

Instruction guide for submitting a Mahara group page (or collection) to Moodle

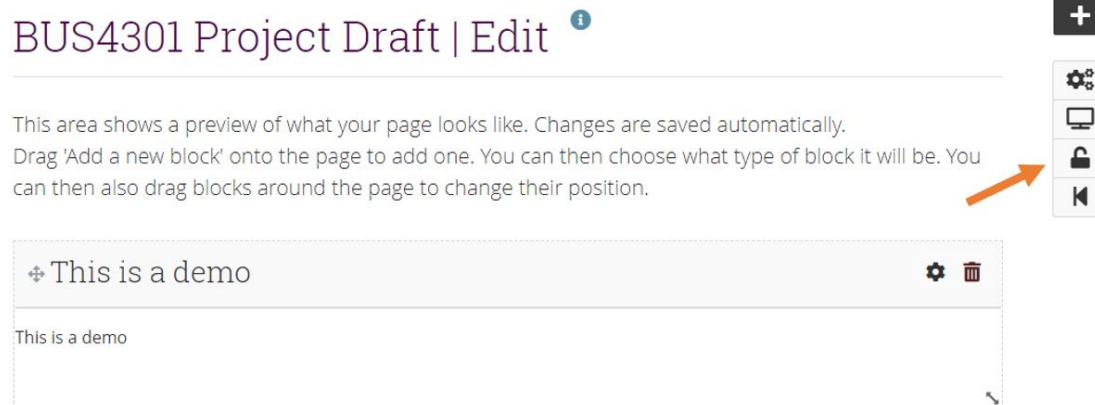
In Mahara, only group pages (or collections) allow co-editing however a group page cannot be submitted directly. It needs to be copied to your individual area. Below are the instructions:

Step 1: Allow copying from the group page:

- Click the padlock icon on the group page (or collection) you want to submit:

BUS4301 Project Draft | Edit ⓘ

This area shows a preview of what your page looks like. Changes are saved automatically. Drag 'Add a new block' onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position.



- Click on **Advanced options**

BUS4301 DEMO GROUP About Members Forums Pages and collections Journals Share Files Plans

BUS4301 Project Draft | BUS4301 DEMO GROUP

Secret URLs

+ New secret URL

Share with others

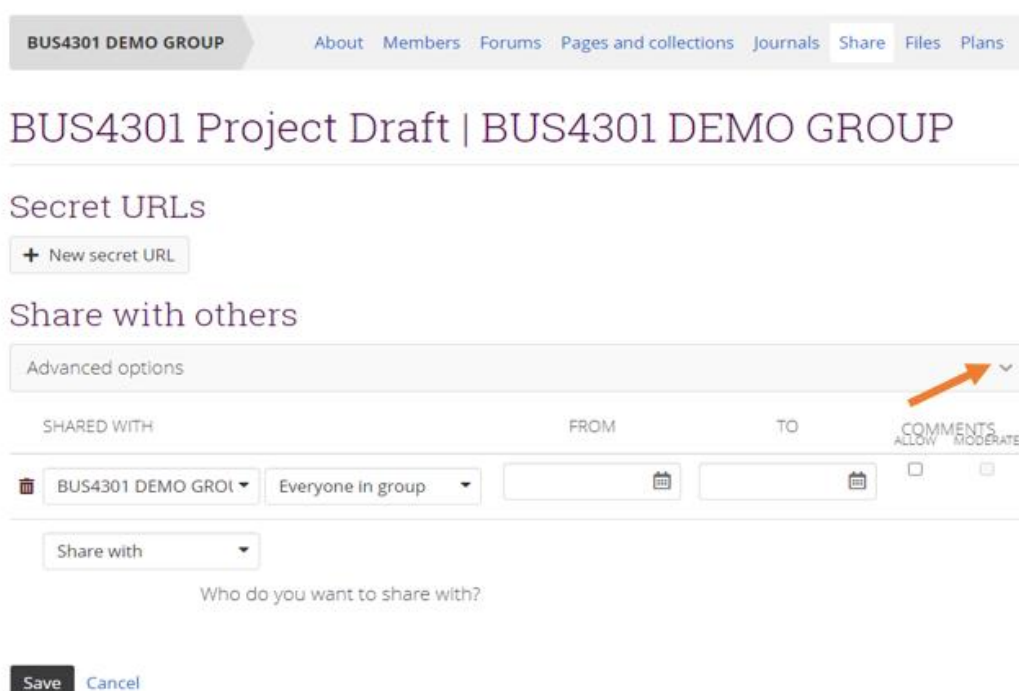
Advanced options ⌵

SHARED WITH	FROM	TO	COMMENTS
BUS4301 DEMO GROU ⌵ Everyone in group ⌵	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> ALLOW <input type="checkbox"/> MODERATE

Share with ⌵

Who do you want to share with?

Save Cancel



- Turn on **Allow copying** and **Copy for existing group members**

BUS4301 DEMO GROUP [About](#) [Members](#) [Forums](#) [Pages and collections](#) [Journals](#) [Share](#) [Files](#) [Plans](#)

BUS4301 Project Draft | BUS4301 DEMO GROUP

Secret URLs


+ New secret URL

Share with others


Advanced options

Allow comments No

Allow people to leave comments.

