:** You see this field if the site administrator turned on *license metadata*. If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
- Click the *Browse* button to select a file from your computer to upload.
- If you wish, you can have your uploaded images resized automatically if they are larger than the recommended size. You can only see this option if the site administrator *made the image resizing option available*.
- If you attached a file that you do not wish to attach anymore, you can click on the *Remove* button to take it off your list of attachments.
- Once you are done, you can click the *Close* button.

3.4.4 Add an image to a journal entry

You can add images to your journal entry in two ways:

- Link to the image that is available elsewhere online.
- Use an image that you have on Mahara.

Link to an image online

Images that are freely accessible online are easy to add to a journal entry. However, make sure that you have the permission to use this image in your portfolio.

- Go to the visual editor and click on the *Image* button .
- Image URL:** Paste or type the image URL into this field. It must start with *http://* or *https://*.
- Description:** Provide a brief description for your image.
- Alignment:** Select the alignment of the image in relation to the text.
- Dimensions:** Change the size of your image. If the image is recognised correctly, you have the image's dimensions displayed.
- Border:** Add a simple black border to your image if you wish to do so.
- Vertical / Horizontal space:** Add more space around the image by adding a number in *Vertical space* and / or *Horizontal space*.
- Click the *Insert* button. Alternatively, click the *Cancel* button if you want to abort inserting the image.

Note: The dimensions are given in pixel. The first value is for the width and the second one for the height. Only change one of the dimensions and delete the value from the second to retain the original proportions of the image.

If you are not happy with how the image looks in your journal entry, select it (it will get little square handles) and click on the *Image* button  again to make adjustments.

Add an image from Mahara

- Go to the visual editor and click on the *Image* button .

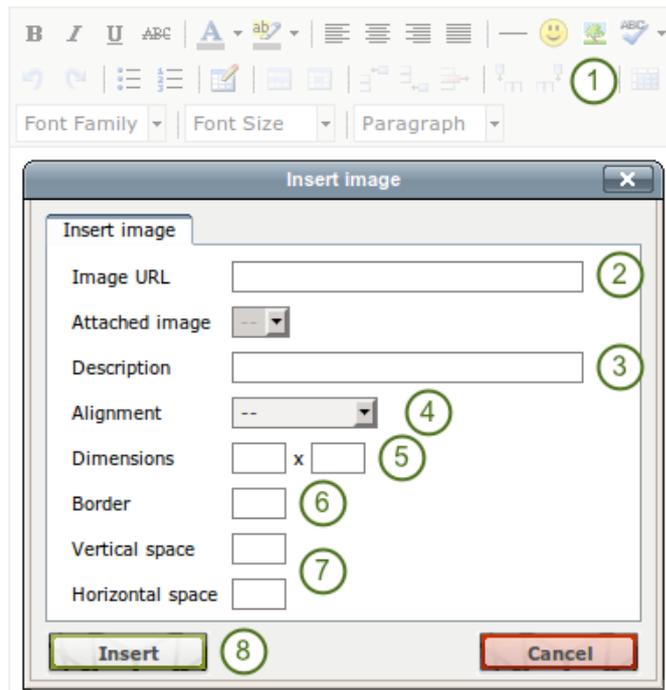


Figure 3.15: Link an external image in a journal post

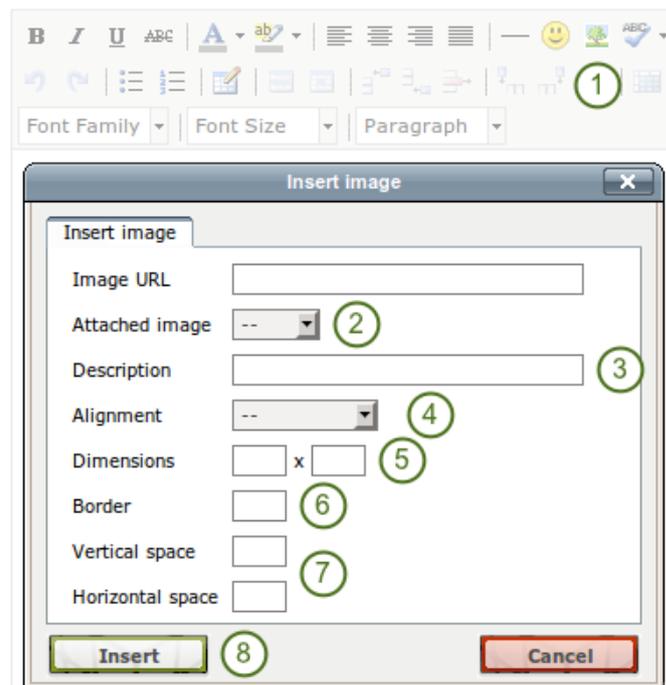


Figure 3.16: Link an external image in a journal post

2. **Attached image:** Select the image that you wish to display. You must have had it *attached to the journal entry* in order to see it here.
3. **Description:** Provide a brief description for your image.
4. **Alignment:** Select the alignment of the image in relation to the text.
5. **Dimensions:** Change the size of your image. If the image is recognised correctly, you have the image's dimensions displayed.
6. **Border:** Add a simple black border to your image if you wish to do so.
7. **Vertical / Horizontal space:** Add more space around the image by adding a number in *Vertical space* and / or *Horizontal space*.
8. Click the *Insert* button. Alternatively, click the *Cancel* button if you want to abort inserting the image.

If you are not happy with the alignment or the dimensions of the image in your journal entry, select it and click on the *Image* button  again to make adjustments.

3.4.5 Work with multiple journals

Content → *Journals*

If you wish to use more journals, e.g. to put your writing into categories for making all posts from one category available in a page without having to select each journal entry, you can go to your *Settings* and tick the checkbox *Multiple journals*.

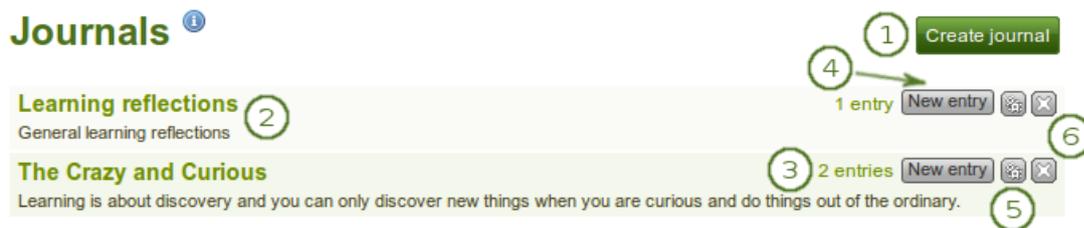


Figure 3.17: Multiple journals enabled

1. Once you can create multiple journals, click the *Create journal* button to set up a new journal.
2. All your journals are listed on *Content* → *Journals* with their titles and descriptions. The titles link through to the individual journals.
3. You see how many entries you have in each journal.
4. Click the *New entry* button to create a new journal entry directly from this screen.
5. Click the *Settings* button  to make changes to your journal title, description or tags.
6. Click the *Delete* button  to delete the journal and all its entries.

Warning: There is no deletion confirmation message. Once you deleted a journal, the journal as well as all its entries are gone permanently.

3.5 Résumé

Content → *Résumé*

The résumé plugin allows you to create an online résumé / curriculum vitae. You can either publish your entire résumé or individual components of it in your portfolio.

Provide personal information

None of the fields under *Personal information* are required. You can choose to include as much or as little information as you wish. Most fields are free form fields.

Note: Mahara is being used around the world. Therefore, some information here or later on in the *résumé* do not apply to you. If you do not need them, you do not have to fill in the fields.

Figure 3.19: Add personal information to your *résumé*

1. **Date of birth:** Either choose your date of birth via the *calendar* icon  or enter it in the format YYYY/MM/DD, e.g. 1978/01/30 when you want to say that you were born on 30 January 1978.
2. **Place of birth:** Enter your place of birth. You can also enter the country you were born in.
3. **Citizenship:** Fill it in as it is shown in your passport.
4. **Visa status:** As employment laws vary between countries, you may wish to include your work or travel visa status within your *résumé* where relevant.
5. **Gender:** Select the one that applies to you.
6. **Marital status:** Provide it if it is relevant.
7. Click the *Save* button when you want to keep that information.

Note: None of the fields in the *Personal information* is required. You do not need to provide any of that information if it is not required in your portfolio. Decide wisely, which of the above information you want to make available to others.

3.5.2 Education and employment

Content → *Résumé* → *Education and employment*

This part of the *résumé* allows you to create a record of your academic and professional qualifications as well as your work experience.

The process of creating an entry for your education history and your employment history is similar. Therefore, the process is explained only once.

1. Click the *Add* button to start a new entry.
2. Fill in all the fields that are marked in red and with an *. These fields are required so that you have a minimum of information in the entry.

Start date * ⓘ

End date

Institution *

Institution address

Qualification type

Qualification name

Qualification description

Figure 3.20: Enter your education history one qualification a time

Start date * ⓘ

End date

Employer *

Employer address

Job Title *

Position description

Figure 3.21: Enter your employment history one position a time

3. Fill in the other fields if they are relevant for you.
4. Click the *Save* button right below the "Qualification description" / "Position description" to save your entry.
5. Click the *Add* button to add more items.

Note: You can enter the dates any which way you wish. It is not a calendar date field because different résumés require different date formats.

When you have filled in all your qualifications in your education history or all positions in your employment history, you can re-arrange the individual items if necessary.

| 1 | 2 Start date | 3 End date | 4 Qualification | 5 |
|------|----------------|------------|---|------|
| ⬆️⬇️ | September 1992 | July 1997 | High School Diploma at High School | ✎️✖️ |
| ⬆️⬇️ | October 1997 | July 2002 | American Studies (Master of Arts) at University of Dresden | ✎️✖️ |
| ⬆️⬇️ | August 1999 | June 2000 | American Studies (Exchange) at University of California Davis | ✎️✖️ |

Add

Figure 3.22: Interpreting the Education history table

1. Use the *up and down arrows* ⬆️⬇️ to change the order of the individual items.
2. **Start date:** The start date is displayed as you entered it.
3. **End date:** The end date is displayed as you entered it.
4. **Qualification:** Your qualification / position along with the institution / employer is shown.
5. Use the *Edit* ✎️ and *Delete* ✖️ buttons to edit the individual items or delete them respectively.

Note: It is important to save each new entry using the *Save* button at the end of the form.

3.5.3 Achievements

Content → *Résumé* → *Achievements*

In *Achievements* you can collect information on:

- certifications, accreditations and awards, e.g. Chartered Accountant, Registered Nurse, Award for Best Actress
- books and publications
- professional membership, e.g. in the American Philosophical Society

The process of adding, editing and moving entries is similar to the process for *Education and employment*.

1. Click the *Add* button to start a new entry.
2. Fill in all the fields that are marked in red and with an *. These fields are required so that you have a minimum of information in the entry.
3. Fill in the other fields if they are relevant for you.
4. Click the *Save* button right below the "Description" to save your entry.
5. Click the *Add* button to add more items.

6. Use the *up and down arrows*   to change the order of the individual items.
7. Use the *Edit*  and *Delete* buttons  to edit the individual items or delete them respectively.

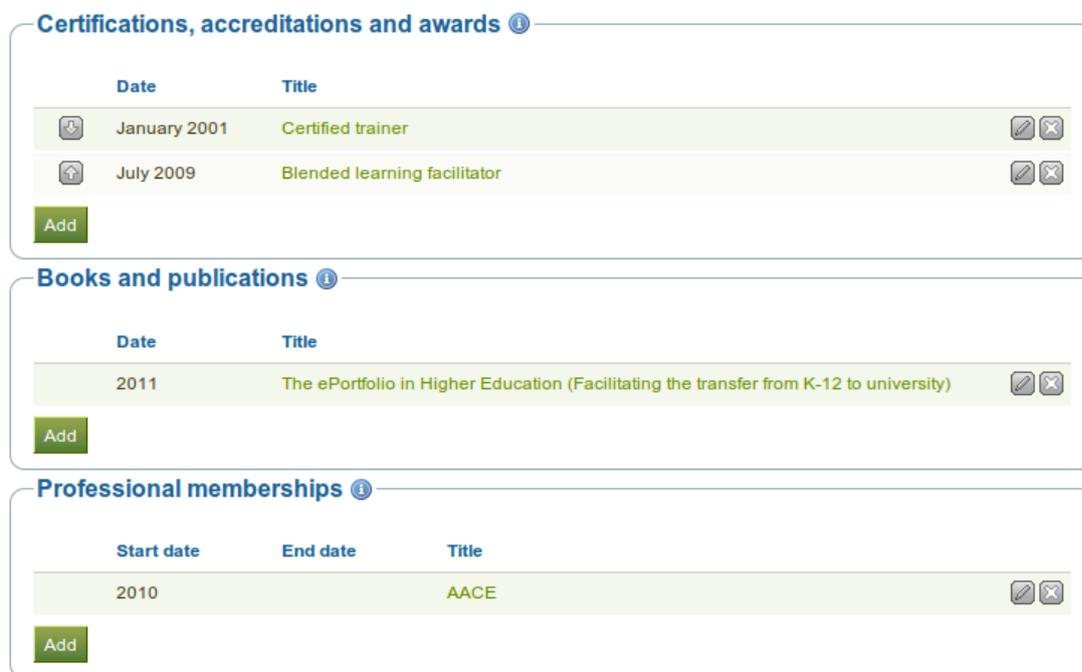


Figure 3.23: Achievements provided in the Résumé

Note: Click the title of your certification, accreditation, award, book or professional membership to see its full description.

3.5.4 Goals

Content → *Résumé* → *Goals*

The *Goals* area is divided into three sections:

- Personal goals
- Academic goals
- Career goals

Personal or career goals are often provided in a résumé for employers to understand how a particular role might suit your ambitions.

You can use the academic goals section to describe achievements you are seeking in your programme of study.

1. Click the *Edit* button to enter a goal in one of the three goals areas.
2. Write down your goal(s). You can come back at any time and edit your goals.
3. Click the *Save* button to keep your changes or click the *Cancel* button to abort.

3.5.5 Skills

Content → *Résumé* → *Skills*

The *Skills* area is divided into three sections:

- Personal skills
- Academic skills
- Work skills

You may include skills that you add here in your portfolio pages.

Employers are always interested in what skills you can bring to a role. You can use this section to display the attributes that you would bring to a collaborative community or working group.

My skills ⓘ

Personal skills

Edit 1

Academic skills

Edit

Work skills

(excellent unless otherwise stated)

- office: Libre Office; basic knowledge of LaTeX
- image editing: Inkscape, The Gimp
- web design: HTML and CSS
- learning / content management systems: Drupal, Joomla, Moodle
- ePortfolio software: Mahara
- blog software: administration of WordPress

Path: div » div » div » ul » li

3 Save Cancel

Figure 3.25: Example of work skills

1. Click the *Edit* button to enter skills in one of the three skills areas.
2. Write down your skill(s). You can come back at any time and edit your skills.
3. Click the *Save* button to keep your changes or click the *Cancel* button to abort.

3.5.6 Interests

Content → Résumé → Interests

The *Interests* section allows you to list your personal and / or professional interests. This might include your hobbies, sporting activities, volunteer work, areas of research and expertise etc. Listing your interests will help employers form a better picture of who you are and what you would bring to their organisation.

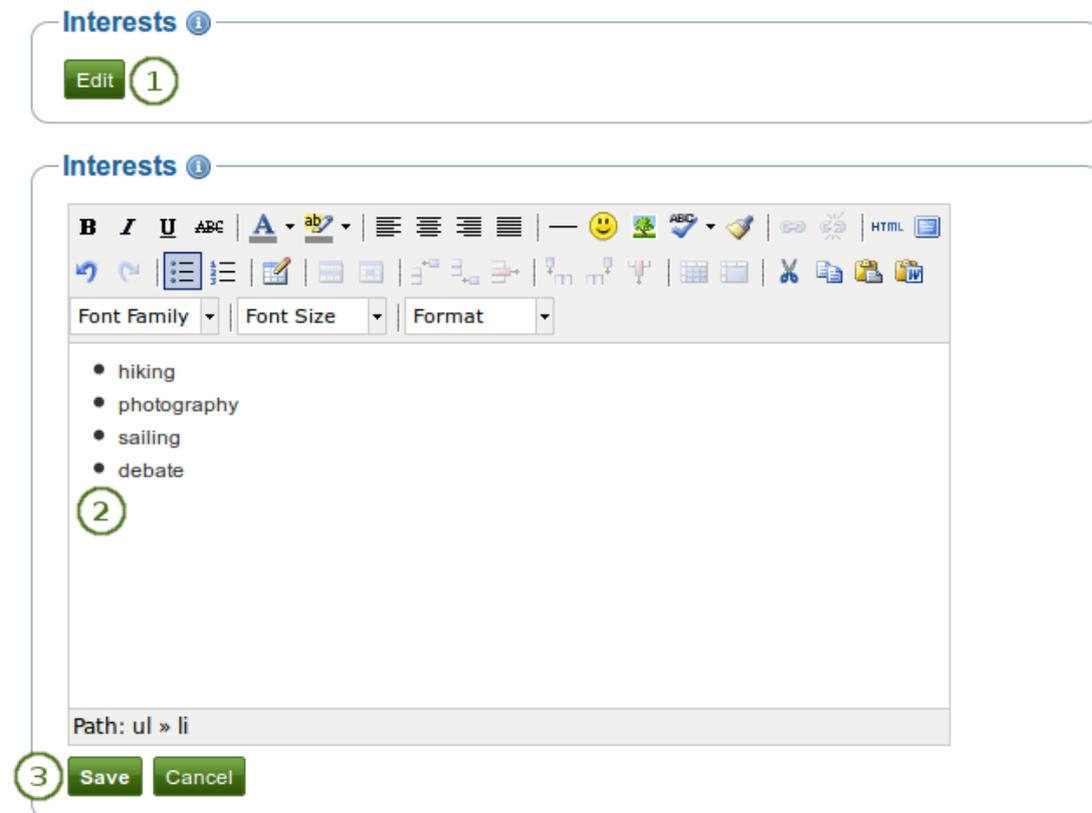


Figure 3.26: Example of interests for a résumé

1. Click the *Edit* button to enter your interests.
2. Write down your interests. You can come back at any time and edit them.
3. Click the *Save* button to keep your changes or click the *Cancel* button to abort.

3.5.7 License

Content → *Résumé* → *License*

Like other artefacts, you can select a license for your résumé.

Note: At the moment, you cannot display that license information on a portfolio page, but it is stored for future use when the functionality is expanded.

1. **License:** You see this field if the site administrator turned on *license metadata*. Choose the license for your résumé. You can set your default license in your *account settings*.
2. Click the *Advanced licensing* link to see more options.
3. **Licensors:** You see this field if the site administrator turned on *license metadata*. If you created the résumé of someone else, you can attribute the work to them here and provide their name for example.

Figure 3.27: Provide a license for your résumé

4. **Original URL:** You see this field if the site administrator turned on *license metadata*. If the résumé had been posted somewhere else before, provide a link to the original Internet address so that others can go there and view the original résumé.
5. Click the *Save* button to keep your changes.

3.6 Plans

Content → Plans

Plans are simple ToDo lists. They are particularly well-suited to plan medium and long-term endeavours. A plan can consist of a number of individual activities with which completion dates are associated.

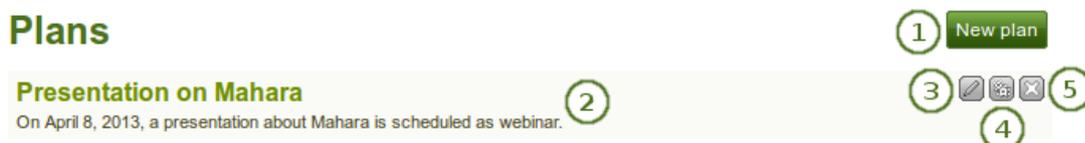


Figure 3.28: Overview page of Plans

1. Click the *New plan* button to create a new plan.
2. Your existing plans and their descriptions are displayed.
3. Click the *Edit* button  to change the title, description (and  license) of your plan.
4. Click the *Manage* button  to add and edit tasks for your plan.
5. Click the *Delete* button  to delete your plan.

Note: At the moment, you cannot display that license information on a portfolio page, but it is stored for future use when the functionality is expanded.

3.6.1 Create a new plan

1. Click the *New plan* button on the *Plans* overview page.

New plan

Title * 2

Description 3

License Creative Commons Attribution Share Alike 3.0 4
The license for this content.

▶ **Advanced licensing** 5

6

Figure 3.29: Create a new plan

2. **Title:** Give your plan a title. This field is mandatory.
3. **Description:** Give your plan a description. It is visible when you select a plan for inclusion into a portfolio page.
4.  **License:** You see this field if the site administrator turned on *license metadata*. Choose the license for the plan. You can set your default license in your *account settings*.
5.  **Advanced licensing:** You see this option if the site administrator turned on *license metadata*. If you click it, you see two additional license fields, ``Licensor" and ``Original URL", that you can fill in if this in not your own plan.
6. Click the *Save plan* button to keep your new plan.

Now you can add individual tasks to your plan.

3.6.2 Add tasks to a plan

There are several ways to add a task to a plan:

- Click on *Add task* right after you saved your plan.
- Click on *Content* → *Plans* → the title of the plan → *New task*.
- Click on *Content* → *Plans* → the *Manage tasks* button  → *New task*.

Once you are in the *New task* screen, you can create your new task.

1. **Title:** Enter a title for your task. This field is mandatory.
2. **Completion date:** Provide a completion date. Either choose the date via the *calendar* icon  or enter it in the format YYYY/MM/DD (Year - 4 digits / Month - 2 digits / Date - 2 digits), e.g. 2012/06/27. This field is mandatory and allows for tasks to be marked overdue automatically.
3. **Description:** Provide more detailed information about the task.
4. **Completed:** Tick this check box if you have already completed the task.

New task

Title * ①
The title will be used to display each task in the plans blocktype.

Completion date * ②
Use the format YYYY/MM/DD

Description ③

Completed ④
Mark your task completed.

License ⑤
The license for this content.

▶ **Advanced licensing** ⑥

⑦

Figure 3.30: Add a new task to a plan

5.  **License:** You see this field if the site administrator turned on *license metadata*. Choose the license for the plan's task. You can set your default license in your *account settings*.
6.  **Advanced licensing:** You see this option if the site administrator turned on *license metadata*. If you click it, you see two additional license fields, "Licensor" and "Original URL", that you can fill in if this in not your own plan's tasks.

Note: At the moment, you cannot display that license information on a portfolio page, but it is stored for future use when the functionality is expanded.

7. Click the *Save task* button to finish editing your task.
8. Add more tasks immediately or at a later point.

Plan 'Presentation on Mahara' tasks.

[New task](#)

| Completion date | Title | Description | Completed |
|-----------------|--------------------------|--|---|
| 4 January 2013 | Speaker info | hand in brief bio and picture | <input checked="" type="checkbox"/>   |
| 28 March 2013 | Programme info | review programme information | <input type="checkbox"/>   |
| 2 April 2013 | Presentation preparation | develop the presentation | <input type="checkbox"/>   |
| 3 April 2013 | Send presentation | send presentation and supporting documents | <input type="checkbox"/>   |
| 7 April 2013 | Check webinar software | do a trial run of the webinar software with my presentation file | <input type="checkbox"/>   |

5 tasks

Figure 3.31: Plans under *Content*

Presentation on Mahara

| Completion date | Title | Completed |
|-----------------|--------------------------|-------------------------------------|
| 4 January 2013 | Speaker info | <input checked="" type="checkbox"/> |
| 28 March 2013 | Programme info | <input type="checkbox"/> |
| 2 April 2013 | Presentation preparation | <input type="checkbox"/> |
| 3 April 2013 | Send presentation | <input type="checkbox"/> |
| 7 April 2013 | Check webinar software | <input type="checkbox"/> |

5 tasks

Figure 3.32: That's what a plan looks like in a portfolio page. Clicking on the title of the task shows / hides the task description.

3.6.3 Edit tasks in a plan

1. Click the *Manage tasks* button  or the title of the plan on *Content* → *Plans*.
2. Click the *Edit* button  next to a task that you want to change.
3. Make your changes or mark a task as completed.
4. Click the *Save task* button and your changes are recorded.

3.7 Notes

Content → *Notes*

Notes are bits and pieces of text that you can re-use from one portfolio page in another. These are the *text boxes* that you could not save in versions prior to Mahara 1.5.

3.7.1 View your notes

Though you cannot create notes directly from this page, you can edit your notes. Their content will be changed wherever that note is used.

My notes

These are the html notes you have created inside text box blocks on your pages.

| Note 1 | Contained in: 2 | |
|--|------------------------------|---|
| Mahara: open source ePortfolio application | Presentations over the years | Submitted |
| Paula is social | 1 2 3 GO! (Daily) Blogs | 3 <input type="checkbox"/> <input type="checkbox"/> 4 |
| Publications | Work (and) interests | 5 Submitted |
| Take a seat and explore | 1 2 3 GO! | <input type="checkbox"/> <input type="checkbox"/> |

Figure 3.33: *Notes* viewed in the *Content* area

1. The *Note* column contains the titles of the notes where they appear for the first time.
2. The *Contained in* column lists all the pages in which this text box is used.
3. Click the *Edit* button to make changes to the note. Beware that any changes you make here are made to all instances of the note.
4. Click the *Delete* button to permanently delete the note. This action cannot be undone and all instances of the note are deleted from portfolio pages.
5. When you submitted a portfolio page that contains notes, you cannot change the note's content or delete it until the page is released again.

3.7.2 Edit your notes

You can edit your notes to make changes to them.

Warning: When you make changes to a note from this page, all instances of this note on any portfolio page will be affected.

1. **Title:** The title of your existing note is displayed.
2. **Note:** The content of your note is displayed. If you make changes here, they will be applied to all instances where the note appears.
3.  **License:** You see this field if the site administrator turned on *license metadata*. Choose the license for this note. You can set your default license in your *account settings*.
4.  **Advanced licensing:** You see this option if the site administrator turned on *license metadata*. If you click it, you see two additional license fields, ``Licensor" and ``Original URL", that you can fill in if this in not your own note or if you had published it elsewhere before.

Internship criteria

Title ①

Note

B ***I*** **U** **ABC** | **A** **ab** | **≡** **≡** **≡** **≡** | **☺** **🌿** **ABC** **🔍** | **🔗** **🌐** **HTML** **📄**

↶ ↷ | **☰** **☷** | **✎** **📄** **📄** | **↶** **↷** **↶** **↷** | **🔗** **🔗** **🔗** | **📄** **📄** **📄** | **✂** **📄** **📄** **📄**

Font Family ▾ | Font Size ▾ | Paragraph ▾

In this year's internship the focus lies in the following areas:

- team work and collaboration
- ...

②

Path: p

License * ⓘ ③
The license for this content.

▶ **Advanced licensing** ④

Allow comments ⑤

⑥

Figure 3.34: Edit a note

5. **Allow comments:** Tick this check box if you want to allow others to leave comments on your note.
6. Click the *Save* button to keep your changes or click the *Cancel* button to abort your changes.

See Also:

You can [watch a demo](#) of this feature in action.

Portfolio

The *Portfolio* is the place in Mahara where you assemble the artefacts that you collect in *Content* into pages. You can then share these pages with others or simply keep them for yourself.

In this section you learn how to:

- create portfolio pages
- create collections to bundle portfolio pages
- share your pages and / or collections
- export your portfolio
- give feedback on artefacts and pages
- view your tag cloud and change tags

4.1 Pages

Portfolio → *Pages*

A *page* contains a selection of artefacts which you arrange and present to others. These may include:

- selected files
- résumé details
- text (your added commentary, instructions or orientation)
- journal posts
- video and audio files
- RSS feed to an external blog
- etc.

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

4.1.1 Overview page

On the landing page of the portfolio, you can do the following.

1. Click the *Create page* button to start a new page from scratch.
2. Click the *Copy a page* button to choose an existing page of yours or from another user as basis for a new page.

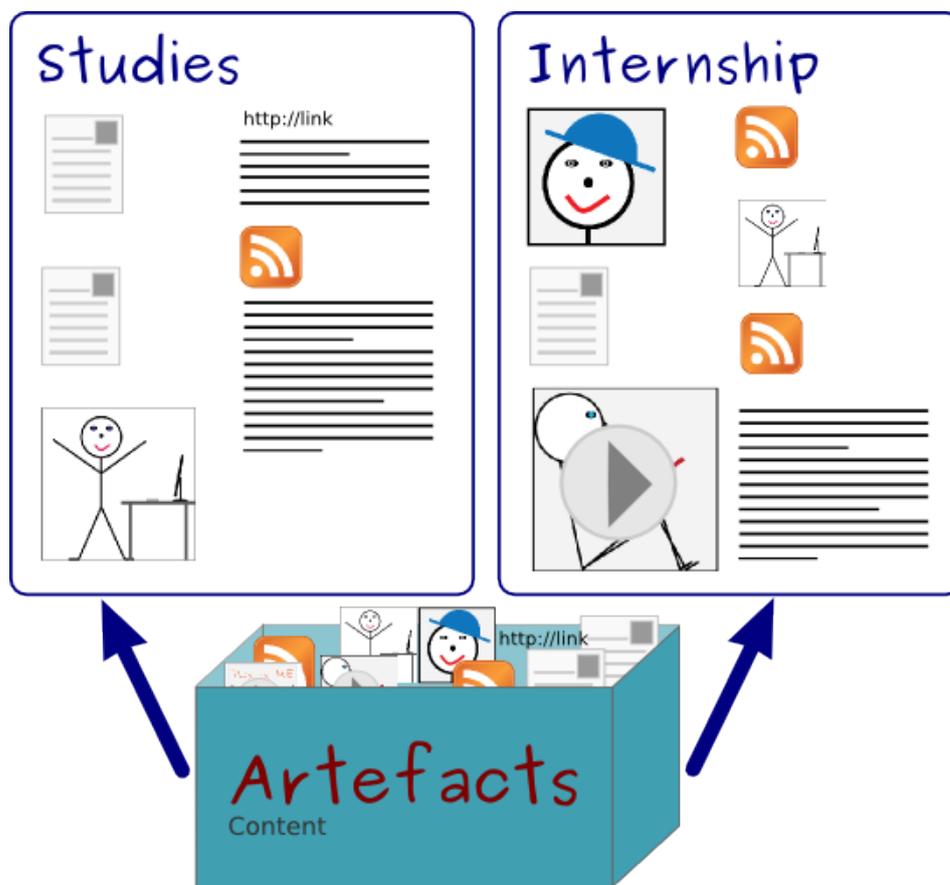


Figure 4.1: The same artefacts can appear in multiple pages

Pages Create page 1 Copy a page 2

Search: Title, description, tags 3

| | |
|---|--|
| Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it. | 4 <input type="checkbox"/> |
| Profile page Your profile page is what others see when they click on your name or profile picture. | 5 <input type="checkbox"/> 7 |
| 1 2 3 GO! Introduction to my portfolio | 6 <input type="checkbox"/> <input type="checkbox"/> |
| (Daily) Blogs | <input type="checkbox"/> <input type="checkbox"/> |
| Learning journey | <input type="checkbox"/> <input type="checkbox"/> |
| Overseas experience | <input type="checkbox"/> <input type="checkbox"/> |
| Presentations over the years <i>This page was submitted to Humanities 101 on 20 July 2012, 12:46 PM.</i> | 8 |
| Work (and) interests <i>This page was submitted to Humanities 101 on 20 July 2012, 12:40 PM.</i> | |

Maximum items per page: 20 9

Figure 4.2: The landing page of your portfolio

3. **Search:** Enter your search term and decide in which context you wish to search it for within your portfolio. Click the *Search* button to start your search.
4. Click the *Edit* button  to make changes to your dashboard page. You cannot delete your dashboard page.
5. Click the *Edit* button  to make changes to your profile page. You cannot delete your profile page.
6. Click the *Edit* button  to update your portfolio pages.
7. Click the *Delete* button  to remove your pages.

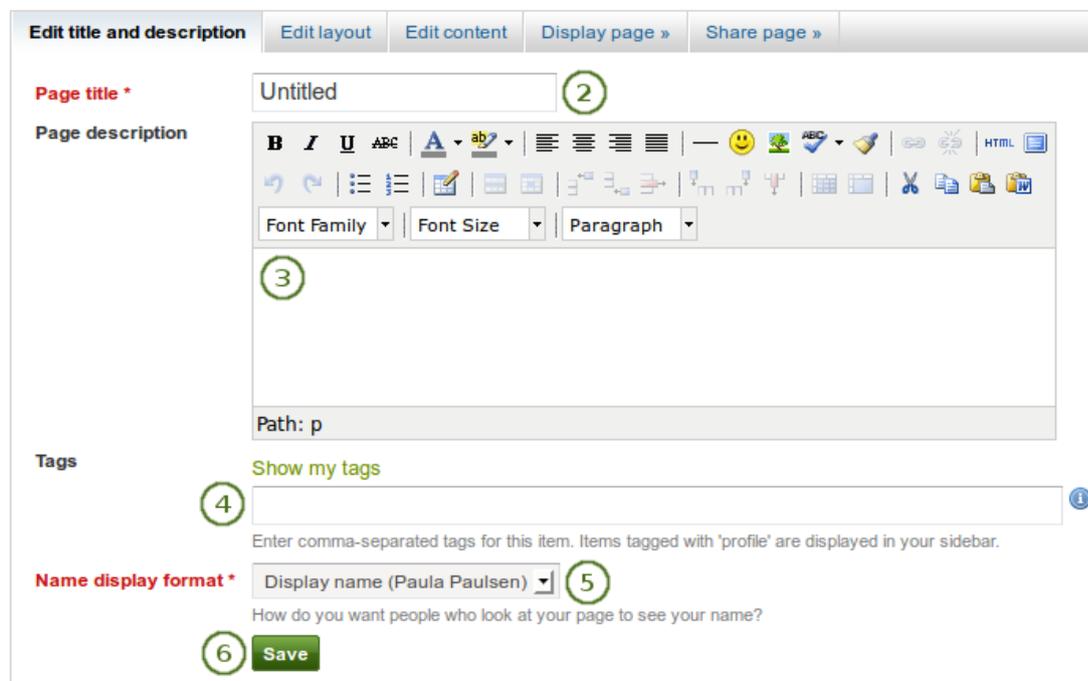
Warning: When you delete a page, links to external content such as embedded external videos and RSS feeds to an external blog are completely deleted. You cannot recover them. There is no revision history. All other artefacts are not deleted because they reside in your *Content* area.

8. When you submitted a portfolio page to a group, you cannot change a great number of the page's content or delete it until the page is released again.
9. You can choose how many portfolio pages you wish to display on the overview page at once. Your options are 10, 20, 50, 100 or 500 results. All remaining pages can be reached via the pager.

4.1.2 Create a new page

You create a new page in your portfolio when you want to display artefacts together, e.g. for presenting it to others, for showing your progress in a project etc.

Untitled



Edit title and description | [Edit layout](#) | [Edit content](#) | [Display page >](#) | [Share page >](#)

Page title * (2)

Page description

Tags [Show my tags](#) (4) ⓘ

Name display format * (5)

How do you want people who look at your page to see your name?

(6)

Figure 4.3: Create a portfolio page

1. On the *Pages* page, click the *Create page* button.
2. **Page title:** Provide a title for your page. This field cannot be left empty. If you do not enter a title, the default "Untitled" will appear.

3. **Page description:** Write a brief description summarising your objective of this page. It will appear on the page itself.
4. **Tags:** Enter tags to find your page more easily at a later stage. Separate your tags with commas. If you already have tags, you can click on the link *Show my tags* and select the ones that you think will fit for this page as well. They will be entered into the text field for you.
5. **Name display format:** Choose which of your names you want to appear on the page as author.
6. Click the *Save* button to save your changes and to continue to the *Edit content* part.

4.1.3 Edit an existing page

You can edit an existing page in two ways:

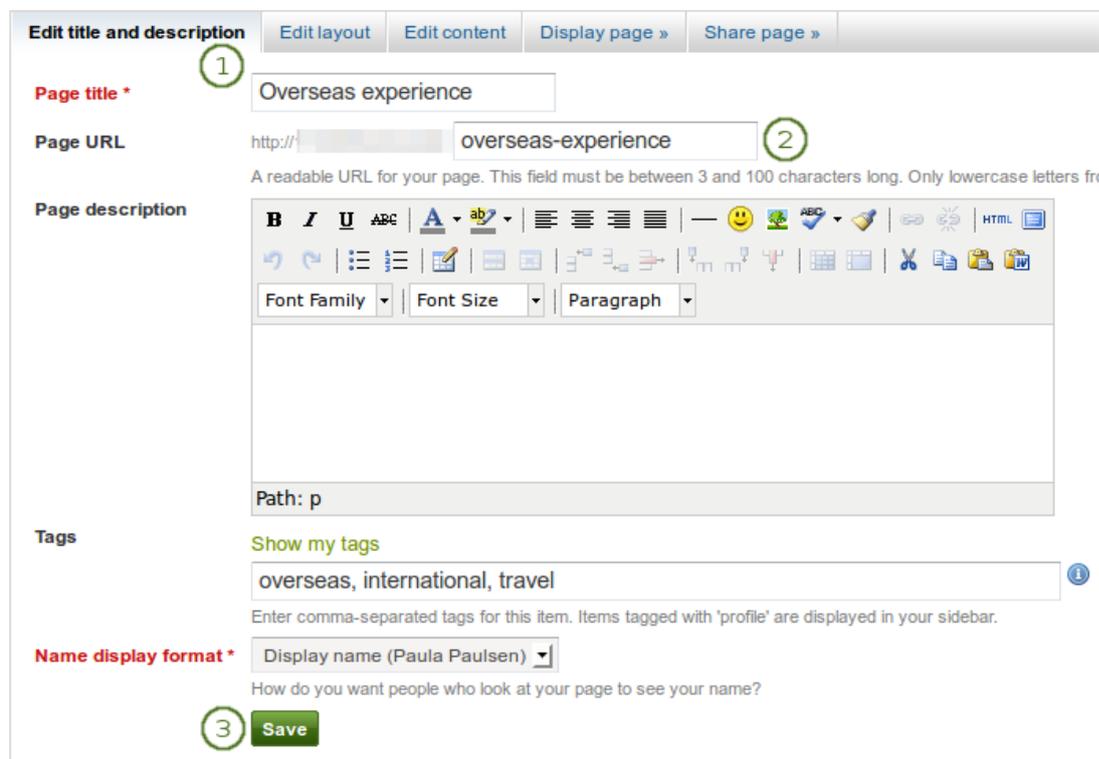
1. Click the *Edit* button  when you are on the *Pages* overview page.
2. Click the *Edit this page* button when you are on the actual page.

See Also:

You find more information on how to edit artefacts on a portfolio page in the *Edit content* part.

If the site administrator activated *clean URLs*, your portfolio pages have human-readable URLs which you can change to a certain extend.

Overseas experience



The screenshot shows the 'Edit title and description' tab of the Mahara page editor. The page title is 'Overseas experience'. The page URL is 'http://overseas-experience'. The page description field is empty. The tags field contains 'overseas, international, travel'. The name display format is set to 'Display name (Paula Paulsen)'. A 'Save' button is visible at the bottom left. Three numbered callouts (1, 2, 3) highlight the 'Edit title and description' tab, the page URL field, and the 'Save' button respectively.

Figure 4.4: Change the URL for your portfolio page

1. When you are in the page edit mode, click on *Edit title and description*.
2. **Page URL:** Choose the name for your page if you do not like the default one. It must be 3-30 characters long. You can only use lowercase letters from a-z, numbers and - (hyphen).

3. Click the *Save* button at the bottom of the page.

Warning: Though you can change the URL to your page at any point, you shouldn't do that because people who already know the URL to your page will not be able to access it anymore after you have changed it. The original, internal Mahara URL, e.g. <http://mahara-university.org/view/view.php?id=789> will still work.

4.1.4 Copy a page

You can duplicate your own pages or pages of other users if they allowed you to do that.

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

The screenshot shows the 'Copy a page or collection' interface. At the top, there are two search fields: 'Search pages:' and 'Search owners:', each with a 'Go' button and a numbered callout (2 and 3 respectively). Below these is a table with columns: 'Collection title' (4), 'Page name' (5), 'Owner' (6), and a button column (7). The table lists several items, including '1 2 3 GO!' (owner Paula Paulsen), 'Copy of Portfolio' (owner Anna Alphonso, callout 8), '(Daily) Blogs', 'Internship', 'Learning journey', 'Overseas experience', 'Portfolio feedback', and 'Presentations over the years'. Each row has 'Copy collection' and 'Copy page' buttons.

Figure 4.5: Copy a page

1. Click the *Copy a page* button under *Portfolio* → *Pages*. On the next screen...
2. **Search pages:** If there are many pages or collections from which you can choose, either search for a keyword in the page or collection title **or**
3. **Search owners:** Search for the author of the page. This can be a user, a group or an institution.
4. **Collection title:** Click on the title of a collection to preview it before copying it.
5. **Page name:** Click on the title of the page to see a preview of it before you copy it.
6. **Owner:** Click on the name of the owner to view a larger profile picture and the self description if the owner provided one or to see information about a group it that is the owner.
7. Click the *Copy page* button to copy one page only into your own portfolio **or**
8. Click the *Copy collection* button to copy an entire collection with multiple pages into your portfolio. All pages within this collection are copied.

9. Edit the page as you would do any other page.

Note: The site administrator can decide to leave out ``Copy of...'' for copied pages or collections. This setting needs to be made in the config.php file. If `$cfg->renamecopies = true;`, copies of new pages and collections will have ``Copy of'' prepended to the title.

4.1.5 View a page

You can view a page to check what it looks like when somebody else sees it. Go to the *Pages* overview page and click on the title of a page.

1. Title of the portfolio page.
2. Author of the portfolio page.
3. Description of the page.
4. The *Edit this page* button is only visible to you as portfolio author.
5. The artefacts that you placed in the page.
6. Tags which you provided for your page.
7. If you belong to a group which allows the submission of pages for feedback / assessment, you see the group name displayed and can submit your page directly from here. For more information see the section on *feedback for assessment*.
8. Comments from users are displayed at the bottom of the page. The comments include:
 - Profile picture and name of the commentator that are linked to the profile page.
 - The comment itself.
 - The creation date of the comment and potentially the last update date and time of the comment.
 - Comment rating.
 - Any attachments.
 - A note if the comment is private only to the commentator and the portfolio page author.
9. Your commentators can give a rating in addition to their verbal feedback if the site administrator enabled *comment ratings*.
10. Your commentators can upload one or more files in addition to their verbal feedback, e.g. a file with inline comments, an audio or video file with feedback.
11. If a comment is set to ``private'' by the comment author, you can decide ``to make it public by clicking the *Make public* button.
12. You and the comment author can delete a comment by clicking the *Delete* button . The comment text is not displayed anymore, but a line is still visible where the old comment was so you know that you deleted a comment. In addition, if you delete the comment by someone else, they will receive a notification about it, which includes their comment text.
13. The total number of comments is displayed.
14. You and others can use the *Place feedback* link to leave comments on the page.

See Also:

Please refer to the section on *giving feedback* to see how that can be done.
15. If a page contains offensive artefacts, users can report them to the administrator by clicking the *Report objectionable material* link.
16. Click the *Print* link to print the page.

1 2 3 GO! 1

by Paula Paulsen 2

Introduction to my portfolio 3

4 [Edit this page](#)

Take a seat and explore



Paula is social

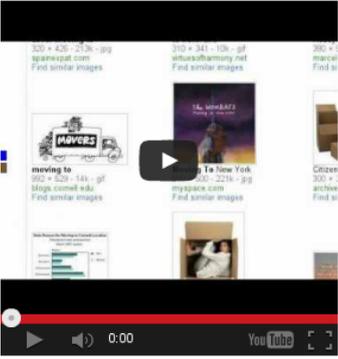
(after all 😊)

You can find me virtually in many places:

- Twitter
- Flickr
- YouTube
- Facebook
- Diigo
- Zotero
- LinkedIn

Comments (0)

A big step



5

Tags: profile 6

Submit this page to Humanities 101 for assessment [Submit](#) 7

Feedback

 Your video announcement about moving to New Zealand is clever. I am going to use the tool as well. 8

27 July 2012, 3:15 PM [Updated: 27 July 2012, 3:25 PM]

 Comment removed
Comment removed by the owner |

 ★★★★★ 9

I love that you made the announcement using a multimedia tool. Can you please let me know how you made it? 11 [Make public](#)

30 September 2012, 8:38 PM | This comment is private

 Comment removed
Comment removed by the author |

 ★★★★★☆ 12

Attached please find my feedback as audio file.

The attached file(s) have been added to your commentfiles folder

30 September 2012, 8:43 PM | **Attachments:** long_feedback.ogg (9.7MB) 10

 Thank you for the feedback. I created the video with the Google Search Stories Video Creator. 13

30 September 2012, 8:52 PM

16 6 comments

14 [Place feedback](#) 15 [Report objectionable material](#) [Print](#) 17 [Add page to watchlist](#)

18 29 page visit(s) from 27 June 2011 to 23 October 2012

Figure 4.6: An example portfolio page. When you are the author, you can click on the *Edit* button and make changes.

17. Click the *Add page to watchlist* link if you want to be informed when changes are made to the page.
18. View how many times your page was accessed.

4.1.6 Give others access to your page

See Also:

Please refer to the section on *sharing your pages and collections* for further information.

4.2 Page editor

The *page editor* is important in Mahara because it allows you to compose your portfolio pages. It consists of a large number of components:

1. Editor navigation
2. Artefact chooser
3. Page layout area

4.2.1 Editor navigation



Figure 4.7: Page editor navigation bar

- **Edit title and description:** Add and modify your page title, description and tags.
- **Edit layout:** Change the overall layout of your page.
- **Edit content:** Place your content on a page. See *artefact chooser*, *individual artefact blocks* and *page layout area*.
- **Display page:** Preview your page to see how others, who have access to it, would see it.
- **Share page:** Decide who shall have access to your page. See *“Shared by me”* for more details.

4.2.2 Edit title and description

You should give your portfolio page a unique title so that you can find it again later on. The description helps you to see quickly on the overview page why you have created this page. Furthermore, the tags help you to search your portfolio for these keywords and find your content and portfolio pages.

1. **Page title:** You must provide a title for your page. Automatically, every page is called “Untitled”.
2. **Page description:** You can write a brief description for your page, e.g. its purpose. This description is displayed on the overview page and on the portfolio page itself.
3. **Tags:** If you have already tagged artefacts or other portfolio pages, you can choose from your existing tags. This makes it easy to avoid spelling mistakes.
4. If you either do not yet have tags or want to use new ones, you can write them into the text box. Separate multiple tags by commas (and a space). Tags that you have chosen from your existing list of tags are listed in this text box as well when you have clicked on them.
5. **Name display format:** You must choose which name should be displayed when somebody else views your portfolio. You can choose between:
 - First name

Figure 4.8: Provide as much information as possible to distinguish and to be able to search your portfolio later on. You can make changes to these settings at any time.

- Last name
 - Full name (first and last name)
 - Display name
6. Click the *Save* button to save your changes.

4.2.3 Edit layout

You have 10 choices for your column layout from 1 column to 5 columns. The 2-, 3- and 4-column layout options allow you to make certain columns wider than others. The icons assist you in your decision of what the end result looks like. However, you cannot set a specific width of a column.

Note: Be careful when choosing 4 or more columns. Your portfolio page may look very good on your big 21" screen, but a user looking at it on a notebook or tablet may not have the same experience. In most cases, up to 3 columns is the best choice.

Click the radio button above the layout that you wish to apply to your page. You can change it at any time. When you reduce the number of columns, your blocks simply move to the first column. You can then move them around to their correct position (see [page layout area](#)).

Note: You can add or remove columns directly in the page layout area when you enable the *Show controls to add and remove columns when editing a page* setting in your [account options](#).

4.2.4 Artefact chooser

All different types of artefacts as well as blocks that pull in external content into a portfolio page are accessible via the *artefact chooser*.

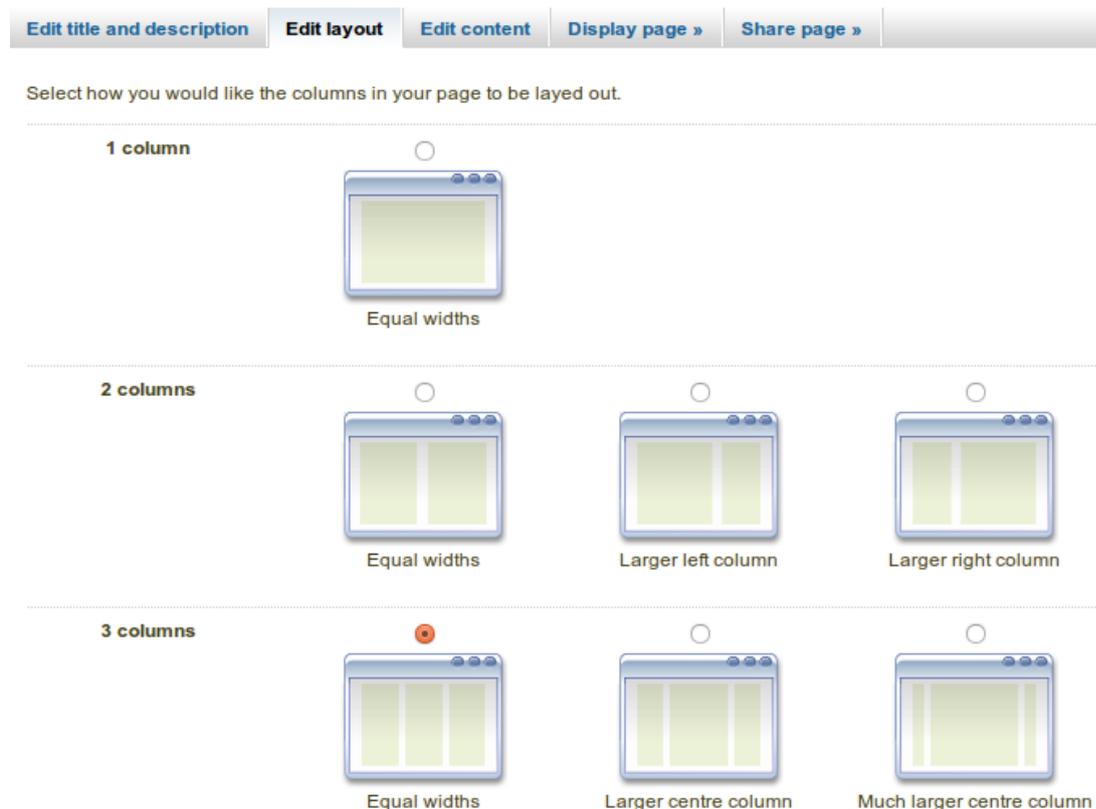


Figure 4.9: Edit the overall layout of a page by choosing the number of columns



Figure 4.10: You can use the *Add* and *Remove* buttons for quick changes to the layout when you have enabled them.



Figure 4.11: All artefacts are accessible via a number of tabs in the page editor

- **Files, images and video:** holds blocks for files that can be displayed as links, in folders or in the case of images and videos directly in the page
- **Journals:** various artefact blocks which allow you to place journals / journal entries into a page
- **General:** artefacts that are of a general nature
- **Profile:** choose profile information to display in a block
- **Résumé:** display your entire résumé or parts of it
- **External content:** contains blocks to place RSS feeds, external media or GoogleApps documents etc. into a page

See Also:

The functionality of each block that you can use in your portfolio pages and in group pages is outlined in the section on the *individual artefact blocks*.

4.2.5 Page layout area

The *page layout area* is the place where you arrange all your artefacts for display in a portfolio page. You should know the following about this area:

- All artefacts are placed into it by dragging and dropping their blocks into this space.
- The artefacts are arranged as a series of continuous blocks per column.
- There are no rows, only columns. Blocks are placed beneath each other within a column, but they do not align with blocks in another column to form a single row unless they have the same height.
- You can drag and drop blocks by clicking on their headings.
- You can change the settings of a block by clicking on its *Configure* button .

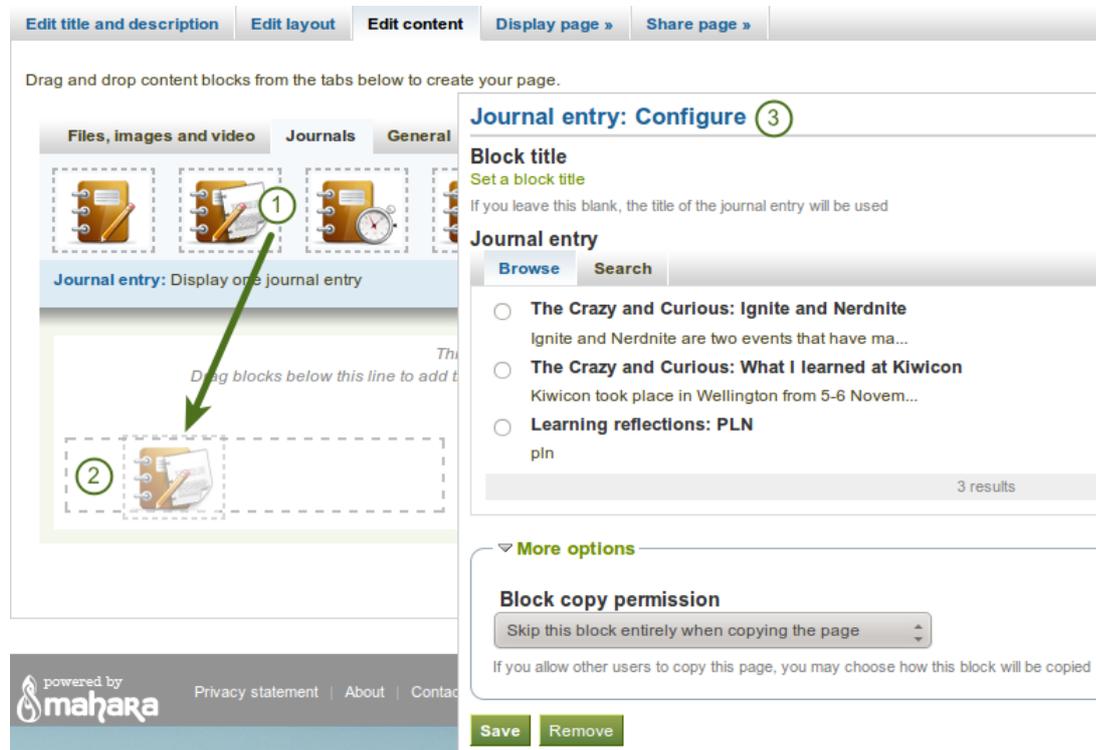


Figure 4.12: Drag a block into the page layout area and configure its settings

1. Click on the block of the artefact that you want to include in your page and drag it into the page layout area.
2. When you see the dotted rectangle, drop the block into it to put it onto your page.
3. Follow the on-screen instructions on choosing the specific artefact you wish to display. Please refer to the *artefact block section* for more information on each block's settings.

See Also:

Please refer to the section *edit layout* to learn how to change the number of columns on a page and make certain columns wider than others.

4.2.6 Optional theme chooser

You may be able to choose a theme for your portfolio page. If that is the case, you see a *Theme* drop-down menu below the *artefact chooser*. That allows you to select a theme in which that page is displayed to others who view your portfolio page. If the option "Not theme selected" is displayed, the default theme is applied automatically.



Figure 4.13: Select a theme for your page

See Also:

The site administrator must allow page themes in the site's *user settings*.

4.3 Collections

Portfolio → *Collections*

A *collection* is a set of pages that are linked to one another 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. You can create a collection from scratch or copy an existing one - either one of your own or one from another user that is copyable to you.

4.3.1 Manage your collections

When you are on the overview page of the collections, you can do several things.



Figure 4.14: Collections overview page

1. Create a new collection by clicking on the *New collection* button.

2. Copy an existing collection by clicking on the *Copy a collection* button.
3. Click on the collection title to go to the first page of the collection.
4. Click on any title of a page within a collection to jump directly to it.
5. Click the *Manage* button  to move pages within a collection, add to or delete pages from a collection.
6. Click the *Edit* button  to change the title and description of a collection.
7. Click the *Delete* button  to delete the collection. The pages will still exist.
8. When you submitted a collection to a group, you cannot edit or delete it until it has been released.

Note:  You can see up to 10 collections on the collections overview page, and then use the paginator to move to other collections.

