How to insert multimedia into your ePortfolio
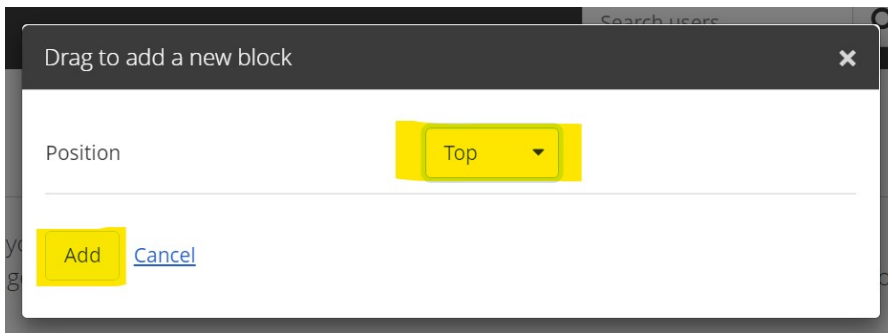
A. How to edit an ePortfolio page

1. Login to Mahara and select a page.

2. Click the edit icon (✏️) of a particular page to go into the edit page mode.

B. How to insert a textbox

1. Click the ' ➕ ' button to add a new block.

Drag to add a new block ✕

Position   Top ▾

Add   Cancel

2. Select the '**Text**' and fill in the title and content.

Block title

Introduction

Block content

∨ Paragraph ∨ **B** *I* ☰ ☰ 🔗 🔗 🖼 ↶ ↷

This is a demo sample.

P   5 WORDS

Tags   Type in a search term   🔍

Search for/enter tags for this block.

Retractable   No ▾

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

Save Remove

3. And then click '**Save**'.

4. The textbox will look like:

C. How to insert an image
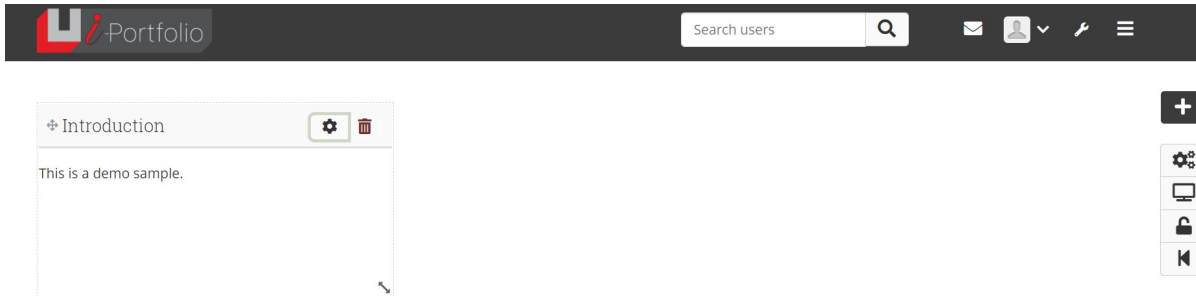
1. Click the ' ' button to add a new block.

2. Select the '*Image*' and fill in the title and content.

3. Fill in the image title and upload an image file. Click '**save**' to upload.

Block title

Image

Image - Desert.jpg

Image

Desert.jpg   ✕ Remove

My files   Group files   Institution files   Site files

Upload file

☑ Yes: The file I am attempting to upload is my
own or I have express permission to reproduce
and/or distribute this item. My use of this file
does not breach any local copyright legislation.
This file also adheres to the terms and
conditions outlined on this site.

File

選擇檔案 未選擇任何檔案
(Maximum upload size 237MB)

Home

	NAME	DESCRIPTION / TAGS	SIZE	
✚ 📁	my photo			✏
	Aims.png		31.3K	✔ ✏
	background.png		70.2K	✔ ✏
	Desert.jpg		826.1K	✔ ✏
	DSC01326_web.JPG		16K	✔ ✏
	Picture1.png		160.1K	✔ ✏

4. The image will be embedded in your page.

i-Portfolio

✛ Introduction

This is a demo sample.

✛ Image

D. How to insert an external video/ an audio file

1. Click the ' ✚ ' button to add a new block.

2. Click show more
and select the '**Embedded media**'.

Block title

Video

Content types

A Text	🖼 Image	⬇ File(s) to download	📁 Folder
🖼 Image gallery	🎥 Embedded media	📄 PDF	</> Some HTML
✏ Journal	📄 Journal entry	🕐 Recent journal entries	🏷 Tagged journal entries

Show more

Tags   Type in a search term   🔍

Search for/enter tags for this block.

Retractable   No   ▾

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

Save   Remove

3

3. Fill in the title of the media and upload it. It can be a video file.

Block title

Video

Media - How to add a counter to your page.mp4

Media

How to add a counter to your page.mp4   ✗ Remove

My files   Group files   Institution files   Site files

Upload file

☑ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File

選擇檔案 未選擇任何檔案
(Maximum upload size 237MB)

Home

	NAME	DESCRIPTION / TAGS	SIZE	
+ 📁	my photo			✏
🎞	How to add a counter to your page.mp4		6.3M	✔ ✏

Retractable   No ▾

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

Save   Remove

4. The media will be embedded in your page.

⊹ Introduction   ⚙ 🗑

This is a demo sample.

⊹ Video   ⚙ 🗑

⊹ Image   ⚙ 🗑