Allow copying Yes 

If people have access to your selected pages / collections, they can make their own copies.

Copy for existing group members Yes 

- Go to the group homepage and find click **Copy page** next to the page you want to copy.

Step 2: Copy the group page:

BUS4301 DEMO GROUP [About](#) [Members](#) [Forums](#) [Pages and collections](#) [Journals](#) [Share](#) [Files](#) [Plans](#)

About | BUS4301 DEMO GROUP

[Edit](#) [Settings](#) [Copy](#) [Delete](#)

Created: 13 April 2023

Open

1 Members 2 Pages 0 Files 1 Folders 1 Forums 0 Topics 0 Posts

Group administrators: [James Chong](#)

Latest forum posts

There are no posts in this group yet

Group portfolios

[Group homepage](#)

Created 13 April 2023, 8:13

[BUS4301 Project Draft](#)

Updated 13 April 2023, 8:33

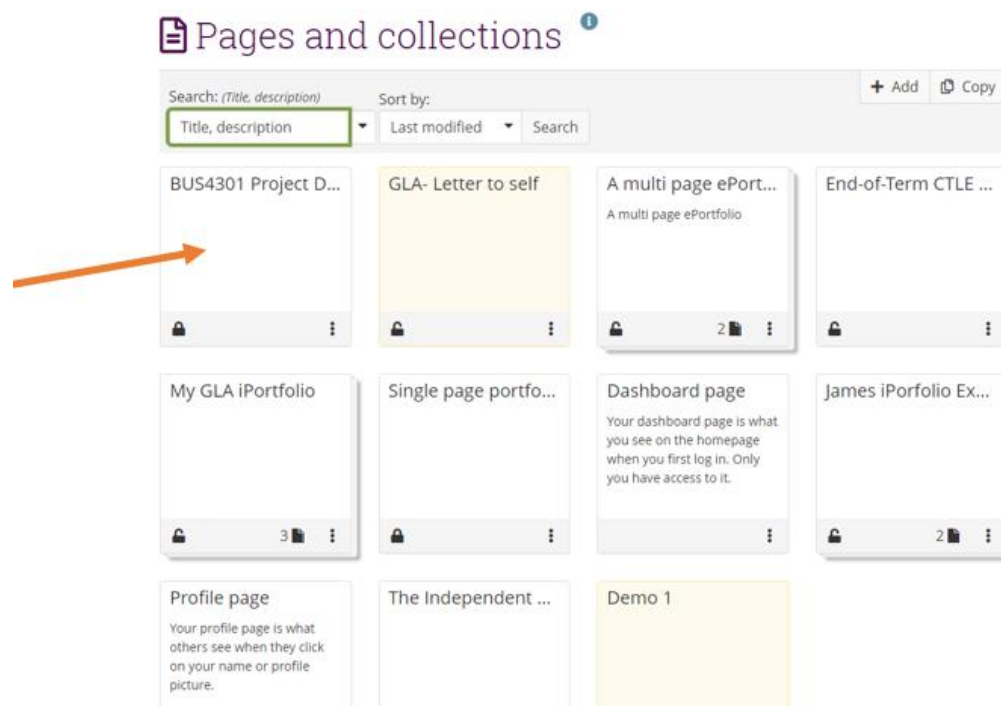
[Copy page](#) 

[Optional] Checking the page is copied to your individual area by click Create on the Mahara home page:



The screenshot shows the Mahara home page interface. At the top, there is a search bar and user profile icons. The main heading is "'Portfolios for developing student capabilities'". Below this is a paragraph describing Mahara as a customised open source ePortfolio software. A diagram in the center shows 'Page Evidence' at the core, surrounded by various content types (Media, Profile, Files, Text, Web, Friends, Journal) and actions (create, identify, reflect, write, share, communicate). At the bottom, three main navigation buttons are highlighted: '+ Create' (Develop your portfolio), 'Share' (Control your privacy), and 'Engage' (Find people and join groups).

- You should see your copied page there:



The screenshot shows the 'Pages and collections' interface. It features a search bar with 'Title, description' selected and 'Last modified' as the sort order. Below the search bar is a grid of portfolio pages. An orange arrow points to the first page in the grid, 'BUS4301 Project D...'. Other pages include 'GLA- Letter to self', 'A multi page ePort...', 'End-of-Term CTLE ...', 'My GLA iPortfolio', 'Single page portfo...', 'Dashboard page', 'James iPortfolio Ex...', 'Profile page', 'The Independent ...', and 'Demo 1'.

Step 3: Submit to Moodle:

- Go to Moodle and you will find your Mahara page listed. Select it and submit to Moodle.

Mahara ePortfolio assignment

Opened: Wednesday, 12 April 2023, 12:00 AM
Due: Saturday, 20 April 2024, 12:00 AM

▼ Add submission

LU Mahara

Select one of your available portfolio pages or collections from the list below, or click [here](#) to visit "LU Mahara" and create a new one.

None selected

Search

Pages by James Chong

- BUS4301 Project Draft
- End-of-Term CTLE Advocacy Marketing Campaign Winner
- Single page portfolio example
- The Independent Learning Assignment

Collections by James Chong

- A multi page ePortfolio
- James iPortfolio Example 2
- My GLA iPortfolio