4.3.2 Add a collection

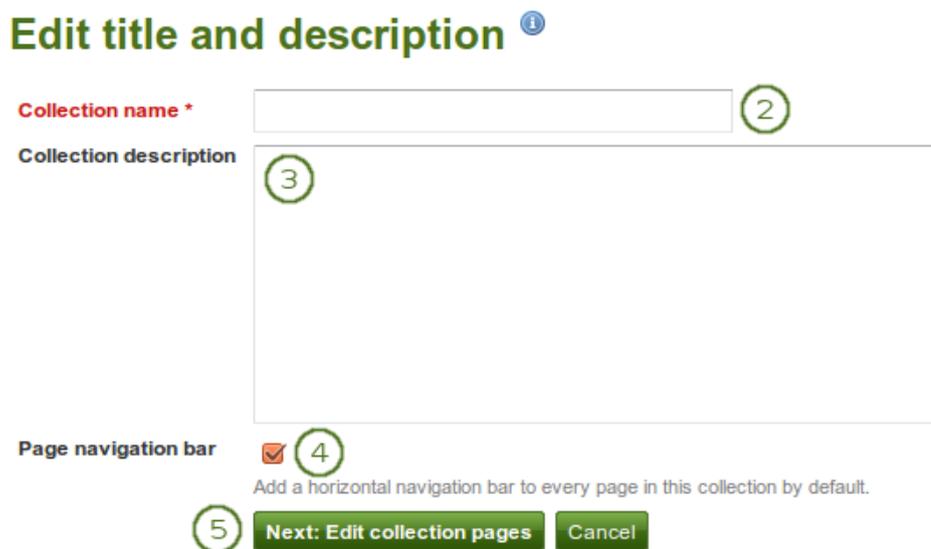


Figure 4.15: Create a collection

1. Click the *New collection* button under *Portfolio* → *Collections*. On the next screen...
2. **Collection name:** Provide a title for your collection.
3. **Collection description:** Optionally, you can write a short description about your collection. You do not have a visual editor, but just a plain text box.
4. **Page navigation bar:** Choose whether you wish to display a tabbed navigation or not. If you choose not to, you will have to include the *navigation* block for you to go from one page to the next on the individual pages that belong to this collection.
5. Click the *Next: Edit collection pages* button or click the *Cancel* button if you want to abort adding your collection.

4.3.3 Copy a collection

You can duplicate your own collections or collections of other users if they allowed you to do that. As every page can only be in one collection at a time, your own pages will be copied when you copy a collection.

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Search pages: Go 2

Search owners: Go 3

| Collection title 4 | Page name 5 | Owner 6 | 8 |
|---|--|--|---|
| | 1 2 3 GO! | Paula Paulsen | Copy page |
| | Copy of Portfolio | Anna Alphonso | Copy page |
| Academic portfolio | (Daily) Blogs | Paula Paulsen | Copy collection Copy page |
| | Internship | Paula Paulsen | Copy page |
| Academic portfolio | Learning journey | Paula Paulsen | Copy collection Copy page |
| Academic portfolio | Overseas experience | Paula Paulsen | Copy collection Copy page |
| | Portfolio feedback | Feedback Discussions | Copy page |
| Employment portfolio | Presentations over the years | Paula Paulsen | Copy collection Copy page |

Figure 4.16: Copy a collection

1. Click the *Copy a collection* button under *Portfolio* → *Collections*. On the next screen...
2. **Search pages:** If there are many pages or collections from which you can choose, either search for a keyword in the page or collection title **or**
3. **Search owners:** Search for the author of the collection. This can be a user, a group or an institution.
4. **Collection title:** Click on the title of a collection to preview it before copying it.
5. **Page name:** Click on the title of the page to see a preview of it before you copy it.
6. **Owner:** Click on the name of the owner to view a larger profile picture and the self description if the owner provided one or to see information about a group it that is the owner.
7. Click the *Copy collection* button to copy an entire collection with multiple pages into your portfolio. All pages within this collection are copied **or**
8. Click the *Copy page* button to copy one page only into your own portfolio.
9. Edit the collection and its pages as you would do any other collection and pages.

Note: The site administrator can decide to leave out "Copy of..." for copied pages or collections. This setting needs to be made in the config.php file. If `$cfg->renamecopies = true;`, copies of new pages and collections will have "Copy of" prepended to the title.

See Also:

You can [watch a demo of this feature in action](#).

4.3.4 Add collection pages

In the next step after you have created your collection, you choose which portfolio pages you wish to include in this collection. You see all the pages that you can use potentially. If you had already placed a page into another collection, it is not an option here.



Figure 4.17: Add pages to a collection

1. Click the *Manage pages* button  under *Portfolio* → *Collections*. On the next screen...
2. Put a check mark next to each page that you wish to include in your collection.
3. Click the *Add pages* button to add the pages to your collection.
4. Click the *Done* button to finish this step.

4.3.5 Manage collection pages

Once you have added your pages to your collection. You can move them around or remove them.

1. If you are not already in the page management, click the *Manage pages* button  under *Portfolio* → *Collections*. On the next screen...

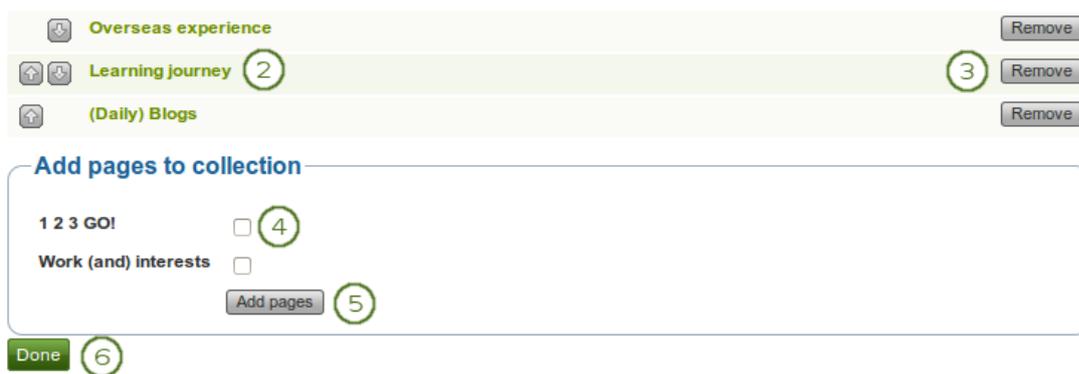


Figure 4.18: Manage the pages that are displayed within your collection

2. Use the *Move up*  and *Move down*  buttons to arrange your pages in a different order.
3. Click the *Remove* button to take a page out of a collection. The page itself is not deleted.
4. Put a check mark next to each page that you wish to include in your collection in addition to the ones already in it.
5. Click the *Add pages* button to add the pages to your collection and then move them around with the *Move up*  and *Move down*  buttons.
6. Click the *Done* button.

View the result of your collection by clicking on the collection title or any page that is part of your collection.

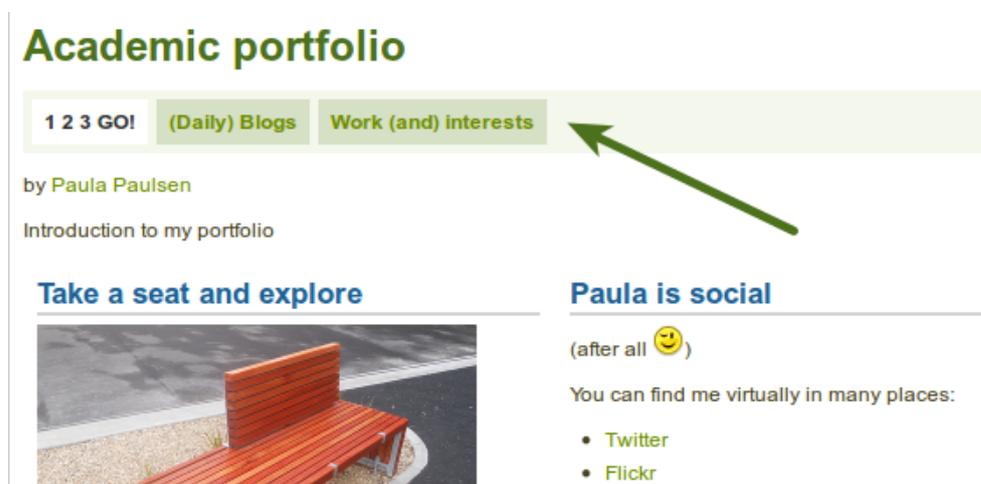


Figure 4.19: A collection with the tabbed navigation

4.3.6 Give others access to your collection

See Also:

Please refer to the section on *sharing your pages and collections* for further information.

4.4 Shared by me

 *Portfolio* → *Shared by me*

When you have created portfolio pages (and collections), you may wish to share them with others, e.g. to receive feedback. You can set the access permissions on the *Edit access* page. It is accessible via *Portfolio* → *Shared by me* or directly from the *page editor* when you edit a portfolio page.

Note:  In Mahara 1.7, the menu item *Share* in the personal portfolio area was renamed to *Shared by me*. This step was taken to bring in the *Shared pages* menu item, previously located under *Groups*, to the *Portfolio* section as *Shared with me*. This distinction makes it easier for users to know on which page they can share their **own** portfolios and where they need to go to view portfolio pages and collections by **others**.

The *Share* overview page shows you the following.

| Share | | 4 | 5 |
|----------------------|---|---|---|
| Collections ① | Access list ③ | Edit access | Secret URLs |
| Academic portfolio | Feedback Discussions |  |  |
| Employment portfolio | |  | 1  |
| Pages ② | | | |
| 1 2 3 GO! | Humanities 101, Feedback Discussions, Internship preparation, Portfolio task force, Taskforce |  |  |
| Profile page | Logged-in users |  |  |
| Work (and) interests | |  |  |

Figure 4.20: Share overview page

- Collections:** Your collections are sorted alphabetically.
- Pages:** Pages that are not in a collection are listed alphabetically below the collections.
- Access list:** The list of users, groups or institutions who have access to a particular collection or page.
- Edit access:** The *Edit access* button  next to each collection or page allows you to change the permission of who can view a page or collection.
- Secret URLs:** The *Secret URL* edit button  next to each collection or page 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.

4.4.1 Edit access for users with an account

The *Edit access* page allows you to set the permissions for a single user or multiple users who should be able to view some of your portfolio pages or collections.

You can assign access to a single page or collection at a time or to multiple pages and / or collections at once.

You have a number of choices for selecting who shall be able to see what. Always click the *Add* button if you want to add a group of people or an individual.

- Click the *Edit access* button  next to the collection or page for which you want to give access permissions under *Portfolio* → *Share*. On the next screen...

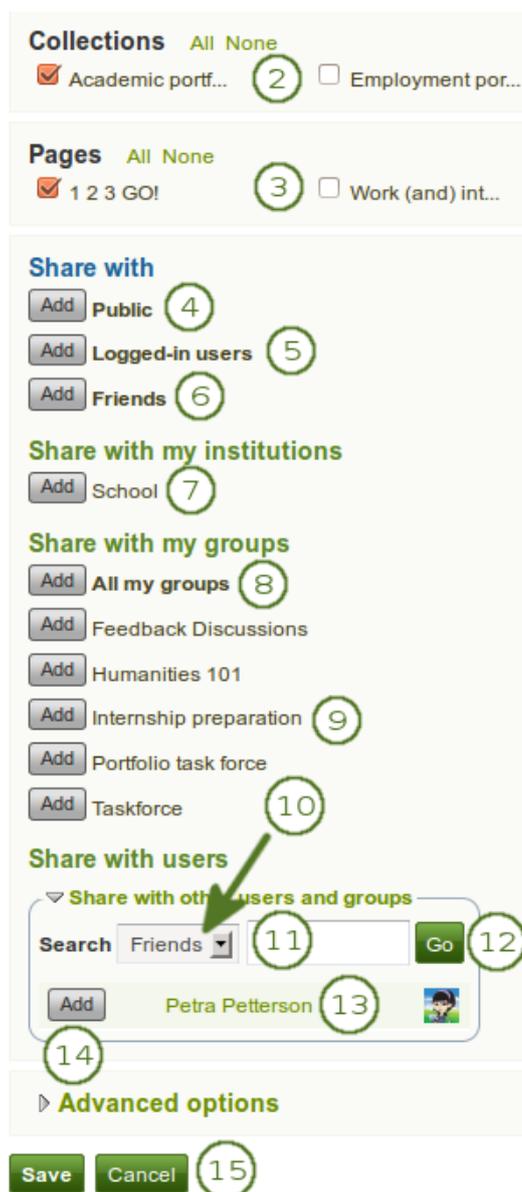


Figure 4.21: Users and groups to whom you can give access to pages and / or collections

2. Choose the collection or collections for which you want to give access by placing a check mark in the check box next to it / them. If you made a mistake in your selection, either take the check mark off or select *All* or *None* to check or clear all respectively.
3. Choose the page or pages for which you want to give access by placing a check mark in the check box next to it / them. If you made a mistake in your selection, either take the check mark off or select *All* or *None* to check or clear all respectively.
4. **Public:** anybody online who knows the URL(s) can see your selection of pages / collections.
5. **Logged-in users:** all users who have an account on the Mahara instance you are using can view your selection of pages / collections.
6. **Friends:** all your friends on Mahara can view your selection of pages / collections.
7. **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.
8. **All my groups:** every member in the groups to whom you belong can view your selection of pages / collections.
9. A particular group: all members of that group can view your selection of pages / collections.
10. If none of the above choices are what you are looking for, you can search for specific users or groups. Make your selection to search for:
 - your friends
 - any group
 - any user
11. Type the name of the user or the name of the group you search for. A partial name is often best.
12. Click the *Go* button to search for that person or group.
13. Click on the name of the user or group to verify that it is the correct one. When you clicked on the name of the user or group and want to get back to the access list, close the window.
14. Click the *Add* button next to the user(s) or group(s) to whom you wish to give access.
15. Click the *Save* button to keep your changes or click the *Cancel* button to abort the action.

Note: Your friends or individual users with whom you shared your pages / collections receive a notification. Group members also receive a notification that you shared a page with them if the group administrator *allowed that*. You do not receive a notification when users share their page with the public, all logged-in users, an entire institution or friends.

See Also:

If you use the [web services plugin](#), you can also share pages with "favourite users". For more information, please refer to the [specifications for this feature](#).

4.4.2 Edit access to your profile page

You can restrict full access to your profile page to the members of your institution if the site administrator allowed that in *Administration* → *Configure site* → *User settings* → *Logged-in profile access*.

If you allow only members of your own institution(s) to see your profile page, other users who have an account can only see basic information, e.g. your name, your institution membership and messaging information.

4.4.3 Restrict access based on time

In addition to controlling who shall have access to your pages / collections, you can further restrict that access for a specific period of time.

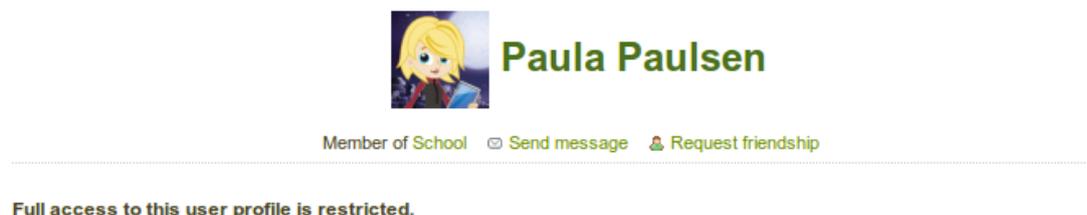


Figure 4.22: Restricted view of a profile

| Added | Access Date/Time | | |
|----------------------|----------------------|----------------------|--|
| | From: | To: | |
| Portfolio task force | 2011/11/26 19:54 | 2011/11/30 19:54 | |
| Friends | <input type="text"/> | <input type="text"/> | |
| Public | 2011/11/30 19:55 | <input type="text"/> | |

Figure 4.23: Restrict access to your pages / collections further

1. Each user or group of people can receive their own time restrictions that are independent of other access groups. You can specify a start date. You can type the date and time in the format YYYY/MM/DD HH:MM or click on the *Calendar* icon to select the date.
2. You can specify an end date by typing it in manually or selecting it via the *Calendar* button .
3. You can click the *Remove* button to completely take a user group off your access list.

4.4.4 Choose advanced options

You can choose a number of additional options which are applied to all pages and / or collections that are selected.

1. **Allow comments:** This check box is selected by default to encourage you to allow others to comment on your pages.
2. **Moderate comments:** If you wish to see any comment before it is made public, i.e. can be seen by others who have access to the page on which the comment is made, place a check mark here.
3. **Allow copying:** Place a check mark in this box if you want to allow the users who can view your page to make a copy of it for themselves. Any text box content, files and folders will be transferred to their portfolio. For journals or journal entries *you decide separately whether they can copy them or not* via the *Block copy permission*. Profile information, plans and résumé information are not copied.

See Also:

Check the *blocks which can be copied*.

4. **Retain view access on copied pages or collections:** This option only becomes available when you put a check mark next to the option *Allow copying*. When you tick this check box, you as owner of the page / collection will have access to the copied page / collection automatically. However, the owner of the copied page / collection can take that access away at any time.
5. **Overriding start / stop dates:** You set the time frame for when all users who have access to your page / collection can view your page. The dates here override any individual dates you may have set.

If you have not allowed comments in general, you can still choose to allow them for a certain person or group of people who are in your access list. That way you can regulate very flexibly who shall be able to place comments on a page / collection and who cannot.

▼ **Advanced options**

Allow comments ①
 If checked, users will be allowed to leave comments.

Moderate comments ②
 Comments will remain private until they are approved by you.

Allow copying ③
 Check this box if you would like the people who can see your selected pages / collections they contain.

Retain view access on copied pages or collections ④
 Check this box if you would like to add access for you to view copies of the selected page access later on if they wish. Pages that are copied from a copy of this page or collection w

Overriding start/stop dates ⑤
 If you want, you can set an overriding start and/or stop date. Other people will not be able any other access you have granted.

Access start date/time 
 Use the format YYYY/MM/DD HH:MM

Access end date/time 
 Use the format YYYY/MM/DD HH:MM

Figure 4.24: Advanced options for editing access to pages / collections

| Added | Access date/time From: | To: | Comments Allow Moderate |
|----------------------|--|--|---|
| Feedback Discussions | <input type="text"/>  | <input type="text"/>  | <input type="checkbox"/> <input type="checkbox"/>  |

Figure 4.25: Allow comments on a user-by-user basis

Note: If you edit an institution page, you see the additional option *Copy for new institution members* when you allowed copying. With this option you can place a page directly into the portfolio of a new user. Existing users still have to copy the page themselves.

4.4.5 Edit access for users with no account

Besides giving users who have a login or the entire public access to your portfolio, 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 interesting, e.g.

- when you create a portfolio for a job application and the prospective employer does not have a login and cannot get one.
- when you want to share your portfolio with your parents and also get feedback from them.
- when an external assessor shall evaluate your work.



Figure 4.26: Add one or more secret URLs to a page or collection

You can create a secret URL the following way: when you are on the *share overview page* and click on the *Edit* button :

1. Click the *Edit secret URL access* button  next to the collection or page for which you want to give access permissions under *Portfolio* → *Share*. On the next screen...
2. Click the *Add* button to generate a new secret URL. You can add as many secret URLs as you wish.
3. You can now copy this URL and paste it into an email to send to somebody.
4. You can click the *Edit* button  to add a time restriction for access to your page / collection via this URL.
5. Type a start and / or end date (and time) manually following the pattern of YYYY/MM/DD HH:MM or select the date via the *Calendar* icon .
6. Click the *Save* button to save the date access changes.
7. Click the *Delete* button  if you do not want to use this secret URL anymore.

Note: Logged-out users or those who do not have an account can only leave comments on public pages or pages which they can access via a secret URL if the site administrator turned on the *Anonymous comments* function under *Administration* → *Configure site* → *User settings*.

4.5 Shared with me

 *Portfolio* → *Shared with me*

Note:  In Mahara 1.7, the menu item *Shared pages* in the group area was renamed to *Shared with me*. This step was taken to move this menu item to the *Portfolio* section. This distinction makes it easier for users to know on which page they can share their **own** portfolios and where they need to go to view portfolio pages and collections by **others**.

On this page you can list the most recently modified or commented on pages that have been shared with:

- you directly
- you as a friend
- you as a member of a group
- you as a member of an institution
- all logged-in users
- the public (excluding secret URLs)

The default search options are:

- Search the title, description and tags of a page.
- Sort the results by last update or last comment.
- Show results of pages that have been shared with you directly, as a friend or a member of a group.

You can adjust these default settings in the advanced options.

Shared with me is a place where you can find the pages that you may be most interested in.

You cannot add or delete anything from this page. It is a display page only.

1. Search by title, description and tags of a page per default. More search options are provided under *Advanced options*.
2. **Search within:** Limit your search results to the word(s) found in the title, description or tags of a page or search only within tags.
3. **Sort results by:** You can sort the results by the following options:
 - Last update or comment
 - Last update
 - Owner
 - Title
4. **Shared with:** Select the group of people with whom the page(s) you search for must have been shared. You can select multiple options:
 - Me
 - Friends
 - My groups
 - My institutions
 - Logged-in users
 - Public - you only see this option if the site / institution administrator allowed public pages

Shared with me

This page lists the most recently modified or commented on pages that have been shared with you. They may have been shared with you directly, shared with friends of the owner, or shared with one of your groups.

Search: 1

▼ **Advanced options**

Search within: 2

Sort results by: 3

Shared with: All None

Me Friends My groups 4

My institutions Logged-in users Public

| Name | Comments | Last comment |
|---|----------|--|
| Actions for next year 5 Portfolio task force - 07 Oct 2012, 17:57 Tags: actions, taskforce 6 | 0 | |
| Learning journey Paula Paulsen - 07 Oct 2012, 10:33 Tags: presentation 7 | 0 | |
| 1 2 3 GO! Paula Paulsen - 30 Sep 2012, 20:36 Introduction to my portfolio Tags: profile | 3 | "Thank you for the feedback. I created..." View comment Paula Paulsen - 30 Sep 2012, 20:52 10 |

Figure 4.27: Shared with me list

5. The title and author of the page are linked for you to jump to them quickly. You also see when the page was last updated.
6. The description of the page as well as the tags are displayed if the author provided them.
7. Tags on your own pages are linked for you to easily jump to them on the *My tags page*.
8. You see the number of comments on each page.
9. The beginning of the latest comment on the page as well as its author and the date are displayed.
10. By clicking on the *View comment* link, you can read the entire comment.

4.6 Export

Portfolio → *Export*

You can export your portfolio to keep your files and Mahara-created content offline. You can create an export at any time and as often as you wish. You have two options for the export:

- **Standalone HTML web site:** A zip file containing a web site with your portfolio data is created. You cannot import this into Mahara or another portfolio system again, but it is readable in a standard web browser and you do not need a Mahara in order to view it. To view this web site, extract the zip file and click on the index.html file that is in the folder.
- **Leap2A:** A zip file containing a folder in the [Leap2A standard format](#) is created. You can then import this into another [Leap2A-compliant system](#) or have it *imported by an administrator into your current Mahara or another one*. A new user is created during the import process.

Note: It is recommended that you export your portfolio **both** in HTML and Leap2A because you never know whether you will be able to import it back into Mahara or maybe even another ePortfolio system.

To export your portfolio on *Portfolio* → *Export*:

1. Choose either *Standalone HTML web site* or *Leap2A*. You can run through the export twice in order to get both formats.
2. Choose what you want to export:
 - **All my data:** Everything that is stored in your account in *Content* and *Portfolio*. Excluded are any of your group contributions.
 - **Just some of my pages:** You can choose which pages and the artefacts that are contained within them you want to export.
 - **Just some of my collections:** You can select which collections and the artefacts that are contained within them you want to export.
3. If you have chosen to export just some pages or collections, you can select them here by clicking on the individual check boxes to mark them for inclusion. With the links *Select all* or *Reverse selection* you can more quickly decide which portfolio pages or collections to include in the export.
4. Click the *Click to preview* link to preview a page before you select it.
5. Tick the check box for *Include user feedback* if user want to keep that in your export.

Note: This option is only available when you choose the HTML web site export.

6. Click the *Generate export* button to start the export process.

Depending on the size of your portfolio, the export may take a little bit. Once everything has been processed, a file will either be downloaded automatically to your computer or you can decide to save it. That depends on your browser settings.

Export your portfolio

This tool exports all of your portfolio information and pages. It does not export your site settings or any of the content you uploaded or created in groups.

Choose an export format 1

- Standalone HTML web site**
Creates a self-contained website with your portfolio data. You cannot import this again, but it is readable in a standard web browser.
- Leap2A**
Gives you an export in the [Leap2A standard format](#). You can later use this to import your data into [other Leap2A-compliant systems](#), although the export is hard for humans to read.

What do you want to export? 2

- All my data**
- Just some of my pages**
- Just some of my collections**

Pages to export

Select all | Reverse selection

| | | |
|--|---|--|
| <input checked="" type="checkbox"/> Learning journey Click to preview 3 | <input type="checkbox"/> Work (and) interests Click to preview | <input type="checkbox"/> (Daily) Blogs Click to preview |
| <input type="checkbox"/> Overseas experience Click to preview 4 | <input type="checkbox"/> 1 2 3 GO! Introduction to my portfolio Click to preview | <input type="checkbox"/> Presentations over the years Click to preview |

- Include user feedback** 5
All user comments will be included in the HTML export.

Generate export 6

Figure 4.28: Export your portfolio

Note: If your export gets stuck in the process and the progress bar does not move along at all, your server settings may prevent long operations to avoid slowing down the entire system. You will need to contact your site administrator, e.g. via the "Contact us" form in the footer of the page.

4.7 Feedback

Giving *feedback* is an essential component for portfolio work. You can give feedback not only on individual artefacts but on entire portfolio pages.

The author of an artefact or portfolio page decides whether you can leave comments or not. Find the comment options for:

- **files:** when *editing a file*.
- **notes:** when *editing a note*.
- **pages:** in the *advanced options*.

4.7.1 View feedback

You can see the feedback given so far at the bottom of each portfolio page or the artefact page that contains the artefact's metadata.

The screenshot shows a 'Feedback' section with several comment entries. Each entry includes a profile picture, name, text, date, and update information. Annotations 1 through 10 point to specific features: 1. Profile picture and name; 2. Feedback text; 3. Date and update info; 4. Star rating; 5. Private/public status; 6. 'Make public' button; 7. Comment removal status; 8. Comment removed by author; 9. Attached audio file; 10. 'Thank you' message and 'Make public' button.

Figure 4.29: View feedback on a page

1. The profile picture and name of the author of the feedback is shown.
2. The feedback is displayed.
3. You can see when the feedback author wrote the feedback and also when the last change to it was made.
4. Feedback comments can also contain a rating which shows quickly how well the feedback author likes your page or artefact.
5. As page / artefact owner you see all feedback on your page. Feedback marked as private by the feedback author is only displayed to you and the feedback author.
6. You or the feedback author can make private feedback public by clicking the *Make public* button next to the feedback.

7. (a) You and the comment author can delete a comment by clicking the *Delete* button . The comment text is not displayed anymore. In addition, if you delete the comment by someone else, they will receive a notification about it, which includes their comment text.
8. If feedback authors decide to remove their feedback, it is marked as such.
9. Feedback authors can attach a file to their feedback to give you longer feedback or oral or video feedback. The files that they add are placed into your personal *Files* area so you can use that feedback later on.
10. You can edit your own feedback and feedback authors can edit their feedback if it is the last feedback.

As owner of a page or artefact, you receive a notification about new feedback that was placed on it.

4.7.2 Give feedback

You can give feedback on a page and individual artefacts if the page / artefact author allowed that.

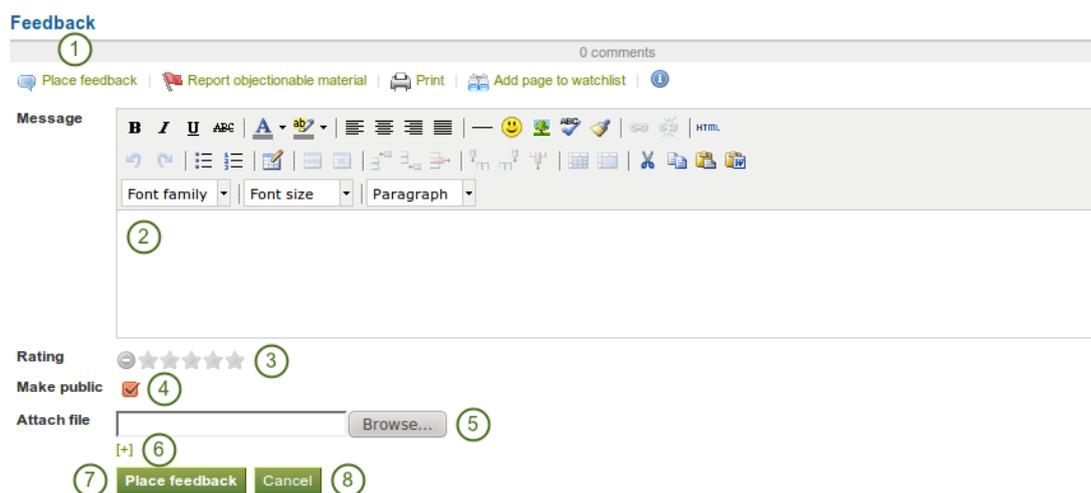


Figure 4.30: Provide feedback

1. Click the *Place feedback* link at the bottom of the portfolio page or the details page of an artefact for which you want to write feedback.
2. **Message:** Write your feedback into the editor window.
3. **Rating:** If the site administrator *turned on comment ratings*, you can use the 5-star rating scale **in addition** to your written comments and / or an uploaded file.
4. **Make public:** Enable the **Make public** check box when you want everyone who has access to this page to see your comment. If you do not make your feedback public, only you and the page / artefact author can see your comment. This check box is ticked by default.
5. **Attach file:** Click the *Browse* button to attach a feedback file from your computer. This file is placed into the *Files* area of the author of the page.
6. Click the *[+]* link to add another file.
7. Click the *Place feedback* button to save your feedback.
8. Click the *Cancel* button to abort your changes.
9. Once you have placed feedback on the page, the author receives a notification about it.

Note: Feedback writers do not receive notifications about additional feedback made by others after they submitted theirs. Only page / artefact owners receive notifications.

4.8 Feedback for assessment

4.8.1 Submit a page or collection for assessment

When you are a member of a group that allows submissions, you can submit portfolio pages and collections for feedback / assessment. This allows an instructor to view the portfolio with much of the content locked into place.

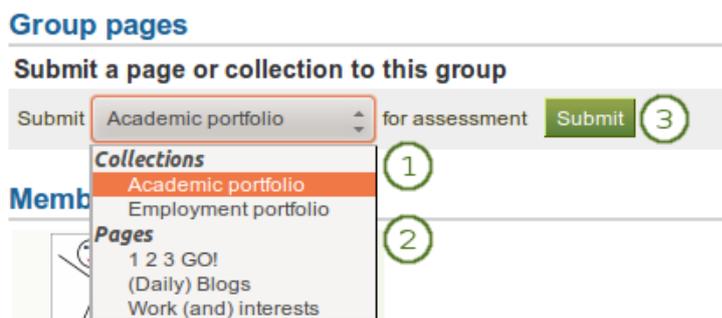


Figure 4.31: Submit a page or collection to a group

1. Go to the group homepage of the group in which you want to submit a page or collection. You can choose the **collection** from the drop-down menu under **Submit a page or collection to this group**.
2. Alternatively, you can select a **page**, which is not part of a collection, from the drop-down menu.
3. Click the *Submit* button to lock page content.

Note: You do not have to give the group permission to access your page or collection when you want to submit your page or collection for feedback or assessment. When you submit your page or collection, the group administrators and tutors are able to see them and give you feedback whereas regular group members do not have access to them.

During the feedback phase, you **cannot** make any changes to

- files
- journal posts
- text boxes
- links to external content

You **can** still edit

- plans
- profile information
- résumé information
- any external content on the source site, e.g. adding comments to a YouTube video, adding audio to a SlideShare presentation etc. or deleting the media

4.8.2 Instructor feedback

Once pages or collections have been submitted for feedback to a group, you can give feedback on them without the authors being able to change much of their content if you have the role of a tutor or group administrator in that group. You see all submitted pages and collections with a time stamp on the group's homepage.

| Submissions to this group | Time of submission |
|--|------------------------|
| Employment portfolio Paula Paulsen | 20 July 2012, 12:46 PM |
| Work (and) interests Paula Paulsen | 20 July 2012, 12:40 PM |

Figure 4.32: Submitted page or collection with time stamp

You can now give feedback on the submitted individual pages or pages in a collection and then click on the *Release page / Release collection* button so that the authors can continue working on them.

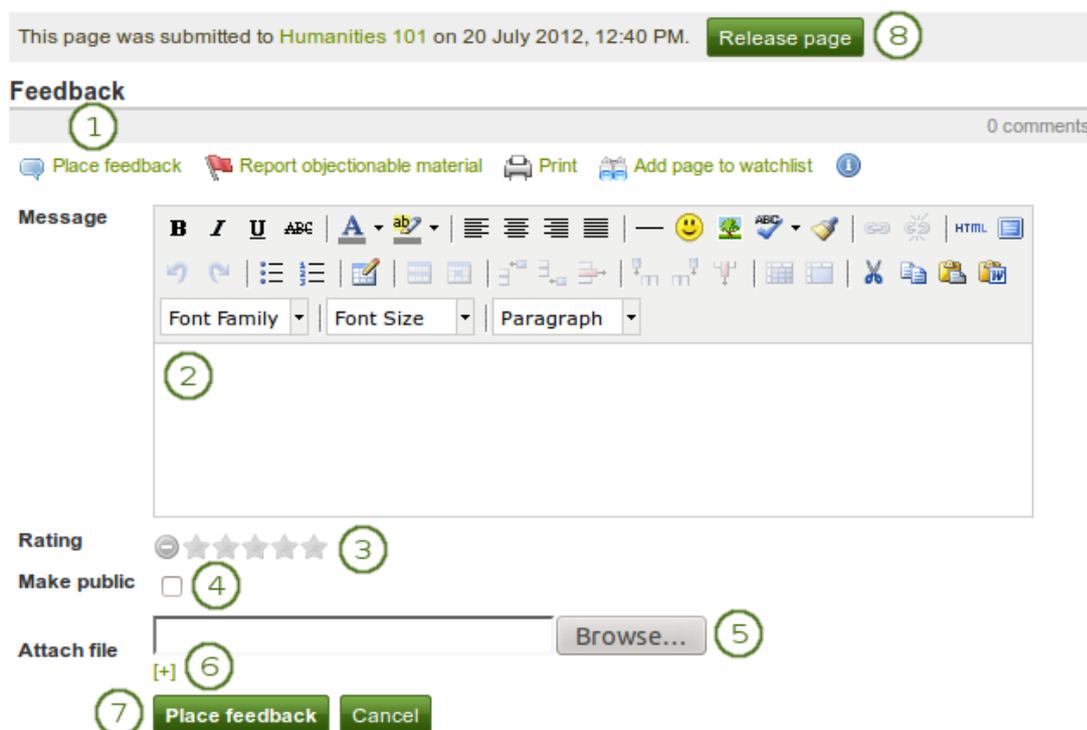


Figure 4.33: Provide feedback as tutor or group administrator on a submitted page

1. Click the *Place feedback* link at the bottom of the portfolio page or the details page of an artefact for which you want to write feedback.
2. **Message:** Write your feedback into the editor window.
3. **Rating:** If the site administrator *turned on comment ratings*, you can use the 5-star rating scale **in addition** to your written comments and / or an uploaded file.
4. **Make public:** Enable the **Make public** check box when you want everyone who has access to this page to see your comment. If you do not make your feedback public, only you and the page / artefact author can see your comment. This check box is not ticked when you give feedback on submitted pages or collections.
5. **Attach file:** Click the *Browse* button to attach a feedback file from your computer. This file is placed into the *Files* area of the author of the page.
6. Click the *[+]* link to add another file.
7. Click the *Place feedback* button to save your feedback or click the *Cancel* button to abort your action.

8. Click the *Release page* or *Release collection* button to allow the author of the page or collection to continue editing.
9. Once you have placed feedback on the page, the author receives a notification about it.

4.9 Tags

Tags are keywords that you can give to artefacts and pages in your portfolio to find them more easily later on.

Note: A site administrator must have the *tag cloud enabled* for you to use this feature.

4.9.1 Tag cloud

You can see your tag cloud in the sidebar when you are in the *Content* and *Portfolio* areas. Configure how many different tags you wish to display in your tag cloud in your *account settings*.



Figure 4.34: Tag cloud

1. Click on the *Tags* heading to be taken to *all your tags*.
2. Click on any tag to see all artefacts and pages from your portfolio area that have this tag associated.

Note: The more you use a tag for your files, journal entries and pages, the bigger its font size in the tag cloud.

4.9.2 My tags

On the *My tags* page you see all your tags and the artefacts and pages associated with them. You have a number of filter options to show only the resources that you wish to see.

1. **Sort tags alphabetically:** The default view is to sort your tags alphabetically.
2. **Sort tags by frequency:** You can also sort tags by frequency showing the most frequently used tags first.
3. You can click on any tag and filter the artefacts and pages you have for it. The number in parentheses tells you how many times a tag occurs in your resources.
4. **Search results for:** The tag you filtered on is displayed.
5. **Sort results by:** You can sort the results by their name or creation date.
6. **Filter results by:** You can filter your results by specific artefact types or just show portfolio pages.
7. The title of a resource, its description if available and its associated tags are displayed.
8. The creation date and time as well as the type of resource is shown.
9. Click the *Edit this tag* button to make changes to the tag that is currently the filter.
10. Click the *Edit tags* button to make changes to your tags.

My tags 1 2 10 [Edit tags](#)

Sort tags alphabetically | [Sort tags by frequency](#)

2003 (1) 2004 (1) 2007 (1) 2008 (2) 2009 (1) aks (1) bibliography (1) blendedlearning (2) bsce (1) conference (1) diary (1) edtech (2) eportfolio (1) eurocall (1) ict (1) infolit (1) international (1) jure (1) languageteachers (2) learning (1) lmu (4) mediateach (1) overseas (1) ple (1) pln (1) portfolio (1) **presentation** (8) profile (1) research (2) travel (1) tutoring (1) uni.lu (2) 3

Search results for presentation 4 9 [Edit this tag](#)

Sort results by: [Name](#) | [Date](#) 5 6 Filter results by: [All](#) | [Files](#) | [Images](#) | [Text](#) | [Pages](#)

| | | |
|--|--|---|
| | Portfolio presentation At last week's conference I presented on our use ...The most important question in my opinion was... Tags: conference, presentation 7 | 20 July 2012, 3:53 PM Journal entry 8 |
| | Learning journey Tags: presentation | 20 July 2012, 1:26 PM Page |
| | 20090625_Edmedia.pdf ED-MEDIA presentation 2009 Tags: edtech, ict, 2009, uni.lu, bsce, presentation | 02 October 2010, 10:50 PM File |
| | 20080708_JURE.pdf JURE presentation 2008 Tags: pln, ple, edtech, uni.lu, jure, presentation, 2008 | 02 October 2010, 10:50 PM File |

Figure 4.35: My tags overview page

4.9.3 Edit tags

You can edit your tags to correct spelling mistakes or delete a tag.

1. **Select a tag to edit:** Select the tag that you want to edit. Once you have selected your tag, it is highlighted in bold in the list and two new boxes appear.
2. **Name:** You can provide the new name for your tag by replacing the old one. This field is mandatory.
3. Click the *Submit* button to save your change.
4. Alternatively, click the *Delete* button to delete this tag entirely. All occurrences of it will be removed.
5. You can also click on the *My tags* button to be taken back to the overview page of all your tags and their associated resources.

Edit tags

5 My tags

Select a tag to edit: 1

2003 (1) 2004 (1) 2007 (1) 2008 (2) 2009 (1) aks (1) bibliography (1) blendedlearning (2) bsce (1)
 conference (1) diary (1) edtech (2) eportfolio (1) eurocall (1) ict (1) infolit (1) international (1) jure (1)
 languageteachers (2) learning (1) lmu (4) mediateach (1) overseas (1) ple (1) pln (1) portfolio (1)
presentation (8) profile (1) research (2) travel (1) tutoring (1) uni.lu (2)

| | |
|--|--|
| <p>Edit presentation</p> <p>All items in your portfolio tagged "presentation" will be updated</p> <p>Name * <input type="text" value="presentation"/> 2</p> <p><input type="submit" value="Submit"/> 3</p> | <p>Delete presentation</p> <p>Remove this tag from all items in your portfolio</p> <p><input type="button" value="Delete"/> 4</p> |
|--|--|

Figure 4.36: Edit your tags

Groups

5.1 My groups

Groups → *My groups*

This page lists the groups you are related to in some way. You can see the groups you own or are a member of, as well as groups you have been invited to or have asked to join.

If your site administrator allowed you to create groups yourself, you see the *Create group* button.

The screenshot shows the 'My groups' page interface. At the top left is the title 'My groups' with an information icon. To the right is a green 'Create group' button. Below the title are two dropdown menus: 'All my groups' and 'All categories', followed by a green 'Filter' button. The main content area lists five groups:

- Feedback Discussions**: Controlled, Group administrators: Sysadmin, 4 members. A circled '2' is next to the title, and a circled '3' is next to the text 'You are a member of this group.'
- Humanities 101**: Request membership, Allows submissions, Group administrators: Sysadmin, 4 members. A circled '4' is next to the text 'You are a member of this group.' and a 'Leave this group' button is visible.
- Internship preparation**: Request membership, Allows submissions, Group administrators: Petra Petterson, 2 members. A circled '4' is next to the text 'You are a member of this group.' and a 'Leave this group' button is visible.
- Portfolio discussions**: Open, Group administrators: Petra Petterson, 2 members. A circled '5' is next to the text 'You have been invited to join this group with the role: Member' and 'Accept' and 'Decline' buttons are visible.
- Portfolio task force**: Open, A student group exploring ePortfolios, Group administrators: Paula Paulsen, 2 members. A circled '6' is next to 'Edit' and 'Delete' buttons, and a circled '7' is next to the group description.

A circled '8' is next to the 'Create group' button.

Figure 5.1: The *My groups* page lists all your groups

1. Search for a specific group by its title or description and / or choose the filters you wish to apply to view only a subset of your groups and then click the *Filter* button. You can filter for:

- All your groups
 - Groups you own
 - Groups you are a member of
 - Groups you are invited to
 - Groups you want to join
 - Groups by a specific category if *group categories* exist.
2. All the groups that you have access to are listed with group title, administrator, description, group type and number of members if the administrator discloses this.
 3. If you are a member of a controlled membership group, you cannot leave the group.
 4. If you are a member of any other group but controlled membership, you can leave it at any time.
 5. Click the *Accept* button to join a group to which you have been invited or the *Decline* button to decline membership in that group.
 6. Click the *Edit* button when you want to update the details for a group in which you are administrator.
 7. Click the *Delete* button only when you want to delete your group permanently. Group members receive a notification that the group has been deleted.

Warning: When you delete a group, all its content and contributions from users are deleted permanently and cannot be retrieved again.

8. Click the *Create group* button when you want to set up a new group. You only see this button if the *site administrator allows you to create groups*.

5.2 Find groups

Groups → *Find groups*

You see groups and get basic information about them. If a group administrator decided to hide a group, you will not be able to see it unless you have been invited to it.

1. Search for a certain group using a word / words from its title or description. You can limit your search results to a certain group category if *group categories* exist. You can search for
 -  groups you can join. This is the default value and only shows those groups that you are not a member of **and** that you can join. Thus, it does not show any groups that have *controlled membership*.
 - groups you are not in.
 - groups you belong to.
 - all groups.
2. You can find out more about a group by
 - clicking on the group name to see the group homepage.
 - clicking on the name of the group administrator to get to their profile page.
 - clicking on the member link to see who is already a member of this group if the administrator discloses this.

Note: Users who are staff or administrators in Mahara can hide groups. Thus, you may not be able to see all groups that exist in the system.

Find groups

Groups I can join | All categories | Search

Graduation party preparation
Open, Publicly visible
Join us in the preparations for this year's graduation party.
Group administrators: Anna Alphonso
2 members

Maths
Open
All about maths
Group administrators: Petra Petterson
1 member

Photography club
Request membership
This group is for photography buffs. If you enjoy taking photos and want to share your photos as ...
Group administrators: Petra Petterson
1 member

Portfolio discussions
Open
Group administrators: Petra Petterson
2 members

You have been invited to join this group with the role: Member

Figure 5.2: A list of groups and certain actions you can perform

3. If you want to become a member of an open group, click the *Join this group* button, and you will be a member immediately.
4. If you want to join a group that needs the approval of the group administrator, click the *Request to join this group* button next to the group. The administrator will receive a notification and decide about admitting you to the group.
5. If you have been invited to a group, either *Accept* or *Decline* the membership invitation.

Note: Usually, you do not see forums, group pages, group collections and group files unless you are a member of a group. If a group is publicly available, you do see the forum discussions.

5.3 Set up a group

Groups → My groups → Create group

You can create different groups depending on your role.

- All users
 - **Open membership:** Any user of the site can become a member simply by visiting your group page and clicking the *Join* button.
 - **Request membership** Any user can request to join your group. However, as owner you can choose to accept or decline this request. The requesting member will be notified of your decision automatically.
- In addition, staff and administrators can create groups with **Controlled membership:**
 - You can add users directly to your group.
 - The members cannot leave this group.

- You can assign tutors to the group. They can give feedback on submitted pages, but not administer group members.
 - Group members can *submit portfolio pages or collections for feedback / assessment*. These pages are locked until released by a group administrator or tutor.
-

Note: The site administrator can limit the creation of groups to users with staff and / or administrator rights. If you cannot create a group, you will most likely not have the appropriate permission and will have to contact your site administrator, e.g. via the *Contact us* form to enquire about the process of having a group set up.

5.3.1 Create a group as a user

If you are allowed to create a group, you see the *Create group* button on the *My groups* overview page.

1. **Group name:** Provide a name for your group. This field is mandatory.
-

Note: The group name that you choose does not have to be unique. Other groups can have the same name. In order to distinguish them more easily, you can add a group description.

2. **Group description:** Briefly describe what your group is about.
3. **Open:** Check this box if you want to create an open membership group if you want users to join the group without approval from group administrators.
4. **Request:** Check this box if you wish to create a request membership group. Users will have to send a membership request that requires group administrator approval. Open and request membership groups are mutually exclusive.
5. **Friend invitations:** Check this box if you want to allow group members to invite friends to join the group. Regardless of this setting, group administrators can always send invitations to anyone. If the friends accept, they will be added automatically to the group.
6. **Recommendations:** Check this box if you want to allow members to send a recommendation for joining this group to their friends from a button on the group homepage. If a request membership group has been recommended and the friends are interested in it, they would still need the approval of the group administrator to join. Friend invitations and recommendations are mutually exclusive options.
7. **Create and edit pages:** Decide who shall be able to create and edit pages in the group:
 - All group members
 - Everyone except ordinary members, i.e. group administrators and tutors depending on the group type
 - Group administrators only
8. **Publicly viewable group:** Choose this option if anybody shall have access to this group. You only see this setting *if the site administrator allowed you to have it*. Anybody online can see the group homepage and the discussion forum(s). Depending on the membership visibility, they may also see group members. Only members of the groups can see the group's pages, unless they have been made public, and the files area.
9. **Participation report:** Tick this check box if you as group administrator want to view a report displaying all group pages and those that have been shared with the group and see who commented on them.
10. **Start date:** As group administrator you can decide when regular group members shall be able to create and edit content, forum discussions, pages and collections in the group. Untick the check box *Not specified* to enter a date and time from when editing is allowed. Group administrators can always edit content in a group.
11. **End date:** You can allow the editing of group content for regular members up to a certain time. After that they will only be able to view forum discussions, pages, collections and files, but not edit them. Untick the check box *Not specified* to enter a date and time until when editing is allowed. Group administrators can always edit content in a group.

Create group

Group name *

Group description

B *I* U ABC | A ab |

Font Family | Font Size | Paragraph

Settings

Membership

Open 1

Users can join the group without approval from group administrators.

Request 2

Users can send membership requests to group administrators.

Friend invitations 3

If checked, members are allowed to invite friends to join the group. Regardless of this setting, group administrators can always send invitations to anyone.

Recommendations 4

If checked, members can easily send a recommendation for joining this group to their friends from a button on the group homepage.

Pages

Create and edit pages All group members ⓘ 5

Roles with permission to create and edit group pages.

Visibility

Publicly viewable group ⓘ 6

Allow people who are not logged in to view this group including the forums.

Participation report 7

If checked, the group admin can access a report displaying all group and shared pages and who has commented on them.

Editability

Start date 8 2012 | October | 7 | at 11 | 59 | or Not specified

Group cannot be edited by members before this date

End date 9 2012 | October | 7 | at 11 | 59 | or Not specified

Group cannot be edited by members after this date

General

Group category No category selected ⓘ 10

Shared page notifications 11

If checked, a notification will be sent to every group member whenever a member shares one of their pages with the group. Enabling this setting in very large groups can produce a lot of notifications.

12. **Group category:** Choose a category if you want to associate your group to one, allowing you to filter groups on the *My groups* and *Find groups* page more easily. This setting is only available if *the site administrator turned it on*.
13. **Shared page notification:** This check box has a check mark per default. Whenever somebody shares a page with the group, all group members receive a notification. You may want to uncheck this setting in very large groups where lots of pages are shared but members do not have to be notified.
14. Click the *Save group* button to finish creating your group, or click the *Cancel* button to abort the group creation process.

5.3.2 Create a group as staff member or institution administrator

In addition to the group settings that a regular user has, institution staff and administrators have a few more options.

1. **Controlled:** Create a controlled group if you wish to add users who cannot leave the group. This is a useful setting for course groups where you do not want members to leave.
2. **Roles:** Choose whether you have only members and administrators or also tutors. The latter can provide feedback and release pages when page submissions are allowed, but they cannot change group settings.
3. **Allow submissions:** Use this option to allow group members to *submit pages or collections for feedback / assessment*. These pages and a number of artefacts in them are locked until released by a group administrator or tutor.
4. **Hide group:** Use this option to not list this group on the *Find groups* page.
5. **Hide membership:** Use this option to hide the group's membership listing from non-members.
6. **Hide membership from members:** Use this option to hide the group's membership listing from members as well. Only group administrators can see the members listed. Administrators are still shown on the group homepage.

5.3.3 Create a group as a site administrator

When you have site administrator rights, you have yet another setting when you create a group: You can choose to add new users to a group automatically. That way, any new user on the site becomes a member of this group automatically in the setting *Auto-add users*.

Note: This is a great setting when you want to set up a group which all users should join in order to participate in forum discussions etc. On mahara.org this is used to make every user a member of the "Community" group in which discussions around Mahara take place.

5.3.4 Edit general group settings

You can start out editing a group's settings from three places by clicking the *Edit* button on:

- the *My groups* page
- the *Find groups* page
- the group homepage

You are then taken to the *same screen as if you were creating a group* and make the necessary changes.

Warning: You can change the group type to a different one. Please be careful if you do so especially when you have allowed submissions of pages and collections to the group. If users have submitted portfolio pages or collections to that group, they remain locked when you untick the setting *Allow submissions*, and you cannot release the pages until you enable that setting again.

Membership

Open Users can join the group without approval from group administrators.

Controlled **1** Group administrators can add users to the group without their consent, and members cannot leave the group.

Request Users can send membership requests to group administrators.

Roles **2**

Friend invitations If checked, members are allowed to invite friends to join the group. Regardless of this setting, group administrators can always send invitations to anyone.

Recommendations If checked, members can easily send a recommendation for joining this group to their friends from a button on the group homepage.

Pages

Create and edit pages Roles with permission to create and edit group pages.

Allow submissions **3** Members can submit pages to the group that are then locked. These pages cannot be edited until they are released by a group tutor or administrator.

Visibility

Publicly viewable group **4** Allow people who are not logged in to view this group including the forums.

Hide group **4** Do not list this group on the "Find groups" page.

Hide membership **5** Hide the group's membership listing from non-members.

Hide membership from members **6** Members are not listed. Only group administrators can see the members listed. Administrators will still be shown on the group homepage.

Participation report If checked, the group admin can access a report displaying all group and shared pages and who has commented on them.

Figure 5.4: Additional options for staff and institution administrators

General

Group category

Auto-add users **1** Automatically put all new users into this group.

Shared page notifications If checked, a notification will be sent to every group member whenever a member shares one of their pages with the group. Enabling this setting in very large groups can produce a lot of notifications.

Figure 5.5: Add users to a group automatically

If the site administrator activated *clean URLs*, your group (homepage) has a human-readable URL which you can change to a certain extent.

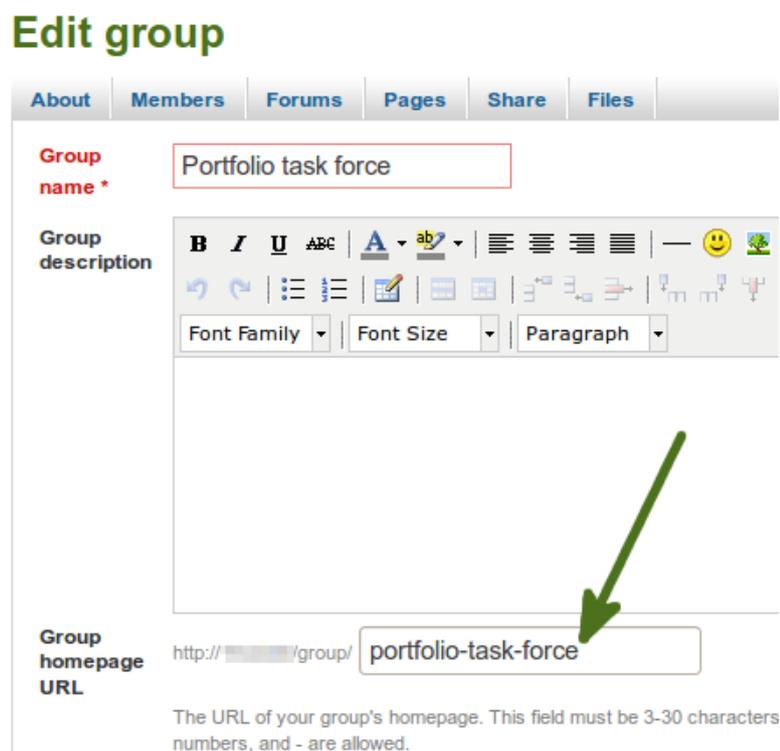


Figure 5.6: Change the URL for your group homepage

Choose the name for your group (homepage) if you do not like the default one. It must be 3-30 characters long. You can only use lowercase letters from a-z, numbers and - (hyphen). Your group will then be available via a URL like `http://sitename/group/name-of-the-group`, for example: `http://mahara-university.org/group/portfolio-task-force`.

Warning: Though you can change the URL to your group at any point, you should not do that because people who already know the URL to your group will not be able to access it anymore after you have changed it. The original, internal Mahara URL, e.g. `http://mahara-university.org/group/view.php?id=456` will still work.

5.4 Inside a group

Note: It depends on your role in the group whether you can access / change certain functionalities that you see in the screenshots and that are described in the text.

5.4.1 Group homepage

Groups → *Name of the group* → *About*

The *group homepage* is the central space for a group. There you can get a quick overview of the group and reach all the places that you wish to take a look at in a group. You see a few things per default on the group homepage. The

items displayed on the group homepage do not only depend on the default settings but also the options chosen when *the group was created*.

The screenshot shows the Mahara group homepage for 'Internship preparation'. The page is annotated with numbered callouts (1-11) pointing to specific elements:

- 1**: Group name 'Internship preparation'.
- 2**: 'Leave this group' button.
- 3**: 'Recommend to friends' button.
- 4**: Navigation tabs: About, Members, Forums, Pages, Collections, Files.
- 5**: Basic information box containing: 'Request membership, Allows submissions', 'Group administrators: Petra Petterson', 'Group category: Humanities', 'Created: 20 November 2011', 'Editable: Between 01 January 2012, 12:00 AM and 31 December 2012, 12:00 AM', and statistics: 'Members: 2', 'Pages: 2', 'Files: 0', 'Folders: 0', 'Forums: 1', 'Topics: 0', 'Posts: 0'.
- 6**: 'Latest forum posts' section with the message 'There are no posts in this group yet' and a 'Go to forums »' link.
- 7**: 'Group pages' section.
- 8**: 'Project initiation' page with 'Tags: project, 2011' and a 'Copy page' button.
- 9**: 'Pages shared with this group by others' section, showing 'Internship application by Petra Petterson'.
- 10**: 'Submit a page or collection to this group' form with a dropdown menu set to 'Academic portfolio', 'for assessment', and a 'Submit' button.
- 11**: 'Members' section showing profile cards for Paula Paulsen and Petra Petterson, with a 'View all members of this group »' link at the bottom.

Figure 5.7: Sample group homepage

1. Group name
2. When you are a member in the group, you see your status and whether you can leave the group or not. When you are an administrator of the group, you see the *Edit* and *Delete* buttons.
3. If the group administrator allowed group members to recommend the group to friends, you see the *Recommend to friends* button. If the group administrator allowed users to invite friends, you see the *Invite friends* button.
4. Group navigation: You see all the areas that you have access to in the group. If you are not allowed to edit pages, you will not see the "Share" tab, for example.
5. Basic information about this group:
 - **Group characteristics:** Important group attributes, e.g. open or request group, possibility of having

submissions etc.

