BLP Mahara E-Portfolio
How to Get Started

An E-portfolio allows you to gather and reflect on relevant experience from school, jobs, internships, as well as travel and extra-curricular activities. Organizing your experiences into skills allows you to reflect deeper on your experience and assess how a particular experience can support your career goals and endeavors. The e-portfolio itself is an excellent way to communicate to potential employers your relevant skills and experience. It is also a way to prepare and focus your experience for interviews and job applications.

HOW TO BEGIN:

- Login to Moodle
- On the homepage under the calendar in the upper right hand corner select “Puget Sound Mahara”

- Select “Portfolio” to create and edit pages

- Select “Create Page” to add new pages and begin editing

- Pages should be focused around specific skills or qualities not individual job experience
  - Pages can include text, images, and files to provide examples of your work.

- After a page is created you can select the page in your portfolio to edit later.

- Pages can be organized into Collections to group specific skills.
  - Under the portfolio tab select “Collections” and then create a new collection to group pages (Ex.: Consulting; International Business, Sales).
• Pages and Collections can be shared with Mahara users and outside individuals
  o Under the Portfolio tab select “Shared by me.”
  
  o To share through Mahara select the key icon next to a page or collection
    ▪ You can edit who sees the page and set a time period for viewing.

  o To share with outsiders select the lock icon to generate a secret URL
    ▪ Send the URL to the individual you wish to share the page or collection with and they can access the page individually.

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