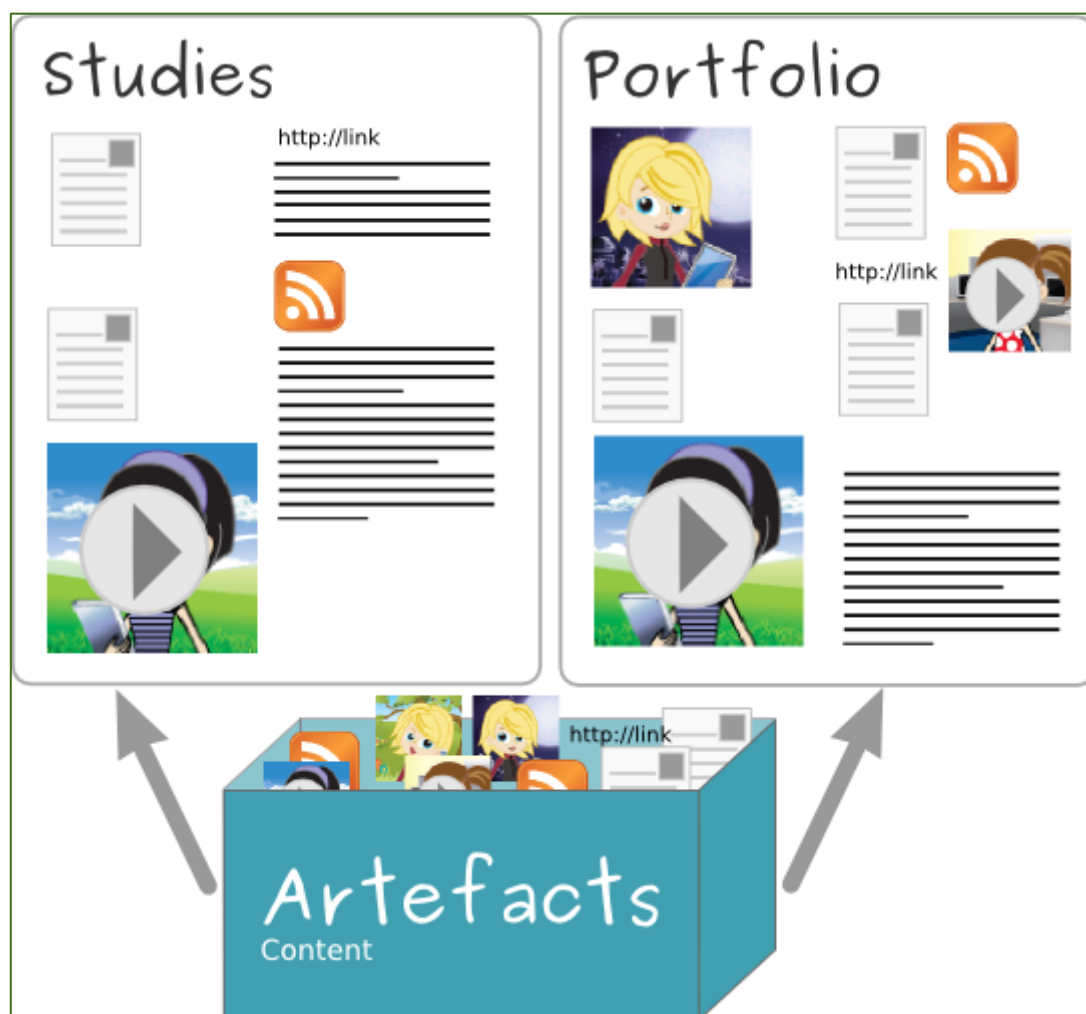# 4. Portfolio

4.1. Pages

A *page* contains a selection of artefacts which you arrange and present to others. These may include:

- selected files
- curriculum vitae details
- text (your added commentary, instructions or orientation)
- journal posts
- video and audio files
- RSS feed to an external blog
- etc.

You can re-use the artefacts that you collected under *Content* in as many pages as you wish.

The same artefacts can appear in multiple pages

4.1.1. Overview page

On the landing page of the portfolio, you can do the following.