- **Group administrators:** Click on their names to view their profile pages.
 - **Group category:** Category to which this group belongs; great for filtering groups on *My groups* or *Find groups*.
 - **Created:** Creation date of the group.
 - **Editable:** If the group administrator defined a time frame within which group content is only editable for group members, it is displayed here. If the group administrator did not set a start and / or end date, this setting will not be shown.
 - Statistics on the number of group members, pages, files, folders, forums, forum topics and posts.
6. **Latest forum posts:** A list of the most recent forum posts and a link to the forums.
 7. **Group pages:** A list of group pages that have been created in the group.
 8. If you are allowed to copy a group page into your own portfolio, you will see the *Copy page* button next to that group page.
 9. **Pages shared with this group by others:** View pages that members have shared with the group.
 10. **Submit a page or collection to this group:** If the group allows page or collection submissions, *select the page or collection* that you want to submit for assessment / feedback. You do not have to share the page or collection with the group. The administrator (and tutor) can view the page or collection once it has been submitted.
 11. **Members:** A list of select group members and a link to the full list if the group administrator did not hide the group membership.

If you are a group administrator, you can put other blocks on the group homepage. Check the *blocks in pages context* for a list of them.

5.4.2 Members

Groups → Name of the group → Members

Members page

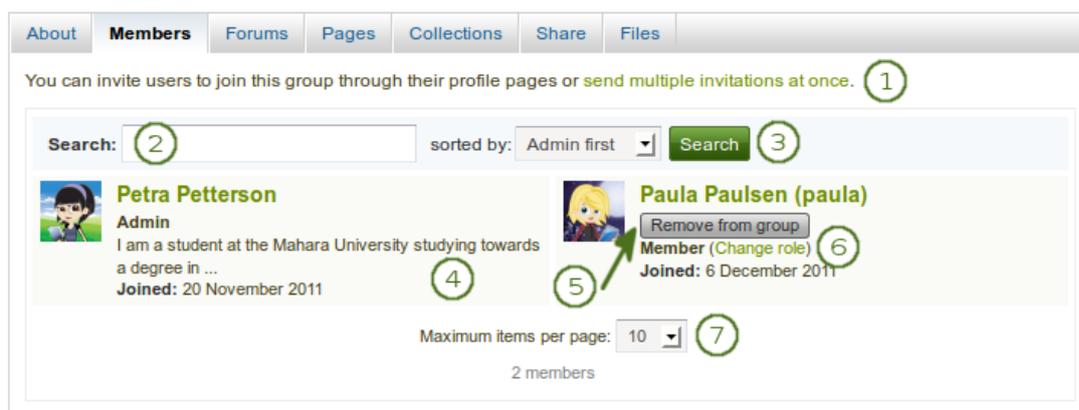


Figure 5.8: Group members page as seen by a group administrator

On the group members page, a **group admin** can:

1. Invite multiple users to the group at once or add multiple users in bulk if it is a controlled membership group.
2. Search for group members by putting their name in the search box and then clicking the *Search* button. You can combine the name search with the sorting options that follow.

3. Sort group members by selecting one of the following options and then clicking the *Search* button:
 - display administrators first
 - sort everyone alphabetically from A to Z
 - sort everyone alphabetically from Z to A
 - sort everyone chronologically starting with those who joined first
 - sort everyone chronologically starting with those who joined last
4. View basic information about group members:
 - their name
 - their role
 - their profile introduction text
 - their group joining date
5. Change the role of a user.
6. Remove a user from the group.
7. Decide how many members shall be shown per page.

Note: If you are a **regular group member**, you are not able to invite or add people from the members page, and you cannot change the role or remove a user from the group.

New member invitation

A group administrator can always invite any user to a group from the *Members* tab by clicking on the link *send multiple invitations at once*. If the group administrator allowed users to invite friends, they can do so via the *Invite friends* button on the group homepage.

Send invitations



Figure 5.9: Invite other users to a group

1. **Potential members:** Select the users you want to invite to the group.
 - If you are a group administrator, you see all users on the site.
 - If you are a regular group member, you only see your friends.
2. **Search:** You can also search for users in the *search* box if there are too many names listed.

3. Add the users to the list **Users to be invited** by clicking on the *right-arrow* button .
4. If you put a person into the box for users to be invited by accident, you can remove them from that list by clicking on them.
5. Then click on the *left-arrow* button , and they are removed from the list.
6. When you have all the users you wish to invite to this group, click the *Submit* button.
7. The invited users will receive a notification. The group will also be listed on the users' *My groups* page where they can accept or decline group membership.

Note: You can also double-click on a name to move it from one side to the other.

Group membership recommendation

If the group administrator allowed membership recommendations when *creating or editing a group*, group members can recommend the group to their friends by clicking on the *Recommend to friends* button on the group homepage.

Recommend to friends



Figure 5.10: Recommend a group to friends

1. **Potential members:** Select the friends to whom you want to recommend this group.
2. **Search:** You can also search for your friends in the *search* box if there are too many names listed.
3. Add the users to the list **Users who will be sent a recommendation** by clicking on the *right-arrow* button .
4. If you put a person into the box for recommendations by accident, you can remove them from that list by clicking on them.
5. Then click on the *left-arrow* button , and they are removed from the list.
6. When you have all the users to whom you want to send a recommendation, click the *Submit* button.
7. The users will receive a notification and can then decide to join the group.

Note: You can also double-click on a name to move it from one side to the other.

5.4.3 Forums

Groups → Name of the group → Forums

The forums are visible to all group members. If you create a *public group*, anybody online will be able to see the forum discussions. However, they would need to log in to participate. Forums in public groups receive an RSS feed to enable users to subscribe to the discussion forum, e.g. the mahara.org community forums.

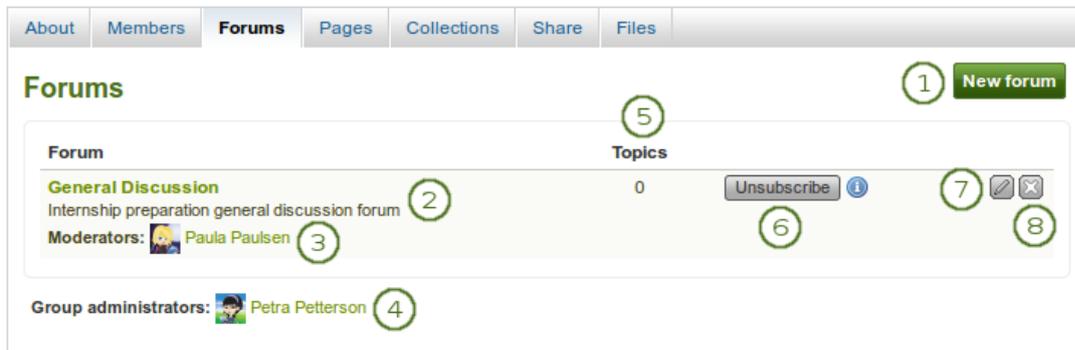


Figure 5.11: Group forum overview page

1. If you have appropriate rights, you can create a new forum by clicking on the *New forum* button.
2. **Forum:** Name and brief description of the forum.
3. **Moderators:** View the forum moderators (if appointed).
4. **Group administrators:** View the group administrators.
5. **Topics:** Number of forum topics in each forum.
6. If you want to receive notifications about new forum posts, you can subscribe to a forum via the *Subscribe* button. If you already receive notifications, you will see the *Unsubscribe* button to have the option to not receive updates anymore.
7. If you are a group administrator, you see the *Edit* button  for making changes to the forum settings.
8. If you are a group administrator, you see the *Delete* button  for deleting the forum and all its topics.

Set up a new forum

A group administrator can set up forums in a group.

1. Click on the *New forum* button to set up a new forum.
2. **Title:** Give your new forum a title.
3. **Description:** Write a brief description of your forum. This will appear when the forum is listed under the *Forum* tab making it easier for users to decide whether they want to look at it or not.
4. **Forum indent mode:** Specify how the topics in this forum should be indented.
 - **Fully expand:** Indentation is used to indicate the replies to individual posts. There is no limit to the level of indentation.
 - **Expand to maximum:** Indentation to indicate the replies to individual post specifying the maximum level of indentation (pops up once this option is chosen). All replies beyond the chosen level are not indented further.
 - **No indents:** There is no indentation of replies to individual posts, but the forum structure is flat.

Settings

Automatically subscribe users ⓘ 1
 Choose whether group users will automatically be subscribed to this forum

Order * 2
 General Discussion
 Potential moderators
 Choose where you want the forum to be ordered compared to the other forums

Moderators 3

| Potential moderators | | Current moderators |
|-----------------------|--------|--------------------|
| Paula Paulsen (paula) | > < | |

Search: Go

Moderators can edit and delete topics and posts. They can also open, close, set and unset topics as sticky.

Who can create topics * 4

Close new topics 5

If checked, all new topics in this forum will be closed by default. Only moderators and group administrators can reply to closed topics.

6 Save Cancel

Figure 5.13: Choose further settings in the forum

Forums > General Discussion [Edit forum](#) [Delete forum](#) [Unsubscribe from forum](#) ⓘ

Internship preparation general discussion forum

Topics [New topic](#)

There are no topics in this forum

Figure 5.14: Add a new topic to a forum

Note: An administrator also always has the buttons *Edit forum* and *Delete forum* available to make changes to the forum set up.

General Discussion - Add topic

The screenshot shows the 'Add topic' form. At the top, there is a 'Subject' field with a red asterisk and a circled '1' next to it. Below the subject field is a rich text editor for the 'Message' field, also with a red asterisk and a circled '2'. The rich text editor has a toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, and HTML. Below the message field are two checkboxes: 'Sticky' with a circled '3' and 'Closed' with a circled '4'. Below the checkboxes are two buttons: 'Post' and 'Cancel', with a circled '5' next to the 'Post' button.

Figure 5.15: Add a new forum topic

1. **Subject:** Type a concise description of what you wish to discuss in this forum thread. This field is mandatory.
2. **Message:** Elaborate on the topic. This field is mandatory.
3. **Sticky:** Administrator-only setting to keep the topic at the top of the list of forum topics in the current forum.
4. **Closed:** Administrator-only setting to prevent others from responding to this post. Moderators and administrators can still post replies.
5. Click the *Post* button to send off your discussion topic, or click *Cancel* to abort your action.

Note: When you write your forum topic, i.e. your first post, and any other subsequent post, you have formatting options at your hands in the visual editor (when it is enabled). It also allows you to insert images into your post. **However**, you should not copy the URL of one of your images from your *Files* area. This image is only displayed to you unless it is also included in a page that you made available to this group, logged-in users or the public. Permissions on artefacts are governed by the permissions set on the page(s) in which they are included.

In some groups you may be able to upload files into the group thus allowing every group member to see the file. You could link it then in your forum post but must be aware that any group member could delete the image.

Once you have finished writing your forum topic, it is displayed in the list of forum topics. Others can see it immediately. The administrator and moderator of the forum can edit or delete a topic at any time. Regular members can edit their topics up to a certain number of minutes after writing the post. The site administrator defines that time in the *forum post delay*.

1. The title of the forum.

The screenshot displays a forum interface with the following elements:

- 1**: Forum breadcrumb: Forums > Feedback methods
- 2**: Forum topic title: Peer feedback in ePortfolios
- 3**: Profile picture of Paula Paulsen
- 4**: Name: Paula Paulsen
- 5**: Posts: 3
- 6**: Date and time: 16 August 2012, 3:46 PM
- 7**: Post content: Hello. One method of providing feedbacks on ePortfolios is to use **peer feedback**. This is a recognized method because...
- 8**: Reply button
- 9**: Profile picture of Petra Petterson
- 10**: Name: Petra Petterson
- 11**: Posts: 10
- 12**: Date and time: 16 August 2012, 3:48 PM
- 13**: Post content: Hi, I agree with Paula. This is an important ePortfolio feedback method...
- 14**: [more forum posts] link
- 15**: Reply, Edit, and Delete buttons for the second post
- 16**: Pagination: « First, ← Previous, 1, 2, Next →, Last »
- 17**: 11 results
- 18**: Edit topic and Delete topic buttons at the top right

Figure 5.16: Posts in a forum topic

2. The title of the forum topic.
3. The profile picture and name of the person who wrote the post. The name is linked to the profile page.
4. The number of posts of this person in all groups.
5. The date and time of the forum post.
6. The post itself.
7. The *Reply* button to comment on the post.
8. The titles of subsequent posts are clickable and give you the link to this post. That allows you to jump to this post directly and view it at the top of the page.
9. If you are the author of a forum post, you see the *Edit* button and can make changes to your post at any time. Group administrators and forum moderators can always edit and delete any forum post besides replying to it.
10. The person starting the forum topic and the group administrator as well as forum moderator have the *Edit topic* button to make changes to the initial post. Group administrators and forum moderators can also click the *Delete topic* button to delete this forum thread.
11. If your forum topic has more than 10 posts, the posts are paginated and 10 posts per page are shown. You can jump to other posts in the topic by clicking on a page number.

Note: There are no notifications sent when you edit or delete a forum post. If you wish others to know about your changes, you should write a new post instead of editing an existing one.

Reply to a topic or subsequent post

Everybody can reply to a forum topic or other posts therein unless the moderator or administrator had closed the topic. The replies are intended to make it easier to see to which comment you reply except in forum topics that do not use indentation.

Peer feedback in ePortfolios - Post reply

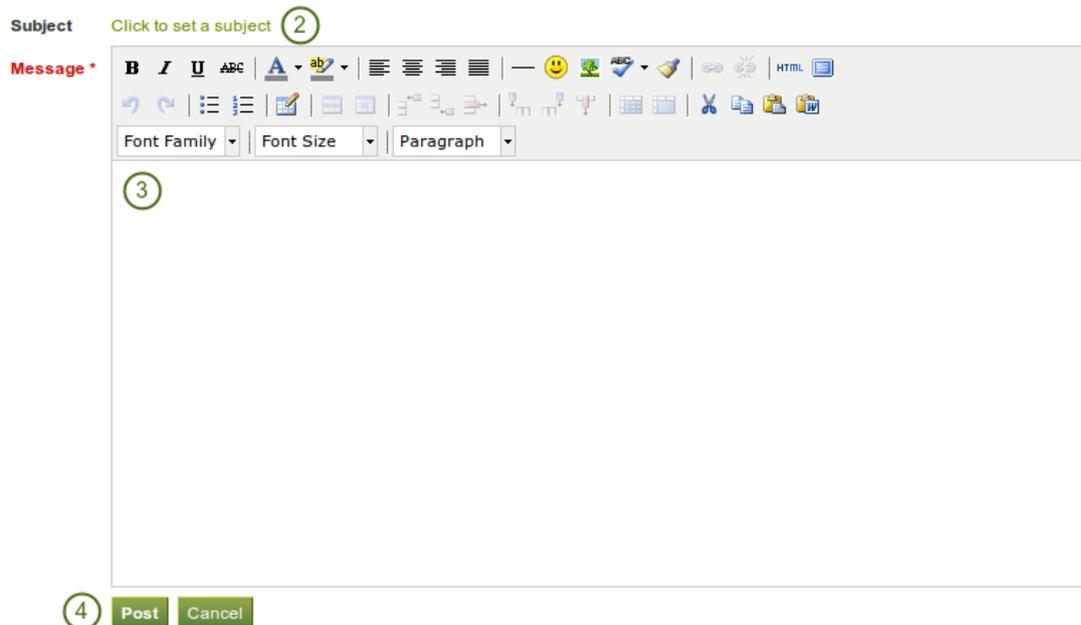
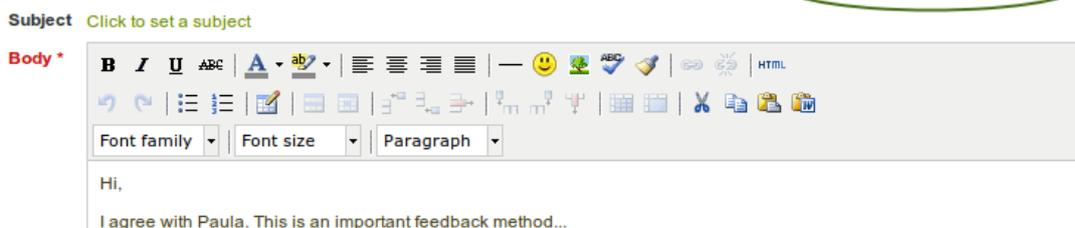


Figure 5.17: Reply to a forum post

1. Click the *Reply* button below the forum post to which you wish to reply. The forum post that you are replying to is displayed beneath your reply window making it easier for you to refer to it if necessary.
2. **Subject** Set a different subject if you want to by clicking on the link *Click to set a subject*. This is most often not necessary and usually only used if the topic evolves into a different discussion. However, in such cases, usually it is good to open a new forum topic instead.
3. **Message:** Write your reply.
4. Click the *Post* button to save your response or the *Cancel* button to abort your forum post.

Note: Once you have saved your post, you may have time to edit it before it is sent to the forum subscribers. That depends on the site settings for the *forum post delay*. If you can edit your post, you see the *Edit* button. In the edit window, you also see how much time you have left until your post is sent.

Peer feedback in ePortfolios - Edit post



When you, but also a moderator or an administrator, edit your forum post after this time, it is stated when and by whom the editing was done under "Edits to this post".

Delete a post, topic or forum

A moderator or administrator can always edit or delete a single forum post, a topic or an entire forum.

Warning: Once a forum post, topic or forum is deleted, this action cannot be reversed and the content is gone forever.

Forum bulk actions

Group administrators and forum moderators can perform bulk actions on forums in a group.

Forums > Feedback methods Edit forum Delete forum Unsubscribe from forum

General discussion forum for giving feedback on ePortfolios

| Topic | Poster | Posts | Last post |
|---|---------------|-------|--|
| <input type="checkbox"/> Assessment and ePortfolios Hi, | Paula Paulsen | 1 | 07 October 2012, 4:45 PM by Paula Paulsen |
| <input checked="" type="checkbox"/> Peer feedback in ePortfolios Hello, | Paula Paulsen | 11 | 16 August 2012, 3:49 PM by Petra Petterson |

2 topics

Choose an action: Update selected topics

- Choose an action
- Sticky
- Unsticky
- Close
- Open

Anna Alphonso

Figure 5.18: Forum bulk actions

1. Select the topics for which you want to perform the same action.
2. Choose the action that you wish to perform from the drop-down menu. You can set all selected topics to
 - sticky: They will sit at the beginning of all other forum topics.
 - unsticky: They will be placed into the correct chronological order of their last post.
 - close: Only the group administrator and forum moderator can add posts to these topics.
 - open: Everyone can post to these topics again.
3. Click the *Update all selected topics* button to save your changes.

5.4.4 Pages

Groups → Name of the group → Pages

Members of a group have access to certain pages. These can be:

- pages that are created in the group
- pages that are shared with the group

The latter are pages that users make accessible to the group from their personal pages by *sharing them with the group*. Members of the group cannot edit these pages.

Depending on the *group settings*, either only administrators (and tutors if it is a controlled group) or also regular group members can create and edit group pages.

Warning: Everybody who can edit a group page can add or delete blocks on that page. There is no version tracking that shows who has edited what. Users should trust each other when collaborating on pages together. Otherwise, it may be better if they only shared pages with a group.

Group homepage

The *group homepage* can only be edited by the group administrator. It contains a number of default blocks. You can add more blocks to it to customize the page for the group. Please refer to the *overview of blocks* for a list of all the blocks that you can use on the group homepage.

Regular group pages

Creating, editing and sharing a group page is very similar to *creating, editing and sharing a portfolio page*. Not all blocks are available when editing a group page in the *page editor* though due to the different context. Please refer to the *overview of blocks* for a list of all the blocks that you can use in a group page.

When you leave a comment on a group page, only group administrators (and tutors if it is a controlled group) can delete feedback on pages.

See Also:

For submitting a page to a group to receive instructor feedback, please refer to *the feedback section*.

Similarly to *group homepages* and *users' portfolio pages*, group pages can also have human-readable URLs if the site administrator activated *clean URLs*.

When you create or edit a group page, you can decide whether only the administrator shall have the right to edit the page. With this setting you can allow the general editing of pages in the group, but still be able to lock down certain pages.

5.4.5 Collections

Groups → *Name of the group* → *Collections*

Depending on the *group settings*, either only administrators (and tutors) or also regular group members can create and edit group collections.

Warning: Everybody who can edit a group collection can add or delete pages and content in them. There is no version tracking that shows who has edited what. Users should trust each other when collaborating on pages and collections together. Otherwise, it may be better if they only shared pages and collections with a group.

See Also:

The adding, editing and managing of group collections work like in your *personal portfolio collections*.

5.4.6 Share

Groups → *Name of the group* → *Share*

If you are allowed to edit pages and collections in a group, you can see the *Share* tab.

See Also:

Page title *

Page URL
 A readable URL for your page. This field must be between 3 and 100 characters long. Only lowercase letters from

Page description

B ***I*** **U** **ABC** | **A** **ab** |

Font Family | Font Size | Paragraph

Tags Show my tags

ⓘ

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Locked

If you lock this page, only group administrators will be able to edit it.

Figure 5.19: Lock a group page for editing by the administrator only

The sharing of pages and collections work like in your *personal portfolio*. The group in which the page or collection was created is added automatically to the access permissions.

5.4.7 Files

Groups → *Name of the group* → *Files*

The *Files* area in a group holds all files that are uploaded by group members who have the permission to do so. The uploading process works like the one in *the personal files*.

The *site administrator can set a group file quota* to restrict unlimited uploading of files. The group quota is displayed in the sidebar when you are in the *Files* area.

In contrast to the files in your personal files area, there is an additional permissions setting:

When you have the permission to upload a file, you can also determine additional permissions of who can view the file and edit its metadata. An administrator has all rights, but you can restrict them to regular group members or tutors.

- **View:** You can see the file in the group files area and add it to a page.
- **Edit:** You can edit the file name, description, tags and permissions.
- **Publish:** You can include a group file in your personal portfolio pages.

Note: The owner of / group member uploading a file retains access to the file even if other group members are not able to use the file.

5.4.8 Report

Groups → *Name of the group* → *Report*

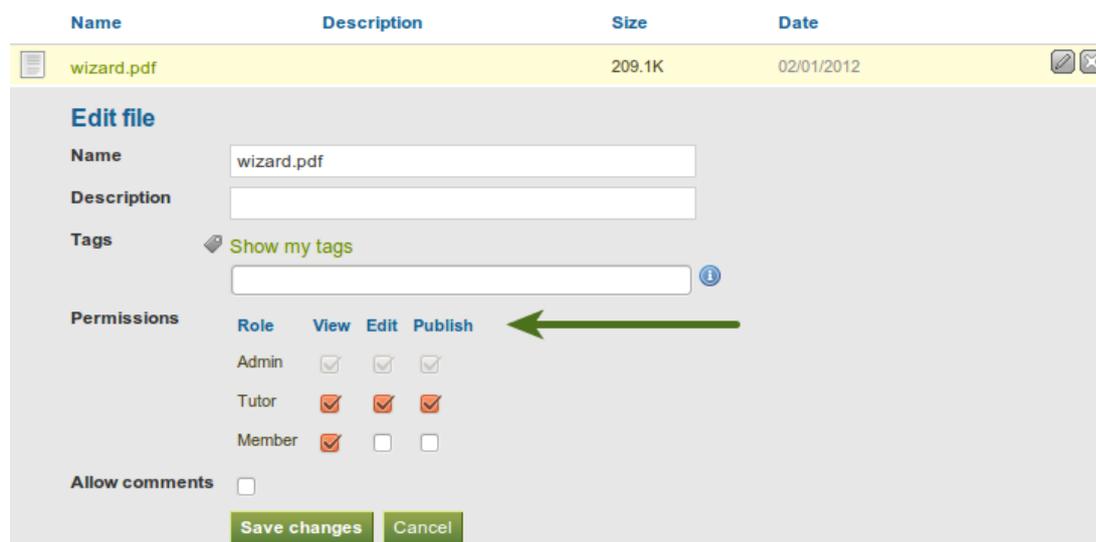


Figure 5.20: Setting permissions on a group file

When you are an administrator of a group, you can *switch on the participation report in the group settings*. The report provides you with information on who commented on what pages that were created in or shared with the group.

| ▲ Pages shared with this group 1 | Shared by 2 | Members involved 3 | Non-members involved 4 |
|---|--|--|---|
| 1 2 3 GO! | Paula Paulsen | <ul style="list-style-type: none"> • Polly Potter 1 5 • Petra Petterson 1 | 2 comments 6 |
| Overseas experience | Paula Paulsen | <ul style="list-style-type: none"> • Polly Potter 1 • Paula Paulsen 1 | <ul style="list-style-type: none"> • Percy Pearle 1 1 comments |
| 2 comments | | | |
| ▲ Pages owned by this group 7 | Members involved | Non-members involved | |
| Copy of Portfolio feedback | | | |
| Group homepage | | | |
| Portfolio feedback | <ul style="list-style-type: none"> • Paula Paulsen 1 • Petra Petterson 1 | 2 comments | |

Figure 5.21: Participation report for a group

1. **Pages shared with this group:** List of all the pages that people have shared with this group.
2. **Shared by:** Displays the author of the page.
3. **Members involved:** Shows the group members who have commented on the pages **publicly**.
4. **Non-members involved:** Shows the users who have commented on the pages **publicly** but are not members of the group.
5. Next to each person who commented on a page is the count for the number of comments they have left on that page.

6. The total count for the comments by members and non-members is displayed.
7. **Pages owned by this group:** List of all the pages that were created within the group.

Note: You can sort each of the columns.

5.5 My friends

Groups → My friends

Your friends are a special group of users. You can share your portfolio pages or collections easily with them and get in touch with them quickly by going to this page. They differ from a regular group in that they do not have discussion forums, pages or shared files. If you do wish to have access to those with your friends, you have to create a regular group for them.

You can request other users' friendship in a couple of ways:

- Go to their profile page and click the *Request friendship* link.
- Go to the *Find friends* page and *search for potential friends* there.

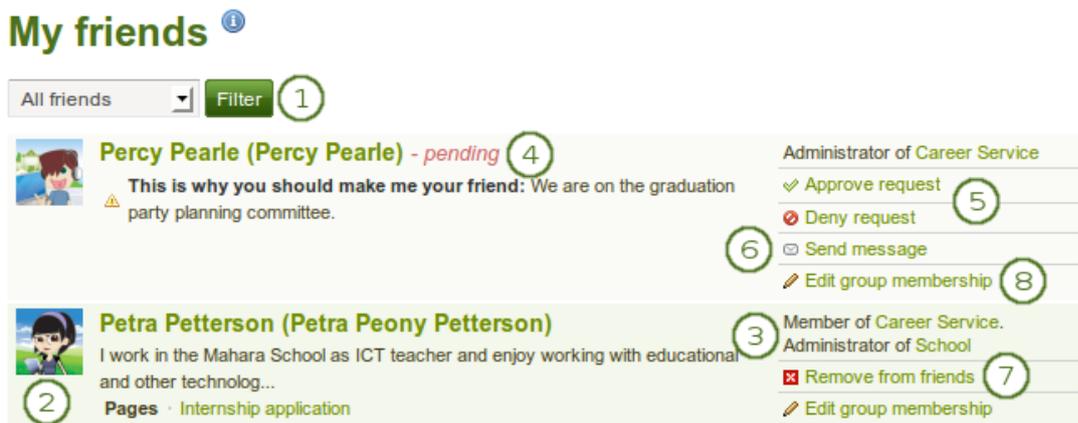


Figure 5.22: My friends page

1. If you have a lot of friends and pending friend requests, you can filter them by showing only the category of friends you wish to view:
 - **All friends:** Shows you all current and pending friends
 - **Current friends:** Shows you all users whose friendship request you have approved.
 - **Pending friends:** Shows you all users who wish to be your friend, but whom you have not yet approved.
2. You see more information about this friend:
 - View the profile picture.
 - Click on the name of your friend to reach their profile page.
 - The pages of this user to which you have access are listed.
 - Read the introduction that this user has provided under *Content* → *Profile* → *Introduction*.
3. Display of the institution membership of this user.
4. For users whose friendship request you have not yet approved, you still see their profile picture and the reason why they want to become your friend. They have the word *pending* next to their name.

5. If a user is in the pending state, approve or deny the friendship request.
6. Send a message to the user if you wish to do so. this is only possible if the user allowed that. You can change your personal settings for messages from other users in your *account settings*.
7. If you no longer want to have a user on your friend list, you can remove them by clicking on the *Remove from friends* link.
8. If you are a group administrator in a group that one of your friends or potential friends belongs to, you can edit their group membership directly here.

Note: When you click on the institution name that is listed for a friend, you see a list of institution staff and administrators. You can contact administrators directly from this page by clicking on the *Send message* link.

'School' contacts

Institution administrators



Petra Petterson (Petra Peony Petterson)

Send message

Institution staff



Polly Potter

The institution membership is only visible if your site administrator set up multiple institutions on Mahara. Users on a site with multiple institutions who do not have one displayed do not belong to any institution.

5.6 Find friends

Groups → Find friends

If you want to establish your social network, you can use the *Find friends* page to find people to connect to. An alphabetical list of all users in your institution(s) or on the entire system is provided.

Find friends [?]

My institutions ▾

Search

1

3

Petra Petterson (Petra Peony Petterson) - *existing friend*

I work in the Mahara School as ICT teacher and enjoy working with educational and other technolog...

Member of Career Service.
Administrator of School

Send message

Remove from friends

Edit group membership

Polly Potter

2

Staff of School

Send message

Send friend request

Edit group membership

Figure 5.23: Find friends page

1. Use the search box to search for a name of a user. Your search results are limited to users from your institution(s). Choose the option "Everyone" to search for any user on the system.

2. All results are listed. You can click on the name to view that user's profile page. You also see if a user is already a friend of yours.
3. You see more information about this user and can take more actions:
 - View the institution(s) of which the user is a member.
 - Send this user a message without requesting friendship.
 - Send this user a friend request.
 - Edit this user's group membership for a group of which you are an administrator.

Note: You can prevent others from sending you messages or friend requests if you disabled these options in *your account settings*.

5.6.1 Send a friend request

You can send a friend request from the *Find friends* page by clicking on the *Send friend request* link next to the user you want to be friends with.

Send Paula Paulsen a friendship request

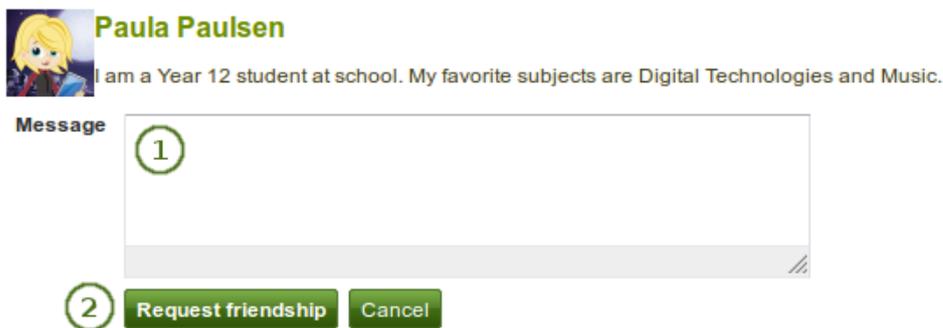


Figure 5.24: Send friend request

1. Give a reason why want to request friendship with this user. This reason can be important if the other person does not know you well and thus may likely reject your request.
2. Click the *Request friendship* button to send off your friend request or click the *Cancel* button to abort your action.

Note: You do not need to request the friendship of other users in order to see their portfolio pages or collections. Access permissions are independent of being friends on Mahara.

5.6.2 Accept a friend request

When another user has requested friendship, you receive a notification which is shown in the login box.

When you click on the friend request, you are taken to your *My friends* page. All your pending friend requests are shown.

1. View the name of the person requesting friendship and a short description if the user had written one in *Content* → *Profile* → *Introduction*. You can click on the name and view the profile page.
2. Read the reason why this user requests friendship if the user provided a reason.



Figure 5.25: Pending friend request

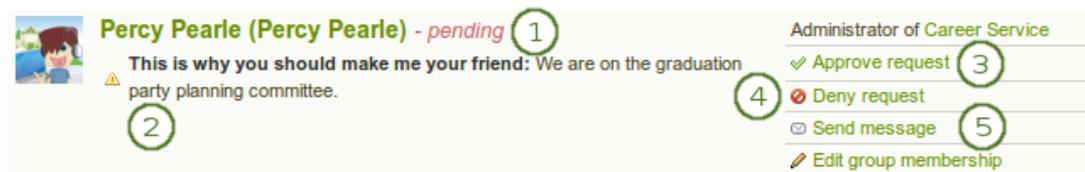


Figure 5.26: View all your pending friend requests

3. Click the *Approve request* link to approve the friend request. Once you approve a friend request, you appear immediately on that user's *My friends* page and the user on yours.
4. Click the *Deny request* link to deny friendship.
5. Click the *Send message* button to communicate with the user before making your decision about this friend request.

5.6.3 Deny a friend request

When somebody sent you a friend request, go to the *My friends* page to view your pending requests.

Deny friend request

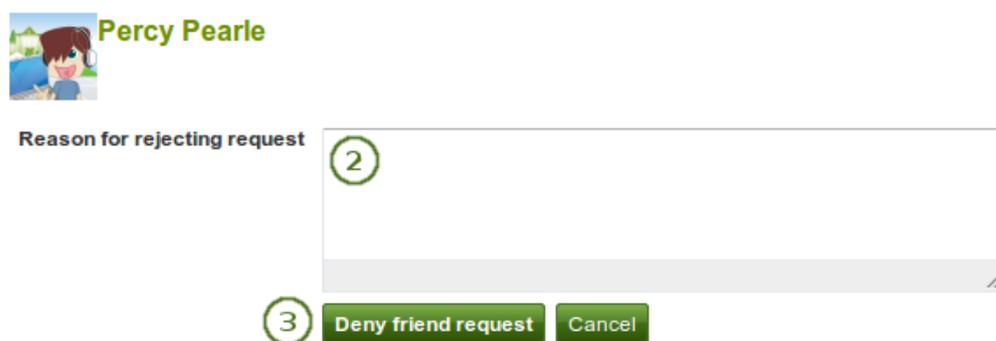


Figure 5.27: Deny a friend request

1. Next to the person whose request you wish to deny, click the *Deny request* link.
2. Provide a reason for your denial if you wish to give one.
3. Click the *Deny friend request* button to send your message or click the *Cancel* button to abort your action.
4. The user receives a notification which includes your reason for denial.

5.7 Institution membership

Groups → *Institution membership*

You can see in which institution(s) you are a member when you go to *Groups* → *Institution membership*. You may be able to leave your current institution and join other institutions if they allow self-registration. If you cannot leave your institution, you must ask your institution administrator to remove you.

Warning: Leaving an institution does not mean that your account is deleted. You keep your content and portfolio pages when you move from one institution to another as long as you have your account. Institution administrators should not delete your account when they want to remove you from their institution.

Institution membership

If you are a member of any institutions, they will be listed here. You may also request membership invitations.

Memberships

You are a member of **School** Leave institution ①

Requests

You have requested membership of **Career Service** Cancel request ②

Request membership of an institution

Institution University ③
Institution ID (optional) ④
Send request ⑤

Figure 5.28: Check on your institution membership

1. **Memberships:** Here you see to which institution(s) you belong. Click on the *Leave institution* button to remove yourself from an institution. If you do not see this button next to an institution, you cannot remove yourself but must ask an institution administrator to do so.
2. **Requests:** If you have already requested membership in an institution, it will be listed here. You must wait for an institution administrator to approve your request. If you wish to cancel a request, click the *Cancel request* button.
3. **Request membership of an institution:** Choose the institution from the drop-down menu that you wish to join.
4. You can provide an ID if you have one for this institution, but that is optional.
5. Click the *Send request* button, and the institution administrator is notified of your request and will deal with it.

5.8 Topics

Topics is a list of the discussion topics from all the groups in which you are a member. The topics are sorted in reverse chronological order starting with the latest comment.

Topics

Recently updated topics in your groups.

| Topic | Posts | Last post |
|---|-------|---|
| First meeting Portfolio task force > General Discussion ① | 1 | Hello, The first meeting of the Portfolio Task Force at the university will... <i>Paula Paulsen</i> - 02 Jan, 20:16 ③ |
| Peer feedback in ePortfolios Feedback Discussions > Feedback methods ② | 4 | Hi, I agree with Paula. This is an important ePortfolio feedback method... <i>Petra Petterson</i> - 01 Jan, 18:26 ④ |
| ④ 2 results | | |

Figure 5.29: The latest posts in discussion forums

1. The title of the forum topic as well as the group and the forum in which this topic is discussed are shown. They are all linked so that you can easily go to them.
2. The number of posts in this discussion topic is displayed.
3. The beginning of the latest comment in the topic is displayed as well as the name of the author (linked to the author's profile page) and the date and time when the forum post was made.
4. The total number of forum topics is displayed. When there are many forum topics, 10 are displayed per page and the rest can be reached via a navigation bar.

Groups can be used for collaboration among users as they offer the possibilities to:

- discuss topics in forums
- create and edit pages and collections together
- share files
- share pages
- submit pages for assessment / feedback

Note: Groups can be created by every user, staff or administrators only. The site administrator decides that in *Administration* → *Configure site* → *Group settings*.

The *Groups* menu has a number of sub menus:

- *My groups*: Displays the groups that you administer or in which you are a member. You can create new groups from here if you have the appropriate rights.
- *Find groups*: Lists all groups in the system that you can view and allows you to join or request membership in them if groups allow that.
- *My friends*: Displays your friends and gives you easy access to their profile pages.
- *Find friends*: Search for users in Mahara that you may wish to add to your friends list.
- *Shared pages*: Lists the pages that you have permission to view.
- *Topics*: Shows the latest discussion topics in your groups.

Blocks

Blocks for internal and external artefacts are used to compose portfolio pages and group pages. There is a large number of blocks available in Mahara. More can be used when [plugins](#) are installed.

Content of blocks can be shown on a page immediately, or just the block's heading can be displayed.  The retractable blocks allow you to be more flexible in what you want to show immediately on a page. An example of the use of retractable blocks is the [Mahara Partners](#) page.

6.1 Files, images and video

These artefacts are internal Mahara ones to display:

- links to files that you have uploaded
- folders that contain files
- show images
- embed audio and video files

6.1.1 File(s) to download



Select files that viewers of your portfolio can download.

1. **Block title:** Choose a title for your files block.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Files area:** Choose from which files area you would like to select a file:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the *folders and files that you are allowed to publish*.

File(s) to download: Configure ✕ 14

Block title
 1

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Files

| Name | Description | |
|-------------------|------------------------|-----------|
| book_chapter.html | chapter on ePortfolios | 12 Remove |

My files | Group files | Institution files | Site files 4

License * 5

Licenser

Original URL

Upload file (Maximum upload size 11.6MB) 6

Automatic resizing of images larger than 1024x1024 px (recommended) 7

Home 8

| Name | Description | Tags | |
|-----------------------------|--|-----------------------------------|--------------|
| commentfiles | Files attached to comments on your portfolio | | Edit |
| images | Image files | | Edit |
| presentations | | | 11 Submitted |
| slideshow | Photos for gallery | photos, gallery, travels | Edit |
| portfolio_bibliography.html | bibliographic references to portfolio articles and books | bibliography, portfolio, research | Edit Select |

13 9 10

Figure 6.1: Configure the *File(s) to download* block

- **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder *public* in the *Site files*.
5.  License information: You see these fields if the site administrator turned on *license metadata*. Additionally, if you are in an institution, your institution administrator *may require you to provide a license*.
 - **License:** Your default license is displayed. You can set your default license in your *account settings*. You may choose a different license for each individual artefact.
 - **Licenser:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
 - **Original URL:** If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
 6. **Upload file:** You do not have to go back to your *Files* area in *Content* in order to upload a file. You can do so directly from this screen.
 7. If the site administrator turned on the *image resizing option*, you can decide whether you want to have your images resized if they are larger than the specified dimensions. This option is recommended to save space in your portfolio.
 8. **Folder path:** The breadcrumbs show in which folder you are currently.
 9. You can still edit any component of the file, i.e. its file name, description and tags by clicking on the *Edit* button.
 10. Choose the file or files you wish to display by clicking on the *Select* button.

Warning: When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

11. You can also still select files (within folders) that have been submitted in another portfolio page.
12. Click the *Remove* button to not display a specific file in this block anymore.
13. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
14. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: You cannot re-order files once you have selected them. You would need to remove them and select them again in the correct order.

When the block is placed on the portfolio page, the following information is displayed:

- file name
- file description
- size
- upload date
- a link to more details

If you choose to  retract your block, you only see the block's heading and the *Retracted* icon . When you click on it, you can see the block's content.

When users click on the *Details* link, they are taken to the details page for that particular file and see some more metadata.

1. The title of the page in which the artefact appears is linked.



Figure 6.2: Details about files that can be downloaded.



Figure 6.3: Block when it is retracted



Figure 6.4: More details about a file that can be downloaded.

2. The author of the page is displayed and a link to the profile page provided.
3. The name of the file is displayed.
4. The name of the file is displayed again but with a link and a file icon.
5. Additional metadata is displayed for the file:
 - file type
 - description
 - tags
 - owner
 - creation date
 - last modified date
 - size
 -  license (*if license information is turned on by the site administrator*)
 - download link
6. If the owner of the file allowed comments, you can place feedback directly on the file.
7. You can also report this file if it contains objectionable content by clicking on the *Report objectionable material* link.
8. You can print the metadata page via the *Print* link.
9. You can add the page in which the artefact appears to your watchlist by clicking on the *Add page to watchlist* link.
10. View the number of comments left on this artefact.

6.1.2 Folder



Select a folder to display all files within it as links on your page.

1. **Block title:** If you do not set a title, the name of the folder that you choose to display will be used.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Files area:** Choose from which files area you would like to select a folder:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the *folders and files that you are allowed to publish*.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder *public* in the *Site files*.
5. **Folder path:** The breadcrumbs show in which folder you are currently.
6. You can edit any component of the folder, i.e. its name, description and tags by clicking on the *Edit* button.

Folder: Configure ✕

Block title 11
Set a block title 1
 If you leave this blank, the title of the folder will be used

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

File

| | Name | Description | |
|--|-----------|--------------------|---|
| | slideshow | Photos for gallery | 9 Remove |

4
My files
Group files
Institution files
Site files

Home 5

| | Name | Description | Tags | |
|--|---------------|--|---|---|
| | commentfiles | Files attached to comments on your portfolio | | 6 Edit 7 Select |
| | images | Image files | | Edit Select |
| | presentations | | 8 Submitted | Select |
| | slideshow | Photos for gallery | photos, gallery, travels | Edit |

10
Save
Remove

Figure 6.5: Configure the *Folder* block

7. Choose the folder you wish to display by clicking on the *Select* button.
8. You can also still select folders that have been submitted in another portfolio page.
9. Click the *Remove* button if you wish to revert your choice.
10. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
11. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Warning: When you place a folder with group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

6.1.3 Image gallery



Select a folder with images or individual images to show in a gallery or embed an external image gallery.

Image gallery with uploaded images

1. **Block title:** Choose a title for your image gallery block.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Image selection:** You can choose to display all images from a specific folder or you can select the images individually.
5. **Files area:** Choose from which files area you would like to select an image:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the *folders and files that you are allowed to publish*.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder *public* in the *Site files*.
6. **Folder path:** The breadcrumbs show in which folder you are currently.
7. Click the *Edit* button to change any component of the folder, i.e. its name, description and tags. If you have a folder or file included in a page that you submitted for feedback, you will not be able to edit the file.
8. Click the *Select* button to choose the folder or file you wish to display in your image gallery.

Note: If you selected to display an entire folder in your image gallery, new images that you upload to that folder are added to your gallery automatically.

9. You can also still select folders or files that have been submitted in another portfolio page.
10. Click the *Remove* button if you want to revert your selection.

Image gallery: Configure ✕

Block title 14
 1

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Image selection
 4 Display all images from one of my folders (will include images uploaded later) 4
 Choose individual images to display
 Display images from external gallery

Folder

| Name | Description | |
|-----------|--------------------|-----------|
| slideshow | Photos for gallery | 10 Remove |

My files | Group files | Institution files | Site files 5

Home 6

| Name | Description | Tags | 7 | 8 |
|---------------|--|--------------------------|------|--------|
| commentfiles | Files attached to comments on your portfolio | | Edit | Select |
| images | Image files | | Edit | Select |
| presentations | | Submitted 9 | | Select |
| slideshow | Photos for gallery | photos, gallery, travels | Edit | |

Style
 Thumbnails 11
 Thumbnails (square)
 Slideshow

Width
 12
 Specify the width for your images (in pixels). The images will be scaled to this width.

13

Figure 6.6: Configure the *Image gallery* block with internal images

11. **Style:** Decide to show all selected images as thumbnails or as slideshow where you only see one image at a time. If you select the option "``Thumbnail (square)"", all your images will be displayed in the same size as thumbnails.
12. **Width:** Specify the width (in pixels) for your images. The images are scaled to this width.
13. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
14. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Warning: When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

Image gallery from external images

Image gallery: Configure  9

Block title

Image gallery 1

Retractable

2

Select to allow this block to be retracted when the header is clicked.

Automatically retract

3

Select to automatically retract this block.

Image selection

Display all images from one of my folders (will include images uploaded later)

Choose individual images to display

Display images from external gallery 4

Gallery URL or RSS

5 i

You can embed the following external galleries: 

Style

Thumbnails

Thumbnail (square) 6

Slideshow

Width

75 7

Specify the width for your images (in pixels). The images will be scaled to this width.

8

Figure 6.7: Configure the *Image gallery* block with external images

1. **Block title:** Choose a title for your image gallery block.

-  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
-  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
- Image selection:** Select the option "Display images from external gallery".
- Gallery URL or RSS:** Copy the link to the external gallery and past it into the text box. You can embed the following external galleries:
 - Flickr, e.g. <http://www.flickr.com/photos/12345678@N01/sets/98765432123456789/>
 - Panoramio, e.g. <http://www.panoramio.com/user/123456>
 - Photobucket, e.g. <http://s1234.photobucket.com/albums/ee123/username/> or <http://s1234.photobucket.com/albums/ee123/username/AlbumName/>
 - Picasa, e.g. <http://picasaweb.google.com/user.name/AlbumName#>
 - Windows Live Photo Gallery, e.g. <http://cid-123456ab7890cd12.photos.live.com/self.aspx/AlbumName/photo.jpg>

Note:

- To use Flickr, the site administrator has to *provide a valid API key*.
- To use Photobucket, the site administrator has to *provide a valid API key and a secret API key*.
- For Windows Live Photo Gallery to work properly, the link to one of the photos inside the album must be copied and pasted into the text box in order to show the entire album.

- Style:** Decide to show all selected images as thumbnails or as slideshow where you only see one image at a time. If you select the option "Thumbnails (square)", all your images will be displayed in the same size as thumbnails.
- Width:** Specify the width (in pixels) for your images. The images are scaled to this width.
- Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
- You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.1.4 Some HTML



Display the content of an HTML file in a page.

- Block title:** Choose a title for your block.
-  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
-  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
- Files area:** Choose from which files area you would like to select an HTML file:
 - **My files:** You see all the folders and files that you have created.

Some HTML: Configure ✕ 13

Block title
 1

Retractable
 2
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
Select to automatically retract this block.

File 1.1

| Name | Description | |
|-------------------|------------------------|--------|
| book_chapter.html | chapter on ePortfolios | Remove |

My files | Group files | Institution files | Site files 4

License * Creative Commons Attribution Share Alike 3.0 5
Licensor 1
Original URL 1
Upload file (Maximum upload size 11.6MB) 6
Automatic resizing of images larger than 1024x1024 px (recommended) 1

Home 7

| Name | Description | Tags | |
|-----------------------------|--|-----------------------------------|--------------|
| commentfiles | Files attached to comments on your portfolio | | Edit 8 |
| images | Image files | | Edit |
| presentations | | | Submitted 10 |
| slideshow | Photos for gallery | photos, gallery, travels | Edit |
| book_chapter.html | chapter on ePortfolios | book, eportfolio | Edit 9 |
| portfolio_bibliography.html | bibliographic references to portfolio articles and books | bibliography, portfolio, research | Edit Select |

12

Figure 6.8: Configure the HTML block

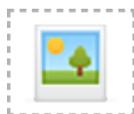
- **Group files:** You see all the *folders and files that you are allowed to publish*.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder *public* in the *Site files*.
5.  License information: You see these fields if the site administrator turned on *license metadata*. Additionally, if you are in an institution, your institution administrator *may require you to provide a license*.
- **License:** Your default license is displayed. You can set your default license in your *account settings*. You may choose a different license for each individual artefact.
 - **Licensor:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
 - **Original URL:** If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
6. **Upload file:** You do not have to go back to your *Files* area in *Content* in order to upload a file. You can do so directly from this screen.
7. **Folder path:** The breadcrumbs show in which folder you are currently.
8. Click the *Edit* button to change any component of a folder or file, i.e. its name, description and tags. If you have a folder or file included in a page that you submitted for feedback, you will not be able to edit them.
9. Click the *Select* button to choose the HTML file you wish to display in the block.

Warning: When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

10. You can also still select files that have been submitted in another portfolio page if they are HTML files.
11. Click the *Remove* button if you want to revert your selection.
12. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
13. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: You can only display a self-contained HTML file in a page, but not an entire site because the links to the files are not retained correctly when you upload files.

6.1.5 Image



Display a single image in a block.

1. **Block title:** Choose a title for your block.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.

Image: Configure 15

Block title
Image 1

Retractable
 2
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
Select to automatically retract this block.

Image

| Name | Description | 1.1 | Remove |
|------------------------------|--------------------|-----|--------|
| Low sun over the Sounds.jpeg | Marlborough Sounds | | |

My files | **Group files** | **Institution files** | **Site files** 4

License * Creative Commons Attribution Share Alike 3.0 5

Licenser 1

Original URL 1

Upload file **Browse...** (Maximum upload size 11.6MB) 6

Automatic resizing of images larger than 1024x1024 px (recommended) 7

Home / images 8

| Name | Description | Tags | 9 | 10 |
|------------------------------|--|--------------------------------|-------------------------------------|---------------------------------------|
| .. | Parent folder | | | |
| Low sun over the Sounds.jpeg | Marlborough Sounds | new zealand | <input type="button" value="Edit"/> | <input type="button" value="Select"/> |
| Paula | Uploaded profile picture | | <input type="button" value="Edit"/> | <input type="button" value="Select"/> |
| Paula summer | Uploaded profile picture | | <input type="button" value="Edit"/> | <input type="button" value="Select"/> |
| Point Bonita.jpg | Lighthouse at Point Bonita in the Marine Headlands | san francisco, california, usa | <input type="button" value="Edit"/> | <input type="button" value="Select"/> |

Show description
 12

Width
 13
Specify the width for your image (in pixels). The image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.

14

Figure 6.9: Configure the *Image* block

4. **Files area:** Choose from which files area you would like to select an image:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the *folders and files that you are allowed to publish*.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder *public* in the *Site files*.
5.  License information: You see these fields if the site administrator turned on *license metadata*. Additionally, if you are in an institution, your institution administrator *may require you to provide a license*.
 - **License:** Your default license is displayed. You can set your default license in your *account settings*. You may choose a different license for each individual artefact.
 - **Licenser:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
 - **Original URL:** If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
6. **Upload file:** You do not have to go back to your *Files* area in *Content* in order to upload a file. You can do so directly from this screen.
7. If the site administrator turned on the *image resizing option*, you can decide whether you want to have your images resized if they are larger than the specified dimensions. This option is recommended to save space in your portfolio.
8. **Folder path:** The breadcrumbs show in which folder you are currently.
9. Click the *Edit* button to change any component of a folder or file, i.e. its name, description and tags. If you have a folder or file included in a page that you submitted for feedback, you will not be able to edit them.
10. Click the *Select* button to choose the image file you wish to display in the block.

Warning: When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

11. Click the *Remove* button if you want to revert your selection.
12. **Show description:** Tick this check box if you wish to display the description of your photo. It could contain the source of it for example.
13. **Width:** Choose the width (in pixels) for your image. If you do not provide a number, the image will be scaled to the width of the block.
14. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
15. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.1.6 Embedded media



Display an embedded video or audio file from your uploaded files. You can display mp3, mp4 and flv files per default.

Note: If you wish to display other file types, the site administrator *must allow other media formats*. These will not be displayed with the built-in media player but require that you have the correct media player installed to display these videos.

Embedded media: Configure ✕

Block title 15
 1

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Media 11

| Name | Description | |
|----------------|----------------------------------|---------------------------------------|
| internship.flv | Internship reflections September | <input type="button" value="Remove"/> |

My files | Group files | Institution files | Site files 4

License * 5

Licensor

Original URL

Upload file (Maximum upload size 11.4MB) 6
 Automatic resizing of images larger than 1024x1024 px (recommended)

Home 7

| Name | Description | Tags | |
|-------------------------|--|--------------------------|---|
| commentfiles | Files attached to comments on your portfolio | | <input type="button" value="Edit"/> 8 |
| images | Image files | | <input type="button" value="Edit"/> |
| presentations | | | <input type="button" value="Submitted"/> 10 |
| slideshow | Photos for gallery | photos, gallery, travels | <input type="button" value="Edit"/> 9 |
| pizza_talk_20130314.mp3 | Pizza Thursday talk about the conference | pizzatalk, presentation | <input type="button" value="Edit"/> <input type="button" value="Select"/> |

Width 12

Height 13

14

Figure 6.10: Configure the *Embedded media* block

- Block title:** Choose a title for your block.
- Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon to just show the heading.
- Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon to view the entire block.

4. **Files area:** Choose from which files area you would like to select a media file:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the *folders and files that you are allowed to publish*.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder *public* in the *Site files*.
5.  License information: You see these fields if the site administrator turned on *license metadata*. Additionally, if you are in an institution, your institution administrator *may require you to provide a license*.
 - **License:** Your default license is displayed. You can set your default license in your *account settings*. You may choose a different license for each individual artefact.
 - **Licensor:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
 - **Original URL:** If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
6. **Upload file:** You do not have to go back to your *Files* area in *Content* in order to upload a file. You can do so directly from this screen.
7. **Folder path:** The breadcrumbs show in which folder you are currently.
8. Click the *Edit* button to change any component of a folder or file, i.e. its name, description and tags. If you have a folder or file included in a page that you submitted for feedback, you will not be able to edit them.
9. Click the *Select* button to choose the media file you wish to display in the block.

Warning: When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

10. Click the *Remove* button if you want to revert your selection.
11. You can also still select files that have been submitted in another portfolio page.
12. **Width:** Choose the width (in pixels) for your video.
13. **Height:** Choose the height (in pixels) for your video.
14. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
15. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: Only the files that you are allowed to embed are displayed. If you uploaded a mp4 file but it does not show here, you may have to check if it has the correct codec. Only H.264 mp4 files can be embedded.

6.2 Journals

You can embed content from your journals in various ways in a page:

- display an entire journal
- display only one journal entry
- show the latest journal entries
- display journal entries with a specific tag

Note: You must create at least one *journal* in order to see anything in this block.

Warning: You can allow the copying of your journal (entries). Choose this option wisely because once a user copied your journal content into their portfolio, it looks as if they had written the journal entries. This could lead to plagiarism. However, it can be used very nicely to create templates and to scaffold learning.

6.2.1 Display an entire journal



Display an entire journal in your portfolio page.

Journal: Configure ✕ 8

Block title
 Set a block title 1
 If you leave this blank, the title of the journal will be used

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Journal

Browse Search

Learning reflections 4
 General learning reflections

The Crazy and Curious
 Learning is about discovery and you can only discover new things when you are curious and do things out of the ordinary.

2 results

Entries per page
 5 5

More options

Block copy permission
 Skip this block entirely when copying the page 6
 If you allow other users to copy this page, you may choose how this block will be copied

Save Remove 7

Figure 6.11: Configure the *Journal* block

- Block title:** The title for the block is chosen automatically from the title of the journal unless you provide a different one.
-  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.

3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Journal:** Select the journal you wish to display. If you have many journals, you can also search for the one you want to use.
5. **Entries per page:** Decide how many entries you want to display. Entries beyond this number are accessible via a page navigation bar.
6. **Block copy permissions:** You decide what shall happen with this block when you allow other users to copy your page. Options are:
 - Skip this block entirely when copying the page
 - Others may display your journal in their page
 - Others will get their own copy of your journal
7. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
8. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: If you *share the page* in which you make an entire journal visible to the public, your journal receives an RSS feed address to which your readers can subscribe in their favorite RSS readers.

Once you have included the *Journal* block into a page, you can create a new journal entry directly from that block when you are in the *Edit* mode for the page. When you click the *New entry* button, you will be taken to your journal and a new entry is started for you. It is then added to the journal automatically.



Figure 6.12: Create a new journal entry directly from the *Entire journal* block

6.2.2 Display one journal entry



Display one journal entry in your portfolio page.

1. **Block title:** The title of the journal entry is chosen automatically unless you provide a different one.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.

