**Mahara Tip Sheet**

Help Desk: 704-687-5500

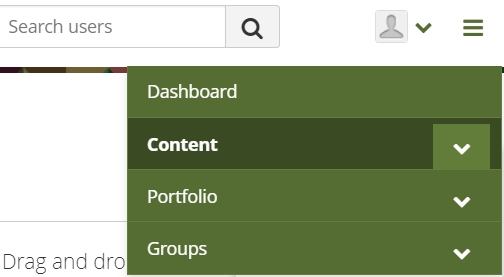
help@uncc.edu

Logging In

1. Access through Canvas in the left hand link “Mahara” in the course navigation
2. You are now on the home screen/dashboard

Menu Bar

1. You will access all categories through this button on the upper right:

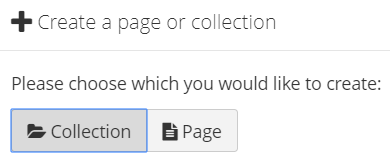
Adding Content

1. Click the green Menu Bar
2. Click the drop down for “Content”
3. Click “Files”
4. Drag and drop files OR click “Choose Files”

to find your files

Making a Page or Collection

*\*Pages are individual spaces, Collections are pages grouped together*

1. Click the green Menu Bar
2. Click the drop down for “Portfolio”
3. Click “Pages and collections”
4. To add a new page or collection, click the “+ Add” button
5. Select a page or collection
   1. Page
      1. Enter your title and description
      2. Choose your layout
      3. “Save”. You are now in edit mode
   2. Collection
      1. Enter your title and description
      2. Click “Next: Edit collection pages”
      3. Select pages and mark “Done”

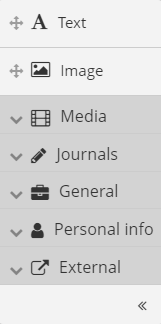
*\*You can change any of these features at a later time*

Organizing/Editing the Page

1. Click the gray “Edit” button
2. On the left hand side, find the type of

artifact you wish to add.

1. Drag and drop onto canvas, or click directly

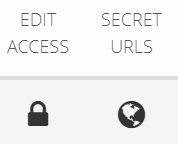
on the icon to select a space.

1. Fill in prompted selections.
2. Click “Display Page” at the bottom to save

and view

*\* You can move the item again at any time*

Sharing Your Work

1. Click the green Menu Bar
2. Click the drop down for “Portfolio”
3. Click “Shared by me”
   1. **Secret URLs** – share to an **Assignment** or with others **off** campus
      1. Click the globe icon next to page/collection desired
      2. Click “+ New secret URL”
      3. Copy/Paste this URL
   2. Edit Access – share with others **on** campus
      1. Click the lock icon next to page/collection desired
      2. Choose the various parameters
      3. Click “Save”

TIPS

* You can edit any portfolio at any time.
* Your portfolio is invisible until shared.
* The URL at the top of the page will not work if copy and pasted. You must use a secret URL.
* The secret URL is what you turn into Canvas Assignments
* Pages can only live in one collection at a time.