# ePortfolios at UB - getting started

`http://medusa.ballarat.edu.au/eportfolio`

## About ePortfolios

An ePortfolio is a personal, web-based storage system that lets you upload a wide range of digital material that you have created. This lets you gather and store evidence of your activity and achievements to create a record of your progress over time. It consolidates it in one place and lets you access it from anywhere via the Internet.

In addition to material you create outside the ePortfolio, you can also include resources from external sources such as web links and embedded videos from YouTube and other sources.

While much material will be uploaded as static documents, there is also a blog tool within the ePortfolio that can be used to create regular updates and is particularly good for reflecting on learnings and experiences over time.

### So far so good...

So what makes this different to any other online storage system? The great feature of an ePortfolio is the capacity to create 'views'.

### Views

Once a user has material in their ePortfolio, they use relatively simple tools to create web pages that contain just the content they wish to present to a particular audience.

For example, a student may be required to present a view of their experience on a practical placement. From the material in their ePortfolio they may create a view that identifies their course of studies, discusses the relevance of a work placement within their program, has a section of their profile with relevant work history, describes the detail of their placement, has some photo's of the workplace and has a blog into which they post their thoughts and reflections as the placement progresses. The student can then choose to share this view with other students in their program and their teachers/lecturers.

The ePortfolio owner always maintains control over who sees the content and can change that at any time. This is done in two ways: by creating different views for different audiences/purposes and by managing who has access to a particular view.

❖ Your ePortfolio can be exported in full if you decide to move to another platform or leave the University. Currently not all functionality can be preserved through migrations across different ePortolio systems but all your content can be retrieved.

## More resources...

There are a number of resources available to assist you.

❖ On the Mahara login page, look at the lower right hand side for some pdf documents to download, specifically the **Quick Start PDF** and the **Intro to Mahara** documents.

❖ We have produced five **video tutorials** introducing Mahara and demonstrating some core functions. These are available at:
   `http://tinyurl.com/78vajlc`

❖ A good online video providing a basic explanation of ePortfolios is at:
   `http://www.youtube.com/watch?v=6B3tujXlbdk`

## 1 Log in

By default, all staff and students at UB have an ePortfolio account.

Log in to the URL above using your normal username and password.

Partner provider staff need to have been processed as UB Associates to have a valid UB login.

## 3 Upload content

You are now at the point to start uploading some content.

Click on the **My Portfolio** tab and then the **My Files** tab.

This is where you transfer material that you will later use to build views.

Material can include documents (e.g. Word, pdf), images and illustrations (e.g. jpg, png), audio files (e.g. mp3) and video files (e.g. flv, mov, mp4).

❖ You have a finite amount of storage available. Avoid loading quite large files (>10MB) or you'll soon run out of space.

❖ You need to be aware of copyright and only upload material in which you own copyright or where you have permission to reproduce or distribute it.

## 5 Provide access

You control who sees a particular view. When you first set up the view you will be asked to nominate who can access your view as a final step. This can be changed at any time in future.

❖ Mahara is the name of the ePortfolio system in use at UB. The terms ePortfolio and Mahara can be used interchangeably in the UB context.

## 2 Create your profile

Once logged in for the first time, go to the **Profile** tab and fill in your details. In the Profile area, go to the **My Résumé** section and complete as much of this as you wish.

In the Profile area you can add a wide range of information and also upload a picture of yourself.

❖ None of the information you enter here is visible to others unless/until you choose to expose it.

## 4 Create views

Views are the business-end of ePortfolios. Click on the **My Portfolio** tab. Click on the **My Views** tab. Look for the **Create View** button at top right. From here you construct your view by dragging and dropping elements from the menu at the top into the page below. There are many options for content so explore the tabs, from **Blogs** across to **Résumé**. Under each tab is a range of possible view elements. Simply drag them into the page below to add the element.

Feel free to play and experiment with views. They can be edited or deleted at any time. The elements in a page can be moved around the page at any time.

Finalise your view by moving through the options presented at the bottom of the screen. Don't forget that you can always come back later and edit your view

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