Journal entry: Configure ✕

Block title 7
 Set a block title 1
 If you leave this blank, the title of the journal entry will be used

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Journal entry

Browse | **Search**

- The Crazy and Curious: Ignite and Nerdnite** 4
 Ignite and Nerdnite are two events that have ma...
- The Crazy and Curious: What I learned at Kiwicon**
 Kiwicon took place in Wellington from 5-6 Novem...
- Learning reflections: PLN**
 pln

3 results

▼ **More options**

Block copy permission

Skip this block entirely when copying the page 5

If you allow other users to copy this page, you may choose how this block will be copied

Save **Remove** 6

Figure 6.13: Configure the *Journal entry* block

3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Journal entry:** Select the journal entry you wish to display. If you have many, you can also search for the one you want to use. You always also see the title of the journal in which the entry appears.
5. **Block copy permissions:** You decide what shall happen with this block when you allow other users to copy your page. Options are:
 - Skip this block entirely when copying the page
 - Others may display your journal entry in their page
 - Others will get their own copy of your journal entry
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.2.3 Display recent journal entries



Display recent journal entries across all your journals in your portfolio page.

Recent journal entries: Configure  7

Block title
 1

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Journals

Browse **Search**

Learning reflections 4
 General learning reflections

The Crazy and Curious
 Learning is about discovery and you can only discover new things when you are curious and do things out of the ordinary.

2 results

Entries to show
 5
 Between 1 and 100

Save **Remove** 6

Figure 6.14: Configure the *Recent journal entries* block

1. **Block title:** Choose a title for your block.

2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Journals:** Select the journal(s) from which you wish to display the latest entries. If you have many journals, you can also search for the one(s) you want to use.
5. **Items to show:** Decide how many entries you want to display.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: If you have multiple journals, you can display recent entries from all of them.

Once you have included the *Recent journal entries* block into a page, you can create a new journal entry directly from that block when you are in the *Edit* mode for the page. When you click the *New entry* button, you will be taken to your journal and a new entry is started for you. It is then added to the journal automatically.

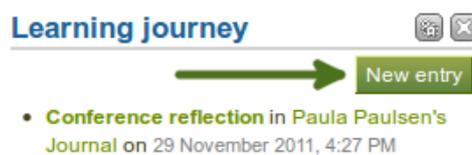


Figure 6.15: Create a new journal entry directly from the *Recent journal entries* block - one journal only

If you enabled multiple journals and selected more than one for which to display recent journal entries, you will see a slightly different display. You can choose the journal to which to add your entry from the drop-down menu and then click the *Go* button to create your new entry.

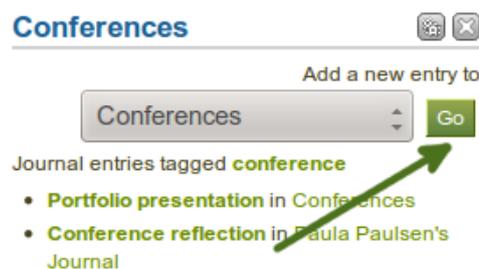


Figure 6.16: Create a new journal entry directly from the *Recent journal entries* block - multiple journals available

6.2.4 Display tagged journal entries



Display tagged journal entries across all your journals in your portfolio page.

1. **Block title:** Choose a title for your block.

Tagged journal entries: Configure ✕ 8

Block title
 1

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

My tags
 4

Items to show
 5
 Between 1 and 100

Show journal entries in full
 6
 If checked, the journal entries will be displayed. Otherwise only the titles of the journal entries will be shown.

7

Figure 6.17: Configure the *Tagged journal entries* block

2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **My tags:** Select the tag for which you want to display all journal entries. Only tags you used on journal entries are shown in the drop-down menu.
5. **Items to show:** Decide how many entries you want to display.
6. **Show journal items in full:** If you select this option, your journal entries will be displayed. Otherwise, only their titles are shown and people need to click on them to read your entries.
7. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
8. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Once you have included the *Tagged journal entries* block into a page, you can create a new journal entry directly from that block when you are in the *Edit* mode for the page. When you click the *New entry* button, you will be taken to your journal and a new entry is started for you. It is then added to the journal automatically with the tag whose journal entries are displayed on the page.

If you enabled multiple journals and have a minimum of two journals, you will see a slightly different display. You can choose the journal to which to add your entry from the drop-down menu and then click the *Go* button to create your new entry.

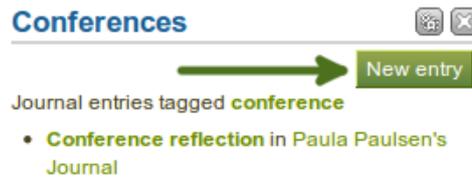


Figure 6.18: Create a new journal entry directly from the *Tagged journal entries* block - one journal only

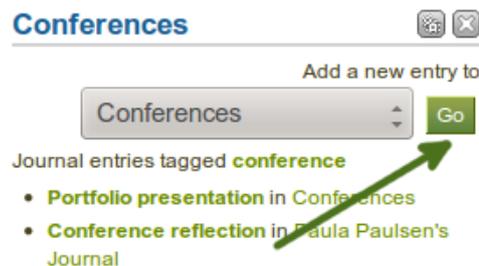


Figure 6.19: Create a new journal entry directly from the *Tagged journal entries* block - multiple journals available

6.3 General

The artefacts in this tab are of a general nature or do not fit into any other category and can be used around the site.

When you create a page in a group, you do not have the *plans* block available as you cannot create plans in groups. Additionally, you can choose the following blocks when you edit the group homepage:

- *Group info*
- *Group members*
- *Group pages*

6.3.1 Creative Commons license



Add a block to your page which lets users know under which [Creative Commons license](#) your page is published.

1. **Block title:** Choose a title for your block.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Allow commercial uses of your work?** Decide whether users can re-use your work for commercial purposes.
5. **Allow modifications of your work?** Decide whether others can remix your work and create something new and if so under which conditions.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.

Creative Commons license: Configure

Block title
Creative Commons license (1)

Retractable
 (2)
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 (3)
Select to automatically retract this block.

Allow commercial uses of your work? * (4)
 Yes
 No ⓘ

Allow modifications of your work? * (5)
 Yes
 Yes, as long as others share alike
 No ⓘ

Save **Remove** (6)

Free Cultural Works
APPROVED FOR

(7)

Figure 6.20: Configure the *Creative Commons license* block

7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

See Also:

For more information about the licenses and their terms, visit the [Creative Commons web site](#).

6.3.2 Navigation



Add a navigation block to display links to pages in a collection.

Note: You must create at least one *collection* in order to use this block.

- Block title:** The title of the collection is chosen automatically unless you provide a different one.
-  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
-  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
- Collection:** Choose the collection from the drop-down menu for which you wish to display links in the block.
- Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.

Navigation: Configure ✕

Block title 6
 Set a block title 1
 If no title is provided here, the title of the collection will be used.

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Collection *
 Internship 4

Save Remove 5

Figure 6.21: Configure the *Navigation* block

- You can also click the *Remove / Cancel* button ✕ in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.3.3 Plans



Display one of your plans in a block.

Note: You must create at least one *plan* in order to use this block.

- Block title:** The title of the plan is chosen automatically unless you provide a different one.
- Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon ♥ to just show the heading.
- Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon ◇ to view the entire block.
- Plan to show:** Choose the plan which you want to display in your page.
- Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
- You can also click the *Remove / Cancel* button ✕ in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Plans: Configure ✕

Block title 6
 Set a block title 1
 If this is left empty, the title of the plan will be used.

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Plan to show

Presentation on Mahara 4
 On April 8, 2013, a presentation about Mahara is scheduled as webinar.
 1 result

Save Remove 5

Figure 6.22: Configure the *Plans* block

Presentation on Mahara

| Completion date | Title | Completed |
|-----------------|--------------------------|-----------|
| 4 January 2013 | Speaker info | ✓ |
| 28 March 2013 | Programme info | |
| 2 April 2013 | Presentation preparation | |
| 3 April 2013 | Send presentation | |
| 7 April 2013 | Check webinar software | |

5 tasks

Figure 6.23: Result of an embedded plan in a portfolio page. By clicking on the linked titles, you can show the descriptions of the individual tasks.

6.3.4 Recent forum posts



Display a specified number of recent forum posts from one group on a page.

Note: You must be a member of at least one *group* in order to use this block.

Recent forum posts: Configure ✕

Block title 1
 Set a block title 7
 A default title will be generated if you leave the title field blank

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Group *
 Feedback Discussions 4

Maximum number of posts to show
 5 5
 Between 1 and 100

Save **Remove** 6

Figure 6.24: Configure the *Recent forum posts* block

1. **Block title:** The title of the block is generated automatically unless you provide a different one. The default title is ``Recent forum posts``.
2. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon to just show the heading.
3. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon to view the entire block.
4. **Group:** Choose the group whose forum posts you wish to display.
5. **Maximum number of posts to show:** Decide how many of the latest forum posts you wish to show. The default value is 5. You can show up to 100 posts.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.3.5 Text box



Add text to your page. This feature is used when you do not want to keep the text in a journal, e.g. just for small snippets of text.

Add a new text box

1. **Block title:** Provide a title for your text.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Block content:** Write your text. You can include formatting, external images etc.
5. Alternatively, you can also *use text from another note* that you have already written.
6.  **License:** You see these fields if the site administrator turned on *license metadata*. Additionally, if you are in an institution, your institution administrator *may require you to provide a license*. Your default license is displayed. You can set your default license in your *account settings*. You may choose a different license for each individual artefact.
7.  **Licensor:** If you are copying text that somebody else created, you can attribute the work to them here and provide their name for example.
8.  **Original URL:** You see this field if the site administrator turned on *license metadata*. If you are copying somebody else's text, provide a link to the original Internet address so that others can go there and view the original file.
9. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
10. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: We recommend you do not include images that you have uploaded to Mahara in a text box. It cannot be guaranteed that they are displayed for other users if they do not have access to the image via another portfolio page. All access in Mahara is granted to pages and through them to the artefact blocks. An image in a text box is not recognized as artefact and can therefore not receive its proper permissions.

Re-use text from an existing text box

You can re-use text from other text boxes (a.k.a. *Notes*) from one page in another.

Warning: If you do not make a copy of a text box content and change it, the text is changed in all other instances where this text box is used.

1. **Block title:** Provide a title for your text. You should only enter it after you selected the text box to re-use as the title of the original text box will be entered.

2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. Click the link *Use content from another text box* to view all the text boxes to which you have access. These can be:
 - your own notes
 - text boxes from group pages that you can copy
 - text boxes from institution or site pages to which you have access
5. Click *Browse* or *Search* to find the text box that you want to re-use.
6. All text boxes are listed with their title and the first line. Click the radio button next to the text box that you want to use again.
7. If a text box does not belong to you but a group for example, you see the author next to the text box title.
8. Use the pager to move between your notes if more than 5 are displayed.
9. The content of the text box that you have selected is displayed in the *Block content* box. You can now make changes. **The text will be changed in all other instances where this text box appears.**
10. If you wish to make changes to the text but do not want to change it everywhere else, click the *Make a copy* link above the *Block content* in the  red box. The text is then retained, but it is treated like a new text box.
11.  **License:** You see this drop-down menu if the site administrator turned on *license metadata*. Additionally, if you are in an institution, your institution administrator *may require you to provide a license*. Your default license is displayed. You can set your default license in your *account settings*. You may choose a different license for each individual artefact.
12.  **Advanced licensing:** If you can / must enter license information, you can also provide information about the original licensor and a URL where the original can be found.
13. Click the *Manage all text box content* link to be taken to your personal *Notes* to make changes there instead of in an existing text box from this popup window here.
14. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
15. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

See Also:

You can [watch a demo of this feature in action](#).

6.3.6 Inbox

The *Inbox* block displays the latest messages that you have received.

Note: This block can only be used on your dashboard.

Inbox: Configure ✕

Block title 7
Set a block title 1
A default title will be generated if you leave the title field blank

Retractable
 2
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
Select to automatically retract this block.

Message types to display 4

- Feedback**
- New forum post**
- Group message**
- Institution message**
- System message**
- Message from other users**
- New page access**
- Watchlist**

Maximum number of items to display 5

Between 1 and 100

6

Figure 6.27: Configure the *Inbox* block

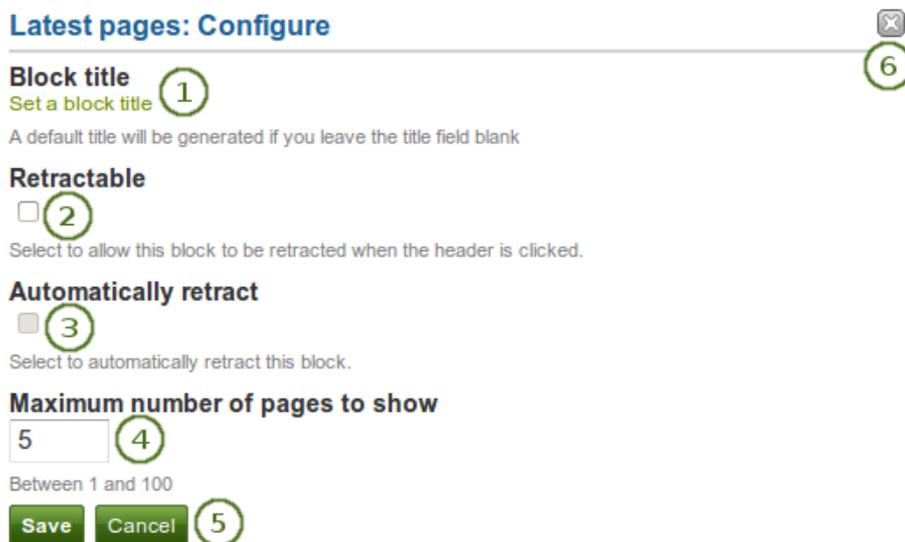
1. **Block title:** The automatic title for this block is ``Inbox". You can set another one if you wish.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Message types to display:** Place a check mark for each message type that you want to display in this block.
5. **Maximum number of items to display:** Decide how many messages shall be shown on your dashboard. You can choose between 5 and 100.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.3.7 Latest pages



The *Latest pages* block displays the latest pages to which you have access across Mahara.

Note: This block can only be used on your dashboard.



Latest pages: Configure  6

Block title 1
 Set a block title
 A default title will be generated if you leave the title field blank

Retractable 2

 Select to allow this block to be retracted when the header is clicked.

Automatically retract 3

 Select to automatically retract this block.

Maximum number of pages to show 4

 Between 1 and 100

5

Figure 6.28: Configure the *Latest pages* block

1. **Block title:** The automatic title for this block is ``Latest pages". You can set another one if you wish.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.

3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Maximum number of pages to show:** Decide how many pages shall be shown on your dashboard. You can choose between 5 and 100.
5. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
6. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.3.8 Watched pages



The *Watched pages* block displays the pages that are on your watchlist.

Note: This block can only be used on your dashboard.

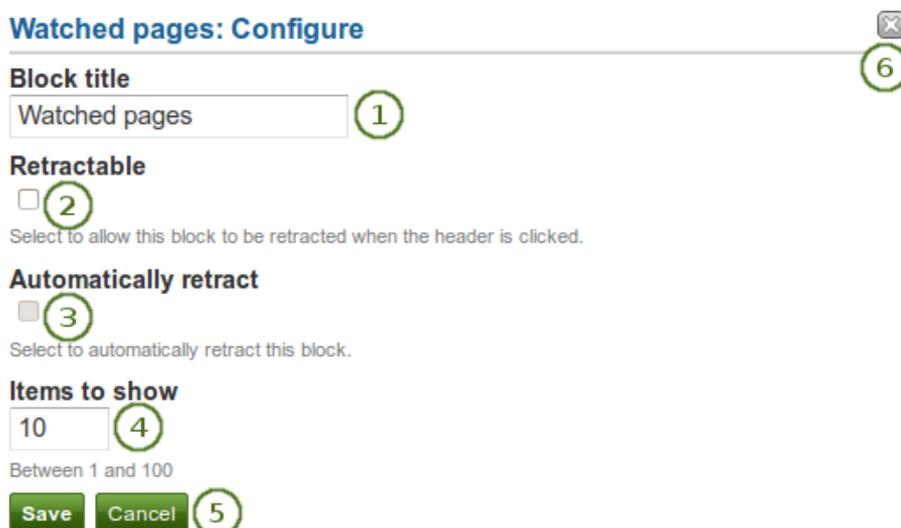


Figure 6.29: Configure the *Watched pages* block

1. **Block title:** The automatic title for this block is ``Watched pages''. You can set another one if you wish.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Items to show:** Decide how many pages shall be shown on your dashboard.
5. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.

- You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.3.9 Group info



This block is a default block on the group homepage. There is no configuration possible.



Figure 6.30: Items in the group info block

The block contains information about:

- group characteristics
- group administrator
- group creation date
- dates between which regular group members can participate in group activities
- group statistics
 - number of group members
 - number of pages created in the group
 - number of files uploaded to the group
 - number of folders created in the group
 - number of forums created in the group
 - number of forum topics created in the group
 - number of posts in forum topics in the group

6.3.10 Group members



This block is a default block on the group homepage. You can display member profile pictures and their names.

- Block title:** The automatic title for this block is ``Members''. You can set another one if you wish.
-  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.

Figure 6.31: Configure the *Group members* block

3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Shown members:** Choose how many members (between 1 and  100) are shown on the group homepage. All others are accessible via the *Members* tab in the group. The default number of members displayed is 12.
5. **Order:** Choose the order in which members are displayed. Options are
 - latest: display members according to their group joining date in reverse chronological order
 - random: let Mahara decide which members to display
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.3.11 Group pages



This block is a default block on the group homepage. You can display pages created in and / or shared with the group in this block.

1. **Block title:** The automatic title for this block is ``Group pages''. You can set another one if you wish.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.

Group pages: Configure ✕ 7

Block title 1
Set a block title
A default title will be generated if you leave the title field blank

Retractable 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract 3
 Select to automatically retract this block.

Display group pages 4
 Yes
 No
Group pages - pages created in the group

Display shared pages 5
 Yes
 No
Shared pages - pages shared by group members from their individual portfolios

Save **Remove** 6

Figure 6.32: Configure the *Group pages* block

3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Display group pages:** Decide whether to display pages that were created in the group. ``Yes" is the default option.
5. **Display shared pages:** Decide whether to display pages that users shared with the group. ``No" is the default option.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.4 Profile

The artefact blocks in this tab allow you to include information that you provided in the *profile* into your portfolio. If you want to make changes to the text or the images, go to *Content* → *Profile*.

Furthermore, you can also put certain blocks on your profile page that only exist for that particular page:

- My friends
- My groups
- My pages
- Wall

6.4.1 Contact information



Add a block with contact information to your page.

Note: Only display as much information as you wish anybody to see. Especially when you make your pages available to the public, i.e. everybody on the Internet, or all logged-in users, decide carefully whether you want to display your street address and / or phone number.

Contact information: Configure ✕ (7)

Block title
 (1)

Retractable
 (2)
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 (3)
 Select to automatically retract this block.

Email address
 Don't show email address (4)

Fields to show

- Country (5)
- Blog address
- City/region
- Skype username
- Jabber username

5 results

(6)

Figure 6.33: Configure the *Contact information* block

1. **Block title:** Choose a title for your block.
2. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon to just show the heading.
3. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon to view the entire block.
4. **Email address** Decide whether to display one of your email addresses that you have entered in your profile under *Content*.

5. **Fields to show:** Decide which fields shall appear on the page. Put a check mark in front of each one that you want to show. Shown are only the ones for which you provided content.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.4.2 My friends



Add a block that displays your friends' profile pictures and their names to your profile page. This is a default block on your profile page.

You only need to place the block on your profile page. There is no further configuration possible.

6.4.3 My groups



Add a block that displays your groups to your profile page. It is a standard profile page block.

You only need to place the block on your profile page. There is no further configuration possible.

6.4.4 My pages



Add a block that displays your pages on your profile page. It is a standard profile page block. This block should stay on your profile page because other users can see all your pages to which they have access.

You only need to place the block on your profile page. There is no further configuration possible.

Note: When other users view your profile page, they only see the pages to which they have access. That also means that you see all your pages while others may see none or just a few.

6.4.5 Profile information

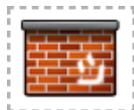


Add a block with profile fields to your page.

Note: Only display as much information as you wish anybody to see. Especially when you make your pages available to the public, i.e. everybody on the Internet, or all logged-in users, decide carefully whether you want to display your street address and / or phone number.

1. **Block title:** Choose a title for your block.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Fields to show:** Decide which fields shall appear on the page. Put a check mark in front of each one that you want to show. Displayed are only the ones for which you provided content.
5. **Profile picture:** Choose to display one of your profile pictures or none.
6. **Email address** Decide whether to display one of your email addresses that you have entered in your profile under *Content*.
7. **Introduction text:** If you do not want to display the introduction text from your profile, you can write another one just for this page here. However, it will be lost when you delete this block.
8. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
9. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.4.6 Wall



Add a block that displays your wall on your profile page. It is a standard profile page block. Other users can leave messages for you, i.e. write on your wall, and they can decide whether everyone looking at your profile page can see them or only they and you.

You only need to place the block on your profile page. There is no further configuration possible.

6.5 Résumé

You can display either your entire résumé or parts of it in any portfolio page. If you choose to display only parts of your résumé, you have more control over the arrangement of the information.

6.5.1 Display your entire résumé



Add a block with your entire résumé to your page.

1. **Block title:** Choose a title for your block.

Profile information: Configure ✕

Block title 9

Profile information 1

Retractable

2

Select to allow this block to be retracted when the header is clicked.

Automatically retract

3

Select to automatically retract this block.

Fields to show

First name 4

Last name

Introduction

Country

Blog address

City/region

Skype username

Jabber username

8 results

Profile picture 5

Don't show a profile picture

Paula

Paula summer

Email address 6

Don't show email address

[blurred]

Introduction text

B I U ABC |
 A ab |
 [bullets] [lines] [list] [list] |
 [undo] [redo] [smiley] [tree] [ABC] [lightbulb] [link] [unlink] [HTML] [code]

[undo] [redo] [list] [list] [edit] [table] [table] |
 [link] [link] [link] [link] |
 [table] [table] [table] [table] |
 [cut] [copy] [paste] [print]

Font Family | Font Size | Paragraph

7

Path: p

You can use your introduction profile field instead by enabling that and leaving this field blank

Save
Remove
8

Figure 6.34: Configure the *Profile information* block

Your entire résumé: Configure ✕ 5

Block title
 1

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

4

Figure 6.35: Configure the *Your entire résumé* block

2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
5. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: When you use this block, you do not have control over the order in which the information is displayed, but Mahara decides that. In order to be more flexible, you can choose to display one résumé field at a time with the next block.

6.5.2 Display one résumé field



Add a block with one résumé field to your page.

1. **Block title:** The title of the résumé field you want to display is chosen automatically unless you provide a different one.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Field to show:** Choose the résumé information that you want to display. You can select one area at a time.
5. You can jump to the résumé section directly from this pop-up window in order to fill in more content.

One résumé field: Configure ✕

Block title 7
 Set a block title 1
 If you leave this blank, the name of the field will be used.

Retractable
 2
 Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
 Select to automatically retract this block.

Field to show

Contact information 4

Employment history

Education history

Interests
 hiking photography traveling

Certifications, accreditations and awards

Academic skills
 German (native speaker) English (C2 – fluent) French (C1 for language reception; B1 for language ...

Cover letter
 Dear sirs and madams

Personal goals
 Achieve my captain's license.

Work skills
 (excellent unless otherwise stated) office: LibreOffice image editing: Inkscape, The ...

9 results

Fill out your résumé in order to add more fields. 5

Save Remove 6

Figure 6.36: Configure the *One résumé field* block

6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.6 External content

With the help of the external content blocks, you can include RSS feeds, external media or GoogleApps documents etc. into a page.

6.6.1 External feed



Embed an external RSS or ATOM feed, e.g. to display an external blog.

External feed: Configure 

Block title 11
Set a block title 1
If you leave this blank, the title of the feed will be used.

Retractable
 2
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
Select to automatically retract this block.

Feed location *
 4
URL of a valid RSS or ATOM feed

Insecure SSL mode
 5
Disable SSL certificate verification. This is not recommended but might be necessary if the feed is served using an invalid or untrusted certificate.

HTTP username
 6
Username (HTTP basic authentication) needed to access this feed (if required)

HTTP password
 7
Password (HTTP basic authentication) needed to access this feed (if required)

Items to show
 8
Between 1 and 20

Show feed items in full
 9
Whether to show a summary of the feed items or show the full text for each one.

10

Figure 6.37: Configure the external feed block

1. **Block title:** If you leave the title blank, the title of the feed will be used.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Feed location:** Put the entire feed URL from a valid RSS or ATOM feed in here. If the feed is not displayed, try to view it in a regular feed reader to make sure that the URL is correct. You must provide a feed URL here.
5. **Insecure SSL mode:** Place a check mark in this box if you wish to enable the insecure SSL mode. This mode allows you to override certificate errors generated by a feed.
6. **HTTP username:** Provide a username if you wish to access a feed that requires authentication. This is the username to access the feed and not your portfolio system.
7. **HTTP password:** Provide a password to access a feed that requires authentication. This is the password to access the feed and not your portfolio system.
8. **Items to show:** Decide how many of the latest items in the feed you wish to display. You can choose up to 20.
9. **Show feed items in full:** If you do not select this option, only a heading will be shown for each feed item, e.g. the blog heading of a post. If you select this option, the entire content of the feed item will be shown, e.g. the entire blog post or in case of a flickr RSS feed, the photo and its description.
10. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
11. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: Unfortunately, Firefox and Chrome do not display the RSS feed icon for a page immediately near the address bar anymore. In Firefox you will have to go to *View* → *Toolbars* → *Customize* and then drag the RSS icon to your toolbar. It lights up orange / white when a feed is available.

If you use Chrome, you will have to install the [RSS Subscription Extension](#).

Note: If your feed is not updated automatically, please ask your site administrator to check the *cron* settings.

6.6.2 External media



With this block you can embed content from a wide variety of third-party sites. The sites that are allowed are listed below the text area in the pop-up. You see only their favicons, but when you hover over an icon with your mouse, you see the site's name as well.

See Also:

Mahara comes with a number of sites that are allowed per default. These are listed on the page. Your site admin can *add additional iframe sources*.

1. **Block title:** Choose a title for your embedded content.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.

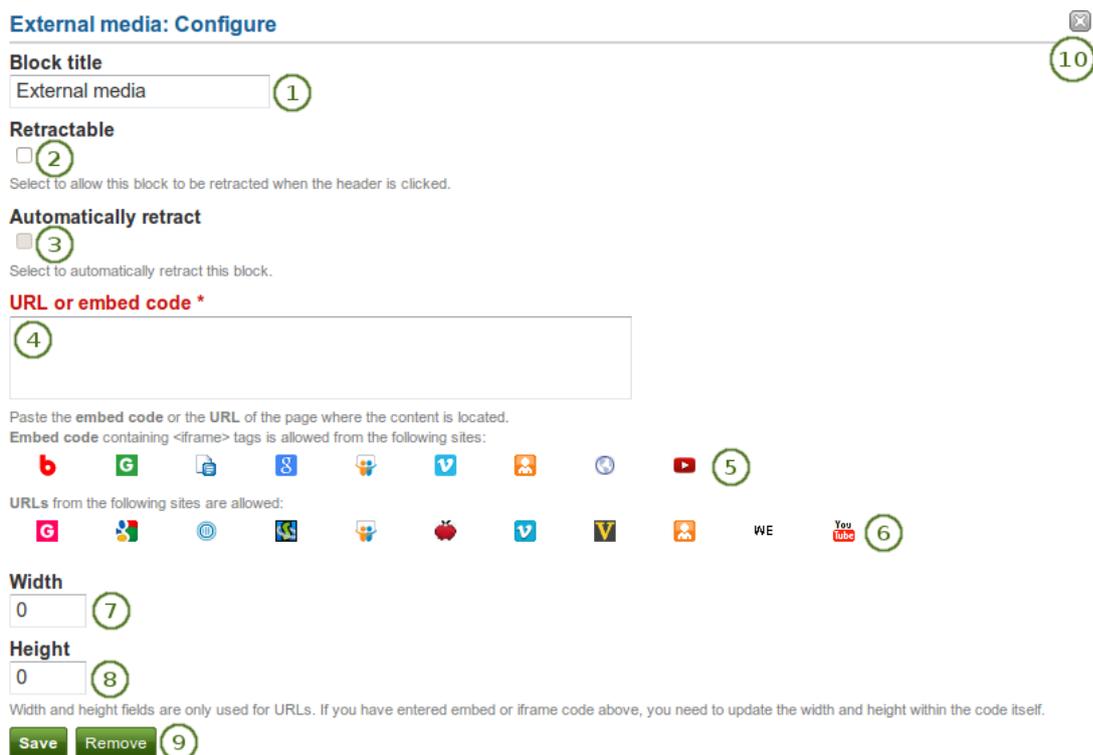


Figure 6.38: Configure the external media block

3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **URL or embed code:** Paste the URL or the embed code of a page where the content is located.
5. **Embed code:** Content from the sites listed in this section can be embedded using the `<iframe>` embed code. Any new site that the site administrator allows will be added in alphabetical order. The default sites are:
 - Glogster
 - SlideShare
 - Vimeo
 - Voki
 - WikiEducator
 - YouTube
6. **URLs:** Content from the sites listed in this section can be embedded by simply grabbing the page URLs where the content can be found. The default sites are:
 - Google Videos
 - Prezi
 - Scivee.tv
 - SlideShare
 - TeacherTube
 - Vimeo

- VoiceThread
 - Voki
 - WikiEducator
 - YouTube
7. **Width:** Choose the width (in pixels) that the content should take up on the page. This only goes for the content for which you provided the URL. If you use the embed code, you need to provide the correct width and height directly in the embed code and can ignore this setting here.
 8. **Height:** Choose the height (in pixels) that the content should take up on the page. This only goes for the content for which you provided the URL. If you use the embed code, you need to provide the correct width and height directly in the embed code and can ignore this setting here.
 9. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
 10. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Note: You can use the same iframe embed code around Mahara in *text boxes* and *journal entries* as well.

6.6.3 Google Apps



Embed any of the following content available via Google (Apps):

- books
- calendars
- documents, spreadsheets, presentations
- maps

You can only display the content, but not immediately edit documents, spreadsheets or presentations. You will have to be logged in to your Google (Apps) account to do so. You can use this block with a regular, personal Google account or if you have a Google Apps account via an institution, e.g. your school or university.

Note: If certain documents are restricted to a Google Apps domain or to specific people, a login screen is displayed.

1. **Block title:** Choose a title for your embedded content.
2.  **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
3.  **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
4. **Embed code or URL:** Depending on what kind of content you wish to display, you either provide the embed code or the URL. Click the *Help* button  for more information on how to embed each Google component.
5. **Height:** Choose the height for the embedded content. The width is adjusted to the column width of the block automatically.

Google Apps: Configure ✕ 7

Block title
 1

Retractable
 2
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 3
Select to automatically retract this block.

Embed code or URL *

4 i

Paste the embed code or the URL of the page where Google Apps is publicly viewable.

- [Google books](#)
- [Google calendar](#)
- [Google docs](#)
- [Google maps](#)

Height *
 5

6

Figure 6.39: Configure the Google Apps block

6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Remove / Cancel* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Google document

1. Open the document.
2. Click *File* in the menu bar and then *Publish to the Web*.
3. Click the *Start publishing* button.
4. Copy the document link or embed code.
5. Paste the link or embed code into the *Embed code or URL* box in the Google Apps block.

Google spreadsheet

1. Open the spreadsheet.
2. Click *File* in the menu bar and then *Publish to the Web*.
3. Click the *Start publishing* button.
4. Read through the other options and decide on them.
5. Copy the link for the option *Web page* or the embed code for the option *HTML to embed in a page*.
6. Paste the link or embed code into the *Embed code or URL* box in the Google Apps block.

Google presentation

1. Open the presentation.
2. Click *File* in the menu bar and then *Publish to the Web*.
3. Click the *Start publishing* button.
4. Copy the link or embed code.
5. Paste the link or embed code into the *Embed code or URL* box in the Google Apps block.

Google collections

1. Click on the arrow to the right of the collection name and then on *Share* and *Share* again.
2. Change the permissions to *Public on the web* and save your changes.
3. Copy the link.
4. Paste the link into the *Embed code or URL* box in the Google Apps block.

Google Calendar

1. Open Google Calendar.
2. Click on the little triangle next to the calendar that you wish to embed.
3. Click on *Calendar settings*.
4. On the *Calendar details* tab scroll down to *Embed This Calendar*.
5. Customize the calendar appearance and then copy the embed code.
6. Paste the embed code into the *Embed code or URL* box in the Google Apps block.

Google Maps

1. Open Google Maps.
2. Click the *My Places* button.
3. Click on the name of the map that you wish to embed.

4. Click on the *Link* icon to the left of the map.
 5. Customize the appearance of the map and copy the embed code.
 6. Paste the embed code into the *Embed code or URL* box in the Google Apps block.
-

Note: Use steps 2 and 3 only if you wish to embed one of your Google maps. If you wish to embed any Google map, you can skip these steps.

Google Books

1. Open Google Books.
 2. Find the book that you wish to embed.
 3. Click on the book title.
 4. Click on the *Link* icon above the book.
 5. Copy the embed code of the book.
 6. Paste the embed code into the *Embed code or URL* box in the Google Apps block.
-

Note: The link icon only appears if you are allowed to embed this book.

6.7 Blocks in various pages

Certain blocks can only exist in certain page contexts. For example, the wall can only be placed on the profile page whereas the text box can be used on any page. There are a number of page contexts which can have different blocks:

- portfolio page
- group page
- institution page
- site page
- profile page
- dashboard page

The following list shows in which contexts a specific block and therefore a specific artefact can be used. It also shows which blocks can be copied.

Note: Blocks in a page that are copied from one user to another need to be checked for content accuracy and whether they can be retained as they are or need to be updated.

See Also:

This list has been adapted from a [training resource](#) published by Synergy Learning for Mahara 1.3.

6.7.1 Files, images and video

| Block | User | Group | Institution | Site | Dashboard | Profile | Group homepage | Copyable |
|---|------|-------|-------------|------|-----------|---------|----------------|----------|
|  <p><i>File(s) to download</i></p> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <p><i>Folder</i></p> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <p><i>Some HTML</i></p> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <p><i>Image</i></p> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <p><i>Image gallery</i></p> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <p><i>Embedded</i></p> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

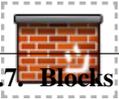
6.7.2 Journals

| Block | User | Group | Institution | Site | Dashboard | Profile | Group homepage | Copyable |
|---|------|-------|-------------|------|-----------|---------|----------------|----------|
|  Display an entire journal | ✓ | | | | ✓ | ✓ | | ✓ |
|  Display one journal entry | ✓ | | | | ✓ | ✓ | | ✓ |
|  Display recent journal entries | ✓ | | | | ✓ | ✓ | | |
|  Display tagged journal entries | ✓ | | | | ✓ | ✓ | | |

6.7.3 General

| Block | User | Group | Institution | Site | Dashboard | Profile | Group homepage | Copyable |
|--|------|-------|-------------|------|-----------|---------|----------------|----------|
|  <i>Creative Commons license</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <i>Navigation</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <i>Text box</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <i>Plans</i> | ✓ | | | | ✓ | ✓ | | |
|  <i>Recent forum posts</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <i>Group info</i> | | | | | | | ✓ | |
| 6.7. Blocks in various pages | | | | | | | | |

6.7.4 Profile

| Block | User | Group | Institution | Site | Dashboard | Profile | Group homepage | Copyable |
|---|------|-------|-------------|------|-----------|---------|----------------|----------|
|  <i>Contact information</i> | ✓ | | | | ✓ | ✓ | | ✓ |
|  <i>Profile information</i> | ✓ | | | | ✓ | ✓ | | ✓ |
|  <i>My friends</i> | | | | | ✓ | ✓ | | |
|  <i>My groups</i> | | | | | ✓ | ✓ | | |
|  <i>My pages</i> | | | | | ✓ | ✓ | | |
|  <i>Wall</i> | | | | | | ✓ | | |

6.7.5 Résumé

| Block | User | Group | Institution | Site | Dashboard | Profile | Group homepage | Copyable |
|--|------|-------|-------------|------|-----------|---------|----------------|----------|
|  <p><i>Display your entire résumé</i></p> | ✓ | | | | ✓ | ✓ | | |
|  <p><i>Display one résumé field</i></p> | ✓ | | | | ✓ | ✓ | | |

6.7.6 External content

| Block | User | Group | Institution | Site | Dashboard | Profile | Group homepage | Copyable |
|--|------|-------|-------------|------|-----------|---------|----------------|----------|
|  <i>External feed</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <i>External media</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  <i>Google Apps</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Settings

7.1 Account settings

The account settings of a user can be accessed via the *Settings* page. It is located in the top right-hand corner next to *Inbox* and *Logout* in a standard Mahara instance.

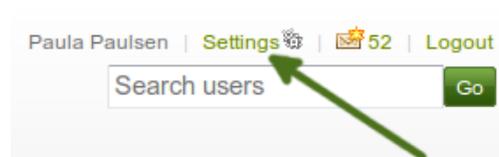


Figure 7.1: Link to the *Settings* page

7.1.1 New password

You can change your Mahara password on the *Settings* page.

New password

| | | | |
|------------------|---|----------------------|---|
| Current password | 1 | <input type="text"/> |  |
| New password | 2 | <input type="text"/> | |
| Confirm password | 3 | <input type="text"/> | |

Figure 7.2: Change your password

1. **Current password:** Enter your current password.
2. **New password:** Enter your preferred new password.
3. **Confirm password:** Re-enter your new password to confirm its spelling.
4. Make further changes on the page if you wish.
5. Click the *Save* button at the bottom of the page.

Your password must have a minimum of six characters. Passwords are case sensitive and must be different from your username.

Note: If you do not see the *New password* box, you cannot change your password. Your login and password are managed elsewhere. This is the case if your institution has set up single sign-on to other applications for example. If you want to change your password, please contact your institution administrators. They will be able to tell you where you can change your password.

7.1.2 Change username

You need a username to log in to Mahara. If your account is not managed by single-sign on or another method, you see this box. You can then change your username at any time.

Change username

New username

The username you use to log into Mahara. Usernames are 3-30 characters long, and may contain letters, numbers, and most common symbols excluding spaces.

Figure 7.3: Change your username

Note: Usernames are 3-30 characters long and may contain letters, numbers and most common symbols excluding spaces.

7.1.3 Change profile URL

Note: You only see the "Change profile URL" part on your accounts settings page if the site administrator activated *clean URLs* and allowed you to change your profile URL.

Change profile URL

Profile URL

http://[redacted]/user/

A personalised URL for your profile page. This field must be 3-30 characters long. Only lowercase letters from a-z, numbers, and - are allowed.

Figure 7.4: Change profile URL

If you see this option, you can choose an identifier for your profile page. Per default, your username is chosen, but you may change that if the site administrator allowed it. Your identifier must be 3-30 characters long. You can only use lowercase letters from a-z, numbers and - (hyphen).

Your profile page is then accessible via the URL `http://url-to-your-mahara-site/user/your-chosen-name`. For example: `http://mahara-university.org/user/paula`.

Warning: Though you can change the URL to your page at any point, you shouldn't do that because people who already know the URL to your page will not be able to access it anymore after you have changed it. The original, internal Mahara URL, e.g. `http://mahara-university.org/user/view.php?id=123` will still work.

7.1.4 General account options

The general account options are visible to all users no matter whether you can change your username and password or not.

General account options

Friends control

1 Nobody may add me as a friend
 2 New friends require my authorisation
 New friends are automatically authorised

HTML editor

2

Default license

3 None selected
 The default license for your content.

Disable email

4

Messages from other users

Do not allow anyone to send me messages
 Allow people on my friends list to send me messages
 5 Allow anyone to send me messages

Language

6 Site default (English)

Theme

7 Default

Show controls to add and remove columns when editing a page

8

Multiple journals

9
 By default, you have one journal. If you would like to keep more than one journal, check this option.

Maximum tags in cloud

10 20
 Maximum number of tags to display in your tag cloud

Hide real name

11
 Check this box if you have set a display name and do not want other users to be able to find you by your real name in user searches.

Homepage information

12
 Display information about how to use Mahara on the homepage.

Mobile upload token

13 [+]

Resize large images on upload

14
 If checked, the option "Automatic resizing of images" will be enabled by default, and images larger than the maximum dimensions will be resized when they are uploaded. You can disable this default setting for each image upload individually.

Device detection

15
 Enable mobile device detection when browsing this site.

16

Figure 7.5: View and change your general account options

- 1. Friends control:** Choose whether other users may add you to their friends list. If you are added to a friends list, the owner of that list is added to your list as well. When you remove someone from your friends list, you are also removed from their list. Your settings options are:
 - **Nobody may add me as a friend:** Other users do not see the option to add you as a friend.
 - **New friends require my authorisation:** Before someone can add you to their friends list, you must give your approval.
 - **New friends are automatically authorised:** You accept all friend requests automatically.
- 2. HTML editor:** An HTML editor is available for use in some sections of the site. This is known as a 'What you see is what you get' (WYSIWYG) editor. It allows you to apply formatting to your text like in a word processor. If the editor is turned off, you can only enter plain text without any formatting like making text bold or colorise your text. If you do not have this option, the site administrator may have disabled it.

3.  **Default license:** When the site administrator enabled **License metadata** in the *general site settings*, you can select your default license for your content that you create or upload. The default setting is "None selected", which means that you reserve all copyright.

If your institution administrator requires you to specify a license, you must set a license other than "None selected".

You can choose any license from the drop-down menu that suits most of your content best. If you upload an artefact by another person that was published under a different license, you can choose that particular license on the artefact's settings. If the site administrator allowed custom licenses, you can enter one using the drop-down menu option "Other license (enter URL)".

Note: If you are not sure which default license to choose, please check with your organisation as it may require you to use a specific license. You can also consult a copyright lawyer (at cost).

If you are a member in multiple institutions and choose "Use institution default", you will not be able to select the institution whose license you want to make the default one. One will be chosen by the system randomly.

4. **Disable email:** Use this setting to stop the site from sending you emails. It is advised that you generally regulate what is sent via email and what is not in the *notifications*.

Warning: If you disable your email address, you cannot reset your password as that requires the sending of an email to your address. You will have to contact an administrator and have your password reset.

5. **Messages from other users:** Use this setting to choose who you wish to receive messages from. Use the *notifications* area to decide how you will receive these messages. Your options are:

- **Do not allow anyone to send me messages:** Other users are not able to send you any messages.
- **Allow people on my friends list to send me messages:** Only your friends can contact you in the system and send you a message.
- **Allow anyone to send me messages:** Any user, no matter whether they are your friends or not, can contact you.

Note: These restrictions do not apply to users with 'administrator' or 'staff' access.

6. **Language:** If your Mahara instance is offered in multiple languages, you see this option and can choose in which language you want to navigate the site. The menu items and the contextual help appear in the language you have chosen. However, the content of portfolios or groups does not switch to that language automatically.

7. **Theme:**

- If you belong to multiple institutions, you can choose the institution theme with which you wish to browse the site. Other users will see your pages in their own theme as this setting is not for choosing *page themes*.
- If the site administrator allowed it, you can choose any theme that is available to you as your browse theme. The following setting must be made in `config.php`: `$cfg->sitethemeprefs = true;`

8. **Show controls to add and remove columns when editing a page:** You can add the *Add* and *Remove* buttons in the page editor to change the number of columns in a portfolio page quickly, see *edit layout*.

9. **Multiple journals:** By default, you have one journal. If you check this box, you will be able to create more journals. Once you have chosen this option, it will disappear from your accounts settings page unless you only have one journal again.

Note: If you are using Moodle to export data to Mahara, you should enable multiple journals as content that is transferred using the Leap2A option is often placed into a new journal.

10. **Maximum tags in cloud:** Decide how many tags you wish to display in your personal tag cloud in the sidebar in *Content* and *Portfolio*.

11. **Hide real name:** You see this check box if the *site administrator allows users to hide their real name*. If you tick it, others can only search for you using your *display name*.
12. **Homepage information:** Choose this option if you want to display the *quick links* on your dashboard.
13. **Mobile upload token:** Enter a token, e.g. a word, here and on your Android phone or iPhone to enable uploads from *MaharaDroid* and *PortfolioUp*. Your token changes automatically after each upload. See the *mobile Mahara section* for more information on using Mahara with a mobile device. The *site administrator must have allowed mobile uploads* for this option to be displayed. You can enter multiple mobile upload tokens allowing you to use all your mobile devices to upload to one Mahara site.
14. **Resize large images on upload:** If you enable this option, all large images will be resized to the maximum dimensions per default. You can disable this setting for the upload of individual images. You only see this option if the *site administrator allowed it*.
15. **Device detection:** If you enable this option and browse the site via a smartphone or tablet, you will only see functionality that can be handled comfortably on a mobile device. If you do not enable this option, you will see the site as it is on a mobile device. On small devices, the menu will change to a mobile-friendly one though. You only see this option if the *site administrator allowed it*.
16. Click the *Save* button when you have finished making your changes.

7.1.5 Delete account

If your Mahara site allows self-registration, you can delete your own account by clicking on the *Delete account* link on the top of the *Settings* page.

Warning: Be absolutely sure that you want to delete your account. Your artefacts and portfolio pages cannot be restored once you deleted your account. Everything will be gone. You can make a backup of all your things (excluding group content) by *exporting* your portfolio.

7.2 Notifications

Settings → *Notifications*

Mahara sends notifications for a number of different activities:

- **System message:** automatically generated by the system or sent to you by one of the site administrators, e.g. account confirmation message.
- **Message from other users:** sent to you directly from other users of the site.
- **Watchlist:** notification of activity on any artefact, page or journal you are monitoring.
- **New page access:** notification that you or one of your groups have been given access to a new or existing non-public page. You do not receive notifications about pages accessible to all logged-in users and the public.
- **Institution message:** automatically generated by the system, e.g. institution confirmation message, institution removal message, institution request sent to administrator.
- **Group message:** automatically generated by the system, e.g. user request for joining a group.
- **Feedback:** notification of any feedback or comments received on your pages, artefacts or journal posts.
- **New forum post:** notification about new posts in forums to which you are subscribed.
- **Contact us:** messages to administrators that are sent via the *Contact us* form.
- **Objectionable content:** messages to administrators that contain complaints by users about objectionable content.
- **Repeat virus upload:** messages to administrators about users who repeatedly upload virus-infected files. *Virus checking* must be turned on.

- **Virus flag release:** messages to administrators about files that were released by the virus scanner.

You may select how you receive notifications for each activity type.

Notifications ⓘ

If you select either of the email options, notifications will still be read.

| | | |
|-----------------------------------|-------------|---|
| System message * | Email | ① |
| Message from other users * | Email | |
| Watchlist * | Email | |
| New page access * | Email | |
| Institution message * | Email | |
| Group message * | Email | |
| Feedback * | Email | |
| New forum post * | Email | |
| Contact us | Email | |
| Objectionable content | Email | |
| Repeat virus upload | Email | |
| Virus flag release | Email | |
| | Save | ② |

Figure 7.6: Notifications

1. Select the notification type for each type of activity. There are four notification types:

- **Email:** Your primary email address will receive an email each time the activity occurs.
- **Email digest:** Your primary email address will receive an email each day with a list of the activities of the last 24 hours. Typically, this email is sent at around 6 p.m., but this can be changed.

Note: If you select either email or email digest, all activities will also be recorded in your *inbox* as they happen. They will all be marked as already read. These notifications automatically expire and are removed from your inbox after 60 days.

- **Inbox:** Your notifications area will display a list of activity notifications received.
- **None:** This is only available to administrators for administrative notifications. They can opt to not receive any notifications for certain types.

2. Click the *Save* button to save any changes you make to receiving notifications.

Note: Only an administrator with server access can change the time for sending the daily email digest. The variable `$emalldigest` in the file `htdocs/notification/emalldigest/lib.php` needs to be changed for that.

7.3 Inbox

You can view your notifications for your account in your *Inbox* which you access from the top-right corner next to *Settings* and *Logout*.



Figure 7.7: Your inbox

1. **Activity type:** You can filter your notifications according to an activity type to see only a subset of all your notifications.
2. **Subject:** The subject of the notification is linked so that you can click on it and read the text of the notification.
3. **Date:** The date when the notification was sent.
4. **Read:** You can select individual or all notifications on that page that you want to mark as read. The icon for messages from other users changes into an open envelope when you have read those messages.
5. Click the *Mark as read* button to mark the previously selected notifications as read. Notifications that are sent to your email are marked as read automatically.
6. **Delete:** Select one or more notifications on that page that you want to delete.
7. Click the *Delete* button to permanently delete the notifications that you had selected for deletion.
8. Click the *Delete all notifications* button if you want to delete all notifications at once. If you selected a specific activity type, only the notifications matching this type will be deleted.

Warning: Once notifications are deleted, you cannot retrieve them again.

Administration

The administration in Mahara is reserved for site and institution administrators. Configuration settings and functionalities that are only available to site administrators with full privileges are marked as such.

8.1 Overview

As site and institution administrator you have an additional navigation item, *Administration*. When you click on it, your navigation changes completely to give you quick access to the administration of Mahara. Depending on your role as site or institution administrator, you may see the full administration (site administrators) or only a subset of it (institution administrators).



Figure 8.1: Top level navigation for a **site administrator** once inside *Administration*



Figure 8.2: Top level navigation for an **institution administrator** once inside *Administration*

8.1.1 Admin home

Administration → *Admin home*

Note: *Admin home* is only accessible by site administrators.

You see all administrative items on the main page of the *Administration* on *Admin home*.

Note: Important warnings including their resolution are displayed in red so they cannot be overlooked easily.

If a core Mahara plugin requires an upgrade, you will see a notice about it and only need to click the button *Run the upgrade*.

Administration

Register your Mahara site

You can choose to register your Mahara site with mahara.org and help us to build up a picture of the Mahara installations around the world. Registering will remove this notice.

You can register your site and preview the information that will be sent on the [site registration page](#).

Mahara: Site information

[View full site statistics](#)

Site installed: 27 June 2011

Database size: 18.2MB

Disk usage: 166.3MB

Mahara version: 1.7rc2dev (latest version is 1.6.1)

Cron: Cron is not running.

See the [installation guide](#) for instructions on how to set it up. If you have already set up cron, one or more of its activities have failed to run recently.

Close site

You may close the site to everyone except administrators. This will be useful when preparing for a database upgrade. Only administrators will be able to log in until you either reopen the site, or an upgrade is successfully completed.

Close

Configure site

- **Site options** - Configure basic site options such as the name, language and theme
- **Edit site pages** - Edit the content of various pages around the site
- **Menus** - Manage the links and files within the "Links and resources" and footer menus
- **Networking** - Configure networking for Mahara
- **Site pages** - Create and administer pages and page templates for the entire site
- **Site files** - Upload and administer files that can be put in the "Links and resources" menu and in site pages
- **Licenses** - Configure the list of licenses that users can use for content.

Manage users

- **User search** - Search all users and perform administrative actions on them
- **Suspended users** - Suspend or reactivate users from using the site.
- **Site staff** - Assign users staff permissions
- **Site administrators** - Assign site administrator access rights
- **Admin notifications** - Overview of how administrators receive system notifications
- **Add user** - Create a new user
- **Add users by CSV** - Upload a CSV file containing new users

Manage groups

- **Administer groups** - Appoint group administrators and delete groups
- **Group categories** - Add and edit group categories
- **Add groups by CSV** - Upload a CSV file containing new groups
- **Update group members by CSV** - Upload a CSV file containing members for groups

Manage institutions

- **Institutions** - Install and manage installed institutions
- **Institution members** - Associate users with institutions
- **Institution staff** - Assign users staff permissions
- **Institution administrators** - Assign institution administrator access rights
- **Institution pages** - Create and administer pages and page templates for an institution
- **Institution files** - Upload and manage files for use in institution pages

Administer extensions

- **Plugin administration** - Install and configure plugins
- **HTML filters** - Enable new filters for HTML Purifier
- **Allowed iframe sources** - Configure permissions for embedding external iframe content
- **Clean URLs** - Configure site to use human-readable URLs

Figure 8.3: Administration overview page

Upgrades

The following upgrades are ready:

| Plugin | From | To |
|---------------|--------------------|--------------------|
| artifact.file | 1.2.1 (2012050400) | 1.2.1 (2012050401) |

Run upgrade

Figure 8.4: Upgrade notice for a plugin

8.1.2 Warnings

After you have installed Mahara, you may see a number of warnings when you go to the *Administration* as site administrator. They should all be resolved to ensure that your site is secure and has all the necessary settings.

1. **Session entropy length:** Your PHP `session.entropy_length` setting is too small. Set it to at least 16 in your `php.ini` to ensure that generated session IDs are random and unpredictable enough. You can learn more about this advisory on the [OWASP session management cheatsheet](#).
2. **Noreply email address:** If the system email address is empty or a malformed email address, you are asked to check and correct it in the *system mail address setting*.
3. **Site-wide password salt:** If you do not have one set, please edit your `config.php` and set the `passwordsaltmain` parameter to a reasonable secret phrase: `$cfg->passwordsaltmain = 'your secret phrase here';`

8.1.3 Register your Mahara site

Administration → *Admin home* → *Register*

As site administrator you can choose to register your Mahara site with mahara.org and help us compile a list of the Mahara installations around the world and get a picture by how many people Mahara is used. Currently, this list is not published and made available to anyone. When you are on the administration overview page, you will see a link directly to the registration page.



Figure 8.5: Register your Mahara site

You can preview the data that is sent. Sending weekly updates is recommended so that the information we have is up-to-date. **All information is sent anonymously.** We will only know, for example, which version of Mahara you are running, how many times blocks or artefacts have been used, how many users you have etc.

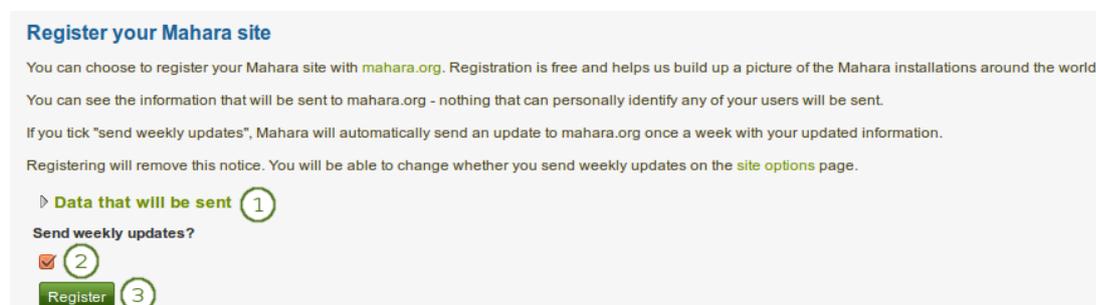


Figure 8.6: Register your Mahara site with the Mahara project

1. **Data that will be sent:** Click this link to preview the data that will be sent from your site.

2. **Send weekly updates:** Enable this check box if you wish so send regular updates about your site to the project. These updates are based on changes in your site and include only anonymous updates.
3. Click the *Register* button to finish your registration with the Mahara project.

8.1.4 Site information

The *Site information* gives you as site administrator a quick overview of:

- How your site is used.
- When your site was installed.
- How big the database is.
- How much site data has been accumulated.
- Which version of Mahara you are running.
- Whether your cron is running or not.

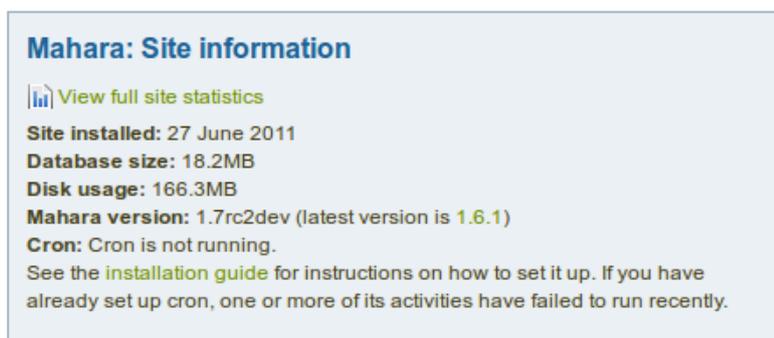


Figure 8.7: Site information

If you have problems with your Mahara instance and you request information from the community [in the forums](#), this information, esp. about your version and the cron, are useful to have. Furthermore, the version number allows you to check that you have the latest security release of your Mahara version installed.

See Also:

The cron job is very important in Mahara as a number of vital tasks are only performed when it is running. You can find more information of how to set it up [in the wiki](#). If the cron is not running or only partially running, that information is displayed in red.

8.1.5 Site statistics

Administration → *Admin home* → *Site statistics*

You can view a number of statistics about your Mahara site that give you an indication of how your site is used:

- Overall site information
- Overview information about users
- Quick information about groups
- Basic statistics about pages available on the site
- Content statistics for the current week
- Historical data for content statistics since the beginning of collecting these statistics
- Quick overview of institutions and some of their basic statistics

See Also:

All site administrators **and site staff** have access to the statistics. They can also view the *statistics individually for each institution*.