The landing page of your portfolio

1. Click the *Create page* button to start a new page from scratch.
2. Click the *Copy a page* button to choose an existing page of yours or from another user as basis for a new page.
3. **Search**: Enter your search term and decide in which context you wish to search it for within your portfolio. Click the *Search* button to start your search.
4. Click the *Edit* button to make changes to your dashboard page. You cannot delete your dashboard page.
5. Click the *Edit* button to make changes to your profile page. You cannot delete your profile page.
6. Click the *Edit* button to update your portfolio pages.
7. Click the *Delete* button to remove your pages.

When you delete a page, links to external content such as embedded external videos and RSS feeds to an external blog are completely deleted. You cannot recover them. There is no revision history. All other artefacts are not deleted because they reside in your Content area.

8. When you submitted a portfolio page to a group, you cannot change a great number of the page's content or delete it until the page is released again.
9. You can choose how many portfolio pages you wish to display on the overview page at once. Your options are 10, 20, 50, 100 or 500 results. All remaining pages can be reached via the pager.

4.1.2. Profile page

Your profile page is visible to other users on Mahara by default. If your administrator allowed it, you can also make it visible to anybody on the Internet.

Per default only the following information is put onto your profile page:

- Your display name (or real name if you do not have a display name)
- Your pages that are visible to the person viewing your profile page
- Your groups
- Your wall
- Your friends

We advise you not to use your profile page as your portfolio because you cannot control who can look at the information you make available on your profile. At minimum it is everybody in your institution or who has an account on Mahara. At maximum it can be everybody online. Always remember to think about your own personal security before releasing contact information on a publicly available page or even just for other Mahara users.

Once you have made your profile page or any portfolio page public, Google and other search engines can index and cache it. Even if you take the public access away at some point, the cached version may still be available online. Pages that are made available via a secret URL are not found by search engines unless you link to them from another page.

Use regular pages to create your portfolio, and then use your profile to make these pages accessible to other people and to establish your digital identity.

4.1.3. Create a new page

You create a new page in your portfolio when you want to display artefacts together, e.g. for presenting it to others, for showing your progress in a project etc.

Create a portfolio page

1. On the *Pages* page, click the *Create page* button.
2. **Page title**: Provide a title for your page. This field cannot be left empty. If you do not enter a title, the default "Untitled" will appear.
3. **Page description**: Write a brief description summarising your objective of this page. It will appear on the page itself.
4. **Tags**: Enter tags to find your page more easily at a later stage. Separate your tags with commas. If you already have tags, you can click on the link *Show my tags* and select the ones that you think will fit for this page as well. They will be entered into the text field for you.
5. **Name display format**: Choose which of your names you want to appear on the page as author.
6. Click the *Save* button to save your changes and to continue to the Edit content part.

4.1.4. Edit an existing page

You can edit an existing page in two ways:

1. Click the *Edit* button [pencil icon] when you are on the *Pages* overview page.
2. Click the *Edit this page* button when you are on the actual page.

With clean URLs enabled, your portfolio pages have human-readable URLs which you can change to a certain extent.

Change the URL for your portfolio page

1. When you are in the page edit mode, click on *Edit title and description*.
2. **Page URL**: Choose the name for your page if you do not like the default one. It must be 3-30 characters long. You can only use lowercase letters from a-z, numbers and - (hyphen).
3. Click the *Save* button at the bottom of the page.

Though you can change the URL to your page at any point, you shouldn't do that because people who already know the URL to your page will not be able to access it anymore after you have changed it.

4.1.5. Copy a page

You can duplicate your own pages or pages of other users if they allowed you to do that.

Copy a page

1. Click the *Copy a page* button under *Portfolio* > *Pages*. On the next screen...
2. **Search pages**: If there are many pages or collections from which you can choose, either search for a keyword in the page or collection title or
3. **Search owners**: Search for the author of the page. This can be a user, a group or an institution.
4. **Collection title**: Click on the title of a collection to preview it before copying it.
5. **Page name**: Click on the title of the page to see a preview of it before you copy it.
6. **Owner**: Click on the name of the owner to view a larger profile picture and the self-description if the owner provided one or to see information about a group it that is the owner.
7. Click the *Copy page* button to copy one page only into your own portfolio **or**
8. Click the *Copy collection* button to copy an entire collection with multiple pages into your portfolio. All pages within this collection are copied.
9. Edit the page as you would do any other page.

4.1.6. View a page

You can view a page to check what it looks like when somebody else sees it. Go to the *Pages* overview page and click on the title of a page.

