

Developing your ePortfolio - Mahara

If the ePortfolio that you have developed is stored on a local file server it can only be used within the school/college. You might be able to export an executable copy to a DVD that you could take home or take and show to an employer.

It will be useful for you to be able to access and present **some sections** of your ePortfolio by using the internet. You might want to share some of the pages that you create with your friends, family and teachers and no-one else. **Access control** will allow you to do this.

One open source tool that will allow you to do that is Mahara, at <http://eportfolio.mosep.org>, which allows you to blog, store files, create an online profile and CV/resume and keep in contact with other people using the service. Mahara allows you, through access control, to decide who can see any information you store in it.

Who might you want to share information with?

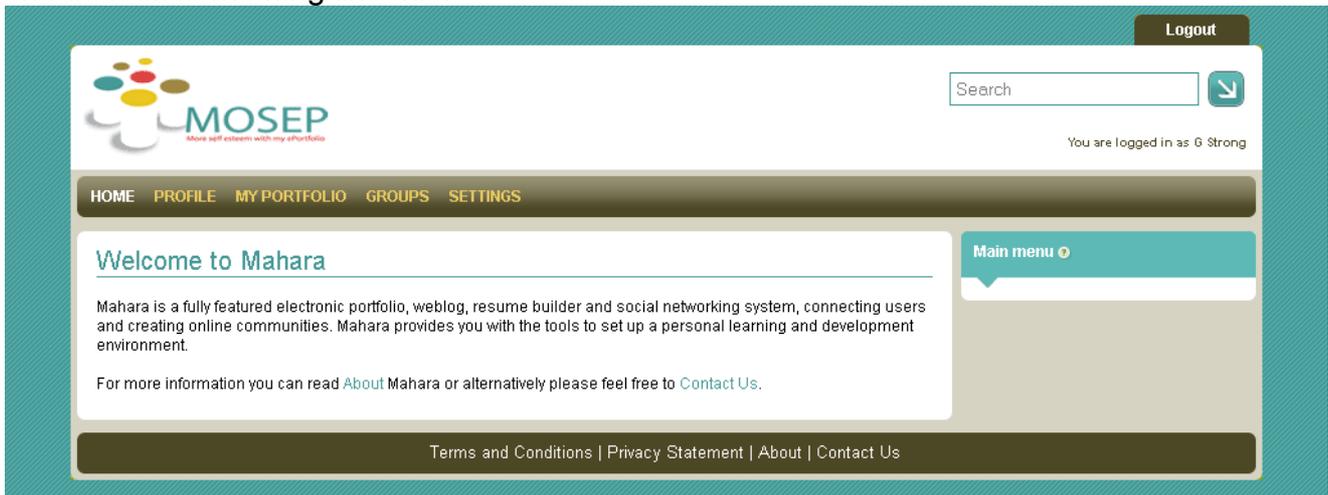
Information	Shared with						
	Self	Parents	Other students	Learning Manager	Subject Teacher	Careers Advisors	Employers/ University
Personal contact details	✓		✓	✓			✓
Career plans	✓	✓	✓		✓	✓	✓
Exhibition of work	✓	✓	✓	✓		✓	✓
Progress review	✓	✓	✓	✓	✓		
Skills development	✓	✓	✓	✓	✓	✓	✓
Hobbies and interests	✓	✓	✓		✓	✓	✓
Aspirations	✓	✓	✓		✓	✓	
Personal targets	✓		✓				
Personal Reflections	✓		✓				

If you do decide to do this you **must** take care. As soon as you store personal information about your self on the internet you **must** take precautions to protect your *Digital Identity*.

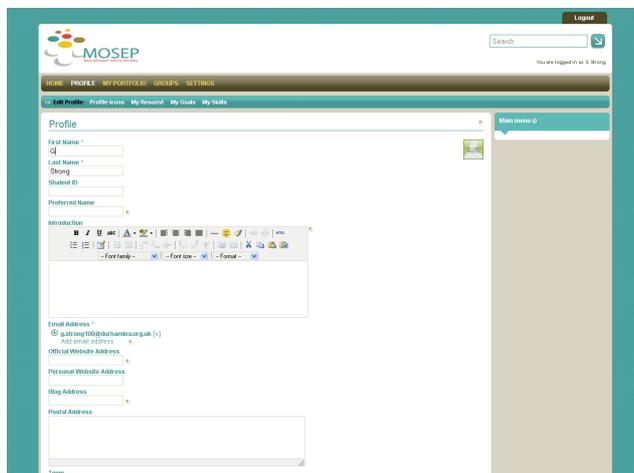
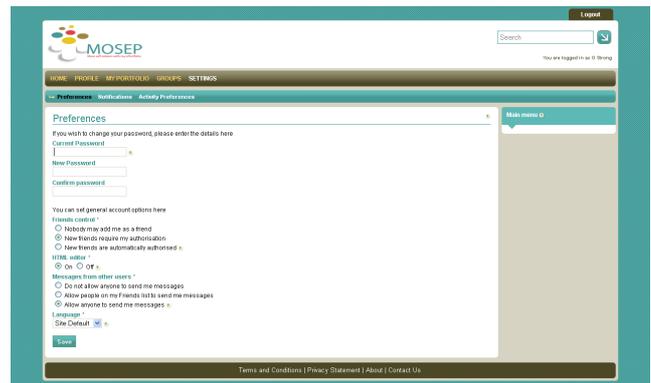
Until you have found your way around Mahara, **do not**:

- Show any of the following on your personal profile pages:
 - Your address
 - Your phone number
 - Your email address
 - Your date of birth
- Talk about (name) any of your friends, family or colleagues
- Talk about your birthday or those of your friends or family

Once you have registered, activated your account and logged in, the layout of your page should look something like this:



The first page to edit is the “Settings” page, where you can set the privacy options for your account. When you first open your account, you want to keep it private, so that you don’t accidentally show people information that you don’t want them to see. To begin with, set the “Messages from other users” option to “Allow people on my Friends list to send me messages, and click “Save” at the bottom. Because you can say who you will allow as a friend or not, this means that you can make sure you get nothing from people you don’t know.



Once you have set that up, you should set up your profile. To do this, click on “Profile” in the navigation bar at the top of the page. Work your way down the boxes, filling in the ones that you and your parents have agreed to be acceptable for people to see. This will mean that there are probably several boxes that are not filled in, either for privacy, or because you haven’t got anything to put in them. For example those without a job will have nothing to fill in for occupation.

Once you have completed that, begin working on your resume (CV). Work your way through some of the sections, such as your goals and your skills. Remember to talk to your parents and your teacher before deciding what personal information to place on your profile.