Full site information

The full site information gives you information about a number of important things that site administrators may wish to see in an overview quickly.

| |
|---|
| Site installed: 4 July 2012 |
| Users: 638 Active users: 1 today, 4 since 24 July, 9 all time |
| Groups: 7 On average, each user is in 1 groups |
| Pages: 2904 Users who make pages have about 4.4 pages each |
| Database size: 21.3MB |
| Disk usage: 46.5MB |
| Mahara version: 1.6.0dev (latest version is 1.5.1) |
| Cron: Running normally |

Figure 8.8: Overview of the site

1. **Site installed:** Installation date of your site
2. **Users:** Number of
 - registered users, i.e. everybody who has an account
 - active users, i.e. users that have at least logged in once and have done something
3. **Groups:** Number of groups and average group membership of a user
4. **Pages:** Number of pages and average pages per user with pages
5. **Database size:** Size of your database on the server
6. **Disk usage:** The amount of disk space your Mahara installation uses
7. **Mahara version:** Version number of Mahara and the latest stable release
8. **Cron:** Information on whether cron is running or not

Users

On the *Users* tab of the site statistics, you see some overview statistics about the users on the site.

You can see the following:

1. **Your average user:** Some basic statistics about your typical user such as:
 - average number of friends with the name of the person with most friends
 - average number of pages with the author of the most pages
 - average amount of file quota used with the user who has used most
2. A graph displays the number of members based on institutions.

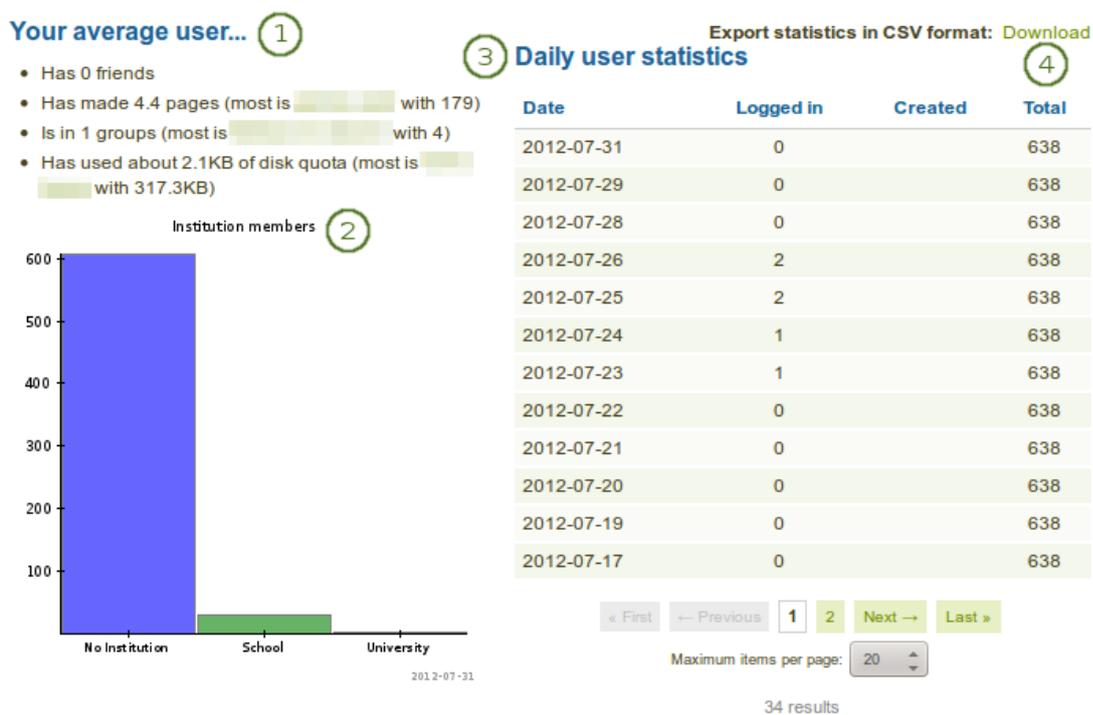


Figure 8.9: Statistics about users

3. **Daily user statistics:** The statistics show information about how many users logged in, were created and existed in total on a specific day.
4. **Export statistics in CSV format:** Download the daily user statistics as CSV file.

Groups

On the *Groups* tab of the site statistics, some information is available about groups.

You can see the following:

1. The number of groups by group type
 - course group
 - standard group
2. The number of groups by access type
 - open membership
 - approved membership
 - controlled membership
3. A graph shows the groups according to group and access type.
4. **Biggest groups:** The groups are listed in descending order according to the number of their members including
 - number of members
 - number of pages
 - number of forums
 - number of forum posts



Figure 8.10: Statistics about groups

5. **Export statistics in CSV format:** Download the cumulative statistics about the groups as CSV file.

Pages

The *Pages* tab in the site statistics provides you with basic information about pages that have been created on the site.

You can see the following:

1. The most frequently used blocks in portfolio pages.
2. A graph shows the distribution of profile, group and portfolio pages.
3. **Most popular pages:** The most popular pages are sorted in descending order with links to the pages and the owner.
4. **Export statistics in CSV format:** Download the cumulative statistics about the pages and number of views as well as comments as CSV file.

Content

The *Content* tab in the site statistics holds information about

- artefacts
- general site information

1. **Name:** The statistics item itself, e.g. artefact or other general item on site level. It is linked to the *Historical data* statistics for an overview of the changes over time.
2. **Modified:** This column shows the number of updates to an artefact etc. during the current week.
3. **Total:** This column shows the total number of instances of the statistics items.
4. **Export statistics in CSV format:** Download the cumulative statistics about all the statistics shown for the week as CSV file.

See Also:

If you wish to see the number of different blocks used in portfolios, please go to the *institution statistics*.

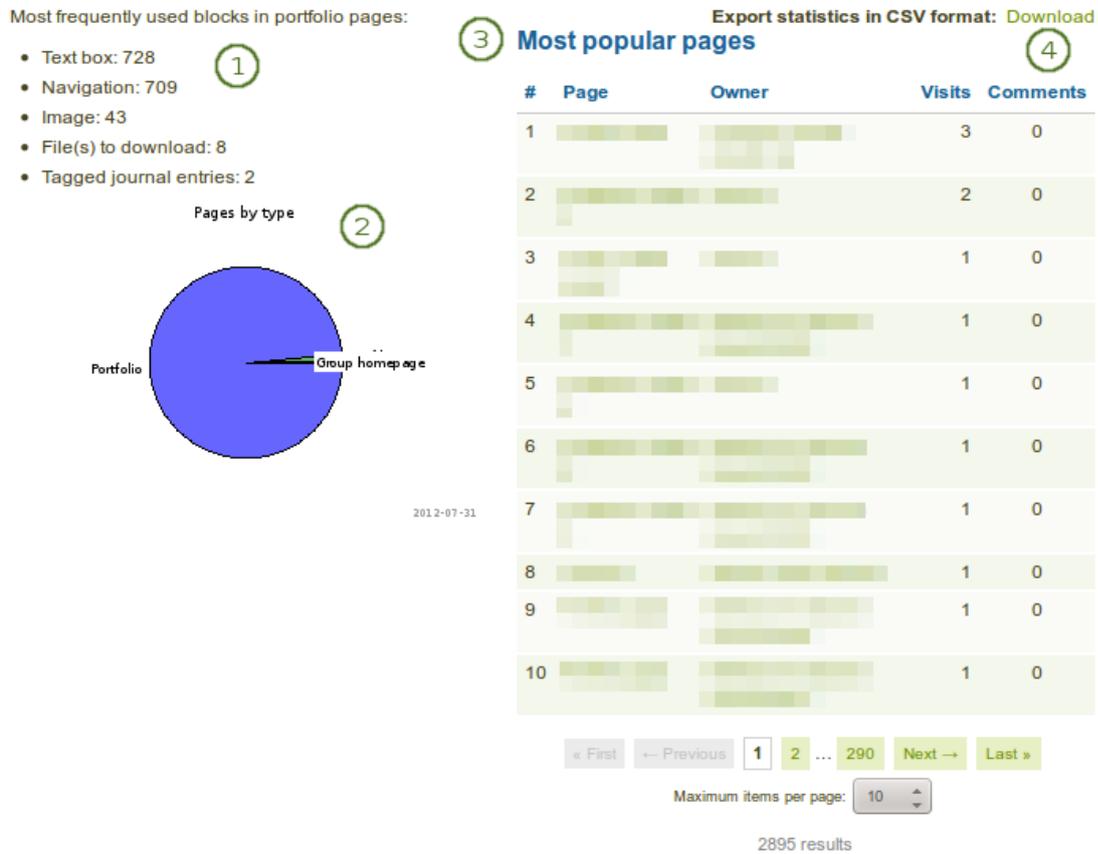


Figure 8.11: Statistics about pages



Figure 8.12: Statistics for the current week for all artefacts etc.

Note: The number of total content statistics will vary because only when an artefact etc. was used will the statistics be created for that type.

Historical data

The *Historical data* tab in the site statistics holds historical data over time about a particular content item that you have clicked on in the *Content* tab. Changes are saved per default on a weekly basis. However, whenever you run the cron manually, a new statistics will be created as well. You can also download the statistics as CSV file.

| Historical statistics for field 'Artefact: Journal' | | | Export statistics in CSV format: Download |
|---|----------|-------|---|
| Date | Modified | Total | |
| 2012-07-29 08:00:31 | 1 | 639 | |
| 2012-07-22 10:07:31 | 0 | 638 | |
| 2012-07-15 09:53:03 | 590 | 638 | |
| 2012-07-08 09:27:53 | 48 | 48 | |

Figure 8.13: Historical data for individual content items

1. **Historical statistics for field:** Display of the artefact or other item that you are looking at.
2. **Date:** Display of the date when the statistics were created.
3. **Modified:** Display of the number of modifications from the previous date to the next one when the statistics were created.
4. **Total:** Total number of instances of this statistical item at the time the statistics were run.
5. **Export statistics in CSV format:** Download the cumulative statistics for this particular item as CSV file.

Note: When you click on the *Historical data* tab without choosing an item to look at in particular beforehand, the number of users are displayed as that is a statistics that is available on all sites.

Institutions

The *Institutions* tab in the site statistics holds cumulative data on basic institution statistics. The numbers reflect the amount of content institution members have created. You find the totals for:

- members
- pages
- blocks
- artefacts
- forum posts

You can sort each column in the table by clicking on its heading and also download the statistics as CSV file.

Note: If your site allows users to be in more than one institution, their content will be counted twice as they are regarded as members in each institution. However, if looked at just the full site statistics where institutions do not play a role, there their content is only counted once.

Export statistics in CSV format: [Download](#)

Comparison of institution statistics

| ▼ Institution | Members | Pages | Blocks | Artefacts | Posts |
|----------------|---------|-------|--------|-----------|-------|
| No Institution | 610 | 2610 | 1364 | 3088 | 0 |
| School | 28 | 241 | 290 | 242 | 0 |
| University | 2 | 18 | 32 | 17 | 0 |

Figure 8.14: Basic institution statistics

8.1.6 Close site

Administration → *Admin home* → *Overview*

You may close the site to everyone except administrators. This is useful when you prepare for and complete a database upgrade. Only administrators will be able to log in until you either reopen the site, or an upgrade is successfully completed.

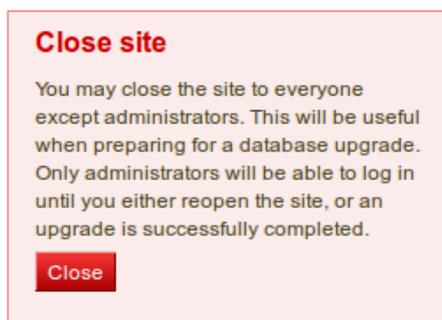


Figure 8.15: Close your Mahara site

8.2 Configure site

Administration → *Configure site*

Note: *Configure site* is only accessible by site administrators.

In *Configure site* you can:

- set general parameters for your Mahara site
- edit site pages
- determine the display of certain menu items
- allow networking with Moodle or another Mahara
- create and share site pages and collections
- upload site files

8.2.1 Site options

Administration → *Configure site* → *Site options*

In *Site options* you can set global options that will apply by default throughout the entire site.

Note: One or more fields may be disabled if overridden by a setting in your config.php file.

When you are done editing one or more settings, click the *Update site options* button at the bottom of the page.

Site settings

Site settings

Site name ⓘ ①
The site name appears in certain places around the site and in emails sent from the site

Language ⓘ ②
The default language for the site

Country ⓘ ③
The default country for the site

Theme ⓘ ④
The default theme for the site. If your theme is not listed, check the error log.

Drop-down navigation ⑤
If checked, the main Mahara navigation will use a drop-down format for the sub-navigation.

Show homepage information ⑥
If enabled, information about Mahara and how it is used will be displayed on the Mahara homepage. Logged-in users will have the option to disable it.

Send weekly updates? ⓘ ⑦
If checked, your site will send weekly updates to mahara.org with some statistics about your site

Figure 8.16: Site settings

1. **Site name:** Choose a name for your Mahara instance. It appears in certain places around the site, e.g. in the title bar of the browser and in emails sent from the site. Therefore, it should not be too long.
2. **Language:** Set the default language for your site. If you have multiple language packs installed, you see a drop-down menu. Otherwise, the standard language, English, is displayed.
3. **Country:** The country selected is the default for country selections throughout your Mahara installation, e.g. in *contact information*.
4. **Theme:** Mahara comes with a number of themes that you can use. Choose one from the drop-down menu to make it the default theme for your site. If you have *institutions* set up, they can *choose their own theme*. You can [search for community-contributed themes](#) on the Mahara wiki.
5. **Drop-down navigation:** If selected, the main Mahara navigation uses a drop-down menu for its sub navigation.
6. **Show homepage information:** If enabled, information about Mahara and how it is used is displayed on the homepage for logged-out and on the *Dashboard* for logged-in users. Logged-in users can disable this. See also [Quick links](#).
7. **Send weekly updates?:** If checked, your site sends weekly updates to mahara.org with some statistics about your site. See also [Register your Mahara site](#).

Note: You can install more language packs. There is a [complete list of them](#) as well as [more information about the language packs](#) on the wiki.

User settings

1. **Users can choose page themes:** If this setting is enabled, users can select a theme for their portfolio page. The page is displayed with this theme to other users. Thus, the institution or site theme can be overwritten.

▼ **User settings**

| | | |
|---|---------------------------------------|--|
| Users can choose page themes | <input checked="" type="checkbox"/> ① | If checked, users will be allowed to select a theme when editing or creating a portfolio page. The page will be displayed to other users using the selected theme. |
| Display remote avatars | <input type="checkbox"/> ② | If checked, the Gravatar service will be used for users' default profile pictures. |
| Users can hide real names | <input type="checkbox"/> ③ | If checked, users who have set a display name may choose to be searchable only by their display name and will not be found in searches for their real name. (In the site administration section of the site, users are always searchable by their real names). |
| Search usernames | <input type="checkbox"/> ④ | If checked, allow usernames to be searched on as part of "Search users". |
| Anonymous comments | <input checked="" type="checkbox"/> ⑤ | If checked, anyone can leave comments on public pages or pages they can access by secret URL. |
| Logged-in profile access | <input checked="" type="checkbox"/> ⑥ | If checked, a user's profile page will be viewable by all logged-in users. |
| Staff report access | <input checked="" type="checkbox"/> ⑦ | If checked, site and institution staff will have access to the reports page for users in their institutions. This page is normally restricted to administrators and lists extra user information including page access lists. |
| Staff statistics access | <input checked="" type="checkbox"/> ⑧ | If checked, institution staff will have access to the statistics page for users in their institutions. This page is normally restricted to administrators and site staff. |
| Users can disable device detection | <input checked="" type="checkbox"/> ⑨ | If checked, users will be allowed to disable mobile device detection when they are browsing this site. |
| Require reason for masquerading | <input type="checkbox"/> ⑩ | If checked, administrators will be required to enter a reason for masquerading as other users. This will be logged, and if the setting "Notify users of masquerading" is enabled, included in the notification to the user about the masquerading. |
| Notify users of masquerading | <input type="checkbox"/> ⑪ | If checked, users will be notified when an administrator masqueraded as them. The notification will include who, when and - if enabled under "Require reason for masquerading" - why. |

Figure 8.17: User settings

2. **Display remote avatars:** If checked, users' default profile pictures will be their [Gravatar](#) pictures (*remote avatar*). Users will need an account with Gravatar for this to work.

Note: If you use your own avatar server to provide profile pictures for your users, you can use that instead of Gravatar for the default profile pictures. In order to do so, you need to add `$cfg->remoteavatarbaseurl = 'http://example.com/avatar/';` (with the correct URL to your service) to your config.php.

3. **Users can hide real names:** If checked, users who have set a *display name* may choose to be searchable only by their display name and will not be found in searches by their real name. In the administration section of the site, users are always searchable by their real names. An administrator (site and institution) always sees the display name, first and last name and username.
4. **Search usernames:** If checked, usernames can be searched on as part of "Search users" on the [Dashboard](#) and via [Find friends](#).
5. **Anonymous comments:** If checked, logged-out users / users without a login can leave comments on public pages or pages they can access via a secret URL.
6. **Logged-in profile access:** If this option is unchecked, profile pages are initially viewable by all logged-in users, but the owner is allowed to restrict access to a smaller group if they wish. Enable this option if you want to make sure all users can see each others' profile pages. Profiles of institution members will always be visible to other members of the same institution.
7. **Staff report access:** If enabled, institution staff will have [access to the reports page for users in their institutions](#). This page is normally restricted to administrators and lists extra user information including page access lists.
8. **Staff statistics access:** If enabled, institution staff will have access to the statistics for users in their institutions. This is normally restricted to administrators and site staff.
9. **Users can disable device detection:** If checked, users can disable mobile device detection in their [account settings](#). This allows them to be more flexible in what they can view and do on a mobile device such as a smartphone or tablet. This setting is part of the responsive design changes to Mahara.
10.  **Require reason for masquerading:** If checked, administrators will be required to enter a reason for [masquerading as other users](#). This will be logged, and if the setting "Notify users of masquerading" is enabled, included in the notification to the user about the masquerading. This setting needs [logging](#) to be turned on.
11.  **Notify users of masquerading:** If checked, users will be notified [when an administrator masqueraded as them](#). The notification will include who, when and - if enabled under "Require reason for masquerading" - why. This setting needs [logging](#) to be turned on.

Search settings

Mahara comes with a search plugin that allows you to search for users and pages. If you install another search plugin, you will be able to select which one to use for your site.

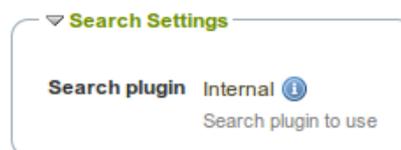


Figure 8.18: Search settings

See Also:

You can configure the internal search plugin in the [administration of the search plugin](#).

Group settings

Mahara cannot only be used for individual work but also to work collaboratively in groups. Some settings are available in that area.

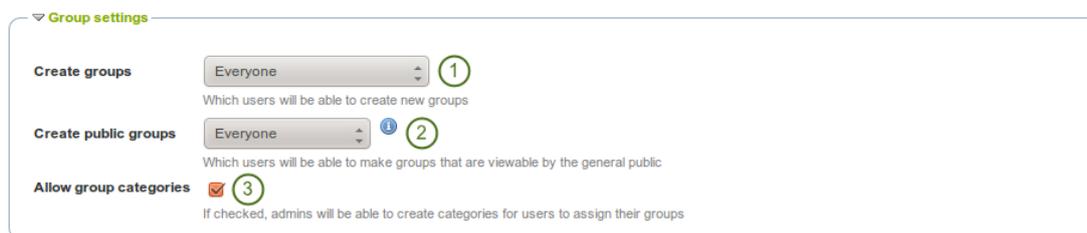


Figure 8.19: Group settings

1. **Create groups:** You decide whether administrators, administrators and staff or everyone can create groups. The default setting is the most permissive "everyone" because Mahara is user-centered and gives the individual users a great deal of control over what they want to do. If you choose to limit the group creation to administrators (and staff), these need to be contacted to set up groups. There is no internal group request system.
2. **Create public groups:** Choose whether everyone or only administrators can create *public groups*. These are groups for which you do not need to be a member of the group or even have a login for Mahara to view the group homepage, discussion forums (and member listing if the group administrator allowed that).
3. **Allow group categories:** If checked, site administrators can create categories for users to assign to their groups. These categories can be used to filter groups in *My groups* and *Find groups*.

See Also:

Group categories are managed by site administrators in the *groups area* of the administration.

Institution settings

You can use Mahara with multiple institutions and separate them for administrative purposes, e.g. user management and permissions, and to give them a different theme.

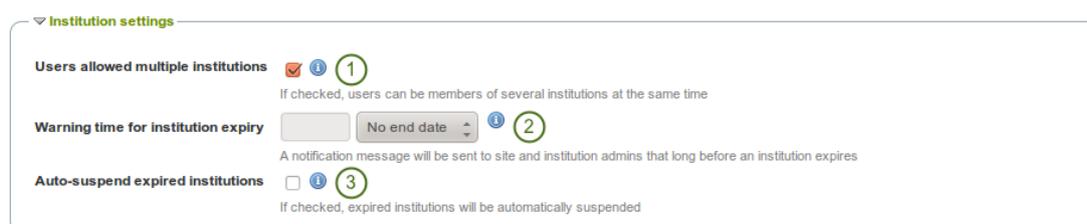


Figure 8.20: Institution settings

1. **Users allowed multiple institutions:** If checked, users can be members of several institutions at the same time. Thus, a user who belongs to two or more institutions only needs one account.
2. **Warning time for institution expiry:** If set, a notification will be sent to site and institution administrators this amount of time before an institution is due to expire and be suspended. This time may be specified in days, weeks, months, years or "No end date". If the latter option is chosen, institutions will not expire by default.
3. **Auto-suspend expired institutions:** If set, this option will allow Mahara to automatically suspend an institution that has expired automatically. This means that users of that institution will not be able to log in until the institution has been unsuspended.

Account settings

Account settings

Session lifetime ⓘ 1
Time in minutes after which an inactive logged-in user will be automatically logged out.

Default registration expiry lifetime Weeks ⓘ 2
How long registration applications that require an administrator action will stay active.

Default account lifetime No end date ⓘ 3
If set, user accounts will expire after this period of time from when they have been created.

Default account inactivity time No end date ⓘ 4
How long a user account will remain active without the user logging in

Warning time for inactivity / expiry Weeks ⓘ 5
The time before user accounts are to expire or become inactive at which a warning message will be sent to them.

Figure 8.21: Account settings

- Session lifetime:** For security reasons, after a specified period of inactivity, a user will be logged off the site automatically. This field specifies this time in minutes. The default value is 1440 minutes (24 hours).
-  **Default registration expiry lifetime:** As site administrator you can decide when *pending registrations* that require approval expire. This time may be specified in days, weeks, months, years or "No end date". If the latter option is chosen, pending registrations will not expire by default. The default value is 2 weeks.
- Default account lifetime:** If set, user accounts will expire after this amount of time from when they were created. When a user account is expired, the user cannot log in. This time may be specified in days, weeks, months, years or "No end date". If the latter option is chosen, accounts will not expire by default.
- Default account inactivity time:** If set, users who do not log in for this amount of time will be considered "inactive" and will not be able to log in anymore. This time may be specified in days, weeks, months, years or "No end date". If the latter option is chosen, users are not set to "inactive" by default.
- Warning time for inactivity / expiry:** If set, a warning message will be sent to users this amount of time before their accounts are due to expire or become inactive. This time may be specified in days, weeks, months, years or "No end date". If the latter is chosen, users do not receive a warning before their account expires or they are flagged as having an inactive account.

Security settings

Security settings

Virus checking ⓘ 1
If checked, virus checking will be enabled for all uploaded files using ClamAV.

Anti-spam ⓘ 2
The type of anti-spam measures used on publicly visible forms

Enable Spamhaus URL blacklist ⓘ 3
If checked, URLs will be checked against the Spamhaus DNSBL.

Enable SURBL URL blacklist ⓘ 4
If checked, URLs will be checked against the SURBL DNSBL.

Disable external resources in user HTML ⓘ 5
If checked, disable the embedding of external resources, preventing users from embedding things like images from other hosts.

Figure 8.22: Security settings

1. **Virus checking:** If you want all files that are uploaded by users to be run through the ClamAV virus scanner, you should select the virus checking option. You have to have [ClamAV](#) installed on your server. For security reasons, the path to ClamAV on your server needs to be provided in the config.php: `$cfg->pathtoclam = 'YOUR_PATH_TO_CLAMSCAN';`.
2. **Anti-spam:** There are three levels of anti-spam protection available for publicly visible forms such as the contact and registration forms. A form submission is never silently rejected. Rather, an error message is displayed asking the user to try again if the submission is classified as spam. The three choices are:
 - **None:** No anti-spam checks are performed on form submissions.
 - **Simple:** Some basic checks are performed. Form submissions with email addresses that are not well-formed or that have an excessive number of URLs are rejected.
 - **Advanced:** Performs additional checks to determine whether email addresses are real or contain URLs that are blacklisted. This requires an Internet connection.
3. **Enable Spamhaus URL blacklist:** If enabled, URLs will be checked against the Spamhaus DNSBL. The [Spamhaus Project](#) provides a URL blacklist that is free for non-commercial, low-traffic use. A professional use datafeed service is also available but not supported in Mahara. Please read the [Spamhaus DNSBL usage terms](#) before enabling this option.
4. **Enable SURBL URL blacklist:** If enabled, URLs will be checked against the SURBL DNSBL. [SURBL](#) provides a URL blacklist that is free for organizations with fewer than 1000 users. A professional use datafeed service is also available, but not supported in Mahara. Please read the [SURBL usage terms](#) before enabling this option.
5. **Disable external resources in user HTML:** Turning this option on will prevent users from embedding external resources such as images from remote sites into their forum posts and other HTML content. It is however a good thing to do from a security standpoint since it does neutralise a few clever phishing attacks. See the [HTML Purifier documentation](#) for more details.

Proxy settings

Proxy settings

Proxy address ①
If your site uses a proxy server to access the internet, specify the proxies in *hostname:portnumber* notation

Proxy authenticated model ②
Select your proxy's authentication model, if appropriate

Proxy credentials ③
Enter the credentials required for your proxy to authenticate your web server in *username:password* format

Figure 8.23: Proxy settings

1. **Proxy address:** If your site uses a proxy server to access the Internet, specify the proxies in `hostname:portnumber` notation.
2. **Proxy authentication model:** Select your proxy's authentication model (none or basic [NCSA]), if appropriate.
3. **Proxy credentials:** Enter the credentials required for your proxy to authenticate your web server in `username:password` format.

Email settings

1. **SMTP host:** If you want to force Mahara to use a specific SMTP server instead of the system one, enter its hostname here, e.g. `smtp.example.com`. It is possible to specify more than one host by separating them with semicolons, e.g. `smtp1.example.com;smtp2.example.com`, but keep in mind that all other settings, e.g. authentication credentials and port numbers, will apply to all listed servers. It is not possible to specify different credentials for each server in this list. This feature is useful when SMTP host authentication is not required or you list different frontends for the same mail server in which case other settings will work.

Figure 8.24: Email settings

2. **SMTP port:** If your SMTP server uses a port number different from 25, you may specify it here. When encryption is enabled, the default ports are 465 for SSL and 587 for TLS. You only need to specify a port number if it is different from these. Check the correct settings with your mail service provider.
3. **User:** If your SMTP server requires authentication, enter your username here.
4. **Password:** If your SMTP server requires authentication, enter your password here.
5. **SMTP encryption:** If your SMTP server supports encryption, enable it here.
6. **System mail address:** This email address is the address that emails are sent from Mahara.
7. **Default notification method:** Choose the notification method that is used for all notifications of new users on the site. The options are:
 - Email
 - Email digest
 - Inbox

General settings

1. **Allow public pages:** If checked, users can create portfolio pages that are accessible to the public rather than only to logged-in users.
2. **Allow public profiles:** If checked, users can set their profile pages to be accessible to the public rather than only to logged-in users. However, only logged-in users can use interactive features such as the wall. If the option "Allow public pages" is chosen, "Allow public profiles" is automatically selected.
3. **Generate sitemap:** If checked, sitemap files from publicly accessible pages, groups and forum topics are generated that can be sent to another service.
4. **Enable portfolio search:** If checked, the "Search my portfolio" side block is displayed in the *Content* and *Portfolio* sections of the site. However, it has not been working for most users for a long time.
5. **Enable tag cloud:** If checked, users see a side block in the *Content* and *Portfolio* sections of the site with a list of their most frequently used tags. The number of tags displayed is defined by the option "Maximum tags in cloud".
6. **Maximum tags in cloud:** Enter the default number of tags to display in user tag clouds. Users can change this number in their *account settings*.

▼ **General settings**

- Allow public pages** ①

If checked, users will be able to create portfolio pages that are accessible to the public rather than only to logged-in users.
- Allow public profiles** ②

If checked, users will be able to set their profile pages to be accessible to the public rather than only to logged-in users.
- Generate sitemap** ③

Generate sitemap files from publicly accessible pages, groups and forum topics
- Enable portfolio search** ④

Display the "Search my portfolio" sidebar in a few places on the site.
- Enable tag cloud** ⑤

If checked, users will see a sidebar in a few places on the site with a list of their most frequently used tags.
- Maximum tags in cloud** ⑥

The default number of tags to display in user tag clouds
- Small page headers** ⑦

If checked, a small header and site navigation block will be displayed when viewing or editing portfolio pages created by users.
- Show online users** ⑧

If checked, users will see a sidebar with a list of the online users.
- Online users limit** ⑨

The maximum number of users to display in the online users sidebar.
- Registration agreement** ⑩

Force users to agree to the terms and conditions before registration. You should edit your site's terms and conditions page before enabling this option.
- License metadata** ⑪

Request and store license metadata for user-generated content.
- Allow custom licenses** ⑫

For license metadata, allow users to enter any URL as the license. If not checked, users will be limited to the licenses configured by the site administrator.
- Allow mobile uploads** ⑬

If checked, users will have the option of setting an authentication token. Content uploaded with this token will be saved as artefacts.
- HTML editor** ⑭

Defines whether or not the HTML editor is enabled globally or whether users are allowed to enable / disable it themselves.

Figure 8.25: General settings

7. **Small page headers:** If checked, a small header and site navigation block are displayed when viewing or editing portfolio pages instead of the standard header. This option gives more space for the portfolio content itself. The small page header is visible at all times when you are on a portfolio page.
8. **Show online users:** If checked, users see a side block with a list of the users who have been logged-in in the last 10 minutes (cf. the *dashboard*).
9. **Online users limit:** Enter the maximum number of users to display in the *Online users* side block.
10. **Registration agreement:** If checked, you force users to agree to the "Terms and Conditions" before registration. You should edit your site's "Terms and Conditions" page before enabling this option. You can do so under *Edit site pages*.
11.  **License metadata:** If checked, users can choose under which license they want to make their content available. They can set a default license in their *account settings* and then decide for each artefact individually as well. This setting can be overwritten by an institution administrator in the institution settings.
12.  **Allow custom licenses:** If checked, users can enter any URL as license for their content. If not checked, users will be limited to the licenses configured by the site administrator.
13. **Allow mobile uploads:** If checked, users have the option of setting authentication tokens in their *account settings*. That allows them to upload content from their *mobile devices*. You can enter more than one token in order to connect multiple mobile devices.
14. **HTML editor:** Choose whether the HTML editor is used by default or not. If set to **User-defined**, users will be allowed to choose whether to use the HTML editor in their personal settings or not. Otherwise the specified setting will be used site-wide.

Logging settings

Mahara logs a number of events. These can now be collected in the database as well. The primary reason for logging events in the database is the logging of *administrators masquerading as users* for enhanced audits of these actions.

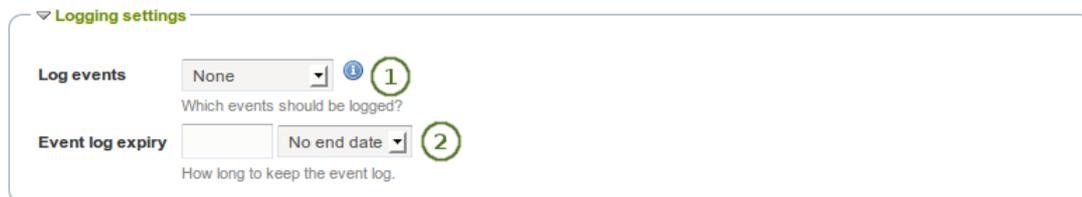


Figure 8.26: Logging settings

1. **Log events:** Decide which events you wish to log in the database. Events are generated every time the user does something significant on the site, such as editing a page. This log is kept in the `event_log` table in the database.
 - **None:** Nothing is logged in the database.
 - **Masquerading:** Only masquerading sessions are logged. This setting needs to be turned on if you wish to report on administrator masquerading.
 - **All:** All events that can be logged in the database are logged.

Note: No matter which logging setting you choose, all events are still logged in the access log.

2. **Event log expiry:** Decide for how long you wish to keep your database log. If you selected to log all events, the table can grow quite quickly especially on an active site. This time may be specified in days, weeks, months, years or "No end date". If the latter option is chosen, the event log is not deleted by default.

See Also:

A report of masquerading sessions is available in the *"User reports"* section if you turned on logging of masqueraded session or all logging.

The table `event_log` contains the data that can be logged.

- **usr**: user ID of the person whose account is shown on screen
- **realusr**: user ID of the administrator who masquerades
- **event**: action being carried out, e.g. beginning of a masqueradin session, saving of an artefact, deleting of a page or artefact, update user information, placing a block onto a page
- **data**: additional information about the action, e.g. the ID of a block that is updated
- **time**: time when the action was carried out

8.2.2 Edit site pages

Administration → *Configure site* → *Edit site pages*

Here you can edit the content of some pages around the site and the pages linked to in the footer:

- About
- Home (Dashboard)
- Logged-out home
- Privacy statement
- Terms and conditions

All pages come with default text that you can change entirely. Every page must contain some text. You can use the visual editor to style your page.

1. **Page name**: Choose the page you want to edit from the drop-down menu.
2. **Page text**: Change the text in the editor window. You cannot leave this field empty.
3. Click the *Save changes* button.

Note: If your site has added custom pages to the menu, e.g. like MyPortfolio.school.nz where you have a number of additional informational pages, you can now edit their content from the *Edit site pages* screen. In order to do so, a server administrator needs to make [changes on the backend](#).

8.2.3 Menus

Administration → *Configure site* → *Menus*

There are two menus in Mahara:

- Links and resources
- Footer

Links and resources

The *Links and resources* menu appears to all users on most pages in the side bar. You can decide which links or files are available to everybody - also those without a login - and which ones only logged-in users shall see.

1. Choose which *Links and resources* menu you want to edit: the public or the logged-in users one.
2. Choose the type *External link*.

Edit site pages i

Here you can edit the content of some pages around the site, such as the homepage (for logged-in and logged-out

Page name Home (Dashboard) 1

Page text *

B I U ABC | **A** ab | **ABC** | **HTML** i

Font Family | Font Size | Heading 1

Welcome

This is your ePortfolio system.

2

Path: h1

3 Save changes

Figure 8.27: Edit site pages

Edit: Public links and resources i 1

| Type 2 | Name | Linked to | 6 | 7 |
|---|-------------------------------|---|--------------------------------------|---|
| External link | Mahara user manual | http://manual.mahara.org | Edit | Delete i |
| <input checked="" type="radio"/> External link i <input type="radio"/> Site file i | <input type="text" value=""/> | <input type="text" value=""/> | Add | 5 |

3 4

Figure 8.28: Add external links to the *Links and resources* menu

3. Give your link a name that will appear in the menu.
4. Provide the full URL to the link including `http://` or `https://`.
5. Click the *Add* button.
6. Click the *Edit* button to make changes to the existing link.
7. Click the *Delete* button to delete the link.

You can also link to files that you have uploaded to the *site files area*.



Figure 8.29: Add a site file to the *Links and resources* menu

1. Choose which *Links and resources* menu you want to edit: the public or the logged-in users one.
2. Choose the type *Site file*.
3. Give your site file a name that will appear in the menu.
4. Choose the file you want to display from the drop-down menu.
5. Click the *Add* button.
6. You can make changes to the name or choose a different file when you click the *Edit* button.
7. You can remove the file from the menu by clicking the *Delete* button. This will only delete the reference to the file in the menu but not the file itself.

Note: If you wish to display your links and resources in a specific order, map that order out before you add the links and files because you cannot change the order afterwards.



Figure 8.30: *Links and resources* menu result

Footer menu

You have control over which links are displayed in the footer on each page.

1. Select which site pages shall appear in the footer on each page. You can change the text of ``Terms and conditions'', ``Privacy statement'' and ``About'' in *Edit site pages*.
2. If you want to link any of these pages to an existing external page, provide the URL in the respective text field.

Footer menu

Enable or disable the links in the footer.

Terms and conditions

You can override the default page, , by entering a URL here or leave it empty to use the default value.

Privacy statement ①

②

You can override the default page, , by entering a URL here or leave it empty to use the default value.

About

You can override the default page, , by entering a URL here or leave it empty to use the default value.

Contact us

You can override the default page, , by entering a URL here or leave it empty to use the default value.

③

Figure 8.31: Footer menu

3. Click the *Save changes* button to save your settings.

8.2.4 Networking

Administration → *Configure site* → *Networking*

Mahara's networking features allow it to communicate with other Mahara or Moodle sites. If networking is enabled, you can use it to configure single sign-on (SSO) for users who log in at either Moodle or Mahara or allow users from another Mahara instance to access yours.

From Moodle 2.0 on you can connect Mahara and Moodle to save certain content you created in Moodle through the *portfolio* feature.

In order to use networking site-wide with any institution, you need to:

1. **Enable networking:** Choose "Yes" from the drop-down menu.
2. **Auto-register all hosts:** If you choose "Yes", an institution is created for any host that connects allowing these users to log in to your Mahara site. We recommend you leave the default "No" because that gives you more control over which Moodle or Mahara instances can connect.
3. Click the *Save changes* button.
4. **Delete this key:** Click the *Delete* button if you want to generate a new key for your Mahara site.

Depending on which site you wish to connect, you may need to provide some of the other information on the page, in particular the *WWW root* and the *public key*.

See Also:

The comprehensive guide for setting up a Mahoodle can be consulted when connecting Mahara and Moodle.

You set up MNet for an institution when you *edit the authentication method XML-RPC*.

8.2.5 Licenses

Administration → *Configure site* → *Licenses*

Networking

Mahara's networking features allow it to communicate with Mahara or Moodle sites running on the same or another machine. If network can use it to configure single sign-on for users who log in at either Moodle or Mahara.

WWW root

This is the URL at which your users access this Mahara installation and the URL for which the SSL keys are generated.

Public key -----BEGIN CERTIFICATE-----

-----END CERTIFICATE-----

This public key is automatically generated and rotated every 365 days.

SHA1 Fingerprint 

MD5 Fingerprint 

Public key expires

Enable networking 1
Allow your Mahara server to communicate with servers running Moodle and other applications.

Auto-register all hosts 2
Create an institution record for any host that connects to you and allow its users to log on to Mahara.

3

Delete this key 4

Figure 8.32: Networking overview

The site administrator can allow users to add license metadata to their artefacts in the *general site settings*. Additionally, an institution administrator can require institution members to choose a license for any of their artefacts in the *institution settings*.

List of licenses

Licenses that are available to all users of the site are defined on the *Licenses* page. Mahara comes with a number of pre-defined licenses, but the site administrator can add many more or delete any of the existing ones.

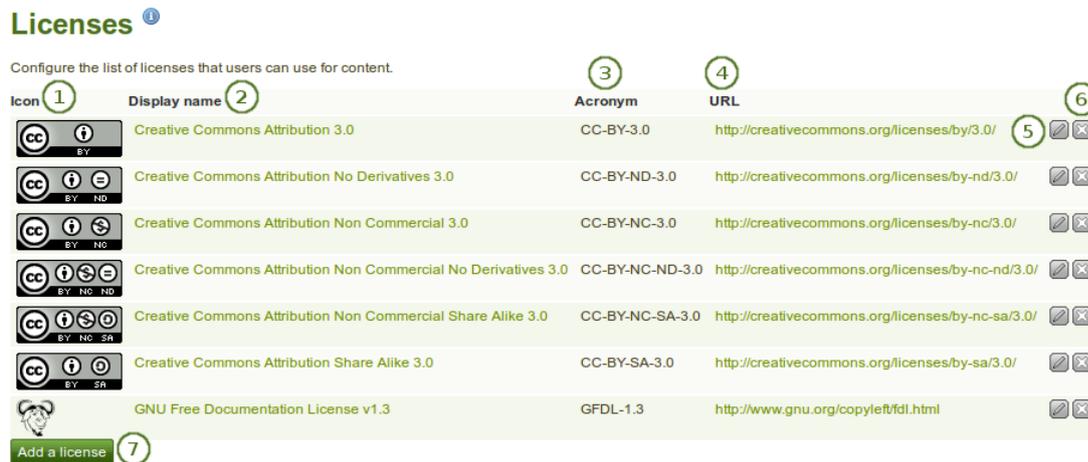


Figure 8.33: Available licenses on the site

1. **Icon:** Every license can have an icon / license logo that is displayed on the details page of an artefact.
2. **Display name:** The name that is displayed for each license around the site, e.g. the drop-down menu where a user can select a license and on the details page of an artefact.
3. **Acronym:** The short name by which the license is also known. This acronym is also displayed to the user on the details page of an artefact.
4. **URL:** The Internet address where the license text can be found. When a license is displayed on the details page of an artefact, it is linked to this URL.

Note: It is important for users to be able to click on a link to the license because that allows them to learn about the license conditions and what they can do with the artefact or not.

5. Click the *Edit* button to change properties of a license. You can change the display name, acronym and the license icon, but not its URL. If you want to change the latter, you will need to create a new license.
6. Click the *Delete* button to remove a license from the system.
7. Click the *Add a license* button to add an additional license that users can choose from.

Add a license

As site administrator you can add as many licenses as you wish. Go to *Administration* → *Configure site* → *Licenses* and click the *Add a license* button.

1. **Display name:** Choose a name for your license that will be displayed around the site, e.g. on the details page of an artefact and the drop-down menu in which users and institution administrators choose their default license. This field is required.

Licenses ⓘ

Configure the list of licenses that users can use for content.

Display name * ①

URL * ②

Acronym ③

Icon ⓘ ④

Save ⑤

Figure 8.34: Add a new license to the site

2. **URL:** The Internet address where the license text can be found. When a license is displayed on the details page of an artefact, it is linked to this URL. This field is required.
3. **Acronym:** If the license you want to add also has a commonly known acronym, you can enter it.
4. **Icon:** If the license you add has a logo that you want to display next to the license, e.g. on the details page of an artefact, you can link it here.
 - (a) This can be a <http://...> or <https://...> URL to an image elsewhere on your site or anywhere on the Internet.
 - (b) It can also be a `license:...` URL to specify license icons from the Mahara theme. For example, the URL `license:gfdl.png` would refer to the file `static/images/license/gfdl.png` in the theme.
5. Click the *Save* button to add the license to the site.

Edit a license

As site administrator you can change the properties of any license. Go to *Administration* → *Configure site* → *Licenses* and click the *Edit* button ⓘ next to a license that you want to change. You can change all license properties but the URL.

Licenses ⓘ

Configure the list of licenses that users can use for content.

Display name * ①

URL

Acronym ②

Icon ⓘ ③

Save ④

Figure 8.35: Edit a license on the site

1. **Display name:** Change the name of the license that is displayed around the site.
2. **Acronym:** Change the acronym of the license.

3. **Icon:** Change the icon that is associated with the license and displayed along with the license's name around the site.
 - (a) This can be a <http://...> or <https://...> URL to an image elsewhere on your site or anywhere on the Internet.
 - (b) It can also be a `license:...` URL to specify license icons from the Mahara theme. For example, the URL `license:gfdl.png` would refer to the file `static/images/license/gfdl.png` in the theme.
4. Click the *Save* button to keep your changes to the license.

8.2.6 Pages

Administration → Configure site → Pages

You create and copy site pages like regular *portfolio pages*. You do not have all blocks available. Check the *blocks in various contexts* for blocks that you can use in site pages.

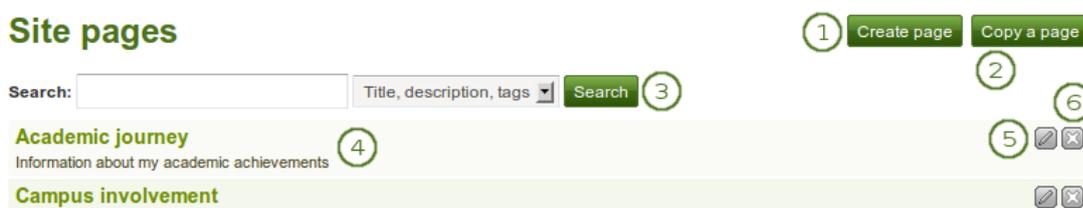


Figure 8.36: Site pages

1. Click the *Create page* button to start a new page from scratch.
2. Click the *Copy a page* button to choose an existing page of yours or another user as basis for a new page.
3. **Search:** Enter your search term and decide in which context you wish to search it for within the site pages. Click the *Search* button to start your search.
4. You see the title and description of a site page.
5. Click the *Edit* button  to make changes to an existing site page.
6. Click the *Delete* button  to remove a site page.

Once you are done creating your site pages, you can *share them with others*.

Note: For example, you can create site pages with informational content to share with other users or you can create templates which users can copy into their own accounts.

8.2.7 Collections

Administration → Configure site → Collections

You create and copy site collections like regular *portfolio collections*.

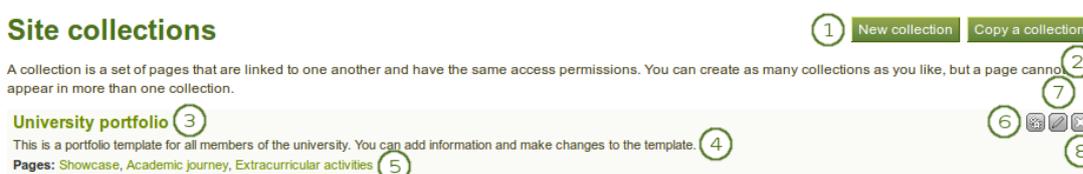


Figure 8.37: Site collections

1. Create a new collection by clicking the *New collection* button.
2. Copy an existing collection by clicking the *Copy a collection* button.
3. Click on the collection title to go to the first page of the collection.
4. View the description of this collection.
5. Click on any title of a page within a collection to jump directly to it.
6. Click the *Manage* button  to move pages within a collection, add to or delete pages from a collection.
7. Click the *Edit* button  to change the title and description of a collection.
8. Click the *Delete* button  to delete the collection. The pages will still exist.

Once you are done creating your site collections, you can *share them with others*.

8.2.8 Share

Administration → Configure site → Share

You share site pages and site collections like any other pages and collections.

See Also:

Refer to the *share options* for regular portfolio pages and collections for further information.

Share

| Collections | Access list | Edit access | Secret URLs |
|----------------------|-----------------|---|---|
| University portfolio | University |  |  |
| Pages | | | |
| Campus involvement | Logged-in users |  |  |

Figure 8.38: Share site pages and collections

When you want to allow copying, you have a few more options available than on regular pages or collections.

Allow copying 1
 Check this box if you would like the people who can s

Copy for new users 2
 Whenever a new user is created, automatically make

Copy for new groups
 Make a copy of the selected pages / collections in all

Course: Member, Tutor, Admin 3

Standard: Member, Admin 4

Figure 8.39: Copying site pages and collections

1. **Allow copying:** Place a check mark here to see the following copying options.
2. **Copy for new users:** Enable this option if all new users on the site - and not just in one institution - shall receive a copy of the selected page(s) or collection(s) into their portfolios.
3. **Copy for new groups:** Select the **course** groups that have members, tutors and administrators if you want them to receive a copy of the selected page(s) or collection(s).
4. **Copy for new groups:** Select the **standard** groups that have members and administrators if you want them to receive a copy of the selected page(s) or collection(s).

8.2.9 Files

Administration → *Configure site* → *Files*

Here you can upload files that you can include in the *links and resources* menu or in *site pages*. You can add files that are in the home directory to the menu with resources for logged-in users. Files that you save in the *public* folder can be used in the menu for users who are not logged-in. Additionally, users can put them into their own portfolio pages as files to download.

See Also:

The process of uploading and managing files is very similar to files in your personal *files area*.



Figure 8.40: Site files

8.3 Users

Administration → *Users*

In the *Users* menu of the administration **site administrators** can:

- search for users
- change settings for individual users
- suspend and delete users
- make users site staff or administrators
- check the administrator notification settings
- add and update users manually or by CSV
- view reports

In the *Users* menu of the administration **institution administrators** can:

- search for users
- change settings for individual users
- suspend and delete users
- check the administrator notification settings for their institution's administrators
- add and update users manually or by CSV
- view reports

8.3.1 User search

Administration → *Users* → *User search*

Note: Site administrators can search for any user on the entire site while institution administrators can only search among the users of their institution(s).

You can search for their

- first name
- last name
- display name
- username
- email address
-  last login date

User search ¹

You can search for users by clicking on the initials of their first and last names or by entering a name in the search box. You can also enter an email address in the search box if you would like to search email addresses.

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ¹

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ¹

Filter by login date: Users have not logged in since  ³

² Search: Institution: All ⁶

With selected users:

⁷ Results per page: 10 50 100 200 500

Results ⁸

| <input type="checkbox"/> | First name | Last name | Display name | Username | Email | Institution | Last login | All | None |
|--------------------------|---|-----------|--------------------|----------|------------------|-----------------------|----------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |  Paula | Paulsen | ⁹ paula | paula | paula@school.net | School | 25 November 2012, 2:39 PM | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> |  Percy | Pearle | Percy Pearle | percy | percy@career.net | Career Service | 26 September 2011, 3:48 PM | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> |  Petra Peony | Petterson | Petra Petterson | petra | petra@school.net | Career Service School | 12 March 2012, 2:13 AM | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 8.41: User search

You can combine any search and filter options. However, if you use too many, you may not yield any results.

1. Filter the users you wish to display by their initials of the first and / or last name.
2.  **Filter by login date:** You have several options:
 - **Any user:** Display any user who fits any other search / filter criteria.
 - **Users have logged in:** Display any user who has logged in at least once.
 - **Users have never logged in:** Display any user who has never logged in.
 - **Users have logged in since:** Display any user who has logged in since a specified date and time.
 - **Users have not logged in since:** Display any user who has not logged in since a specified date and time.
3.  Choose a date and time for the login filter by either typing it in or selecting it via the calendar icon .
4. **Search:** Type the name, display name, username or email address or any partial thereof you wish to search for in the search field. *If you turned on the exact search*, you need to provide the correct name or email address and not a partial one.
5. **Institution:** Choose the institution from the drop-down menu in which you wish to search for the user.
6. Click the *Go* button to start searching.
7. **Results per page:** Decide how many results per page you want to view.

8. View your results. The default order is alphabetical according to the first name. However, you can change the order of the results by clicking on a heading and sort that column in ascending or descending order. The profile picture and the name are linked to the profile page of the user.
9. Click on the username of the user for which you want to *take further actions*.
10. Select all or just a few users for bulk actions.
11. Click the *Edit* button to perform the *bulk actions* to
 - suspend users
 - delete users
 - change the authentication method of users
12. Click the *Get reports* button to
 - view *user reports*
 - download user account information for further actions

User bulk actions

You can perform a number of bulk actions for users on the *Bulk actions* page.

Bulk actions

Suspend, delete or change the authentication method of the users you have selected on the search page.

The screenshot shows the 'Bulk actions' interface. At the top, there are three main sections: 'Suspend users' with a 'Suspend' button and a 'Reason' text input field; 'Change authentication method' with a dropdown menu set to 'No Institution: Internal' and a 'Submit' button; and 'Delete users' with a 'Delete' button. Below these are three numbered callouts: 1 points to the 'Selected users (3)' header, 2 points to the 'Reason' input field, and 3 points to the 'Suspend' button. Below the callouts is a table of selected users with columns: Username, Email, First name, Last name, ID number, Display name, and Remote username. The table contains three rows of user data.

| Username | Email | First name | Last name | ID number | Display name | Remote username |
|----------|------------------|-------------|-----------|-----------|-----------------|-----------------|
| paula | paula@school.net | Paula | Paulsen | | | paula.paulsen |
| petra | petra@school.net | Petra Peony | Petterson | | Petra Petterson | petra.petterson |
| polly | polly@school.net | Polly | Potter | | | polly.potter |

Figure 8.42: User bulk actions

Once you have selected users for whom you wish to perform the same action on the *User search* page and clicked the *Edit* button, you can take any of the following steps.

1. **Selected users:** Review the users you have selected for performing bulk actions.
2. **Reason:** Provide a reason for suspending the users listed on this page. You need to click the *Suspend* button in order to suspend the users.
3. Click the *Suspend* button to prevent these users from accessing their accounts.
4. **Change authentication method:** Choose a new authentication method from the drop-down menu for the users listed on this page.
5. Click the *Submit* button to change the authentication method to the new one.
6. Click the *Delete* button to delete accounts and all of their content of the users listed on this page.

Warning: When you delete accounts, all user data will be lost and cannot be recovered unless from a server backup file.

User reports

The user reports contain a range of reports that are generally only available to administrators.

Basic user information

You can download basic user information for easier updating of these via a CSV file.

User reports

View or download information about the users you selected on the search page.

| Username | Email | First name | Last name | ID number | Display name | Remote username |
|----------|------------------|-------------|-----------|-----------|-----------------|-----------------|
| jamesj | james@jetts.com | James | Jetts | | | |
| paula | paula@school.net | Paula | Paulsen | | | paula.paulsen |
| petra | petra@school.net | Petra Peony | Petterson | | Petra Petterson | petra.petterson |
| polly | polly@school.net | Polly | Potter | | | polly.potter |

Figure 8.43: User reports

In order to get to the *User reports* page, you must select users for whom you wish to perform the same action on the *User search* page and click on the *Get reports* button.

1. **Selected users:** You can then review the user information that will be included in the CSV file.
2. **Export users in CSV format:** Click the *Download* link to download the information that you see on this page as CSV file.

Note: You can use this CSV file later on for updating existing accounts.

Access list

In addition to downloading basic user information, you can also view all the pages that have been created by the users and with whom they have been shared. This facilitates for example troubleshooting when users cannot view pages of others and the administrator would have to log in to the user account to check page permissions.

Note: This list is only available to site and institution administrators unless staff receive access to this list as well. The site administrator can decide that in the *User settings* in the option ``Staff report access``.

1. Click the *Access list* tab on the *User reports* page.
 2. The owners of the pages are listed.
 3. All the pages that the users have created are listed. If a collection is listed instead, the number of pages it contains is displayed.
 4. The users or groups of people who have access to any page or collection are displayed.
-

Note: Though all pages, collections and groups are linked, you may not have direct access to them if you are not on the access list or a member of the group yourself.

User reports

View or download information about the users you selected on the search page.

| Users | | | Access list |
|--------------------|---|---------------------------------------|-------------|
| Selected users (5) | | | |
| Owner | Page/Collection | Access list | |
| James Jetts | Profile page | Logged-in users | |
| Paula Paulsen | Course reflections | Petra Petterson Copying is allowed | |
| Paula Paulsen | Profile page | Career Service, School | |
| Paula Paulsen | Academic portfolio (3 pages) | Logged-in users, Portfolio task force | |
| Paula Paulsen | Employment portfolio (1 page) | Secret URLs (1) | |
| Percy Pearle | Profile page | Logged-in users, Career Service | |
| Percy Pearle | test | | |
| Percy Pearle | Catalyst Portfolio (4 pages) | | |
| Petra Petterson | Profile page | Logged-in users | |
| Petra Petterson | Internship portfolio template (2 pages) | Friends, Logged-in users | |
| Petra Petterson | template (2 pages) | Paula Paulsen | |
| Polly Potter | Profile page | Logged-in users, School | |
| Polly Potter | Catalyst Portfolio (4 pages) | | |

Figure 8.44: User report page access list

Masquerading sessions

When the site administrator *turned on the logging of masquerading sessions*, they are reported here in the user reports.

| Users | | | Access list | Masquerading sessions |
|--------------------------|---|----------------------------|------------------------|-----------------------|
| Selected users (6) | | | | |
| User | Reason | Masquerading administrator | Start of masquerading | |
| Paula Paulsen (paula) | Troubleshooting part 2 | Anna Alphonso | 24 March 2013, 7:07 PM | |
| Paula Paulsen (paula) | I log into your account to troubleshoot the problem you reported with your videos not showing up. | Anna Alphonso | 24 March 2013, 6:27 PM | |

Figure 8.45: Report on the masquerading sessions

1. The *Masquerading sessions* can be accessed via their own tab in the *User reports*.
2. The users who have been masqueraded are listed.
3. If the site administrator *required a reason* to be provided for the masquerading, it is displayed here.
4. The masquerading administrator is listed.
5. The start time of the masquerading session is displayed.

8.3.2 User account settings

Administration → Users → User search → Click on a username

On the *Account settings* page of a user in the administration area, you can perform a number of actions to manage the user's account. However, you cannot change personal information about this user, e.g. name or email, from this page. This can only be done in the *Content* area of the user's account or via the *Add users by CSV* page.