1 2 3 GO! ①

by Paula Paulsen ②

Introduction to my portfolio ③

④ Edit this page
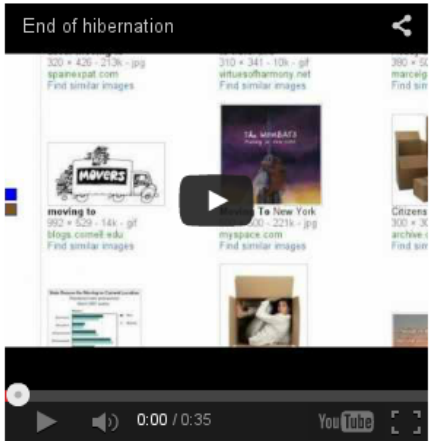
Take a seat and explore

Paula is social

(after all 🙂)

You can find me virtually in many places:

- Twitter
- Flickr
- YouTube
- Facebook
- Diigo
- Zotero
- LinkedIn

Comments (0)

A big step

End of hibernation

0:00 / 0:35

⑤

Tags: profile ⑥

Submit this page to [Humanities 101 ▾] for assessment [Submit] ⑦

Feedback

Polly Potter - 27 July 2012, 3:15 PM [Updated: 27 July 2012, 3:25 PM]   ⑧   🗑

Your video announcement about moving to New Zealand is clever. I am going to use the tool as well.

Petra Petterson - 27 July 2012, 3:19 PM [Updated: 30 September 2012, 9:05 PM]

Comment removed by the owner

Percy Pearle - 30 September 2012, 8:38 PM   ⑪ [Make public] 🗑

⭐⭐⭐⭐⭐ ⑨

I love that you made the announcement using a multimedia tool. Can you please let me know how you made it?

This comment is private

Petra Petterson - 30 September 2012, 8:41 PM [Updated: 30 September 2012, 8:41 PM]

Comment removed by the author

Petra Petterson - 30 September 2012, 8:43 PM   ⑫ 🗑

⭐⭐⭐⭐☆

Attached please find my feedback as audio file.

The attached file(s) have been added to your commentfiles folder

Attachments: long_feedback.ogg (9.7MB) ⑩

Paula Paulsen - 30 September 2012, 8:52 PM   🗑

Thank you for the feedback. I created the video with the Google Search Stories Video Creator.

⑭   ⑮   ⑯   6 comments ⑬

💬 Place feedback   ⚑ Report objectionable material   🖶 Print   👁 Add page to watchlist ⑰

⑱ 29 page visit(s) from 27 June 2011 to 23 October 2012

An example portfolio page. When you are the author, you can click on the Edit button and make changes.

1. Title of the portfolio page.
2. Author of the portfolio page.
3. Description of the page.
4. The *Edit this page* button is only visible to you as portfolio author.
5. The artefacts that you placed in the page.
6. Tags which you provided for your page.
7. If you belong to a group which allows the submission of pages for feedback / assessment, you see the group name displayed and can submit your page directly from here. For more information see the section on feedback for assessment.
8. Comments from users are displayed at the bottom of the page. The comments include:
   - Profile picture and name of the commentator that are linked to the profile page.
   - The comment itself.
   - The creation date of the comment and potentially the last update date and time of the comment.
   - Comment rating.
   - Any attachments.
   - A note if the comment is private only to the commentator and the portfolio page author.
9. Your commentators can give a rating in addition to their verbal feedback.
10. Your commentators can upload one or more files in addition to their verbal feedback, e.g. a file with inline comments, an audio or video file with feedback.
11. If a comment is set to "private" by the comment author, you can decide to make it public by clicking the *Make public* button.
12. You and the comment author can delete a comment by clicking the *Delete* button 🗑. The comment text is not displayed anymore, but a line is still visible where the old comment was so you know that you deleted a comment. In addition, if you delete the comment by someone else, they will receive a notification about it, which includes their comment text.
13. The total number of comments is displayed.
14. You and others can use the *Place feedback* link to leave comments on the page.
15. If a page contains offensive artefacts, users can report them to the administrator by clicking the *Report objectionable material* link.
16. Click the *Print* link to print the page.
17. Click the *Add page to watchlist* link if you want to be informed when changes are made to the page.
18. View how many times your page was accessed.

4.1.7. Give others access to your page

Please refer to the section on sharing your pages and collections for further information.