1. *Log in as this user*.

Account settings: Paula Paulsen (paula)



Paula Paulsen
(paula)

1 Log in as

2 **Site account settings**

Here you can view and set details for this user account. Below, you can also **suspend or delete this account** or change settings for this user in the institutions they are in.

NOTE: Saving the account changes will cause the user to be logged out (if currently logged in).

Change username

Change this user's username. Usernames are 3-236 characters long and may contain letters, numbers and most common symbols excluding spaces.

Reset password

If you enter text here, it will replace the user's current password.

Force password change on next login

The user will be directed to a "Change password" page the next time they login.

Site staff ⓘ

Site administrator ⓘ

Disable email ⓘ

Account expires 2012 | October | 20 | or **Not specified**

Date on which the user's login is automatically disabled.

File quota 50 | Megabytes

Total storage available in the user's files area.
Quota used: 38.4MB

Authentication method School: internal ⓘ

How this user authenticates to Mahara

Username for external authentication paula.paulsen ⓘ

If this user signs in to Mahara from a remote site using an external authentication plugin, this is the username which identifies the user on the remote site.

Tags Show my tags ⓘ

Enter comma-separated tags for this item.

Save changes

4 **Suspend user**

A suspended user is unable to log in until the account is unsuspended.

Reason

The text that will be displayed to the user on their next login attempt.

Suspend user

5 **Delete user**

Please note that this operation **cannot be undone**.

Delete user

3 **Institution settings**

School

Membership expires 2012 | October | 20 | or **Not specified**

Date on which the user will be removed automatically from the institution.

ID number

An optional identifier specific to the institution. This field is not editable by the user.

Institution staff

Institution admin

If checked, the user can administer all users in this institution.

Update
Remove user from this institution

Figure 8.46: Overview of the user account settings page

2. *Change site account settings.*
3. *Change institution settings.*
4. *Suspend* this user.
5. *Delete* this user.

Log in as

As administrator you have the power to log in as any user that you manage and masquerade as them.

Note: Site administrator can log in as any user while institution administrators can only perform this action for users who are members of their institution(s).

It is a great function for troubleshooting a user account because you see everything as the user would without having to know the password.

Warning: This function can be misused by administrators because you can make changes to the user's portfolio and artefacts as well as participate in groups while logged in as that user. Users should be aware of this function and that an administrator can enter their account. Sites should have clear policies around the use of this function so that the privacy of users and their portfolios and collaborative work is protected. Therefore, there should also not be many users within an institution who have administrator rights.



Figure 8.47: Log in as another user

1. Click on the user's name to go to this user's profile page. You can then click the *Log in as ...* link to become that user.
2. Click the *Log in as* button to become that user. You see a red bar at the top of the browser window telling you that you are masquerading as that user.



Figure 8.48: Stop masquerading as another user

When you want to return to your own account again, click the *Become [your name] again* link at the top of the browser window.

v1.7 When the site administrator enabled *the logging of all or just masquerading events*, administrators may be required to provide a reason for the masquerading and a notification about this may be sent to the users.

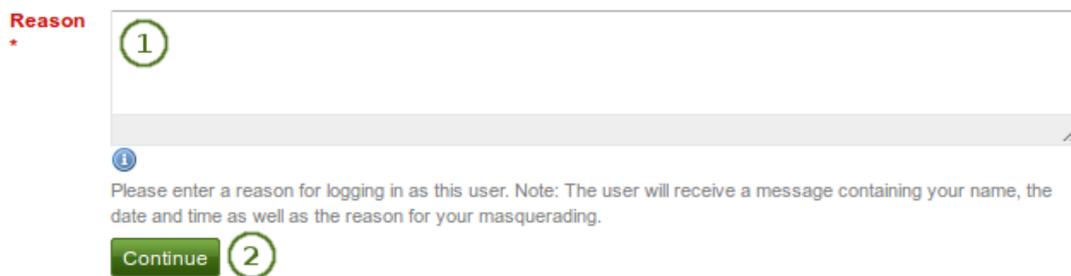


Figure 8.49: Provide a reason for masquerading as another user

1. Write why you are masquerading as this user. This reason may be sent to the user if the site administrator demands that.
2. Click the *Continue* button to log in as that user.
3. If the site administrator decided to have users notified of the masquerading, you would see the screen notice ``The user has been notified of this masquerading session."`

v1.7 When the site administrator decided to *send notifications to users when an administrator logs into their account*, the users receive this notification in their inbox. Depending on their *notification settings*, it can also be delivered via email.

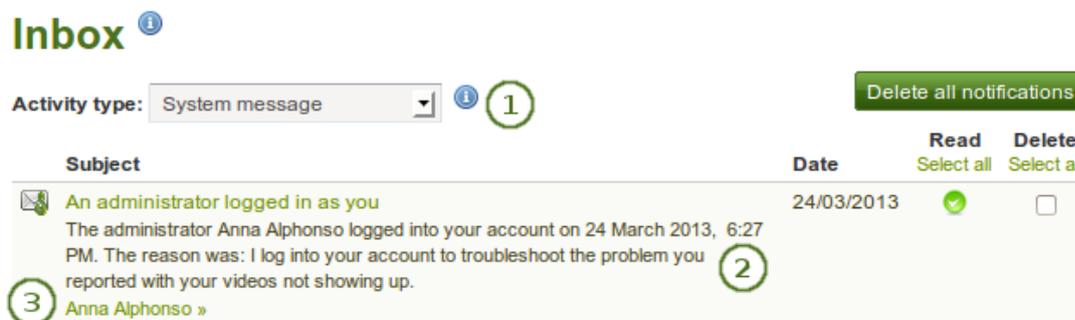


Figure 8.50: Notification a user receives when an administrator masquerades

1. **Activity type:** The masquerading notification is a system message. If you receive a lot of notifications, you can filter for just them.
2. The system message ``An administrator logged in as you" contains the name of the administrator and the time when the administrator started masquerading. If the site administrator requires a reason to be sent for the masquerading, it is displayed as well.
3. The name of the administrator who logged in as you is linked to the profile page for you to easily contact that administrator.

Change site account settings

You can view and change a number of settings for a user's account.

Note: Depending on the authentication method that is associated with this user, you may not be able to edit all settings.

Site account settings

Here you can view and set details for this user account. Below, you can also **suspend or delete this account** or change settings for this user in the **institutions they are in**.

NOTE: Saving the account changes will cause the user to be logged out (if currently logged in).

Change username 1
 Change this user's username. Usernames are 3-236 characters long and may contain letters, numbers and most common symbols excluding spaces.

Reset password 2
 If you enter text here, it will replace the user's current password.

Force password change on next login 3
 The user will be directed to a "Change password" page the next time they login.

Site staff 4

Site administrator 5

Disable email 6

Account expires 2012 October 20 or Not specified 7
 Date on which the user's login is automatically disabled.

File quota 8
 Total storage available in the user's files area.
 Quota used: 38.4MB 9

Authentication method 10
 How this user authenticates to Mahara

Username for external authentication 11
 If this user signs in to Mahara from a remote site using an external authentication plugin, this is the username which identifies the user on the remote site.

Tags **Show my tags**
 12
 Enter comma-separated tags for this item.

13

Figure 8.51: Site account settings of a user

1. **Change username:** Give the user a different username. This field is not available when the account is managed by an external authentication method.
2. **Reset password:** Change the password for this user account. This field is not available when the account is managed by an external authentication method.
3. **Force password change on next login:** Check this box if the user shall change the password upon the next login. This field is not available when the account is managed by an external authentication method.
4. **Site staff:** Check this box if the user shall become a staff member for the entire site.

5. **Site administrator:** Check this box if the user shall have full administrative rights for the entire site.
6. **Disable email:** Check this box to disable the sending of emails for this user. If email is disabled, notifications and messages can only be viewed in the internal inbox. You can set up your Mahara site so that [emails are disabled automatically if they are bounced back](#).

Warning: When the email address is disabled, users cannot reset their passwords themselves as no email can be sent.

7. **Account expires:** Choose the date on which the user's login is automatically disabled. The default setting is that the date is not specified. You always see the current date in the greyed out date fields. You can set an automatic account expiry date for all users in the [account settings of the site configuration](#).
8. **File quota:** Change the storage allowance for a user's personal files area. Institution administrators may not be able to update the quota if the site administrator disallowed that. The default value as set in the [files configuration](#) in the plugin administration.
9. **Quota used:** You can see how much this user has already used of their allocated quota.
10. **Authentication method:** Choose the authentication method for this user. A site administrator can set up the authentication methods in the [institution administration](#). Depending on the authentication method that you have chosen, you may have to provide a *remote username* to allow the user to log in.
11. **Username for external authentication:** Add or change the remote username for the chosen external authentication method here. Per default, if no external authentication method is chosen, the internal username is displayed.
12. **Tags:** A user can be tagged by an administrator. The [tag of the institution to which the user belonged prior to joining a new institution](#) is not displayed to avoid its deletion.
13. Click the *Save changes* button when you are done editing the settings.

Change institution settings

You can view and change settings regarding a user's membership in institutions. Depending on the [site settings for institutions](#), a user may be added to more than one institution.

1. **Institution:** Choose the institution to which you want to add this user from the drop-down menu.
2. Click the *Add user to institution* button to make this user a member of this institution.
3. **Membership expires:** If you wish, specify the date when the user will be removed from this institution automatically. If you click the "Not specified" check box, no end date will be set. The date displayed in the greyed out date boxes is always the current one when "Not specified" is chosen.
4. **ID number:** Provide an optional identifier for this user in this institution. This field is not editable by the user.
5. **Institution staff:** Check this box if you want to give this user staff rights in this institution. This will allow them to create controlled groups for example.
6. **Institution admin:** Check this box if you want to make this user an administrator of this institution. This will allow them to manage all users in this institution for example.
7. Click the *Update* button to save your changes.
8. Click the *Remove user from this institution* button to disassociate this user from this institution. The user's account will not be deleted. The user will only not be associated with this institution anymore.

Suspend user

Suspend a user if they do not follow the terms and conditions of the site and behave inappropriately. Suspended users cannot log in, but all their content is still available.

1. **Reason:** Provide a reason for your suspension. This is particularly useful when you are not the only administrator and / or need to remember after some time why you suspended this user.

Institution settings

Here you can change settings regarding this user's membership with institutions in the system.

School

Membership expires 2012 | October | 20 | or Not specified (3)
Date on which the user will be removed automatically from the institution.

ID number (4)
 An optional identifier specific to the institution. This field is not editable by the user.

Institution staff (5)

Institution admin (6)
 If checked, the user can administer all users in this institution.

(7)

(8)

Add user to institution

(1) **Institution** Career Serv | (2)

Figure 8.52: Institution settings for a user

Suspend user

A suspended user is unable to log in until the account is unsuspended.

Reason

(1)

The text that will be displayed to the user on their next login attempt.

(2)

Figure 8.53: Suspend a user

2. Click the *Suspend user* button to disallow the user from logging in.

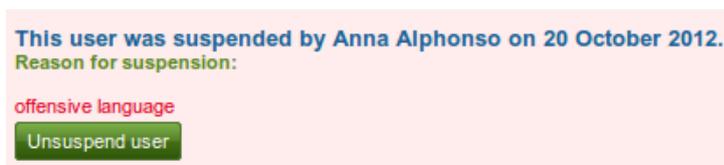


Figure 8.54: Suspension notice on the user account settings page

When a user has been suspended, the suspension message appears on the user's account settings page stating the reason and the date for the suspension and giving the administrators the possibility to unsuspend the user by clicking the *Unsuspend user* button.

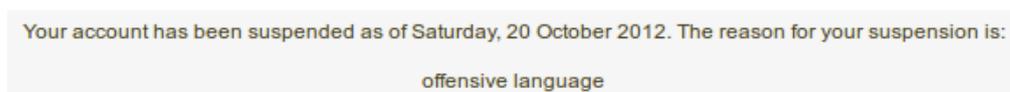


Figure 8.55: Suspended user tries to log in and gets suspension message

When the user tries to log in, they will see the suspension message and the reason. They can then contact an administrator via the "Contact us" form for further action.

Delete user

Users can delete their own accounts in their *account settings* if self-registration is allowed to by their institution. Administrators can also delete user accounts at any time.

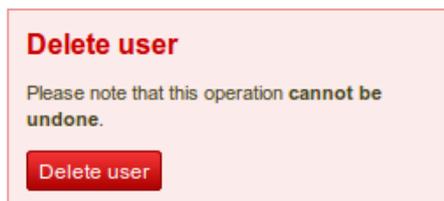


Figure 8.56: Delete a user account

Click the *Delete user* button to delete this user account permanently. This action **cannot** be undone. As this is a permanent action, you see a confirmation pop-up window that you will have to acknowledge.

Warning: When you delete a user account, **all personal data is wiped from the system**. This applies to everything that is in a user's *Content* and *Portfolio* area. This action cannot be undone. The user's contributions in groups, e.g. forum messages, uploaded files and pages created in a group, are still available, but are made anonymous by changing the name to "Deleted user" as author where an author is shown.

Note: If an account was deleted by accident - either by a user or by an administrator - swift action may result in recovery of (most of) the data from a backup file. This requires access to the server's backups and the backend of Mahara. More information is available on the wiki under [Restoring a deleted user](#).

8.3.3 Suspended and expired users

Administration → *Users* → *Suspended and expired users*

A list of all suspended and expired users is available in the sub-menu *Suspended and expired users*. Here you can unsuspend / reactivate or delete them.

Note: Site administrators see all users whereas institution administrators only see users who are members of their institution(s).



Figure 8.57: List of all suspended or expired users

1. **Show:** Select whether you wish to see suspended or expired users.
2. Select the user(s) for which you want to perform the same action.
3. Click the *Reactivate expired users* button if you want to allow these users access to their accounts again.
4. Click the *Delete users* button to delete all selected users in bulk. **This action cannot be undone and all personal information of these users will be deleted** (see *delete user*).
5. Click the *Unsuspend users* button to reinstate the accounts for all selected users.

Warning: When you delete a user account, **all personal data is wiped from the system**. This applies to everything that is in a user's *Content* and *Portfolio* area. This action cannot be undone. The user's contributions in groups, e.g. forum messages, uploaded files and pages created in a group, are still available, but are made anonymous by changing the name to ``Deleted user'' as author where an author is shown.

8.3.4 Site staff

Administration → *Users* → *Site staff*

Note: *Site staff* is only accessible by site administrators.

On this page you can choose which users receive site staff rights. Potential staff members - any user on the site - are listed on the left while existing site staff members are listed on the right.

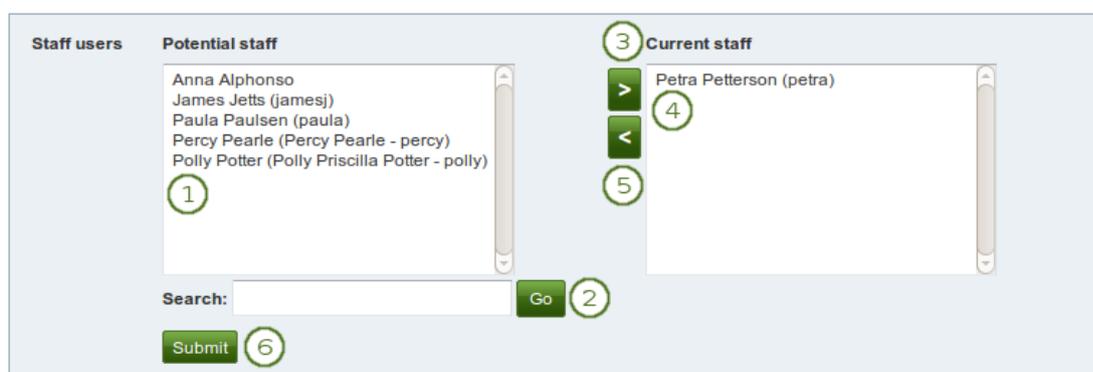


Figure 8.58: Give site staff rights

1. **Potential staff:** Select the users you wish to make site staff. You can select multiple users at once using Ctrl and Shift click.
2. **Search:** If you have too many users on your site and you cannot see / find the users you want, you can search for them here.
3. Add the potential staff members to the right-hand side - Current staff - by clicking the *right-arrow* button .
4. **Current staff:** If you want to remove an existing or accidentally added site staff member, you can remove the user from the list on the right-hand side by clicking on the user.
5. Then click the *left-arrow* button , and the user is removed from the list.
6. When you have chosen all members you wish to make site staff, click the *Submit* button.

Note: You can also double-click a name and it will be moved to the other side.

8.3.5 Site administrators

Administration → Users → Site administrators

Note: *Site administrators* is only accessible by site administrators.

Site administrators have powerful rights. They can make far-reaching changes and also *log in as other users*. Be careful whom you give these rights. One site administrator is needed for each site. The total number of site administrators should be kept small.

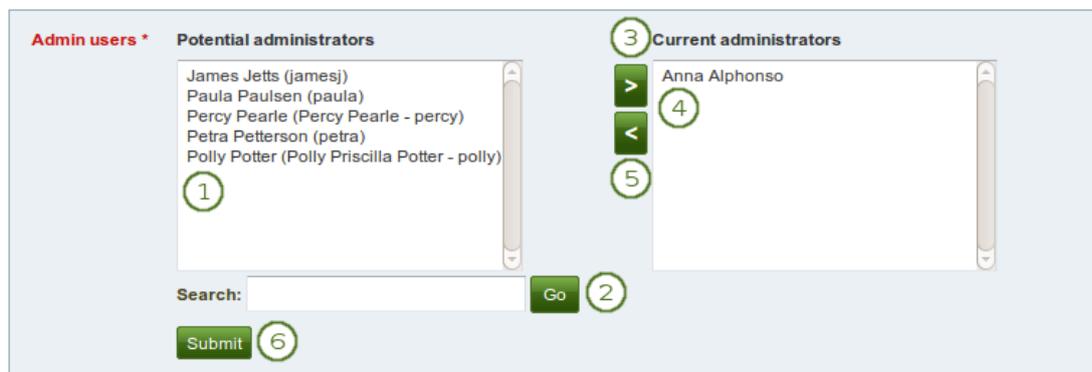


Figure 8.59: Give site admin rights

1. **Potential administrators:** Select the users you wish to make site administrators. You can select multiple users at once using Ctrl and Shift click.
2. **Search:** If you have too many users on your site and you cannot see / find the users you want, you can search for them here.
3. Add the potential site admin to the right-hand side - Current administrators - by clicking the *right-arrow* button .
4. **Current administrators:** If you want to remove an existing or accidentally added site administrator, you can remove the user from the list on the right-hand side by clicking on the user.
5. Then click the *left-arrow* button , and the user is removed from the list.

- When you have chosen all members you wish to make site administrators, click the *Submit* button.

Note: You can also double-click a name and it will be moved to the other side.

8.3.6 Add user

Administration → Users → Add user

You can add users to your site (site administrator) or your institution (institution administrator) by creating accounts for them manually one by one.

Add user

Figure 8.60: Add a user manually

- Click the *Create new user from scratch* radio button if you want to create an empty account. Provide the first name, last name and email address for this user.
- Click the *Upload Leap2A file* radio button if you want to import a user from another Mahara instance or a system that supports the Leap2A standard. Such a user could have *exported* their portfolio from another Mahara instance.
- Username:** Give the new user a username. It may contain letters, numbers and most common symbols. It must be from 3 to 236 characters in length. Spaces are not allowed.
- Password:** Choose a password for the account. The password must be at least six characters long.
- Site staff:** Check this box if the new user should have site staff rights. Only site administrators see this option.
- Site administrator:** Check this box if the new user should have site administrator rights. Only site administrators see this option.
- Institution:** Choose the institution of which the user should be a member.
- File quota:** Review the allocated file quota. You may change it here for this user if you are allowed to.
- Institution administrator:** Check this box if the new user should have institution administrator rights in the chosen institution.
- General account options:** Expand this menu to see default account options that you may choose to change while creating this user. These are the *general account options* a user can change on the *Settings* page.
- Click the *Create user* button.
- The user will receive an email with the account details.

Note: You can only define the default account settings for a user account, but not force the user to keep them forever. You could only do that by customising the system on the code level.

8.3.7 Add and update users by CSV

Administration → Users → Add users by CSV

You can use this function to upload new users in bulk via a CSV file (comma-separated file) and to update existing users. The first row of your CSV file should specify the format of your data. For example, it should look like this:

```
username,password,email,firstname,lastname,studentid
```

For **new** users, this row **must** include:

- username
- password
- email
- firstname
- lastname

Note: If you want to update existing users, you do not need to set a password.

You can mix new and existing accounts in your CSV file. When you add a new user, the password field must be present. If you do not wish the password to be changed for existing accounts, leave that field empty for the existing accounts.

Your file must also include fields that are *mandatory* for all users to fill out and *any fields locked for the institution* you are uploading the users for.

All other fields are optional. This is the full list of additional fields that you can add in your CSV file upload.

- **address** - Street address
- **aimscreenname** - AIM screen name
- **blogaddress** - URL to the blog
- **businessnumber** - Work phone number
- **city** - City
- **country** - Country
- **faxnumber** - Fax number
- **homenumber** - Home phone number
- **industry** - Industry is displayed in the profile
- **introduction** - Introduction is displayed in the profile
- **icqnumber** - ICQ nickname
- **jabberusername** - Jabber ID
- **maildisabled** - Selection to disable the email address
- **mobilenumber** - Mobile phone number
- **msnnumber** - MSN nickname
- **occupation** - Occupation is displayed in the profile
- **officialwebsite** - Official web site
- **personalwebsite** - Personal web site
- **preferredname** - Display name
- **remoteuser** - Remote username for external authentication
- **skypeusername** - Skype ID

- **studentid** - Student ID is displayed in the profile
- **town** - Town
- **yahoochat** - Yahoo Chat username

Your CSV file could look for example like the following:

```
username,email,firstname,lastname,studentid,preferredname,remoteuser, password
"percy","percy@pearle.net","Percy","Pearle","","","percy.pearle","mahara1"
"petra","petra@petterson.net","Petra","Petterson","","","petra.petterson","mahara1"
"polly","polly@potter.net","Polly","Potter","","","polly.potter","mahara1"
"admin","admin@mahara.school","Admin","User","","","mahara1"
"jamesj","james@jetts.com","James","Jetts","","","mahara1"
```

When you have created your CSV file, you are ready to upload it.

The screenshot shows a web form for adding users. It has several sections:

- Institution:** A dropdown menu set to "No Institution: Internal" (marked with a circled 1). Below it is the text: "The institution and authentication method for the new users".
- File quota:** A text input field with "50" and a dropdown menu set to "Megabytes" (marked with a circled 2). Below it is the text: "Total storage available in the user's files area."
- CSV file *:** A text input field and a "Browse..." button (marked with a circled 3). Below it is the text: "The file containing users to add."
- Force password change:** A checked checkbox (marked with a circled 4). Below it is the text: "Whether users should be forced to change their password when they log in for the first time".
- Email users about their account:** A checked checkbox (marked with a circled 5). Below it is the text: "Whether an email should be sent to users informing them of their new account details".
- Update users:** An unchecked checkbox (marked with a circled 6). Below it is the text: "If your CSV file contains the usernames of users who are already members of the institution data from the file. Use with care."

At the bottom, there is a section titled "7 ▸ General account options" with a green button labeled "Add users by CSV" (marked with a circled 8).

Figure 8.61: Add users by CSV file

1. **Institution:** Choose the institution **and** the authentication method for the user accounts that you upload and / or change.
2. **File quota:** If you wish, you can set a different file quota for all accounts in the CSV file. Institution administrators can only do so if the site administrator allowed it.
3. **CVS file:** You must upload a CSV file by clicking the *Browse* button and then selecting it from the files area on your computer.
4. **Force password change:** If you select this option, users need to change their password before they can log in for the first time.
5. **Email users about their account:** If you select this option, users will receive an email with their account information. This is in particular good for internal accounts. For user accounts that are managed for example by Moodle or through LDAP, you do not have to select this option because the users should already know their login information.
6. **Update users:** Select this option if your CSV file contains changes for existing users.

7. **General account options:** Expand this menu to see default account options that you may choose to change while creating or updating users. These are the *general account options* a user can change on the *Settings* page.
8. Click the *Add users by CSV* button to upload and / or change users.

Note: Depending on your server settings and / or the size of your installation, you may not be able to upload all user accounts at once. You may wish to upload them in bunches of 100 instead.

8.3.8 Change the authentication method and remote username in bulk

After you have *successfully invited or added new members* into your institution, you can change their authentication method. That can be useful if the authentication method differs from the one in the previous institution and you want to link the new accounts to a remote username using:

- LDAP directory
- Moodle accounts via MNet
- Single sign-on through an IdP provider

Note: The change in the authentication method for **existing accounts** should be done **before** users try to log in with their new credentials to avoid the creation of a second account for these users.

You can change the authentication method for multiple users at once to save you time manually updating each user. Changing the authentication method usually also entails changing the remote username (a.k.a. username for external authentication). Therefore, these two are dealt with together to describe the work flow better.

User search ⓘ

You can search for users by clicking on the initials of their first and last names or by entering a name in the search box. You can also enter an email address in the search box if you would like to search email addresses.

First name: All **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Last name: All **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Filter by login date: Any user (2)

Search: Institution: School (3) Go (4)

With selected users: Edit (7) Get reports (7)

(5) Results per page: 10 50 100 200 500

| First name | Last name | Display name | Username | Email | Institution | Last login | All | None |
|-------------|-----------|-----------------|----------|------------------|-----------------------|---------------------------|---|--------------------------|
| Paula | Paulsen | | paula | paula@school.net | School | 25 November 2012, 2:39 PM | (6) <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Petra Peony | Petterson | Petra Petterson | petra | petra@school.net | Career Service School | 12 March 2012, 2:13 AM | <input type="checkbox"/> | <input type="checkbox"/> |
| Polly | Potter | | polly | polly@school.net | School | | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 8.62: Find users in an institution to change their remote username

1. Go to *Administration* → *Users* → *User search*.
2. Filter for users by specific characteristics, e.g. if you only wish to display users who have not logged in yet.
3. From the drop-down menu choose the institution in which the members are whose authentication method and remote username you want to change / add.
4. Click the *Go* button to limit your results to these institution members.
5. Change the *Results per page* if you wish to see more than 10 users per page.

6. Select the users whose authentication method and remote username you want to change by either putting a check mark in the check boxes or clicking on *All* to select all users on that page.
7. Click the *Get reports* button to proceed to the next step. You are taken to the *User reports* page.

User reports

View or download information about the users you selected on the search page.

| Users | | Access list | | | | |
|--------------------|-------------------|-----------------|-----------|-----------|--------------|--|
| Selected users (3) | | | | | | Export users in CSV format: Download 1 |
| Username | Email | First name | Last name | ID number | Display name | Remote username |
| paula | paula@school.net | Paula | Paulsen | | | paula.paulsen |
| petra | paula@paulsen.net | Petra | Petterson | | | paula.paulsen |
| polly | polly@school.net | Polly Priscilla | Potter | | Polly Potter | polly.potter |

Figure 8.63: User reports page

| | A | B | C | D | E | F | G | H |
|---|----------|------------------|-----------|-----------|-----------|---------------|--|-------------|
| 1 | username | email | firstname | lastname | studentid | preferredname | remoteuser 2 | password |
| 2 | petra | petra@school.net | Petra | Petterson | | | p.petterson | |
| 3 | polly | polly@school.net | Polly | Potter | | | p.potter | |
| 4 | percy | percy@school.net | Percy | Pearle | | | p.pearle | Ch4nc3sch00 |

Figure 8.64: Update the CSV file with remote username and password

Institution 4 Career Service: saml

The institution and authentication method for the new users

File quota 5 Megabytes

Total storage available in the user's files area.

CSV file * 6 Browse...

The file containing users to add.

Force password change

If checked, users will be forced to change their password when they log in

Email users about their account

If checked, an email will be sent to users informing them of their new account

Update users 7

If your CSV file contains the usernames of users who are already members of the file. Use with care.

▶ **General account options**

Add users by CSV 8

Figure 8.65: Update user accounts in bulk

1. **Export users in CSV format:** Click the *Download* link so that you get a CSV file which contains all necessary information for you to change the users' remote username in bulk. This is necessary if their internal Mahara username is not the same as the one they use to authenticate on your system that is linked to Mahara or if they already have a remote username that would be incorrect for your institution.
2. Open the CSV file in your preferred spreadsheet software. In the column *remoteuser*, add or change the username that your users have when authenticating in your regular system that you have connected to Mahara. You may also change other fields, e.g. their name, email address etc. If you want to add a new user directly in this CSV file, you can do so as well.

Note: You must provide a password for this new user. All other users do not need to have a value in the password field. If you only want to update existing users, you can leave the password field entirely off.

3. Go to *Administration* → *Users* → *Add users by CSV*.
 4. **Institution:** Choose the correct institution **and** authentication method for which you want to update your users. This allows you to switch all users in the CSV file from one authentication method to another.
 5. **CSV file:** Choose the CSV file from your computer that you had updated.
 6. **Update users:** Put a check mark here because you want to update existing user accounts.
 7. **General account options:** You can make changes to the default account options for all the users, e.g. give them multiple journals by default, change their interface language etc.
 8. Click the *Add users by CSV* button to start the user update. This process may take a little while depending on how many users you are changing.
 9. You receive a report on the page upon the successful completion of the upgrade. If the upgrade fails, error messages help you to resolve the problem. No users are updated until all errors are resolved.
-

Note: If you intend to update more than 100 users at the same time, you may run into problems, and the server may reject your CSV file as the update process is a very memory intense one. If that is the case, you would have to split your CSV file into smaller ones with fewer users in them.

You can check that the accounts had their remote usernames added:

1. Go to *Administration* → *Users* → *User search*.
2. Select the institution in which the members are whom you want to check.
3. Click the *Go* button to limit your user results to this institution.
4. Select the users for whom you want to check the remote usernames.
5. Click the *Get reports* button to proceed to the next step. You are taken to the *User reports* page.
6. You see the remote username in the last column.

See Also:

If you only want to change the authentication method of certain users but do not have to worry about a remote username or updating any other information, you can change the authentication method directly on the *bulk actions screen*.

8.4 Groups

Administration → *Groups*

In the *Groups* menu of the administration **site administrators** can:

- add administrators to groups
- delete groups
- manage group categories
- Add and update groups in bulk
- Add and update group membership in bulk

In the *Groups* menu of the administration **institution administrators** can:

- Add and update groups in bulk
- Add and update group membership in bulk

8.4.1 Administer groups

Administration → Groups → Administer groups

Note: *Administer groups* is only accessible by site administrators.

You see an overview of all the groups on the site.

Administer groups

| Group name | Members | Administrators | Group type | Group category | Visibility |
|--|---------|----------------|--------------------|----------------|------------|
| Feedback Discussions | 4 | 1 | Course, Controlled | | Members |
| Graduation party preparation | 2 | 1 | Standard, Open | MBA Program | Public |
| Humanities 101 | 4 | 1 | Course, Request | Humanities | Members |
| Internship preparation | 2 | 1 | Standard, Request | Humanities | Members |

Figure 8.66: Administer groups

1. Search a group by its name or category.
2. **Group name:** The table is sorted alphabetically according to the group name. The group names are linked for easy access to their group homepages.
3. **Members:** Number of group members in each group.
4. **Administrators:** Number of group administrators per group.
5. **Group type:** Overview of whether and how users can join this group.
6. **Group category:** Display of the group category that is associated with this group.
7. **Visibility:** Overview of who has access to this group - members or the public.
8. Click the *Manage* button  to *change the group file quota* or to *add or remove group administrators*.
9. Click the *Delete* button  to delete a group.

Warning: When you delete a group, all its content - forum posts, files and pages - will be deleted permanently and cannot be restored.

Group file quota

You can *specify a default group file quota* in *Plugins*. This allows you to limit the file space that each group can take up. Here you can update the file quota for just one group.

Group quota for 'Feedback Discussions'

Use the form below to change the group file quota for this group.

File quota Megabytes 1

Total storage available in the group's files area.

2

Figure 8.67: Change the group file quota

You get to this page by clicking the *Manage* button  next to a group on the *Administer groups* page.

1. **File quota:** Change the file quota that this particular group can have.
2. Click the *Save* button to save your change.

Add or remove administrators

Add to or remove administrators from a group by clicking the *Manage* button  next to a group on the *Administer groups* page.

Group administrators for 'Feedback Discussions'

Use the form below to promote and demote administrators for this group. If you remove a group administrator they will remain a group member.

Figure 8.68: Add or remove group administrators

1. **Potential administrators:** Select the users you wish to make group administrators. You can select multiple users at once using **Ctrl** and **Shift** click.
2. **Search:** If you have too many users on your site and you cannot see / find the users you want, you can search for them here.
3. Add the potential group administrators to the right-hand side - Current administrators - by clicking the *right-arrow* button .
4. **Current administrators:** If you want to remove an existing or accidentally added group administrator, you can remove the user from the list on the right-hand side by clicking on the user.
5. Then click the *left-arrow* button , and the user is removed from the list.
6. When you have chosen all members you wish to make group administrators, click the *Submit* button.

Note: You can also double-click a name and it will be moved to the other side.

8.4.2 Group categories

Administration → *Groups* → *Group categories*

Note: *Group categories* is only accessible by site administrators.

Group categories help you to filter your groups more easily on the *My groups* and *Find groups* pages. A group administrator can always assign one group category to a group if categories are enabled.

Group categories

Enable group categories ①

Submit ②

Add categories

The categories listed here can be assigned to groups

| Name ③ | ⑤ | ⑥ |
|-------------|----------------------|----------------------------------|
| Maths | <input type="text"/> | <input type="button" value="✕"/> |
| Humanities | <input type="text"/> | <input type="button" value="✕"/> |
| MBA Program | <input type="text"/> | <input type="button" value="✕"/> |
| Activities | <input type="text"/> | <input type="button" value="✕"/> |

Add ④

Figure 8.69: Manage group categories

1. **Enable group categories:** Tick this check box to enable group categories for the entire site.
2. Click the *Submit* button to save your choice.
3. **Name:** Existing group categories are listed.
4. Create a new group category by typing its name and then clicking the *Add* button.
5. Edit a group category name by clicking the *Edit* button , change the name and then click the *Update* button. If you want to abort the action, click the *Cancel* button.
6. Click the *Delete* button to permanently delete this group category.

Note: Group categories are not hierarchical and are available to everybody on the site. Any user who can create groups can assign a group category when the feature has been enabled.

8.4.3 Add and update groups by CSV

Administration → Groups → Add groups by CSV

Note: Both site and institution administrators can add and update groups by CSV file.

You can create multiple groups at once by uploading basic information about them via a CSV file.

1. Create a CSV file that contains at a minimum the fields `shortname`, `displayname`, `roles`.
2. **Institution:** Choose the institution for which you want to create the groups. This is just for internal administrative purposes so that institution administrators do not overwrite each other's groups.
3. **CSV file:** Choose the CSV file from your computer that contains the groups.
4. **Update groups:** Place a check mark in this box if you are updating already existing groups.
5. Click the *Add groups by CSV* button to make the changes.

Add groups by CSV

You may use this facility to upload new groups via a [CSV file](#).

The first row of your CSV file should specify the format of your CSV data. For example, it should look like this:

```
shortname,displayname,roles ①
```

This row must include the `shortname`, `displayname`, and `roles` fields

The `roles` field can have any of the following: ⓘ

- `course`
- `standard`

The `editroles` field can have any of the following: ⓘ

- `all`
- `notmember`
- `admin`

Your CSV file may include any other fields as you require. The full list of fields is:

- `shortname`
- `displayname`
- `description`
- `open`
- `controlled`
- `request`
- `roles`
- `public` ⓘ
- `submitpages`
- `editroles`
- `hidden`
- `hidemembers`
- `hidemembersfrommembers`
- `invitefriends`
- `suggestfriends`
- `usersautoadded` ⓘ
- `quota`

Institution ②

CSV file * ③
The file containing groups to add

Update groups ④
If your CSV file contains the group shortname of groups who are already in the Mahara system, their details will be overwritten with data from the file. Use with care.

⑤

Figure 8.70: Add and update groups by CSV

Here is a full list of all the possible fields that you can specify:

- **controlled** - Group administrators can add users to the group without their consent, and members cannot leave the group.
- **description** - Brief description about the purpose of this group.
- **displayname** - The group name that appears around the site.
- **editroles** - You can choose which roles will be allowed to create and edit pages owned by the group. If your group contains only members and administrators, then ``Group administrators" and ``Everyone except members" are identical. These edit permissions will also be used by default for new group files. Permissions can be changed on individual files in the group files area.
 - `all`: everyone in the group
 - `notmembers`: everyone except members in a course group that has tutors and administrators
 - `admin`: only group administrators
- **hidden** - Choose to not list this group on the *Find groups* page.
- **hidemembers** - Choose to hide group members from non-members.
- **hidemembersfrommembers** - Choose to hide group members from everybody but the group administrator.
- **invitefriends** - Choose to allow group members to invite their friends to the group.
- **open** - Allow users to join the group without approval from the group administrator.
- **public** - Allow people who are not logged in to view this group including the forums.
- **quota** - Define the group file quota.
- **request** - Allow users to send membership requests to group administrators.
- **roles** - Choose to have a course or standard group. The roles in these group types are:
 - `course`: member, tutor, administrator
 - `standard`: member, administrator

- **shortname** - This is the name used to identify this group in the database. This should be only one word. It is also used to identify the group when you *add or update its members by CSV*.
- **submitpages** - Choose to allow the submission of pages to this group. If you create a course group, this setting is automatically chosen.
- **suggestfriends** - Allow group members to send their friends a recommendation to join this group.
- **usersautoadded** - Choose to have all new users on the site added to the group automatically.

Note: For fields that require a Yes / No value, you need to put a numeric value into the CSV file:

- No = 0
- Yes = 1

| | A | B | C | D | E | F |
|---|-----------|--------------|----------|----------------|--------|------------------------|
| 1 | shortname | displayname | roles | usersautoadded | public | hidemembersfrommembers |
| 2 | public | Public group | standard | 0 | 1 | 1 |
| 3 | course | Course group | course | 1 | 0 | 0 |

Figure 8.71: Sample CSV file for a group upload

When you look at your CSV file in a text editor and not a spreadsheet software, the above sample file looks like this:

```
"shortname","displayname","roles","usersautoadded","public","hidemembersfrommembers"
"public","Public group","standard",0,1,1
"course","Course group","course",1,0,0
```

Warning: Do not delete this CSV file if you intend to make changes to your groups in bulk or if you want to add group members in bulk to these groups. There is no easy way to retrieve the group shortname unless you consult the database on the backend of Mahara.

8.4.4 Update group members by CSV

Administration → *Groups* → *Update group members by CSV*

Note: Both site and institution administrators can add and update group members by CSV file.

You can easily update members of *groups that you have created via a CSV file*.

1. Create a CSV file that contains the following fields: `shortname`, `username`, `role` in the first row. Then add groups and users that should become members of these groups. You can check their usernames on the *User search* page.
2. **Institution:** Choose the institution in which the groups were created.
3. **CSV file:** Choose the CSV file from your computer that contains the group members mapped to groups.
4. Click the *Update group members by CSV* button to add to or remove members from the groups that you have specified.

Warning: If you manually added users to a group whose members you want to update via CSV file, these users will be removed from that group when you update the group membership and do not have them listed in the CSV file. Thus, be careful once you have added users manually.

Update group members by CSV

You may use this facility to update group members in groups controlled by this institution. You can upload new members via a CSV file.

The first row of your CSV file should specify the format of your CSV data. For example, it should look like this:

```
shortname,username,role
```

This row must include all the fields mentioned above, but can be in any order.

The shortname field must be the same as the shortname you used to create the group [here](#).

The role field can have any of the following, depending on the type of group: `admin`, `member`, or `tutor`

Figure 8.72: Update group members by CSV

Note: You can only update group membership by CSV of users who belong to the institution in which you created the groups by CSV. All other users must be added manually.

| | A | B | C |
|---|-----------|----------|--------|
| 1 | shortname | username | role |
| 2 | public | petra | admin |
| 3 | public | paula | member |
| 4 | course | petra | admin |
| 5 | course | percy | tutor |
| 6 | course | paula | member |

Figure 8.73: Sample CSV file for updating group membership

When you look at your CSV file in a text editor and not a spreadsheet software, the above sample file looks like this:

```
"shortname","username","role"
"public","petra","admin"
"public","paula","member"
"course","petra","admin"
"course","percy","tutor"
"course","paula","member"
```

Note: If you have many groups and could easily lose the overview, create one CSV file per group.

8.5 Institutions

Administration → *Institutions*

You can use Mahara as *multi-tenanted* instance. That means that several different institutions can share one Mahara installation. All users from these different institutions can:

- share portfolio pages with each other
- give feedback on each other's pages
- work collaboratively in groups across institution boundaries

In *Administration* you can set up as many institutions as you wish. Institution administrators can only administer their users and their institutions but not make any changes to site settings.

You can also set up institutions for different parts of your organisation to use different themes, have different default settings and / or authentication methods.

8.5.1 Overview

Administration → *Institutions* → *Institutions* (site administrator)

Administration → *Institutions* → *Settings* (institution administrator)

You see an overview of all institutions that exist on this Mahara installation (site administrator) or that you have access to as institution administrator.

Note: Institution administrators who manage only one institution do not see this page, but immediately the settings for their only institution.

Administer institutions ⓘ

Search 1

| Institution 2 | Members 3 | Maximum 4 | Staff 5 | Administrators 6 | |
|----------------|-----------|-----------|---------|------------------|---|
| Career Service | 2 | | 0 | 2 | 7 |
| College | 0 | | 0 | 0 | 8 |
| School | 3 | | 2 | 1 | |
| University | 2 | 200 | 0 | 1 | |
| No Institution | 0 | | | | |

Add institution 9

5 institutions

Edit members 10 Edit staff 11 Edit administrators 12

Figure 8.74: Overview page for institutions

1. **Search:** Search for a particular institution by its name and then click the *Search* button.
2. **Institution:** Institutions are listed alphabetically. If you click the institution's name, you are taken to the contacts page.
3. **Members:** Number of registered members in this institution.
4. **Maximum:** Maximum allowed members in this institution.
5. **Staff:** Number of institution members with staff rights.
6. **Administrators:** Number of institution members with institution administrator rights.
7. Click the *Edit* button  to change institution settings.
8. Click the *Delete* button  to delete an institution. You can only delete an institution when there are no members in it.
9. Click the *Add institution* button when you want to create a new institution. This button is only visible to site administrators.

10. Click the *Edit members* button when you want to add or remove members from an institution.
11. Click the *Edit staff* button when you want to add or revoke staff rights for an institution member.
12. Click the *Edit administrators* button when you want to add or revoke institution administrator rights for an institution member.

Note: The institution ``No institution" is the default ``institution". It cannot be deleted as it is the standard Mahara site.

8.5.2 Add an institution

Note: Only site administrators can add institutions. However, once an institution exists, institution administrators can change many of the settings.

When you want to add an institution by clicking the *Add* button on *Administration* → *Institutions* → *Institutions*, you need to provide some basic information for the new institution. You can change all settings **except** the *Institution name* later on.

1. **Institution name:** This field is required. It is the unique identifier of this institution in the database. It must be one word without numbers and symbols.
2. **Institution display name:** This field is required. It is the name that all users see throughout the site to identify this institution.
3. **Institution expiry date:** Set the expiry date for this institution by selecting the year, month and day from the drop-down menus when taking the check mark off the ``Not specified" check box. Institutions do not expire by default.
 - If you specify an expiry date for this institution, once the warning time for institution expiry has been reached, site and institution administrators will receive a notification about this institution's impending expiry.
 - If the *auto-suspend expired institutions* option is set, then once the expiry date has been reached, this institution will be automatically suspended, and users of this institution will no longer be able to log in.
 - The warning time for institution expiry and the auto-suspend expired institutions options can be found in the *institution settings* under *Administration* → *Configure site* → *Site options*.
4. **Registration allowed:** Check this box when you want to allow self-registration of new users. As institution administrators, you will be asked to confirm that users can join your institution. If you decline, their new account will be associated with ``No institution" unless you have the **Confirm registration** option clicked. When you do not allow registration, nobody can register a new account, ask to join your institution or leave it without your permission.
5. **Confirm registration:** Check this box if you want to control that no new accounts are created unless the administrator approves the registration. You receive a notification about *pending registrations* when a new user wants to register.
6. **Default membership period:** You can set how long users will remain associated with this institution per default. Choose an option from the drop-down menu and then specify the number of days, weeks, months or years. After this length of time, the users will be removed from the institution. Users will receive a notification before this time reminding them that they will be removed soon. However, that does not mean that they will lose their account. They will still have that and be associated with ``No institution".
7. **Logo:** You can *upload an image* that will be displayed to your institution's members in place of the standard header logo.
8. **Theme:** Use the drop-down menu to choose the theme that you wish to use for this institution. All pages in that institution will receive that theme. When users from other institutions view portfolio pages that were created in this institution, they will see this institution's theme on these pages. If *Site default* is selected, when

Add institution

Institution name * ⓘ 1

Institution display name * ⓘ 2

Institution expiry date 2013 | March | 30 | or Not specified ⓘ 3
The date at which this institutions membership of Mahara will be suspended.

Registration allowed ⓘ 4
If checked, people can register for this institution on your site using the registration form. If registration is off, non-members cannot request membership of the institution and members cannot leave the institution or delete their user accounts themselves.

Confirm registration 5
If checked, registration must be approved by an institution administrator.

Default membership period No end date ⓘ 6
How long new members remain associated with the institution.

Logo Browse... ⓘ 7
You can upload an image here that will be displayed to your institution's members in place of the standard header logo. For best results, this image should have the same dimensions as the site logo in your institution's theme. As each theme can have a different header height, no exact dimensions can be provided.

Theme - Site default (Default) - ⓘ 8
The default theme for the site. If your theme is not listed, check the error log.

Show online users All ⓘ 9
The online users to show to members of this institution. If users are allowed to be in multiple institutions and these have different settings, the most permissive institution settings will be used.

Require license information 10
If checked, users will be required to select a license when creating artefacts. Otherwise, they will be able to leave the license field blank.

Default license None selected ⓘ 11
The default license for content created or uploaded by institution members. Users can override this on their account settings page and on the individual items.

Default quota 50 | Megabytes ⓘ 12
You can set the amount of disk space new users in this institution will have as their quota.

Update user quotas 13
If checked, the default quota you choose above will be applied to all existing members.

Allow institution public pages ⓘ 14
If set to yes, users belonging to this institution will be able to create portfolio pages that are accessible to the public rather than only to logged-in users.

Maximum user accounts allowed ⓘ 15
The maximum number of user accounts that can be associated with the institution. If there is no limit, this field should be left blank.

▶ **Locked fields** ⓘ 16

17 18

Figure 8.75: Add a new institution

a site administrator changes the site default theme, the theme for the users of this institution will change, too. You can install more themes in the *theme* folder on the server. Check out the [community-contributed themes](#). If users are allowed to have *page themes*, these pages are not affected by theme changes. Mahara also has a *configurable theme* which allows you to create a theme on the fly.

9. **Show online users:** If the site administrator *allowed the "Online users" side block*, you can decide which group of users you want to have displayed for this institution:
 - None: The side block is not displayed to institution members.
 - Institution online: Only institution members are displayed in the side block.
 - All: All users on the site are displayed in the side block
10.  **Require license information:** If you check this box, your institution members will need to choose a license for each artefact they upload or create. They can set a default license in their *account settings*. You only see this option if the site administrator turned **License metadata** in the *general site settings*.
11.  **Default license:** You can choose a default license for your institution members' content. They can overwrite this default license in their *account settings*. You only see this option if the site administrator turned **License metadata** on in the *general site settings*. If the site administrator allowed custom licenses, you can enter one using the drop-down menu option "Other license (enter URL)". This license can then also be used by your institution members.

Note: If you are not sure which default license to choose, please consult your organisation's lawyer or a copyright lawyer.

12. **Default quota:** You can set the amount of file quota new users registering with this institution shall have.
13. **Update user quota:** If you check this box, the default quota you choose above will be applied to all existing institution members.
14. **Allow institution public pages:** Put a check mark into this box if you want to allow users belonging to this institution to create portfolio pages that are accessible to the public rather than only to logged-in users. If you allow public pages, users can also create secret URLs for their pages. Otherwise they cannot.
15. **Maximum user accounts allowed:** Specify the maximum number of accounts that can be created in this institution. If you leave this field blank, there is no limit to the number of accounts.
16. **Locked fields:** Put a check mark into each check box for which users are not allowed to change the value. Disabled check boxes are for profile fields which are locked in the institution settings for "No institution". These profile fields are locked at the site level and cannot be unlocked for individual institutions.

Note: Locking profile fields such as first name, last name and display name can be beneficial for institutions that wish to always identify their users by their real names and not allow users to choose nicknames.

17. Click the *Submit* button to save your changes and create this institution.
18. Click the *Cancel* button to abort the creation of this institution.

Change the institution logo

You can upload a logo to any theme replacing the standard logo that comes with the theme. For best results, this image should have the same dimensions as the site logo in your institution's theme. As each theme can have a different header height, no exact dimensions can be provided.

Note: Of the standard themes, only the "Primary School" theme requires a set height for its logo. The other themes are more flexible.

1. **Logo:** Upload the logo that you want to use on your institution theme from your computer.

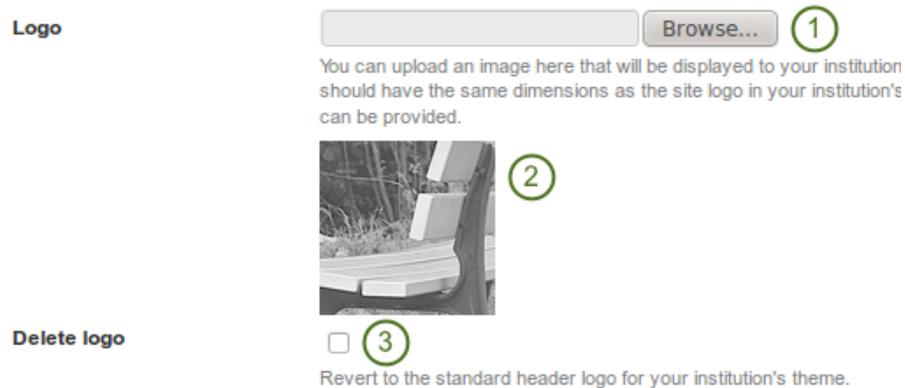


Figure 8.76: Upload a logo

2. Once you have submitted your changes, the logo will be replaced in the header and it also appears in the settings to show what you have uploaded.
3. **Delete logo:** If you want to revert back to the standard logo, check this box and click the *Submit* button at the bottom of the page.

Note: There is a special logo that can be picked up by Facebook in order not to display a random image from the site. This logo must be placed into the theme folder. Mahara's *Raw theme* has the Mahara logo, but it could be changed to a different one in another theme. For more information see the [tracker item](#).

Use the configurable theme

If you do not want to use one of the built-in themes of Mahara or one of the [community-contributed themes](#), you can either [build your theme from scratch](#) or use the configurable theme in conjunction with the [logo upload](#).

Note: The configurable theme is only a **display theme**. That means that users of the institution in which it is in use see the theme applied to the site and their pages. However, when users from another institution browse the portfolio pages of users from this institution, they do not see the configurable theme, but their own theme.

You can change the configurable theme directly on the [institution settings](#) page.

In order to change any of the colours, either provide the [hexadecimal color code](#) or choose the colour from the colour picker that becomes available as soon as you click in one of the colour fields.

1. **Theme:** Choose the "Configurable Theme" from the drop-down menu and the "Custom theme configuration" options become visible.
2. **Background:** Background colour for the entire site, esp. visible in the header and footer.
3. **Text on background:** The text that is displayed on the background colour, e.g. in the header and footer.
4. **Link:** The link colour on any pages unless it is in the sidebar or navigation.
5. **Headings:** The heading colour for all headings except in the sidebar.
6. **Sidebar background:** The background colour of any sidebar. It should form a good contrast to the heading colour of the sidebar as that is always white.
7. **Sidebar content background:** The colour of the inside of a sidebar.
8. **Sidebar link:** The colour of a link inside a sidebar.
9. **Navigation background:** The colour of the top navigation bar.

Theme

Configurable Theme ⓘ 1

The default theme for the site. If your theme is not listed, check the error log.

Custom theme configuration

| | | |
|----------------------------|------------|----|
| Background | 2 #182768 | |
| Text on background | FFFFFF | 3 |
| Link | 4 #D66800 | |
| Headings | #182768 | 5 |
| Sidebar background | 6 #182768 | |
| Sidebar content background | #F1F2F8 | 7 |
| Sidebar link | 8 #182768 | |
| Navigation background | #F6871F | 9 |
| Navigation text | 10 #FFFFFF | |
| Sub navigation background | #FFF4EA | 11 |
| Sub navigation text | 12 #14336F | |
| Row background | #FFF4EA | 13 |

Reset colours
Restore default colours

14

Show online users

All ▾

The online users to show to me in multiple... these have different settings, the most permissive installation settings will be used.

Figure 8.77: Options for the configurable theme

10. **Navigation text:** The colour of the text / links in the main navigation bar.
11. **Sub navigation background:** The colour of the secondary navigation and the highlighted section in the main navigation bar.
12. **Sub navigation text:** The colour of the text / links in the secondary navigation and the highlighted section in the main navigation bar.
13. **Row background:** The colour of the background anywhere rows appear.
14. **Colour picker:** Either type in the hexadecimal colour code directly into the colour field or use the cross and arrow from the colour picker to decide on your new colour.
15. **Reset colours:** If you want to go back to a blank slate of the configurable theme, place a check mark in this box to get back to the original colours of the configurable theme.
16. Click the *Submit* button at the bottom of the page to make your changes.

Note: If you do not see the theme changes immediately when you are logged in as institution member, you may have to clear your browser cache.

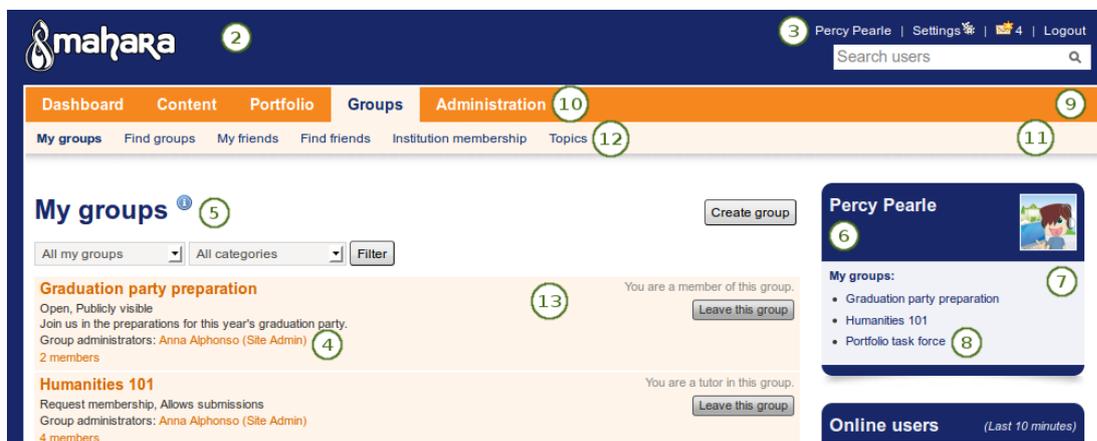


Figure 8.78: Example of the configurable theme

The numbers on the example page refer to the configurable theme options above.

8.5.3 Edit an institution

Administration → *Institutions* → *Institutions* → Click the *Edit* button next to an institution

Once you have created your institution, you can *edit its settings*, suspend or delete the institution. You will have to choose at least one authentication method for this institution so that user accounts can be created.

Note: Only site administrators can add, edit and delete authentication methods for an institution and suspend it. An institution can only be deleted if there are no members in it.

You can add multiple authentication methods to your institution and thus allow various entry points for your users. You should set up at least one authentication method. Otherwise, nobody can log in to this institution.

Before you can use the IMAP, LDAP, SAML or XML-RPC authentication methods, you must install their extensions on your server.

1. Once your institution is created, the settings include an additional option, **Authentication plugin**. You see all authentication methods that are already in use for this institution listed.
2. From the drop-down menu choose one of the authentication methods that are available:

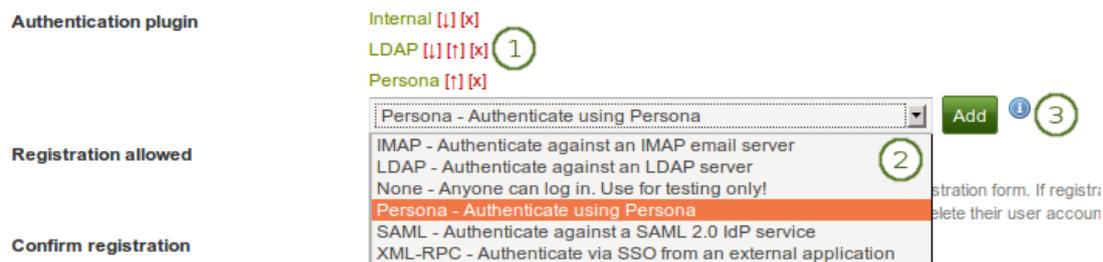


Figure 8.79: Plugins available for authentication in an institution

- **IMAP:** User accounts are authenticated against an *IMAP server*. This is the least maintained authentication plugin and rarely used.
- **internal:** User accounts are *created by Mahara* and the passwords and logins are kept in an internal database. This is the default authentication method for a new institution.
- **LDAP:** User accounts are authenticated against an *LDAP server*.
- **none:** Anyone can log in by picking a username and password. This should only be used for testing.
- **Persona:** User accounts are authenticated against *Persona*.
- **SAML:** A *SAML 2.0 Identity Provider Service is needed* that has the user accounts.
- **XML-RPC:** This is the authentication method *used for MNet to connect Mahara with Moodle or another Mahara*.

3. Click the *Add* button to see the configuration screen for an external authentication method before it is added.

Warning: Be careful when choosing the "None" authentication method. This allows anyone to log in. It should only be used for testing purposes.

IMAP authentication

You can use this authentication method to receive the login information for your users from your IMAP server.

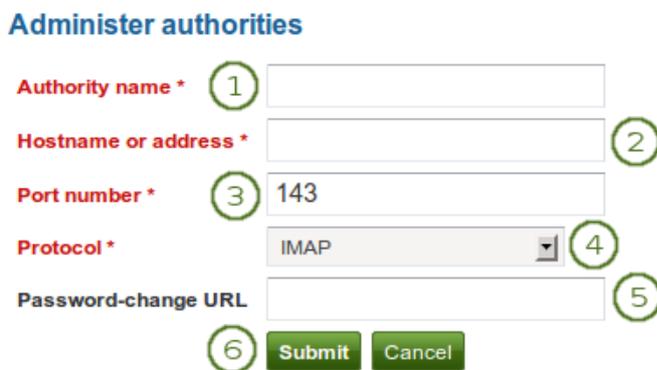


Figure 8.80: Set up IMAP authentication

1. **Authority name:** Enter a descriptive name to help you identify this authority. Preferably, choose a short name. This field is required.
2. **Hostname or address:** Specify the hostname in URL form. This field is required.

3. **Port number:** Specify the port under which your IMAP server can be reached. The default is 143. This field is required.
4. **Protocol:** Select the IMAP protocol you are using by selecting it from the drop-down menu. This setting is required:
 - IMAP
 - IMAP / SSL
 - IMAP / SSL (self-signed certificate)
 - IMAP / TLS
5. **Password-change URL:** If your users can only change their password in one central space, provide the URL here.
6. Click the *Submit* button to enable this authentication method or click the *Cancel* button to abort your changes.

LDAP authentication

Use this authentication method to authenticate against an LDAP server so that your users can log in with their usual login and password.

1. **Authority name:** Enter a descriptive name to help you identify this authority. Preferably, choose a short name. This field is required.
2. **Host URL:** Specify hosts in URL form, e.g. `ldap://ldap.example.com`. Separate multiple servers with `;` for failover support. This field is required.
3. **Contexts:** List the contexts where users are located. Separate different contexts with `;`, e.g. `ou=users,o=org;ou=other,o=org`. This field is required.
4. **User type:** Select from the drop-down menu how users are stored in the LDAP directory. This field is required. You can choose between:
 - Novell Edirectory
 - posixAccount (rfc2307)
 - posixAccount (rfc2307bis)
 - sambaSamAccount (v. 3.0.7)
 - MS Active Directory
 - default
5. **User attribute:** Enter the attribute used to search for users. It is often `cn`. This field is required.
6. **Search subcontexts:** Select `Yes` if you want to search for the users also in subcontexts. This setting is required.
7. **Distinguished name:** If you want to use `bind-user` to search users, specify it here. It should look something like `cn=ldapuser,ou=public,o=org`. Leave this blank for anonymous bind.
8. **Password:** Enter the password for the ```distinguished name```.
9. **LDAP version:** Choose the LDAP version you are using from the drop-down menu. This setting is required.
10. **TLS encryption:** Check this box if you use this encryption mechanism.
11. **Update user info on login:** Check this box to update the first name, last name and email address with the corresponding LDAP values at each login. Enabling this option may prevent some MS ActiveDirectory sites / users from subsequent Mahara logins.
12. **We auto-create users:** Check this box to create user accounts on Mahara automatically when a user authenticates successfully but does not yet have an account.
13. **LDAP field for first name:** Enter the name of the field in the LDAP record that contains the user's first name.

Administer authorities

Authority name * 1

Host URL * 2 i

Contexts * 3 i

User type * 4 i

User attribute * 5 i

Search subcontexts * 6 i

Distinguished name 7 i

Password 8 i

LDAP version * 9 i

TLS encryption 10

Update user info on login 11 i
Note: Enabling this may prevent some MS ActiveDirectory

We auto-create users 12 i

LDAP field for first name 13 i

LDAP field for surname 14 i

LDAP field for email 15 i

LDAP field for student ID 16 i

LDAP field for display name 17 i

18

Figure 8.81: Set up LDAP authentication

14. **LDAP field for surname:** Enter the name of the field in the LDAP record that contains the user's last name.
15. **LDAP field for email:** Enter the name of the field in the LDAP record that contains the user's email address.
16. **LDAP field for student ID:** Enter the name of the field in the LDAP record that contains the user's student ID.
17. **LDAP field for display name:** Enter the name of the field in the LDAP record that contains the user's display name.
18. Click the *Submit* button to enable this authentication method or click the *Cancel* button to abort your changes.

Persona authentication

Persona is a project of the [Mozilla Identity Team](#). It allows people to have one login across multiple sites without having to divulge the password to these sites. All they need to log in to a Persona-enabled site is their email address.



Figure 8.82: Configure the *Persona* authentication

1. **We auto-create users:** Place a check mark in this box if you wish to allow new users to register for your institution automatically using their Persona credentials.
2. Click the *Submit* button to enable this authentication method or click the *Cancel* button to abort your changes.

Warning: The normal registration work flow and the potential confirmation of accounts does not come into play when you allow the auto-creation of accounts as this is an external authentication that is then considered to be trusted. We recommend you do not use the auto-creation of accounts unless you are sure that only trusted people can register. Otherwise, anybody with a Persona account could register on your site. This option could be used when your site is only available in an intranet or you want to allow anybody to register.

Users with a Persona account can go through the regular work flow of registering their accounts if the administrator allowed the registration for their institution (and requires the confirmation of accounts).

Note: If users have internal accounts and later link the email addresses they use to a Persona account, they can also log in with their Persona credentials when the site administrator allowed the Persona authentication in their institution.

SAML authentication

Choose this authentication method for your institution when you have a SAML 2.0 Identity Provider Service set up for your organisation that allows you to use the same login for multiple applications.

1. **Institution attribute (contains "..."):** Enter the attribute that will be passed from the Identity Provider (IdP) that shows which institution the user belongs to. This usually directly correlates to the LDAP attribute (the sign-in service of the IdP), e.g. eduPersonOrgDN. This field is required.
2. **Institution value to check against attribute:** Enter the value that will be checked against the institution attribute value as passed from the IdP. If the institution regex check box "Do partial string match with institution shortname" is selected, this value can be a [regular expression](#) that will be used to check against the institution attribute value. This field is required.
3. **Do partial string match with institution shortname:** Check this check box to treat the value in "Institution value to check against attribute" like a regular expression.

Administer authorities

1 Institution attribute (contains " ") *

2 Institution value to check against attribute *

3 Do partial string match with institution shortname

4 User attribute *

5 Match username attribute to remote username

6 Allow users to link own account

7 Update user details on login

8 We auto-create users

9 SSO field for first name

10 SSO field for surname

11 SSO field for email

12

Figure 8.83: SAML 2.0 authentication

4. **User attribute:** Enter the name of the attribute passed by the IdP that contains the username. This field is required.
5. **Match username attribute to remote username:** This box is selected by default and needs to stay selected. It matches the user attribute value to the remote username field assigned to a given user (not the internal Mahara username). Only if you have the *experimental feature of "usersuniquebyusername"* turned on can you deselect this check box. We do not recommend this unless you are very experienced and have control over all applications in question.

Warning: By default, SAML authentication instances have the "Match username attribute to remote username" setting selected. If that setting were unchecked, someone with control over any SAML identity provider could gain control over any user account on that Mahara site by setting the username attribute accordingly. In other words, administrators of one institution could control users in other institutions. You would only be able to deselect this setting if you set the "usersuniquebyusername" variable to "true" in `config.php`. However, you should not do that on a Mahara instance to which multiple SAML providers connect and you are not in control of all usernames that are created.

See Also:

If you deselect "Match username attribute to remote username", you get an error message which talks about the config setting for "usersuniquebyusername". Please refer to the *experimental feature of the "usersuniquebyusername" variable* for more information.

6. **Allow users to link own account:** Check this box if you want to allow users to link their own internal Mahara account to the authenticated SAML account. This depends on the "Match username attribute to remote username" option being enabled. If this setting is turned on when users try to log in via SSO and their username as well as the email for example match an internal username, they can link their accounts. That would allow them to log in either via the SSO login or via the regular login box into the same account and avoid account duplication.
7. **Update user details on login:** Check this box to update the first name, last name and email address with the corresponding IdP values passed through at each login.
8. **We auto-create users:** This is unselected by default and needs to stay unchecked if the option "Match user-

name attribute to remote username" is enabled. Check this box to create user accounts on Mahara automatically when a user authenticates successfully but does not yet have an account. Only if you have the *experimental feature of `usersuniquebyusername`* turned on can you select this check box. We do not recommend this unless you are very experienced and have control over all applications in question.

9. **SSO field for first name:** Enter the name of the attribute passed by the IdP that contains the user's first name.
10. **SSO field for surname:** Enter the name of the attribute passed by the IdP that contains the user's last name.
11. **SSO field for email:** Enter the name of the attribute passed by the IdP that contains the user's email address.
12. Click the *Submit* button to enable this authentication method or click the *Cancel* button to abort your changes.

XML-RPC / MNet authentication

Use the XML-RPC authentication for connecting a Mahara instance to a Moodle or an other Mahara installation for sharing login information. With Moodle 2 that does not only mean that you can log in to Mahara via Moodle, but also that you can *transfer certain activities into your Mahara portfolio from Moodle*.

A Moodle site can only be connected to Mahara once no matter how many institutions you have set up. Every XML-RPC authentication instance in Mahara must have its own unique remote wwwroot and must be associated with a single institution.

Note: You must have *networking* enabled in order to use this authentication method.

1. **Authority name:** Enter a descriptive name to help you identify this authority. Preferably, choose a short name. This field is required.
2. **WWW root:** Enter the web address of the root of the remote application, e.g. `http://example.com`. This field is required.
3. **Site name:** Enter the name to present to your users to identify the remote site. If you enable SSO, they may click on this name to start a session at the remote site. This field is required.
4. **Application:** Choose the application on the other end. You can choose between "Mahara" and "Moodle".
5. **Port number:** Enter the port number that the remote application is listening at. You probably will not need to change this unless you are connecting to a `https` service or your remote application is running on a non-standard port. This field is required.
6. **Parent authority:** If you set a parent authority from the already existing authentication methods, users will be able to log in using that authority as well as MNet. For example, you could set up SAML authentication and have that be the parent of this MNet authority. That means that users will be able to log in by clicking the *SSO login* button using their SSO credentials as well as via MNet from their Moodle. You do not have to set a parent authority. If you do not, users using MNet will only be able to access Mahara via MNet, i.e. log in to Moodle or the other Mahara first.

Note: If you choose a *Parent authority*, ensure that all the users are associated with this authentication method instead of the MNet one. Otherwise, they will not be able to log in via the parent authentication method. If the remote username for MNet and the other authentication method is already the same, you just need to *change the authentication method*. If they are not yet the same, you need to *update the user details together with changing their authentication method*.

7. **Wrong login box message:** Enter a message to display when a user tries to log in via Mahara's login form but is not allowed to if you have not set up a parent authority.
8. **SSO direction:** Choose your SSO direction from the drop-down menu:
 - **They SSO in:** Enable this option to allow users from the remote site to roam to your Mahara site without having to enter their username and password. This is the most commonly used setting.
 - **We SSO out:** Enable this option to allow your users to roam from Mahara to the remote site without having to enter their username and password there.

Administer authorities

Authority name * ⓘ 1

WWW root * 2 ⓘ

Site name * ⓘ 3

Application 4 Moodle ⓘ

Port number * 80 ⓘ 5

Parent authority 6 None ⓘ

B *I* U ABC | **A** ab | ☰ ☰ ☰ ☰ |

↶ ↷ | ☰ ☰ | 📝 | ☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰ |

Font Family | Font Size | Paragraph

7

When you have not chosen a parent authority, enter a mes:

SSO direction They SSO in ⓘ 8

Update user info on login ⓘ 9

We auto-create users ⓘ 10

We import content ⓘ 11

12

Figure 8.84: Set up MNet authentication

9. **Update user info on login:** Enable this option to bring over user data from the remote site upon login and update your Mahara user record with any changes. The following fields, when filled in on Moodle, are filled in Mahara:
- first name (always carried over)
 - last name (always carried over)
 - email address (always carried over)
 - profile picture
 - description (introduction on Mahara)
 - city
 - country
 - language
 - HTML editor setting
10. **We auto-create users:** Check this box to create user accounts on Mahara automatically when a user authenticates successfully but does not yet have an account.
11. **We import content:** Not all network-enabled applications support this, but if they do, e.g. Moodle 2.x, this will allow users of the remote site to import content to Mahara. It depends on the option "They SSO in" from "SSO direction" and it is sensible to also have "We auto-create users" set.
12. Click the *Submit* button to enable this authentication method or click the *Cancel* button to abort your changes.

See Also:

Refer to the comprehensive guide about setting up [Mahoodle](#), the combination of Mahara and Moodle, for step-by-step instructions on how to set everything up on the Moodle side and on Mahara. The guide explains the steps for both Moodle 1.9 and Moodle 2.x.

Order of authentication methods

If you have set up multiple authentication methods in one institution, you can decide on the order in which they are checked.

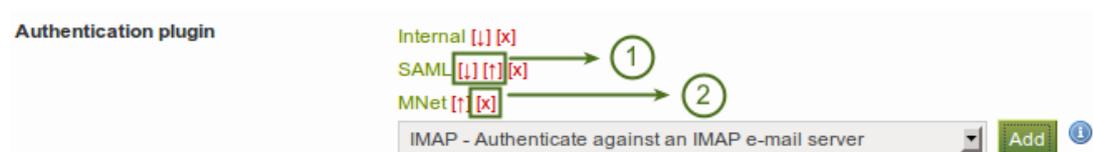


Figure 8.85: Order of authentication methods

1. Use the *up arrow* and *down arrow* to move a specific authentication method up or down in the list.
2. Delete a particular authentication method by clicking on the *Delete* link [x].

Note: You cannot delete an authentication method when there are still users who require it to log in. Before deleting an authentication method, you have to move the users to another authentication method.

Suspend institution

A site administrator can suspend an institution at any time.

Click the *Suspend institution* button to make an institution (temporarily) unavailable to its users.

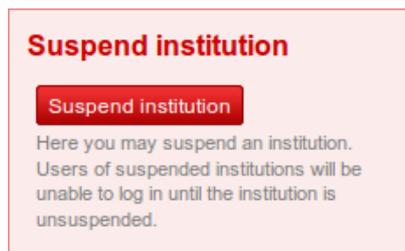


Figure 8.86: Suspend and institution

8.5.4 Members

Administration → *Institutions* → *Members*

You can add and remove members from one institution in bulk. As site administrator, you can always add members to an institution. As institution administrator, you can only invite users to become members.

You can filter users to display fewer and add to or remove them more easily from your institution:

- People who have requested institution membership
- People who have not requested institution membership
- People who have left a given institution
- People who are already institution members
- People who have been invited

Note: You can double-click a name and it will be moved to the other side. This goes for all functionalities that are similar to this one here.

People who have requested institution membership

If your institution allows self-registration, users who are not already members of your institution can request to join it.

Institution administrators receive notifications about membership requests. Site administrators only receive notifications about users wanting to join "No Institution".

1. **Users to display:** Choose **People who have requested institution membership**.
2. **Institution:** Choose from the drop-down menu to which institution you wish to add users. If there is only one institution, its name will be displayed without the drop-down menu.
3. **Users who have requested membership:** Select the users you wish to add to the institution.
4. **Search:** You can also search for users in the *search* box if there are too many names listed.
5. Add the users by clicking the *right-arrow* button .
6. **Users to be added / rejected:** If you put users into the box for users to be added / rejected by accident, you can remove them from that list by clicking on them.
7. Then click the *left-arrow* button , and they are removed from the list.
8. When you have all the members you wish to add to the institution, click the *Add members* button.
9. Alternatively, if you wish to decline users membership, you can select them and then send a general denial by clicking the *Decline requests* button.

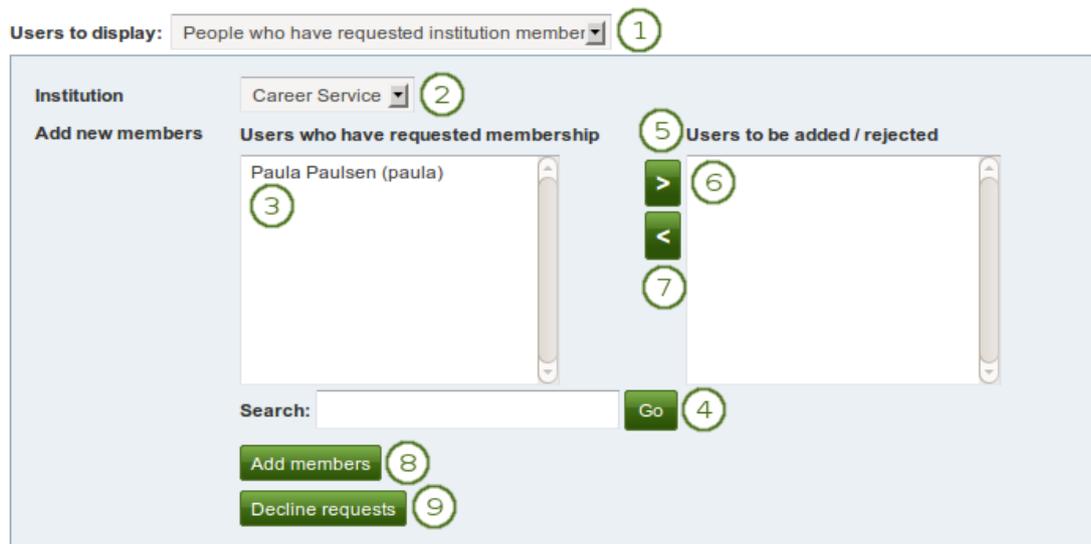


Figure 8.87: Accept or decline institution membership requests

People who have not requested membership yet

An admin can also take the initiative and invite or add users to an institution.

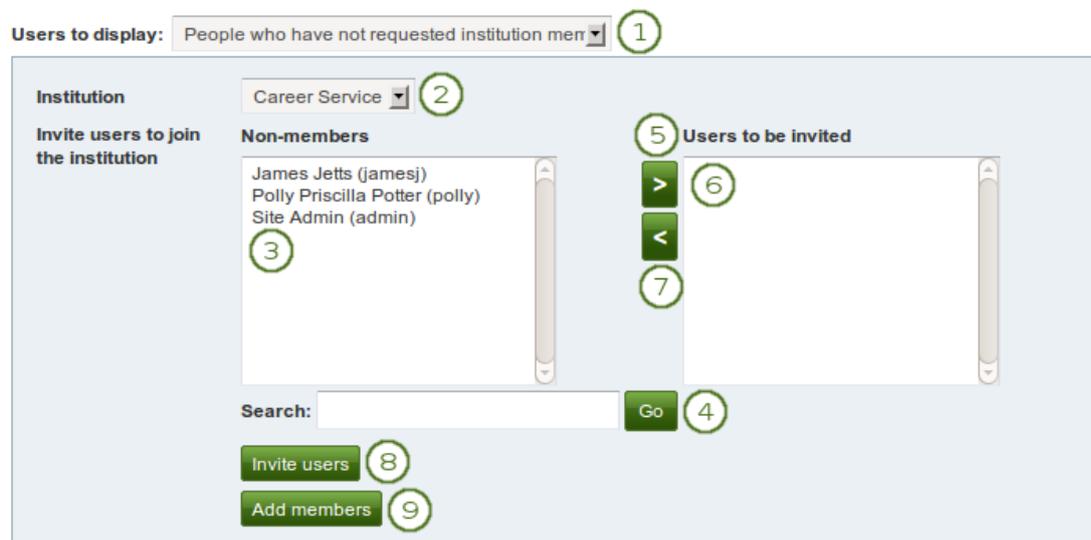


Figure 8.88: Invite or add users to become institution members

1. **Users to display:** Choose **People who have not requested membership yet**.
2. **Institution:** Choose from the drop-down menu to which institution you wish to invite users. If there is only one institution, its name will be displayed without the drop-down menu.
3. **Non-members:** Select the users you wish to invite to the institution.
4. **Search:** You can also search for users in the *search* box if there are too many names listed.
5. Add the users to the list **Users to be invited** by clicking the *right-arrow* button .

6. If you put a person into the box for users to be invited by accident, you can remove them from that list by clicking on them.
7. Then click the *left-arrow* button , and they are removed from the list.
8. When you have all the members you wish to invite to the institution, click the *Invite users* button. The users receive a notification and can accept or decline the institution membership invitation.
9. Alternatively, you can click the *Add members* button as site administrator and add users directly to the institution without asking them first.

People who have left a given institution

An administrator can filter users by the previous institution to which they were attached in order to find them more quickly.

Note: This is only of importance for a multi-tenanted Mahara instance with at least 2 institutions.

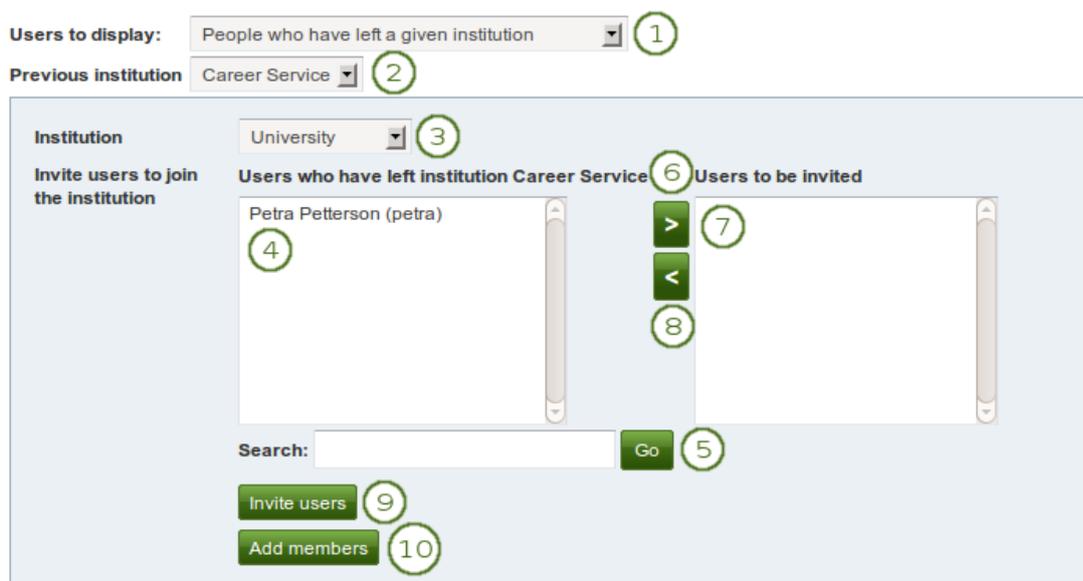


Figure 8.89: Invite or add users to become institution members when they had left an institution

1. **Users to display:** Choose **People who have left a given institution**. ``Left" is interpreted loosely, it also means when an administrator removed them from an institution.
2. **Previous institution:** Choose the institution from which you want to add users. The users must have left it first to be listed here.
3. **Institution:** Choose from the drop-down menu to which institution you wish to invite users. If there is only one other institution, its name will be displayed without the drop-down menu.
4. **Users who have left institution [name of the institution]:** Select the users you wish to invite or add to the other institution.
5. **Search:** You can also search for users in the *search* box if there are too many names listed.
6. Add the users to the list **Users to be invited** by clicking the *right-arrow* button .
7. If you put a person into the box for users to be invited by accident, you can remove them from that list by clicking on them.

8. Then click the *left-arrow* button , and they are removed from the list.
9. When you have all the members you wish to invite to this institution, click the *Invite users* button. The users receive a notification and can accept or decline the institution membership invitation.
10. Alternatively, you can click the *Add members* button as site administrator and add users directly to the institution without asking them first.

Note: Mahara keeps track of the last institution of a user via an invisible tag.

People who are already institution members

You can remove users from an institution, e.g. if they are no longer students at a school or university, but should still have an account on Mahara or when they are just switching institutions on the same Mahara instance.

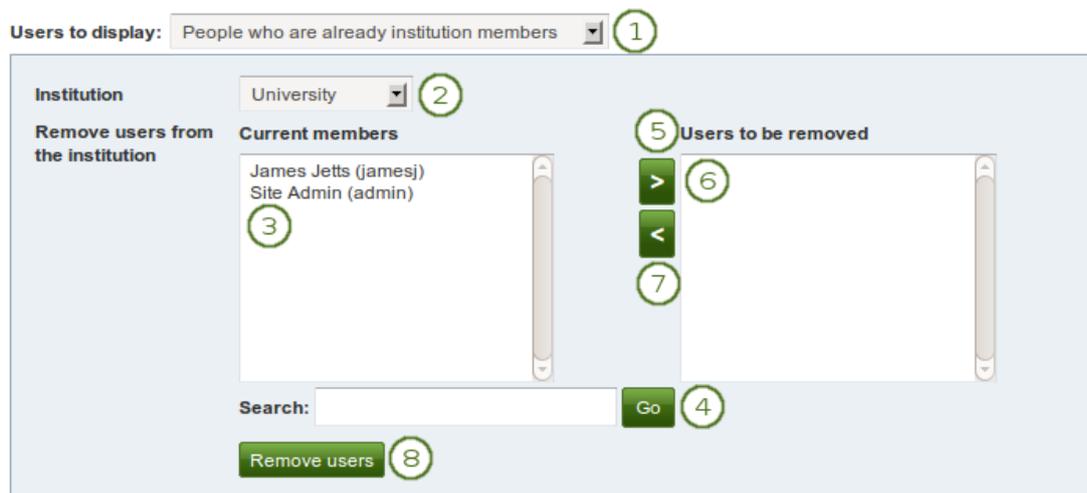


Figure 8.90: Remove users from an institution

1. **Users to display:** Choose **People who are already institution members**.
2. **Institution:** Choose from the drop-down menu which institution's members you wish to display. If there is only one institution, its name will be displayed without the drop-down menu.
3. **Current members:** Select the users you wish to remove from the institution.
4. **Search:** You can also search for users in the *search* box if there are too many names listed.
5. Add the users to the list **Users to be removed** by clicking the *right-arrow* button .
6. If you put a person into the box for users to be removed by accident, you can remove them from that list by clicking on them.
7. Then click the *left-arrow* button , and they are removed from the list.
8. When you have all the members you wish to remove from your institution, click the *Remove users* button.

People who have been invited

An administrator can uninvite users from an institution.

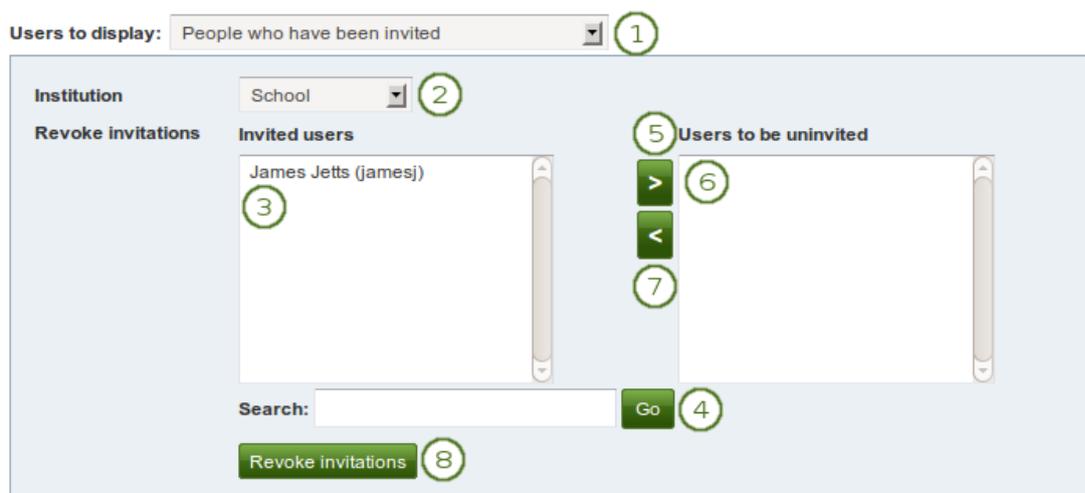


Figure 8.91: Uninvite users from joining your institution

1. **Users to display:** Choose **People who have been invited**.
2. **Institution:** Choose from the drop-down menu which institution's members you wish to display. If there is only one institution, its name will be displayed without the drop-down menu.
3. **Invited users:** Select the users you wish to uninvite from joining the institution.
4. **Search:** You can also search for users in the *search* box if there are too many names listed.
5. Add the users to the list **Users to be uninvited** by clicking the *right-arrow* button .
6. If you put a person into the box for users to be uninvited by accident, you can remove them from that list by clicking on them.
7. Then click the *left-arrow* button , and they are removed from the list.
8. When you have all the users you wish to uninvite from the institution, click the *Revoke invitations* button.

8.5.5 Institution staff

You can give users staff rights in an institution in which they are members. The staff role will allow them to create course groups for example. This page allows you to do that in bulk for many users at once.

See Also:

You can also give staff rights on the [user account settings page](#).

1. **Institution:** Choose the institution from the drop-down menu for which want to give staff rights to members.
2. **Institution members:** Select the institution members who shall get staff rights.
3. **Search:** You can also search for users in the *search* box if there are too many names listed.
4. Add the users to the list **Institution staff** by clicking the *right-arrow* button .
5. If you put a user into the institution staff list by accident or want to remove existing staff members and return them to normal membership status, select them.
6. Then click the *left-arrow* button , and they are removed from the list.

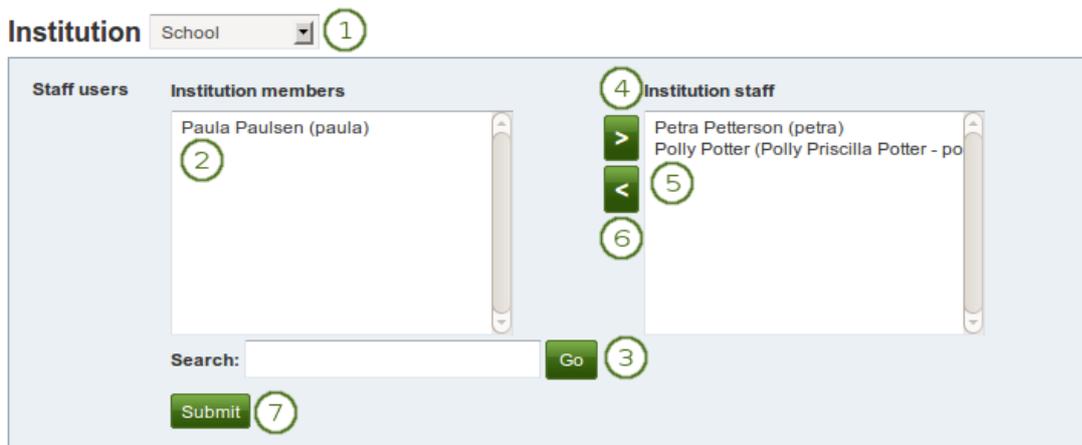


Figure 8.92: Give users institution staff rights.

7. When you have all the members you wish to have as staff in the institution, click the *Submit* button.

8.5.6 Institution administrators

You can give users administrator rights in an institution in which they are members. The administrator role will allow them to manage users in their own institution. This page allows you to do that in bulk for many users at once.

See Also:

You can also give admin rights on the [user account settings page](#).

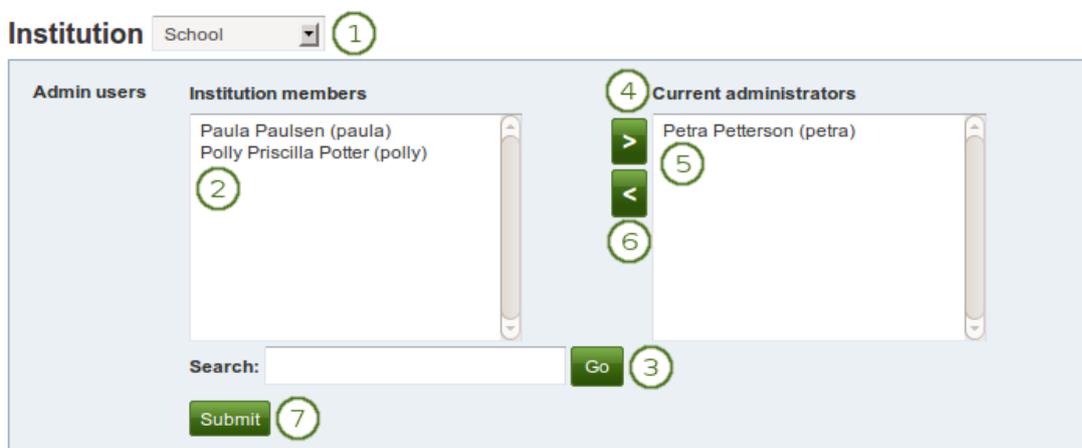


Figure 8.93: Give users institution admin rights.

1. **Institution:** Choose the institution from the drop-down menu for which want to give admin rights to members.
2. **Institution members:** Select the institution members who shall get admin rights.
3. **Search:** You can also search for users in the *search* box if there are too many names listed.
4. Add the users to the list **Current admins** by clicking on the *right-arrow* button .
5. If you put a user into the institution admin list by accident or want to remove existing admin members and return them to normal membership status, select them.

6. Then click on the *left-arrow* button , and they are removed from the list.
7. When you have all the members you wish to have as admins in the institution, click the *Submit* button.

8.5.7 Admin notifications

Administration → Users → Admin notifications

The *Admin notifications* page lists all users with institution and site administrator access on your site. It shows their selected notification preferences for all admin notifications. There should be at least one administrator receiving each type of message generated.

Note: Institution administrators only see admin notifications for their own institutions.

Admin notifications are:

- Contact us
- Objectionable content
- Repeat virus upload
- Virus flag release

Admin notifications

| | Institution | Contact us | Objectionable content | Repeat virus upload | Virus flag release |
|---|--------------------------|------------|-----------------------|---------------------|--------------------|
|  Anna Alphonso | | Email | Email | Email | Email |
|  Petra Petterson (Petra Peony Petterson - petra) | School Career Service | Inbox | Email | Email digest | Email digest |
|  Percy Pearle (Percy Pearle - percy) | Career Service | Email | Email | Email | Email |

Figure 8.94: Overview of the admin notification types

8.5.8 Institution pages

Administration → Institutions → Pages

You can create pages for your entire institution. Although you could always create pages under a regular user account that other users could copy into their own portfolio, the advantage of institution pages is that new members in the institution can receive a copy upon joining the institution.

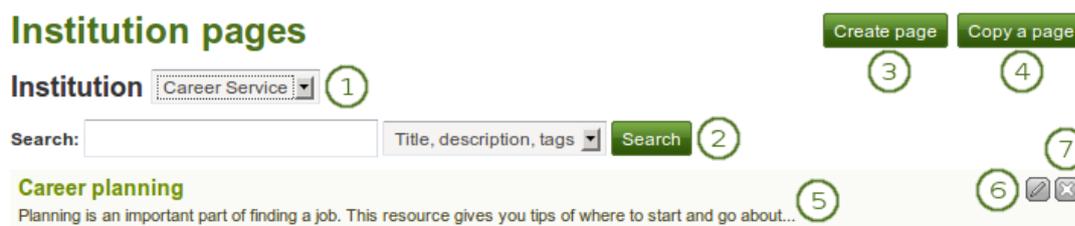


Figure 8.95: Create institution pages

1. **Institution:** Click on the institution in the drop-down menu for which you want to create or edit institution pages.

2. **Search:** If you have a lot of institution pages, you can search for a particular one here. You can search in the title, description and tags or only in tags.
3. Click the *Create page* button to start a new institution page.
4. Click the *Copy page* button to start a new page from a copy of an already existing one. This does not have to be an institution page but can be any page that you are allowed to copy.
5. View an institution page that you have already created.
6. Click the *Edit* button  to change an existing institution page.
7. click the *Delete* button  to delete an institution page.

Note: Creating and editing an institution page is very similar to *creating* and *editing* a portfolio page. However, not all blocks are available when editing an institution page in the *page editor* due to the different context. Please refer to the *overview of blocks* for a list of all the blocks that you can use in an institution page.

8.5.9 Institution collections

Administration → *Institutions* → *Collections*

You can create collections for your entire institution. Although you could always create collections under a regular user account that other users could copy into their own portfolio, the advantage of institution collections is that new members in the institution can receive a copy upon joining the institution.

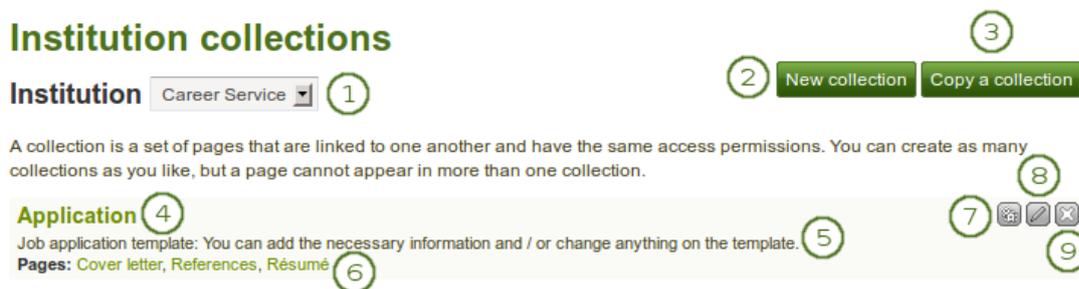


Figure 8.96: Create institution collections

1. **Institution:** Click on the institution in the drop-down menu for which you want to create or edit institution collections.
2. Click the *New collection* button to start a new institution collection.
3. Click the *Copy a collection* button to start a new collection from a copy of an already existing one. This does not have to be an institution collection but can be any collection that you are allowed to copy.
4. Click on the collection title to go to the first page of the collection.
5. View the description of this collection.
6. Click on any title of a page within a collection to jump directly to it.
7. Click the *Manage* button  to move pages within a collection, add to or delete pages from a collection.
8. Click the *Edit* button  to change the title and description of a collection.
9. Click the *Delete* button  to delete the collection. The pages will still exist.

Note: Creating and editing an institution collection is very similar to *creating and editing a portfolio collection*.

8.5.10 Share institution pages and collections

Administration → Institutions → Share

You can see a list of all institution pages and collections for a specific institution.

Share



Figure 8.97: Share institution pages and collections

1. **Institution:** Select the institution from the drop-down menu for which you want to see the institution pages and collections.
2. **Collections:** All institution collections for that institution are listed here.
3. **Pages:** All institution pages for that institution are listed here.
4. **Access list:** View the access permissions for the pages and collections.
5. Click the *Edit access* button  to change the permissions of who can view and copy a page or collection.
6. Click the *Edit Secret URL* button  to define a secret URL for a page or collection.

Sharing an institution page or collection is very similar to *sharing a portfolio page or collection*. The only difference is that you can allow new institution members to receive a copy of an institution page or collection immediately upon joining the institution.

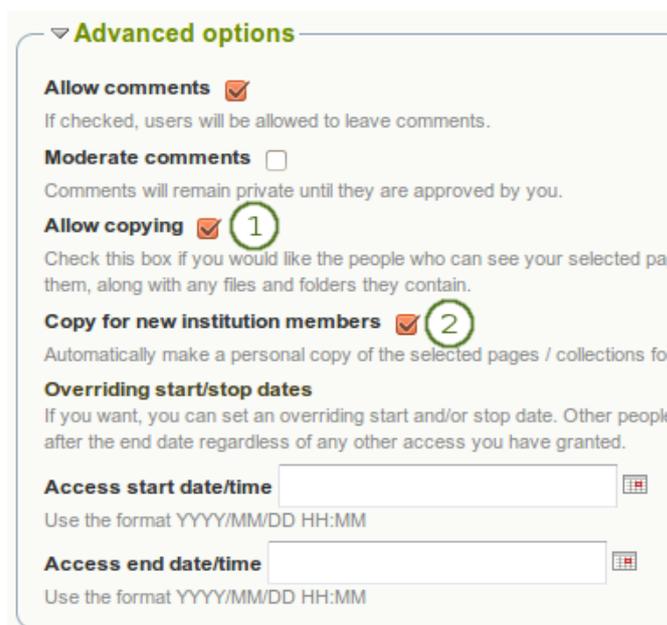


Figure 8.98: Setting for copying an institution page for new institution members

1. When you clicked the *Edit access* button  on the *Share* page for institution pages and collections, place a tick in the check box *Allow copying* under *Advanced options*.
2. Once you have put a check mark into that box, the line *Copy for new institution members* appears, and you can place a check mark into that box if you wish all new institution members to receive that page or collection automatically upon joining that institution.
3. Click the *Save* button at the bottom of the page to save your changes.

8.5.11 Institution statistics

Administration → *Institutions* → *Institution statistics*

The type of statistics you have available for institutions are very similar to the *site statistics*. You can view statistics for each institution individually and for example use the CSV download options to

- compare the institution statistics to the site statistics
- compare institutions with each other

Note: All institution administrators have access to their institution(s)' statistics at any time. If the site administrator set the *staff statistics access* correctly, **institution staff** will also be able to see the statistics for their institution(s).

Institution information

You have access to basic information about individual institutions. Choose the one you would like to see from the institution drop-down menu before proceeding.



Figure 8.99: Basic information about an institution

You can view information about:

1. Growth of your number of users and pages over time in a graph
2. **Institution created:** Date when your institution went live
3. **Users:** Number of
 - registered users, i.e. everybody who has an account

- active users, i.e. users that have at least logged in once and have done something
4. **Pages:** Number of pages and average pages per user with pages
 5. **Disk usage:** The amount of disk space your institution uses, i.e. the total amount of space occupied by files

Users

You can see basic information about an institution's users to keep track of them.



Figure 8.100: Daily user statistics per institution

On the *Users* tab of the institution statistics, you see information about

1. the average user in this institution:
 - average number of friends with the name of the person with most friends
 - average number of pages with the author of the most pages
 - average amount of file quota used with the user who has used most
2. daily user statistics with information about how many users
 - logged in
 - were created
 - existed in total on a specific day
3. link to download the daily user statistics as CSV file

Pages

You can view statistics about an institution's pages in the *Pages* tab.

The information that you can view is:

1. The most frequently used blocks in portfolio pages.
2. A graph shows the distribution of profile, group and portfolio pages.
3. **Most popular pages:** The most popular pages are sorted in descending order with links to the pages and the owner.
4. **Export statistics in CSV format:** Download the cumulative statistics about the pages and number of views as well as comments as CSV file.

Content

The *Content* tab in the institution statistics holds information about

- artefacts
- blocks



Figure 8.101: Statistics about pages

- general site information



Figure 8.102: Statistics for the current week for all artefacts etc.

1. **Name:** The statistics item itself, e.g. artefact, block or other general item on institution level. It is linked to the *Historical data* statistics for an overview of the changes over time.
2. **Modified:** This column shows the number of updates to an artefact etc. during the current week.
3. **Total:** This column shows the total number of instances of the statistics items.
4. **Export statistics in CSV format:** Download the cumulative statistics about all the statistics shown for the week as CSV file.

Note: The number of total content statistics will vary because only when an artefact or block etc. was used, will the statistics be created for that type.

Historical data

The *Historical data* tab in the institution statistics holds historical data over time about a particular content item that you have clicked on in the *Content* tab. Changes are saved per default on a weekly basis. However, whenever you run the cron manually, a new statistics will be created as well. You can also download the statistics as CSV file.

Export statistics in CSV format: [Download](#)

Historical statistics for field 'Artefact: Journal'

| Date | Modified | Total |
|---------------------|----------|-------|
| 2012-07-29 08:00:31 | 1 | 639 |
| 2012-07-22 10:07:31 | 0 | 638 |
| 2012-07-15 09:53:03 | 590 | 638 |
| 2012-07-08 09:27:53 | 48 | 48 |

Figure 8.103: Historical data for individual content items

- Historical statistics for field:** Display of the artefact or other item that you are looking at.
- Date:** Display of the date when the statistics were created.
- Modified:** Display of the number of modifications from the previous date to the next one when the statistics were created.
- Total:** Total number of instances of this statistical item at the time the statistics were run.
- Export statistics in CSV format:** Download the cumulative statistics for this particular item as CSV file.

Note: When you click on the *Historical data* tab without choosing an item to look at in particular beforehand, the number of users are displayed as that is a statistics that is available on all sites.

8.5.12 Files

Administration → *Institutions* → *Files*

The *files area* in an institution holds all files that are uploaded by administrators as institution files. The uploading process works like the one in *the personal files area*.

Institution files

Institution Career Service

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.

Upload file (Maximum upload size 32MB)

Automatic resizing of images larger than 1024x1024 px (recommended)

Home

| Name | Description | Size | Date |
|---|---|-------|------------|
|  Sample CV | Example of a CV for an internship application | 34.8K | 29/01/2012 |

Figure 8.104: Institution files area

8.5.13 Pending registrations

Administration → *Institutions* → *Pending registrations*

When you turn on *Confirm registration* for an institution in the *institution settings*, no user account in this institution is created without the administrator knowing it. If a user is rejected, no account is created. If the option *Confirm registration* is not turned on, a user account is created in the "No institution" institution but not in the actual institution.

Below follows the process for self-registration with *Confirm registration* turned on.

Self-register for an internal account

When users try to self-register for your institution, they must provide certain details.

Note: The fields for email, first and last name can appear in a different order if you have chosen the *advanced spam protection settings*.

The screenshot shows a registration form titled "Register" with an information icon. Below the title is a welcome message: "Welcome! To use this site you must register first. You must also agree to the [terms and conditions](#). be stored according to our [privacy statement](#)." The form contains the following fields and elements:

- 1**: First name * (text input)
- 2**: Last name * (text input)
- 3**: Email address * (text input)
- 4**: Institution * (dropdown menu showing "Career Service (Approval required)")
- 5**: Registration reason (text area)
- 6**: I agree to the Terms and Conditions. * (radio buttons for Yes and No, with No selected)
- 7**: Register (green button)

Below the registration reason field, there is a note: "The reason for requesting registration with your chosen institution and any useful for the administrator in processing your application."

Figure 8.105: User self-registration for an institution

- 1. First name:** Type your first name.
- 2. Last name:** Provide your last name.
- 3. Email address:** Provide your email address.
- 4. Institution:** Select the institution for which you want to register. There is an indicator whether the institution you wish to register for requires administrator approval.
- 5. Registration reason:** If administrator approval is required, you can provide a reason why you want to join.
- If the site administrator requires users who self-register to agree to the terms and conditions, the "*Registration agreement*" of the site, you must read through them below and then make your choice.
- Click the *Register* button.
- The administrators of that institution and the site administrator receive a notification about the pending registration. They then *review pending registrations*.

9. You will receive an email which includes a link to confirm your email address. You must click that link within 24 hours. If you do not, you will have to start the registration process again from the beginning.

Self-register with a Persona account

The self-registration process with administrator approval also works for users who wish to use [Persona](#). It needs to be set up as authentication method, and potential users go about in a very similar way.



Figure 8.106: User self-registration for an institution with a Persona account

Instead of clicking the link *Register*, users who have a Persona account can use that to register for an institution that allows for Persona authentication.

1. Click the *Persona* button  .
2. Sign in to your Persona account.
3. Follow the *registration steps*.

Review pending registrations

As administrator, you can view pending registrations for your institutions on the *Pending registrations* page in *Administration* → *Institutions* → *Pending registrations*.

Pending registrations

On this page you can see users who have self registered and requested membership of your institution and appr

On approving their registration you are also adding them as members of the institution and they will be notified wi
denying their registration they will be notified that their application was denied by an automated response email.



Figure 8.107: Pending registrations page

1. **Institution:** Choose the institution for which you want to view the pending registrations.
2. **Pending registration:** You see a list of all registration requests that include the names of the requesters and their email addresses.
3. **Registration reason:** The reason for registration is displayed.
4. Click the *Approve* button when you want to approve this registration request. You will have to confirm your approval on the next page. The person self-registering receives an email with a link to complete the registration process.
5. Click the *Deny* button when you do not want this person to register for your institution and receive an account.

When you approve users, you can decide whether they should receive staff rights immediately. For example, this helps to give all teachers at a school staff access rights upon their self-registration.

Approve registration for Pit Palmer <[redacted]>

This will approve the registration and add the user to the institution 'Career Service'. Are you sure you want to approve this registration?

Institution staff ①
Automatically assign institution staff permissions to the owner of this email the first time they log in

② ③

Figure 8.108: Approve pending registrations

1. **Institution staff:** Place a check mark in this check box if the user shall have staff access rights.
2. Click the *Approve* button when you want to approve this registration request.
3. Click the *Cancel* button to abort the approval process.

When you deny a person access to your institution, you can also provide a reason.

Deny registration for 'Pit Palmer'

This will deny the registration for the user. Are you sure you want to deny this registration?

Denial reason ①

Information as to why the application was denied that might help the user.

② ③

Figure 8.109: Reason for denying institution membership for a self-registering user

1. **Denial reason:** Write your reason for denying institution membership that might help the person to know why you do not want to give them access.

2. Click the *Deny* button to send a notification to the person's email address with the reason for the denial.
3. Click the *Cancel* button to be taken back to the page with all pending registrations.

Complete self-registration

When users are accepted as members in an institution via this process, they must still complete the registration process. This is necessary to provide information in all required fields besides a password and a username.

Choose your username and password

You need a username and password to log in to [redacted]. Please choose them now.

New username ①
The username you use to log into [redacted]. Usernames are 3-30 character letters, numbers, and most common symbols excluding spaces.

New Password: * ②
Your new password. Passwords must be at least six characters long. Passwords are different to your username. For good security, consider using a passphrase. A passphrase is a sentence rather than using a favourite quote or listing two (or more!) of your favourite things separated by spaces.

Confirm password: * ③
Your new password again

④

Figure 8.110: Complete the self-registration for an institution

1. **New username:** Choose your new username. A default username is suggested, but you can provide a different one. If your suggested username is already taken, the system will let you know after you submit your information.
2. **New password:** Choose a password for your account. This field is required.
3. **Confirm password:** Re-type the new password. This field is required.
4. Click the *Submit* button to complete your registration. You will be taken to your *Dashboard*.

8.6 Extensions

Administration → *Extensions*

Note: *Extensions* is only accessible by site administrators.

Extensions in Mahara serve to provide certain functionality in the system. Extensions can be installed at any point and can also be hidden.

8.6.1 Plugin administration

Administration → *Extensions* → *Plugin administration*

The *Plugin administration* lists all the plugins that are currently installed on your Mahara instance and provides a link to the plugin configuration settings where available.

Plugins in Mahara are always installed and can be accessed if users know the URLs and would otherwise have access. Rather than enabling and disabling the functionality, plugins are hidden or made visible by clicking on the *hide* or *show* links beside the plugins. When hiding an artefact type plugin, Mahara stops the display of the blocks related to it.

In order to delete a plugin completely, you must delete the code and all database tables that pertain to the plugin.

Note: Core Mahara functionality can be made unavailable to users by hiding it. This may be useful if you connect Mahara to another system that already provides this functionality or if you do not wish your users to use that functionality. However, the decision about hiding a functionality should be considered thoroughly as it may also mean that users may not be able to have as many artefacts available to them as they should have.

In the following, only the plugins that have additional settings are discussed.

Blocktype: File / gallery

You can provide additional image gallery settings and also allow your users to make Flickr and Photobucket image galleries available. The settings you make on this page will be the default settings for all users.

Plugin administration: blocktype: file/gallery

▼ **Gallery settings**

Use Slimbox 2? ①
Slimbox 2 (visual clone of Lightbox 2) is a simple, unobtrusive script used to overlay images on the current page.

Use photo frame? ②
If enabled, a frame will be rendered around the thumbnail of each photo in the gallery.

Maximum photo width ③
Set the maximum width to which the photos will be resized when viewed with Slimbox2.

▼ **Flickr settings**

Flickr API key ④
To show photo sets from Flickr, you'll need a valid Flickr API key. [Apply for your key online.](#)

▼ **Photobucket settings**

Photobucket API key ⑤
To show photo albums from Photobucket, you'll need a valid API key and API private key. Go to the [Photobucket developer web site](#), agree to the terms of service, sign up, and get the API keys.

Photobucket API private key ⑥

⑦

Figure 8.111: Configure the *Image gallery* block

1. **Use Slimbox2:** Check this box if you want to use this script to overlay images on the current page.
2. **Use photo frame:** Check this box if you want to put a frame around the thumbnail of each photo in photo galleries.
3. **Maximum photo width:** Set the maximum width (in pixel) to which the photos will be resized when viewed with Slimbox2.

4. **Flickr API key:** If you want to allow users to display photos from Flickr, you need a valid Flickr API key. You can [apply for the key at Flickr](#).
5. **Photobucket API key:** If you want to allow users to display photos from Photobucket, you need a valid API and private API key. You can get them from the developer page of [Photobucket](#).
6. **Photobucket API private key:** Provide the private API key from Photobucket that you will have received.
7. Click the *Save* button to keep your changes.

Blocktype: File / internalmedia

Configure which file types users can embed into the *Embedded media block*. If you disable a file type that has already been used in a block, it will not be rendered any more.

Mahara comes with [Flowplayer](#), a media player that can play FLV, MP4 (in H.264 format) and MP3 files. Videos are embedded and audio files played with the help of this player.

Other video file types can be enabled, but users must have the appropriate software installed on their computers and the respective plugin enabled in their browsers to play them.

Plugin administration: blocktype: file/internalmedia

Configure which file types users can embed into this block. If you disable a filetype that has already been used

AVI video file ①

FLV flash movie

MP3 audio file

MP4 video file

MPEG movie

Quicktime movie

SWF flash movie

WMV video file

Height ②

Width ③

Save ④

Figure 8.112: Configure the *Embedded media* block

1. Select the file types that you wish your users to be able to show on their portfolio pages.
2. **Width:** Choose the default width (in pixels) for a video.
3. **Height:** Choose the default height (in pixels) for a video.
4. Click the *Save* button to keep your changes.

Note: If you allow the embedding of file types that cannot be played by Flowplayer, some users may not have the necessary software installed for displaying these file types.

Block type: Wall

You can limit the number of characters that are allowed for *wall* posts in this configuration setting. Existing posts will not be changed.

Plugin administration: blocktype: wall

Figure 8.113: Configure wall settings

1. Choose the maximum number of characters for your wall posts.
2. Click the *Save* button to keep your changes.

Artefact type: Comments

Turn comment ratings on to enable 5-star ratings in the feedback section on artefacts and pages.

Note: Ratings cannot be on their own and require either a comment or a file attachment.

Plugin administration: artefact: comment: comment

Figure 8.114: Enable comment ratings

1. Click the check box to enable comment ratings.
2. Click the *Save* button to keep your changes.

Artefact type: File

You can configure a variety of options for uploading files.

1. **Default quota:** You can set the amount of disk space that **new users** will have as their quota. Existing user quotas will not be changed.
2. **Update user quotas:** Check this box if you want to update the file quota for **existing users** with the value under **Default quota**. Only then will they be updated.
3. **Institution quota:** Check this box if you want to allow institution administrators to set user file quotas and have default quotas for each institution.
4. **Enforce a site-wide maximum quota:** Check this box if you do not wish an administrator to go beyond the allowed maximum quota.

5. **Maximum quota:** You can set the maximum quota that an administrator can give to a user. Existing user quotas will not be affected.
6. **Default group quota:** You can set the amount of disk space that **each group** will have as its quota. Existing groups will not be affected.
7. **Update group quotas:** Check this box if you want to update the file quota for **existing groups** with the value under **Default quota**. Only then will they be updated.
8. **Require agreement:** Enable this option if you want to force users to agree to certain terms before they can upload a file to the site. They must accept this agreement before they are able to choose a file from their computer to upload to Mahara. A default agreement is provided and the text displayed.
9. **Use custom agreement:** If you want to write your own upload agreement, check this box in addition to **Require agreement**.
10. **Custom agreement:** If you want to use a custom upload agreement, write it here.
11. **Resize large images automatically:** Enable this option to resize any image that is uploaded to the maximum width and height settings.
12. **Display user option:** Display users the option to resize images automatically in their *account settings*.
13. **Maximum width and height:** Choose the maximum width and height (in pixels) to which images will be resized upon uploading.
14. **Profile picture size:** Choose the maximum size of the profile pictures for users (in pixels). All images uploaded to the profile pictures area will be resized to these dimensions if they are larger.
15. **Default comment permission:** Choose the artefact types which shall have comments enabled per default. Users can override these settings for individual artefacts in the *files area*. You can enable comments for:
 - archive, i.e. compressed file
 - audio file
 - file
 - folder
 - image
 - profile picture
 - video file
16. Select **All** to mark all file types.
17. Select **None** to clear your selections from the check boxes.
18. Click the *Save* button when you are finished making your changes.

Artefact type: Profile

For profile information you can decide which fields a user must provide when a user account is created manually or via CSV file. These fields are marked **mandatory fields**.

The profile fields marked **searchable fields** are available for all logged-in users to search on.

1. **Mandatory fields:** Select the fields that you wish all users to fill in. Certain fields cannot be deselected.
2. **Searchable fields:** Select the fields that can be searched on by others. Certain fields cannot be deselected.
3. Click the *Save* button to keep your changes.

Plugin administration: artefact: internal: profile

Figure 8.116: Choose mandatory and searchable profile fields

Plugin administration: auth: saml

Figure 8.117: Prepare your site for SAML authentication

Authentication: SAML

If you wish to use *SAML authentication* anywhere on your site, you must provide the path to your SAML php file in these settings.

1. **SimpleSAMLphp lib directory:** Provide the fully qualified path to the library directory of SimpleSAMLphp, e.g. if the full path to the bootstrap autoload.php is `/some_path_to/simplesamlphp_1_3/lib/_autoload.php` then this value should be `/some_path_to/simplesamlphp_1_3/`
2. **SimpleSAMLphp config directory:** Provide the fully qualified path to the configuration directory to be used for this Service Provider (SP) SimpleSAMLphp, e.g. if the full path to the config.php is `/some_path_to/simplesamlphp_1_3/config/config.php` then this value should be `/some_path_to/simplesamlphp_1_3/config/`
3. Click the *Save* button to keep your changes.

Search: Internal search

If your site has a lot of users and uses a PostgreSQL database, user searches will be faster with exact user searching enabled. The setting will still work with MySQL databases, but it is unlikely that it increases search performance significantly.

The advantage of the exact user search is that if you have 20 users with the first name ```Percy``` but different last names, you may find the user you are looking for more quickly because you can search for ```Percy Pearle``` and the result list will not show ```Percy Pearl```, ```Percy Sutter```, ```Percy Townsend``` etc.

However, partial matches on profile fields will not return results, so if for example you have a user called ```Percy```, then typing ```Perc``` into the search box will not find that user anymore.

1. **Exact user searches:** Check this box if you want to enable exact user searches.
2. Click the *Save* button to keep your changes.

Plugin administration: search: internal



Figure 8.118: Configure the internal search plugin

Interaction: Forum

The post delay setting determines the time (in minutes) that users have for editing their forum posts before they are mailed out. Once a forum post has been mailed and further edits are made, the date, time and editor are mentioned in the post.

Plugin administration: interaction: forum



Figure 8.119: Set the edit time before the forum post is finalised

1. **Post delay:** Set the time in minutes before a post is finalised and further edits are marked as such.
2. Click the *Save* button to keep your changes.

8.6.2 HTML filters

Administration → *Extensions* → *HTML filters*

Mahara uses [HTML Purifier](#) to filter out malicious code that could threaten the security of the system. If you have code, e.g. iFrames or JavaScript that you wish to use and that otherwise gets filtered out, you will have to write a filter to circumvent that. Filters should always be specific to their purpose and not give `carte blanche` to ensure security as much as possible.

Mahara already comes with a number of installed filters. Others can be uploaded and then installed. If you have created a new set of HTML filters, you can install them by unzipping the files into the folder `/htdocs/lib/htmlpurifiercustom` and then click the *Install* button.

Custom filters for iFrames that allow the embedding of media content such as YouTube and WikiEducator allow users to grab the URL of the page on which the media is displayed instead of having to find the actual embed code.

Note: You do not necessarily require bespoke filters for media that you wish to embed via `<iframe>` embed code. If you are happy to use the original embed code, you can add it to the list of *allowed iframe sources*.

If you wish to be able to paste the URL instead (like for a YouTube video), then you would need a bespoke filter.

8.6.3 Allowed iframe sources

Administration → *Extensions* → *Allowed iframe sources*

This feature allows you as site administrator to specify the base URLs for media that you want your users to be able to embed. These iframes are then considered safe and will not be stripped out of a text box, the external media block or a journal entry where you can use them. You do not have to write bespoke filters for using these iframe sources.

The administrator interface allows you to add and manage these sources easily. Mahara already comes with a number of built-in iframe sources that you can take as examples.

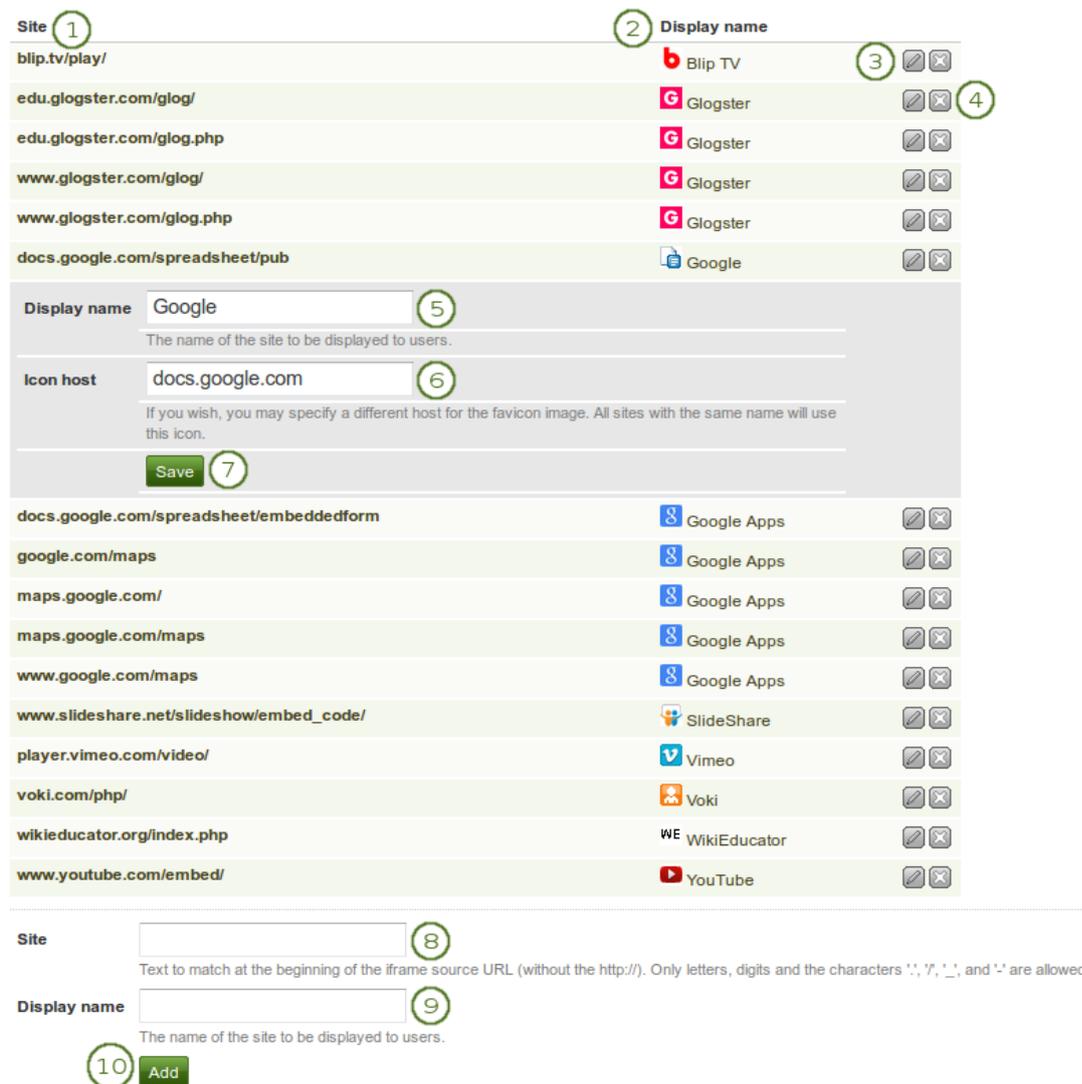


Figure 8.120: Add and edit allowed iframe sources

1. **Site:** The base URL of the iframe code.
2. **Display name:** What the user will see in the *external media block*.
3. Click the *Edit* button  to update the display name of an existing iframe source or the favicon source.
4. Click the *Delete* button  to remove an existing iframe source.
5. **Display name:** Change the display name of an existing iframe source here after having clicked on the *Edit* button .
6. **Icon host:** Choose the base URL where the favicon can be found for the site that you are updating in case it is

not fetched automatically.

7. Click the *Save* button to keep your changes for this site.
8. **Site:** Add a new iframe source by entering its base URL here. Please make sure to leave out the `http://`. Only letters, digits and `.` `/` `-` `_` are allowed.
9. **Display name:** Choose a display name for your iframe source. Typically, this is the name of the site that hosts the external content.
10. Click the *Add* button to place your new site into the list of allowed iframe sources. If the favicon does not display, edit your site and specify the icon host as per Step 6.

Note: Some sites can be reached via a variety of URLs, e.g. GoogleApps, Glogster. You need to provide all possible base URLs to ensure that the iFrames are displayed. If you give the individual sites of one provider the same name, it will only show up once in the list of iFrame sources in the external media block and not clutter the space unnecessarily.

8.6.4 Clean URLs

Administration → *Extensions* → *Clean URLs*

You can configure your site to use human-readable URLs for **user profiles**, **groups** and **(group) portfolio pages**. For example:

- profile page: <http://mahara.example.com/user/bob>
- portfolio page: <http://mahara.example.com/user/bob/bobs-portfolio-page>
- group homepage: <http://mahara.example.com/group/bobs-group>
- group portfolio page: <http://mahara.example.com/group/bobs-group/an-interesting-group-page>

This option allows you to create more memorable URLs.

See Also:

Please [follow the configuration instructions on the wiki](#) for enabling this feature on your site. You need access to the server to do so.

In the administration area you can generate clean URLs for existing users, groups and pages. This is handy when you upgraded from an earlier version of Mahara or want to reset all custom URLs.

1. Click the *Submit* button to regenerate clean URLs. Please beware that all existing clean URLs are lost.
2. You see the results of the action at the top of the screen.

Warning: If you generate clean URLs for all users from here, those who have already changed their URLs will lose their changes and links will be broken. We recommend you use this feature only when upgrading your Mahara site or when things have gone wrong with the clean URL generation.

8.7 Experimental features

As site administrator you have three experimental features available to you:

- bulk export of Leap2A files
- bulk import of Leap2A files
- `usersuniquebyusername` variable

You cannot access these features from any navigation, but you must type the URL directly in the case of the bulk options or set up a `config.php` variable.

```
[DBG] ef (admin/extensions/cleanurls.php:70) Regenerating clean urls...
[DBG] ef (admin/extensions/cleanurls.php:106) Generating user urls: 6/6
[DBG] ef (admin/extensions/cleanurls.php:198) Generating group urls: 8/8
[DBG] ef (admin/extensions/cleanurls.php:299) Generating page urls: 26/26
```

✔ Generated 6 profile URLs 2
✔ Generated 8 group homepage URLs
✔ Generated 26 portfolio page URLs

Clean URLs

You can configure your site to use human-readable URLs for user profiles, group homepages and portfolio pages. For example,

- <http://mahara.example.com/user/bob>
- <http://mahara.example.com/group/bobs-group>
- <http://mahara.example.com/user/bob/bobs-portfolio-page>

Before enabling this option, your server administrator must configure your webserver so that incoming requests have their URLs rewritten. See [Clean URL Configuration](#) on the Mahara wiki for instructions on how to do this.

Clean URL settings

```
$cfg->cleanurluserdefault:    user
$cfg->cleanurlgroupdefault:   group
$cfg->cleanurlviewdefault:    page
$cfg->cleanurlcharset:        ASCII
$cfg->cleanurlinvalidcharacters: /[^\a-zA-Z0-9]+/
$cfg->cleanurlvalidate:        /^[a-z0-9-]*$/
```

Regenerate URLs 1

This will remove all clean URLs from the site and automatically regenerate them using usernames, group names and page titles.

Figure 8.121: Regenerate clean URLs for existing users in bulk

Warning: The export and import of portfolios uses quite a lot of computing power. Therefore, these bulk options require even more memory. Please try them first out on a test installation or export / import only a small number of users instead of an entire institution at once.

8.7.1 Bulk export of Leap2A files

[your regular Mahara URL]/admin/users/bulkexport.php

If you need to export the portfolios of multiple users at once, you can do so from the bulk export page. Please remember that this is an experimental feature at the moment.

Export users to Leap2A files

Choose an institution to export **OR** specify a list of usernames:

Institution 1

The institution from which all users should be exported

Usernames to export 2

A list of the users (one username per line) to be exported along with their data

3

Figure 8.122: Experimental feature: Bulk export

1. **Institution:** Choose the institution from the drop-down menu for which you want to export **all** user portfolios in the Leap2A format.
2. **Usernames to export:** Alternatively, choose this option if you only wish to export some users' portfolios. Each username must be on a separate line.
3. Click the *Export users* button to start the export process. This might take a while.

Note: You can look up the usernames on the *user search* page or if you *exported a CSV file of users*, you have the usernames in there as well.

8.7.2 Bulk import of Leap2A files

[your regular Mahara URL]/admin/users/bulkimport.php

If you need to import the portfolios of multiple users at once, you can do so from the bulk import page. Please remember that this is an experimental feature at the moment. You must have Leap2A files to import. The import of HTML files is not possible.

The easiest option to import user portfolios in bulk is to use the bulk export file as all information is contained therein. If that is not possible, you can create the necessary ZIP file manually.

Bulk import using a bulk export file

Import users from Leap2A files

You can import users in bulk from a collection of Leap2A files on your server. You must specify a ZIP file on the server and a single CSV file called usernames.csv mapping usernames to filenames.

usernames.csv will look something like this:

```
bob,mahara-export-leap-user8-1265165366.zip
```

```
nigel,mahara-export-leap-user1-1266458159.zip
```

where mahara-export-leap-user8-1265165366.zip and mahara-export-leap-user1-1266458159.zip are files in a subdirectory.

This ZIP file should normally be generated using the bulk export built into Mahara.

If you are importing a lot of users, please be patient. The import process can take a long time.

The screenshot shows a web form for bulk importing users. It includes the following elements:

- Institution:** A dropdown menu with "Career Service: internal" selected. A circled "1" is next to it.
- Bulk export file *:** A text input field. A circled "2" is next to it.
- Email users about their account:** A checked checkbox. A circled "3" is next to it.
- Import:** A green button. A circled "4" is next to it.

Below the "Institution" dropdown, there is a text label: "The institution and authentication method for the new users". Below the "Bulk export file" input, there is a text label: "The ZIP file on your server containing all exported users (in Leap2A format) along with usernames.csv". Below the "Email users about their account" checkbox, there is a text label: "If checked, an email will be sent to users informing them of their new account details."

Figure 8.123: Experimental feature: Bulk import

Ideally, you have exported the users you wish to import using the bulk export functionality on the other Mahara instance. Then the bulk export file already contains all necessary files and mappings.

1. **Institution:** Choose the institution in which the users shall become members.
2. **Bulk export file:** Choose the bulk export ZIP file which contains all users that shall be created. A new user account will be created for each of them.
3. **Email users about their account:** Check this option if the new users shall receive an email about their new account. This is especially important if you change their username and if they do not know that their account has been moved.
4. Click the *Import* button to start the process. Please be patient as the import may take some time.

Note: Before importing these new user accounts, you can change the usernames for these new accounts in the *usernames.csv* file that is included in the bulk export file.

Bulk import from scratch

If you want to import user portfolios into one institution using their Leap2A files that you did not receive via the bulk export functionality, you can still import them in bulk.

1. Create a folder, e.g. `mahara-bulk-import`.
 2. Create the CSV file `usernames.csv` in the folder `mahara-bulk-import`.
 3. Create a line for each user that you are importing that contains the username and the name of the ZIP file that contains the corresponding Leap2A file.
 4. Create the sub folder `users` in it. Do not choose a different name.
 5. Place all Leap2A files that you wish to import into one institution into the `users` sub folder. Make sure that each ZIP file has a corresponding entry in `usernames.csv`.
 6. Create a ZIP file from the folder `mahara-bulk-import` once you have all users in it.
 7. Go to `[your regular Mahara URL]/admin/users/bulkimport.php`.
 8. **Institution:** Choose the institution in which the users shall become members.
 9. **Bulk export file:** Choose the bulk export ZIP file which contains all users that shall be created. A new user account will be created for each of them.
 10. **Email users about their account:** Check this option if the new users shall receive an email about their new account. This is especially important if you change their username and if they do not know that their account has been moved.
 11. Click the *Import* button to start the process. Please be patient as the import may take some time.
-

Note: The CSV file `usernames.csv` should look like this and does not have a header row:

```
"petra","mahara-export-leap-user4-1334451885.zip"  
"polly","mahara-export-leap-user5-1334451888.zip"
```

8.7.3 usersuniquebyusername variable

usersuniquebyusername is a `config.php` setting that should be used with extreme caution as it could be misused.

Below is the documentation that can be found in the code. This feature is discussed for example in the discussion topics [Mahara Moodle integration and bug?](#) and [SSO: Mahara to Moodle](#).

Note: When turned on, this setting means that it does not matter which other application the user SSOs from, they will be given the same account in Mahara.

This setting is one that has security implications unless only turned on by people who know what they are doing. In particular, every system linked to Mahara should be making sure that same username == same person. This happens for example if two Moodles are using the same LDAP server for authentication.

If this setting is on, it must NOT be possible to self register on the site for ANY institution - otherwise users could simply pick usernames of people's accounts they wished to steal. That is why you should not see the registration check boxes in any institution if you have this feature turned on.

Staff access

Institution staff members enjoy a number of additional rights to regular members, for example:

- creation of *controlled groups*
- viewing of the real name of users
- access to the *User search* page
- viewing of the access list of user's pages

Institution staff members have an additional navigation item: *Institution information*.



Figure 9.1: Main navigation bar for staff members

9.1 User search

Institution information → *User search*

When you are on the *User search* page, you can view all members of your institution or just a select few.

1. Filter the users you wish to display by their initials of the first and / or last name.
2.  **Filter by login date:** You have several options:
 - **Any user:** Display any user who fits any other search / filter criteria.
 - **Users have logged in:** Display any user who has logged in at least once.
 - **Users have never logged in:** Display any user who has never logged in.
 - **Users have logged in since:** Display any user who has logged in since a specified date and time.
 - **Users have not logged in since:** Display any user who has not logged in since a specified date and time.
3.  Choose a date and time for the login filter by either typing it in or selecting it via the calendar icon .
4. **Search:** Type the name, display name, username or email address or any partial thereof you wish to search for in the search field. *If you turned on the exact search*, you need to provide the correct name or email address and not a partial one.
5. Click the *Go* button to start searching.

User search ¹

You can search for users by clicking on the initials of their first and last names or by entering a name in the search box. You can also enter an email address in the search box if you would like to search email addresses.

First name: All **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Last name: All **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** ¹

Filter by login date: Users have not logged in since ³

² Search: ⁵

⁶ With selected users: ⁹

Results ⁷ Results per page: 10 50 100 200 500

| | First name | Last name | Display name | Username | Institution | Last login | All | None |
|---|-------------|-----------|-----------------|----------|-----------------------|------------------------|-------------------------------------|--------------------------|
|  | Paula | Paulsen | | paula | School | 31 March 2013, 7:05 PM | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | Petra Peony | Petterson | Petra Petterson | petra | Career Service School | 31 March 2013, 6:43 PM | <input type="checkbox"/> | <input type="checkbox"/> |
|  | Polly | Potter | | polly | School | 31 March 2013, 6:44 PM | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 9.2: *User search* page as viewed by a staff member

6. **Results per page:** Decide how many results per page you want to view.
7. View your results. The default order is alphabetical according to the first name. However, you can change the order of the results by clicking on a heading and sort that column in ascending or descending order. The profile picture and the name are linked to the profile page of the user.
8. Select all or just a few users for whom you wish to view a report.
9. **With selected users:** Click the *Get reports* button to
 - view user reports
 - download user account information for further actions

Note: Institution staff members only see the reports area if the *site administrator allowed staff members to view the access reports*.

9.2 Viewing user reports

Institution information → *User search* → click on *Get reports*

See Also:

The functionality available to staff members is similar to the one for institution and site administrators as described in the administrator section on *user reports* if the *site administrator allowed staff members to view the access reports*.

This functionality can be especially interesting to a Mahara site that is being used with young learners who may require more scaffolding and supervision of which pages they make accessible to other users or the public.

Note: Despite the access to the reports and the CSV download file, staff members cannot manipulate user accounts or access user pages to which they have not received direct access from the user. The reports page only lists the pages, but does not give default access.

9.3 Institution statistics

The functionality available to staff members is similar to the one for institution administrators as described in the administrator section on *institution statistics* if the *site administrator* allowed staff members to view the statistics.

Mahoodle

“Mahoodle” is the common name given to the joining of Mahara + Moodle, an open source learning management system. Both systems have built-in support for each other in the form of:

- single sign-on
- transfer of content

Refer to the comprehensive guide about setting up Mahoodle for step-by-step instructions on how to set everything up on the Moodle side and on Mahara. The guide explains the steps for both Moodle 1.9 and Moodle 2.x.

You can always only link one Moodle to one Mahara be it on the site level or in an individual institution. You cannot link from one Moodle into multiple institutions on Mahara.

10.1 Moodle to Mahara

Most of the time, Moodle is the primary system and users log in from Moodle to Mahara. However, it can also be set up the other way around. You can transfer the following information when an *institution in Mahara is set up to be connected to a Moodle site*:

- Login information
- User account details, see the information in the *XML-RPC authentication method settings*
- Content that is exported via the Moodle 2 “Portfolio export” functionality

10.2 Mahara to Moodle

You can send information and content from Mahara to Moodle if you wish. The following are possible:

- Login information
- Submitting pages for assessment
- Displaying dashboard content
- Using Moodle's login page

10.3 Link to specific Mahara page in Moodle

Normally, when you log in to Mahara from Moodle, you land on the dashboard page. However, there is a trick to go directly to a specific page in Mahara.

See Also:

Thanks to [Gordon McLeod](#) who published this tip.

1. In Moodle add the block *Network servers* to a page (temporarily) after you set up networking to Mahara.
2. Copy the Mahara URL. It usually looks like this: `http://moodle.organisation.net/auth/mnet/jump.php?hostid=3`.

Note: If you only have one MNet session to Mahara set up, the host ID is usually 3. However, if you deleted an MNet connection or have multiple ones, it might be different.

3. Paste that URL into a text editor because it is easier to make changes there.
4. Add `&wantsurl=` to the end of the URL to yield `http://moodle.organisation.net/auth/mnet/jump.php?hostid=3&wantsurl=`
5. Copy the URL of the Mahara page to which you want to link, e.g. `http://mahara.organisation.net/view/view.php?id=1234`.
6. Append that URL to the Moodle jump URL, e.g. `http://moodle.organisation.net/auth/mnet/jump.php?hostid=3&wantsurl=http://mahara.organisation.net/view/view.php?id=1234`
7. Delete the domain part of the Mahara URL, e.g. `http://mahara.organisation.net`. That leaves you with `http://moodle.organisation.net/auth/mnet/jump.php?hostid=3&wantsurl=/view/view.php?id=1234`.
8. Edit the remaining part of the Mahara URL to replace symbols with the URL hex code, e.g. `http://moodle.organisation.net/auth/mnet/jump.php?hostid=3&wantsurl=%2Fview%2Fview.php%3Fid%3D1234`.

See Also:

Common [hex codes replacements](#) for characters that you find in Mahara URLs are:

- slash / → %2F
- question mark ? → %3F
- equal sign = → %3D

1. Copy the resulting URL and link your text or a navigation menu item to arrive at this specific page in Mahara.

Note: If you want to allow all your Moodle users to arrive at a specific page or group in Mahara, you need to make sure that your users have access to the page or group. Otherwise, they would not see the content.

Mobile Mahara

You can use Mahara to a certain degree from a mobile device such as a smartphone or tablet that has internet browser capabilities. Depending on the device, not all functions may be available to you.

When you have an Android device or an iPhone, you can use an application to upload files directly from your device to Mahara.

11.1 Mobile browsing

Mahara comes with a [responsive design](#). The purpose is to provide the best viewing experience on any device, but in particular mobile devices. Furthermore, certain functionality is not available on a mobile device if it does not allow for it, e.g. the use of the visual editor.

Currently, the responsive design is only implemented for the **default theme** of Mahara. However, the device detection works across all themes.

That's what the default theme looks like on an Android smartphone 2.3 (screen size 320 x 480) with device detection turned on.

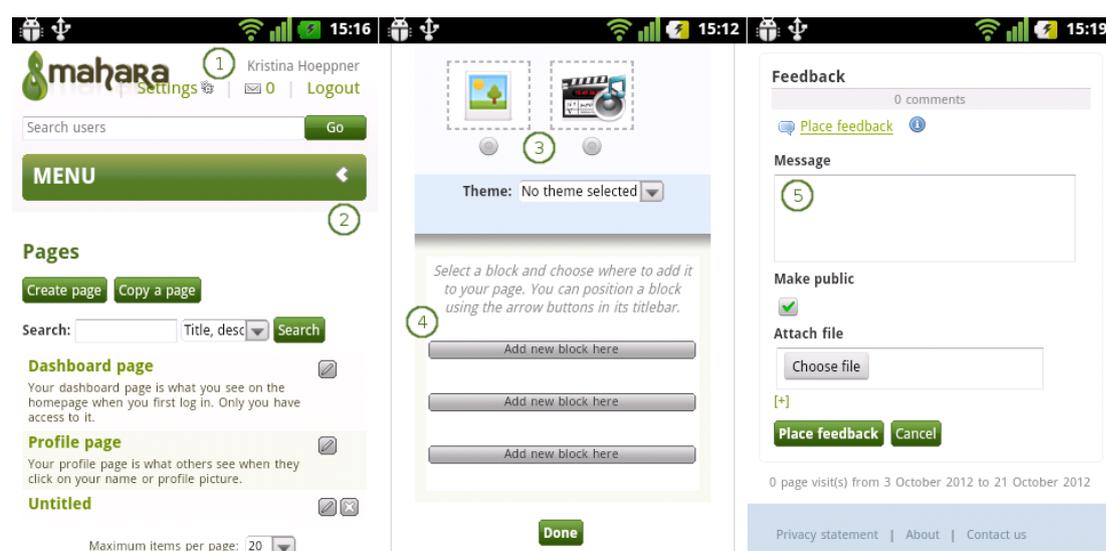


Figure 11.1: 3 different screens of Mahara with the default theme on an Android phone with device detection turned on

1. There is only one column. Everything is pushed to it, but as soon as the screen is big enough, the content moves back to its original columns.
2. A mobile friendly menu that can be unfolded to reach all navigation items.
3. Since blocks cannot be dragged over the screen, radio buttons below them allow them to be selected.
4. Once a block icon has been selected via its radio button, place it into the page by clicking the *Add new block here* button.
5. Text boxes are shown without the visual editor as that does not work on an Android smartphone (2.3).

The following table captures features of Mahara and how they are represented on various mobile devices when device detection (dd) is turned on or off. Users can decide in which mode they want to browse if the site administrator allowed it in the *user settings*.

| Feature | Android smart-phone dd on | Android smart-phone dd off | Android 10" tablet dd on | Android 10" tablet dd off | iPhone / iPad dd on | iPhone / iPad dd off |
|---|---------------------------|----------------------------|--------------------------|---------------------------|---------------------|----------------------|
| Place page edit blocks via radio buttons instead of drag & drop | ✓ | | ✓ | | ✓ | ✓ |
| Regular drag & drop interface in page editor | | ✓ - but cannot be used | | ✓ - but cannot be used | | |
| Visual editor (WYSIWYG editor) | | ✓ - but cannot be used | | ✓ - difficult | ✓ | |
| Plain text editor | ✓ | | ✓ | | ✓ | |
| <i>Print</i> link | | | ✓ | ✓ | ✓ | ✓ |
| <i>Report objectionable content</i> link | | | ✓ | ✓ | ✓ | ✓ |
| <i>Add to watchlist</i> link | | | ✓ | ✓ | ✓ | ✓ |

11.2 MaharaDroid

The open source software [MaharaDroid](#) enables Android devices to share / upload content to a Mahara instance. This can basically be any content that you can *share* on your Android mobile phone or tablet.

You do not have to install any additional software for Mahara in order to use this functionality. Follow the instructions on the MaharaDroid site for more information on how to set up the application and link it to your Mahara.

11.3 PortfolioUp

[PortfolioUp](#) is an image uploader for Mahara that can be used on the iPhone. You need to install an additional plugin on your Mahara instance in order to use this app.

Glossary

The glossary has two parts. Every user encounters the basic terms in Mahara. The advanced terms are for users who want to understand more and are especially for administrators.

The glossary gives you a very quick definition of a term. Where possible, terms are linked to their primary occurrence in the manual. As terms are interconnected and can appear in multiple places, please refer to the index for further locations or use the fulltext search in the sidebar to search for a specific concept.

Access Your content is generally protected and private and not accessible to others by default. You put your content into pages and collections. Then you decide to publish your pages and collections for other individual users, groups or the public.

Access means that depending on the access permissions you give for a page or collection, individuals, members of a group, all users on your Mahara instance or anybody online can read and possibly also comment on your content if that functionality is enabled.

See also: Share

Account You have personalised access to Mahara via a *login and password*. Your account identifies you in the system. Your name (and profile picture) are displayed around the system, e.g. on your profile page, forum posts, portfolio pages etc. You can manage your account in your *settings*.

Artefact *Artefacts* are all types of content that you add to your personal content area, i.e. text, journal entries, pictures, audio files, video files, images etc.

Authentication Mahara can administer users fully internally by creating accounts manually or by CSV file. If user account data is stored in external applications, e.g. an LDAP directory, a SimpleSAML identity provider or Moodle, users can use their usual logins and passwords to connect to Mahara. The *authentication methods* used in an institution are managed in the institution settings by the site administrator.

Author In general terms, authors are content creators and have the full rights on their works be it text, audio, video, still images or any other form of expression. If you are not the author of your own artefacts but wish to use somebody else's work, make sure that you are allowed to do so. If you cannot use their work, you should not put it into your portfolio or use it in groups.

Block *Blocks* exist on pages. They contain your artefacts that are displayed in context on a page to make up the portfolio.

Closed topic A *forum topic can be closed* for members by the group administrator or forum moderator. The group members can read the topic content, but they cannot reply.

Collection A *collection* is a bundle of pages that contain your artefacts. A navigation block or the navigation bar helps to move from page to page in a collection.

Controlled group *Controlled groups* are similar to courses in learning management systems. The administrator can place users into the group who then cannot leave it. Usually, the administrator allows the submission of pages and collections to this group for assessment purposes.

Course group *Course groups* allow the administrator to assign certain members the tutor role. Tutors can then give feedback on submitted pages and collections if these are allowed, but cannot add or remove users from the group.

Cover letter Generally, the *cover letter* is the first page in an employment application and forms part of your résumé. It could be the first page in a collection for an employment or internship portfolio.

CSV file CSV means “comma separated values” and describes the structure of a text file in which table columns are separated by a comma (or sometimes also semi-colon). You can create a CSV file with your data most easily in a spreadsheet software such as Libre Office Calc or MS Excel. You can use CSV files in Mahara to create and edit *user accounts* and *groups* as well as *manage group members*.

Dashboard The *dashboard* is your start and overview page after you logged in. You can customise the information you see on your dashboard and for example have easy access to pages shared with you, your notifications, forum topics you are following etc.

Display name You may not want to use your first and last name around the site and can thus create a *display name*, i.e. a nickname, if the site or institution administrator allows that. Furthermore, in huge institutions where several members have the same first and last name, the display name can be used to differentiate between them.

Embed code You can make content from other web sites such as videos, audio, animations, presentations etc. visible in Mahara by linking to it. If the external content can be embedded via an iframe or code that starts with <object> or <embed> for example, it can usually be displayed in a text box or journal entry. Iframes can also be displayed in the *External media* block on a page. The site administrator *may need to add specific iframes* that you wish to embed to the allowed iframe sources.

Exact search *Exact search* reduces the number of search results you get for users. Only results that are identical to the search terms will be found. For example, if you search for “james smith” without exact search turned on, your results page lists everyone starting with “james” no matter whether the last name is “smith” or not. If you turn on exact search, only users whose first and last name is “james smith” will be found. There is no need to use quotation marks when searching. Quotation marks are only necessary if you want to search for a display name that consists of two names. You must be a site administrator to turn exact search on or off.

Feedback You can ask other users and / or friends to *give feedback* on your pages and / or collections that you have shared. Feedback should be constructive and helpful. It should point out things that you did well and others that you may need to improve by providing constructive suggestions and encouragement for further learning.

The feedback area is at the bottom of each page, but can also be turned off by the author of the page or artefact.

Files area You can use *files* in different locations: in your personal portfolio, groups, institutions and on the site level if you have access to the latter ones. The site administrator defines the size of the files area. Organise your files area carefully by placing your files into folders and by adding metadata such as descriptions and tags to your files and folders. That makes it much easier to distinguish a file after months from several dozen or hundreds of others.

Filter You can limit your search results to find your search term in tags only when you search shared pages. Furthermore, you can also limit your search for pages that have been shared with you or others.

Forum Written asynchronous discussions in groups are separated into topics for better organisation and make up a *forum*.

Forum moderator *Forum moderators* can edit forum posts and add posts in closed topics. They can edit forum topics or create new ones with the forum for which they are moderators.

Friend *Friends* are your contacts on the site. You can ask other registered users to become your friends. If they agree, you can then invite them into groups or share pages or collections with them more easily. However, you do not have to become someone's friend to view their portfolio pages or collections per se. A user can always share pages or collections with you without making you a friend.

Grading You can use the *submission functionality in groups* to lock portfolio pages or collections when giving feedback. Mahara itself does not have a gradebook, but you could still record any grading results in the feedback section at the bottom of each page and make it visible only to the author. Some institutions use the ranking functionality in the feedback section for grading purposes.

For more formal assessments, you can link Mahara to a learning management system. In Moodle for example, you can use the [Mahara assignment submission plugin](#) to assess portfolios directly in Moodle using standard Moodle grading options such as outcomes or rubrics.

Group You can create *groups* and invite other users into your groups to work collaboratively on projects. Groups can use forums for discussions, a group files area for sharing files and create and share pages and collections. The site administrator can disable the functionality to create groups for regular users.

Group administrator Group administrators define group settings, create new forums and administer group members.

Group homepage The *group homepage* is the starting point for activities in a group. You can show the group description, a list of group members, latest forum posts etc.

Inbox Your *inbox* is the place where you can access the notifications and messages you received from other users or the system. You can decide whether you want to read your messages in your inbox or receive them via email.

Invitation You can invite any other users to your groups if you are the group administrator, or you may be able to invite your friends into groups where you are a member. The invited users can accept the invitation or reject it.

Institution A Mahara site can consist of any number of independent *institutions* in which users and certain institution settings are administered. This allows the use of one Mahara instance for many organisations without the need to install Mahara for each.

Institution administrator *Institution administrators* can manage institution settings and users. They do not have access to other institutions or settings on the site level.

Institution page Institution administrators can create *institution pages* that can be used as examples or templates for institution members. They can be copied automatically into the accounts of new institution members.

Journal You can collect personal reflections about a topic or learning progress in a *journal*. It consists of a series of these reflections that you write in individual journal entries. Per default, you have one journal, but you can add more if you *enable multiple journals in your settings*. You can add journals to pages as a whole, as individual entries or selected based on tags.

You can decide to publish a journal entry so others can see it if it is in a page or keep it as draft for yourself only.

Leap2A *Leap2A* is a portfolio standard that is used by a number of ePortfolio systems for data exchange. In Mahara, users can export their entire portfolio or parts of it as Leap2A file and then have it imported into another Mahara instance or an ePortfolio system that supports Leap2A to continue straight away without having to redo their portfolio.

Mahoodle *Mahoodle* is the term used for connecting Mahara and Moodle for single sign-on and content exchange.

Member Users in an institution are institution members and users in groups are group members.

Message Messages are sent to you by other users. The messages appear in your inbox and can be delivered via email as well.

Moodle Moodle is a learning management system (LMS) and thus teacher-centred. Courses in Moodle are filled with learning content by teachers. Students (users) get access to the content and can discuss it and are often graded on their performance. Moodle and Mahara can be used in combination. If connected, users only need one account for both systems and can switch between them without a new login. Mahara can be used as personal repository for users, and they can copy their own assignments and course contributions into their Mahara account as artefacts.

Notification *Notifications* are automatically created by the system and inform you about new feedback on your pages, new forum posts in groups, new access to other users' pages etc. The notifications appear in your inbox and can be delivered via email as well.

Objectionable material On the page of a user to which you have received access, you might come across content that is inappropriate, offensive or violates the terms of usage of the site. You can click on the *Report objectionable material* link at the bottom of the page or the artefact details page and give your reason why you marked this content as objectionable. Administrators are notified, can review the content and could block the offender from accessing the system until the content is removed. It cannot be defined in general terms what is considered inappropriate. The owner of the site has to define this based on purpose of the site and age of its users.

Online users This *sidebar* shows other users that have been online during the last 10 minutes. Institution administrators can limit this list to show only users from their own institution.

Open group *Open groups* can be joined by anyone without group administrator approval.

Owner The owner is the person or group that has created a page or collection or to whom artefacts belong.

Page You can design *pages* by arranging artefacts on them. You define the page layout and - if enabled - the theme for it. You give access to pages to other users so they can view your work and give you feedback. Several pages can be added to a collection. All users can create personal pages and group members may be able to create group pages.

Pages can also be created as templates for further use by others.

Page layout The *page layout* defines the number and width (wide or narrow) of columns on a page.

Plan *Plans* are simple ToDo lists consisting of tasks. You can add your plans as blocks into your pages.

Portfolio Portfolios gather stuff, i.e. learning artefacts and evidence. In Mahara you place your artefacts into *pages* which you can bundle up into *collections*. A page or a collection can then already be your portfolio. Thus, you can create many different portfolios. You decide whether you want to share your portfolios with others or keep them for yourself. You can create portfolios for many purposes, e.g.

- reflecting on courses
- creating and reflecting on projects
- personal reflecting on individual development or separate learning processes
- creating résumés and your learner biography
- creating a showcase of your best work and much more.

Privacy statement Information about the use of private data from the Mahara site. Usually, there is a link in the page *footer* to it.

Profile Your profile page is visible to other users on Mahara. You should only display as much information about yourself as you are comfortable for other users to see. Your display name or if you do not have one, your first name and last name, is displayed along with your profile picture. Users may also be able to contact you and invite you to groups. All other elements on your profile page are optional.

Public group *Public groups* are visible to anyone on the Internet. You do not have to be a member of the group to follow forum discussions or view pages. However, you need to be a group member to participate in the discussions or create pages yourself.

Recommendation You can *recommend a group* to your friends if the group administrator allowed that. The group administrator then still needs to approve the group membership.

Résumé The *résumé* details your education and employment history, your achievements as well as skills and interests in a tabular format. Generally, you use it when you apply for an internship or job. However, as the elements in your résumé are reusable, you can also use individual elements in other portfolios.

RSS feed *RSS feeds* aggregate news from portal pages, forums or blogs. You can add RSS feeds from external sites to your pages using the "External feed" block. The content will be updated continuously. Mahara can also create RSS feeds for forums in public groups and journals that appear in public pages.

Search You can search for pages by title, description or tags on *Shared pages* and will see a list of results immediately. A fulltext search is not yet available. You can also search for users by using the user search box. If the site administrator turned on *exact search*, you need to provide the complete name of users in order to find them. Otherwise, a part of their name is enough but often yields too many results.

Secret URL You can create *secret URLs* for pages and collections to give users who do not have a login to the site access to your pages or collections. The difference to making pages or collections public is that search engines cannot find these pages (unless a link to them appears on a web page).

Share You can *share* your pages and collections with other users by giving them access to them. The people with whom you have shared your pages and collections may give you feedback on them. You can also share pages with people who do not have an account on the system by sharing your pages and collections with them via a secret URL.

Single sign-on Single sign-on (SSO) describes the process to log in to one application and switch to another connected application without having to log in again. Moodle and Mahara are often connected via SSO, which is called *MNet*. The other built-in SSO authentication method in Mahara is *SAML*. Others can be added via plugins.

Site Site means the whole site and the administration on the global level for a Mahara instance.

Site administrator *Site administrators* can define system (site) settings for an entire Mahara instance. They can add, edit and delete user accounts and have access to all content even in private user areas as they can log in as any user, e.g. to assist with troubleshooting issues.

Site files *Files area on system (site) level* that the site administrator can work with. Files that are placed in the `public` folder in the site files are available to all users.

Site page *Pages created on site level* that can be put into new user accounts automatically as templates.

Staff *Staff* on the site or institution level have a few additional permissions compared to regular users. For example, they can create controlled groups and hide groups, and they can also view statistics if the site administrator allowed that. Institution staff are also listed alongside institution administrators on their institutions contact page.

Sticky topic *Topics in a forum* are sorted according to the date and time of posts. The topic with the latest post is normally shown first. Sometimes topics should get more attention even if there are no new posts. They can be marked “sticky” and stay at the top of the topics list. Group administrators and forum moderators can mark topics as sticky or disable this setting.

Tag *Tags* are keywords that facilitate searching for your artefacts, pages and collections when the title and description are not enough. You can view all your tagged content in a tag cloud in the sidebar and thus find things again.

Tag cloud You can display your most often used tags in the sidebar in a so called *tag cloud*. The tags are shown in different sizes: A tag that is used more often is bigger than a tag that is used seldomly.

Task *Tasks* are created as part of a plan to provide more details on it. They can also be used to list items on a ToDo list. A task is defined by a title, a description and a completion date.

Template Pages and collections can be offered as templates to other users. They can be copied, or institution and site administrators can have them added automatically into the portfolio area of new users. Templates are used to jumpstart the collection of content and the creation of portfolios.

Terms and conditions The *terms and conditions* define the appropriate use of the site. The site administrator can display a link to this page in the footer of every page and also ask users to confirm them during registration.

Theme The graphical interface design is called theme. If you have institutions on your site, they can have their own theme. Users can also use individual themes for their portfolio pages if the site administrator allows that.

Topic Discussion forums are made up of *topics* that represent a discussion around a particular theme each.

Tutor Tutors only exist in course groups. They can give feedback on submitted pages that are locked from editing while they give feedback. After they are finished, they release the pages or collections and the portfolio authors can fully edit their content again.

User Users are people who have access to the Mahara site and can log in in with a personal account.

Wall The *wall* is a block on your profile page. Other users can leave a message on your wall.

Watchlist You can add pages and collections that have been shared with you to your *watchlist*. You will receive notifications when these pages are updated.

Tips and tricks

This section of the user manual contains tips and tricks that Mahara users might find useful.

13.1 Open Badges

Open Badges is Mozilla's open source answer for showing recognition of skills and competencies online. Moodle 2.5 became a badge issuer in May 2013 and Mahara will become a badge displayer in the future. For the time being, however, there are two ways of displaying your Open Badges:

1. Have the plugin [Open Badge Displayer](#) installed (available since 8 August 2013).
2. Use an `iframe`. This method is not recommended any longer as there is no verification of the email address and you could essentially display someone else's badges.

See Also:

This tip was first published in the blog post "[Open Badges in Mahara: The quick way](#)" by Kristina D.C. Hoepfner.

13.1.1 Create a collection of badges

1. Go to your [Mozilla Backpack](#). You must have already pushed at least one badge to it to complete the following steps.

Note: You will need to create a Persona account in order to use the Mozilla Backpack. Increasingly, you can connect with Persona to websites. You can also use it as *authentication method* in Mahara.

2. Click the *Collection* navigation item to enter your badge collection area.
3. Drag one of your badges onto a (new) collection space.
4. Give your new collection a title by clicking onto "New collection" and typing your title.
5. Tick the check box *public* so others can see your badges.
6. Click the *Share* icon. You will be taken to a page where you can see all the badges in the collection that you created.

13.1.2 Select the badge collection in Mahara

Note: Follow this step if you have the [Open Badge Displayer](#) installed.

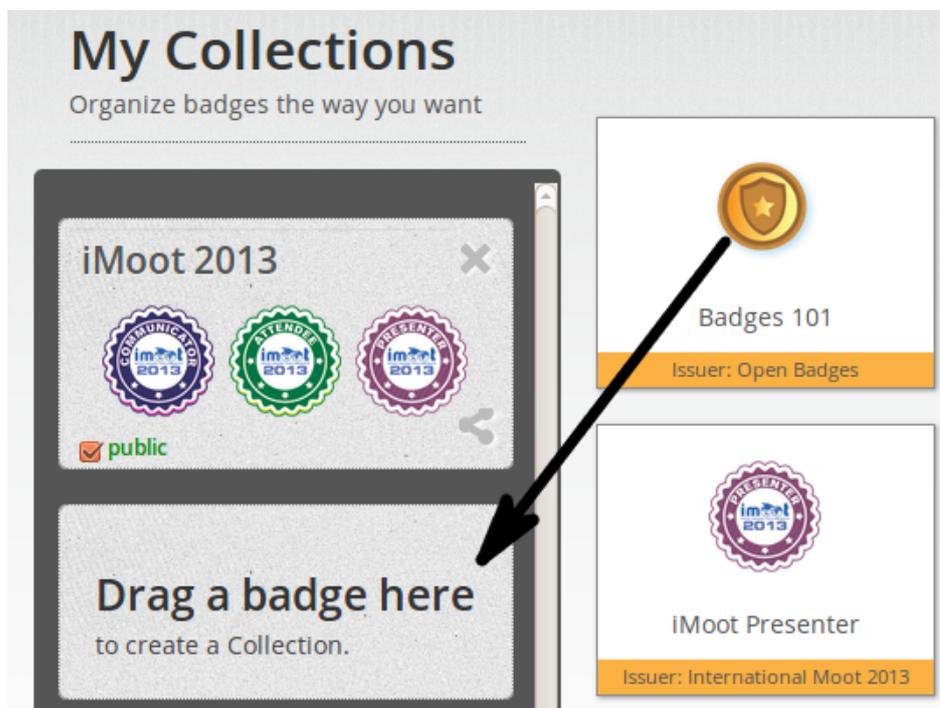


Figure 13.1: Drag a badge onto a new collection space

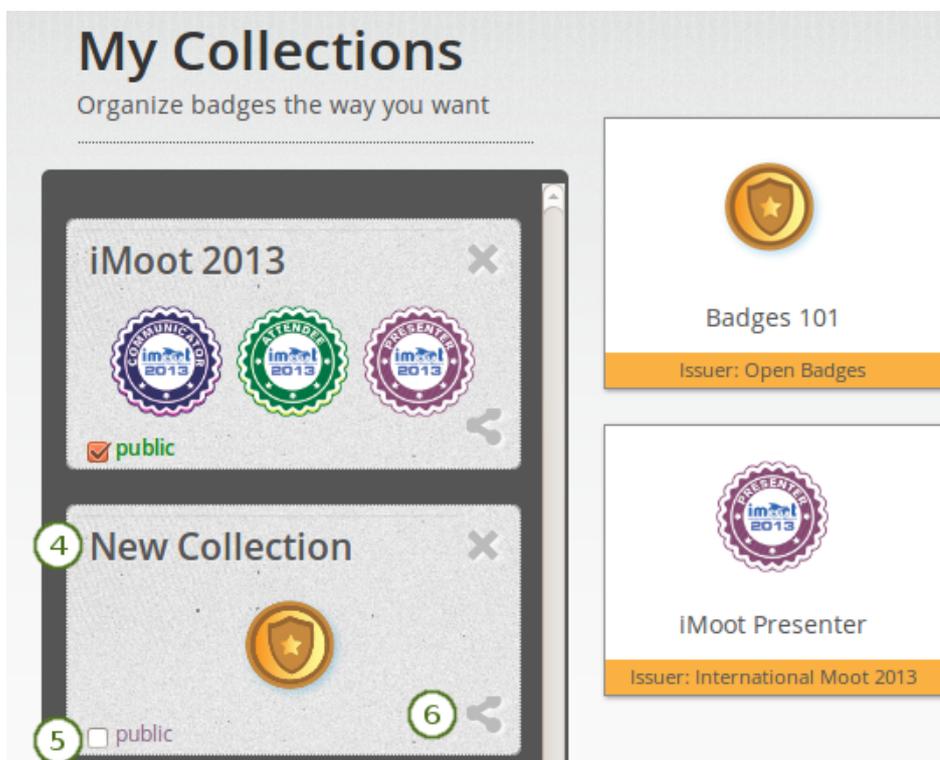


Figure 13.2: Create a new collection

1. Create a page in your portfolio or edit an existing portfolio page where you want to display your badge collection.
 2. Drag the *Open badges* block onto your page. This block is only available when you have the plugin installed.
 3. Select the badge collection that you want to display.
 4. Give your block a title.
 5. Save your changes. Your badge collection is now visible in your page.
-

Note: If you do not have the "Open Badge Displayer" plugin installed, you can follow these next steps.

13.1.3 Generate an iframe for your badge collection

1. Copy the URL of your public collection.
2. Create an iframe around it so you can embed it into a Mahara page.

See Also:

You can use the [Online iFrame generator](#) for example to create your iFrame easily. Or you can copy this iframe code and replace the URL with your own.

```
<iframe src="http://backpack.openbadges.org/share/da6db5b196b80bb3fda3d3e89a552028/" style="border:0px #FFFFFF none;" scrolling="no" frameborder="1" marginheight="0px" marginwidth="0px" height="800px" width="800px"></iframe>
```

3. Copy the entire iframe code.

13.1.4 Embed your badge collection in a Mahara page

1. Create a page in your portfolio and *set the layout to 1 column*.

Note: For the next steps to work, your site administrator must have added `backpack.openbadges.org/share` to the *list of allowed iFrame sources*. If this URL changes, your site administrator will have to correct it so your badges can still be displayed.

Once other badges backpacks become available, each will need to be added as allowed iframe if you store badges there.

2. Drag the *External content* block onto your page.
3. Paste your iframe into the *URL or embed code* field.
4. Give your block a title.
5. Save your changes. Your badge collection is now embedded in your page.

13.2 Link to specific Mahara page in Moodle

Normally, when you log in to Mahara from Moodle, you land on the dashboard page. However, there is *a trick to go directly to a specific page in Mahara*.

See Also:

Thanks to [Gordon McLeod](#) who published this tip.

For documentation writers

ToDo list

Todo

Add any additional info for documentation writers and translators when necessary.

(The *original entry* is located in `/var/lib/sitedata-local/mahara-manual-sphinx/source/documentation_info.rst`, line 59.)

Information for Mahara user manual writers and translators

by Kristina D.C. Hoepfner

This is a list in progress as I work on the user manual. There are a number of things for which I created conventions. I want to keep them in a central space so that others have access to them and that I can refer to them as well. ;-)

The list is not in any particular order.

15.1 Screenshots

- are placed using the `figure` directive.
- always include alt text and a figure description. The latter will be numbered in the PDF export. That sets them apart from the text.
- are generally placed above a list if they are part of step-by-step instructions.
- should have as few instructions as possible about the steps that are to be taken in them. Preferably, only the step numbers so that they can be exchanged more easily and the text of the steps is translatable because it is text and not part of the image. That could also mean that translators can translate the steps but don't immediately have to change the screenshots.
- get callouts that are created in Gimp with the `script` that Iñaki adapted.
- that have callouts refer to the steps that need to be taken and that are explained below the figure.
- should only show the necessary area and not the entire screen or URL address bars etc. where not necessary.

Most screenshots are added with the `figure` directive:

```
.. figure:: /images/settings_dashboard.*
   :alt: Link to the user settings page

   Link to the *Settings* page on the *Dashboard*
```

Figure 15.1: Example of including a screenshot

1. The first line provides the path to the file. The `*` replaces the file extension and Sphinx chooses the file that is most appropriate. Thus, files could have different image extensions or you could have the same screenshots in different file formats that are then chosen by the programme to best suit the end format of the manual.

2. The second line represents the alt text that is displayed when hovering over the image, when no images are displayed or when viewing the page via a screen reader.
3. The third line must follow an empty line. This is the text that is displayed below the screenshot as figure description. In the PDF output, the descriptions will be numbered continuously.

Note: If you want to include an image inline with the text and don't want to or can't use the regular figure, you should create a substitution and place it into the shortcuts.rstext file.

15.2 Admonitions in use are

- **note:** for anything that should receive a bit more attention

Note: Notes can be placed directly within a bulleted list. As usual, an empty line before and after the note must be placed and the admonition must be indented by 3 spaces.

- **warning:** for anything that needs to be done with caution

Warning: Try not to put everything into an admonition because then the truly important information is lost.

- **seealso:** for references to other documents if they need special attention. References to other documents can also be included in the text inline.

See Also:

The [Sphinx user documentation](#) is a great place to depend your knowledge and understanding of using rST with Sphinx. If you have any questions, you can also check out the [Sphinx discussion group](#).

- **todo:** for keeping a running ToDo list

Todo

Add any additional info for documentation writers and translators when necessary.

15.3 Conventions

- Each section that is related to a navigation menu item should have the path listed, e.g. *Content* → *Files*. It is best if you copy the arrow to get the correct one.
- Buttons such as *Save* or *Copy page* and also portfolio sections such as *Content*, *Portfolio* etc. are highlighted as emphasized text (with a single *).
- Little buttons can be included in the text like , . They are added through a substitution. All replacements are kept in the file *shortcuts.rstext* which is included in each file in which a substitution is used by placing `.. include:: /shortcuts.rstext` in the first line of the file. Substitutions are referenced in the text as `*Edit* button |edit|` for example pointing out what the action is that you do with them. Translators should not edit the substitution `|edit|` itself, but only change `*Edit* button` taking care to include the * again without placing any spaces between the * and the text to ensure that the word appears highlighted.
- An index entry should be created for each section.
- New features receive an index entry as well in the form `single: New in Mahara 1.x, [the functionality that is new]`.

- Long sections should be broken up into several pages to make the editing more manageable instead of having everything on one very long page.
- reStructuredText does not have a set hierarchy of heading levels. They depend on the individual files. However, to be consistent, the following convention exists:
 - Heading 1, e.g. 1.: =====
 - Heading 2, e.g. 1.1.: -----
 - Heading 3, e.g. 1.1.1.: ~~~~~
 - Heading 4, e.g. 1.1.1.1.: ^^^^^
- Headings below h4 should be avoided.
- The index page does not have headings besides the main heading. That prevents the table of contents and the other sections that have headings to be the main chapters of the manual. Keep index page headings to just bold with ******.

15.4 In-text formatting

- Bulleted lists have * as symbol to start each bullet point.
- Numbered lists have #. to start each numbered item.
- If you require an indented bulleted or numbered list, place a free line before the indented list and then indent each line with 3 spaces. There also needs to be an empty line when the indented list ends.
- Emphasized text starts and ends with 1 *, e.g. *this*. It will then look like *this*.
- Bold text starts and ends with 2 *, e.g. **this**. It will then look like **this**.

15.5 Hyperlinks

- External links: ``[text that is linked] <URL>` - Translators should only replace ``[text that is linked]".
- Internal references to which can be linked from elsewhere in the manual are created by placing ``.. [reference_text]:" in a line right before a heading. I usually leave an empty line between the reference and the heading.
- Linking to an internal reference: ``:ref:`[text that is linked] <the internal reference>`" - Translators should only replace ``[text that is linked]".
- The ` is an accent mark and not a straight single quote.

15.6 Translators beware

- Do not change the target for internal links that is placed between <>. If you do, the reference cannot be found. There should always be an explanatory text right before the pointy brackets. You can change that.
- Similarly, you can change the text for a URL but not the URL itself unless you want to replace it with a URL to a site in your language.
- If you translate the screenshots and other images, please ensure that you keep the folder structure of the ``images" folder as you can see in the respective branch of the manual version you are editing on [Gitorious](#).
- You can find original images used for the manual in the folder ``images_original" and then their respective subfolders. You can use them for your own translations if you only want to exchange the background but keep the callouts.

- You do not have to redo any images that you do not ``translate", e.g. block icons, general buttons around Mahara and the text editor buttons. Any images that are not in your translation will be taken from the English original.
- The user manual is updated once a day and new translation strings pulled in from Launchpad and images uploaded to Git prior to the compilation of the manual.
- Currently, not everything can be translated in Sphinx. Hopefully, later versions will fix that.

Note: If you want to mention the names of the main translators of the user manual for your language, you can add a sentence right after ``The Mahara user manual is written by Mahara community members." That paragraph appears before the table of contents. There is no equivalent sentence in the English manual because it is not a translation.

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