Welcome to our ePortfolio system. This system is based on open source ePortfolio system, Mahara.

When you login to Mahara, you will find many portfolios on which you need to work. This student guide will show you how to make your portfolios on Mahara.

1. Login

First of all, you need to log in to Hiroshima University Student Information System, MOMUI. Then click Link to the external system and ePortfolio.

2. Choose your system language

The first page you will see in Mahara is called Dashboard. This contains useful or even essential information when you work on Mahara. But, as you can see the figure below, it is displayed in Japanese at your first login to Mahara because its default system language is Japanese.

However, you can choose your system language either Japanese or English. When you choose English, Mahara navigates you in English. But it doesn’t mean all of contents will be presented to you in the system in English.
3. Dashboard

Now you can see Dashboard in English. See below.

**Progress table** gives you the information such as name, state, modified date, the number of comments, and submission period for each portfolio. Your adviser, co-advisers and administrators can read all of contents and comments in the portfolios listed in this table. Each portfolio name gives the link to certain portfolio itself.

The Japanese/English translation for them is shown in table below.

<table>
<thead>
<tr>
<th>Japanese</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>研究題目</td>
<td>Research title</td>
</tr>
<tr>
<td>研究計画</td>
<td>Research plan</td>
</tr>
<tr>
<td>規程計画</td>
<td>Course plan</td>
</tr>
<tr>
<td>研究活動状況</td>
<td>Research activity</td>
</tr>
<tr>
<td>共同セミナー</td>
<td>Science Seminar</td>
</tr>
<tr>
<td>進学就職活動状況</td>
<td>Educational advancement and job-hunting</td>
</tr>
<tr>
<td>TOEIC</td>
<td>TOEIC</td>
</tr>
<tr>
<td>TA・RA</td>
<td>TA or RA</td>
</tr>
<tr>
<td>学会発表</td>
<td>Presentation at conferences</td>
</tr>
<tr>
<td>中間発表</td>
<td>Mid-term presentation *</td>
</tr>
<tr>
<td>修士論文題目</td>
<td>Title of master’s thesis *</td>
</tr>
<tr>
<td>博士論文題目</td>
<td>Title of doctoral thesis **</td>
</tr>
<tr>
<td>修士論文</td>
<td>Master’s thesis *</td>
</tr>
<tr>
<td>博士論文</td>
<td>Doctoral thesis **</td>
</tr>
</tbody>
</table>

* They are only available for master course students.
** They are only available for doctor course students.

When you received messages from your advisers or other Mahara users, click here to see the list of the notification.
4. Edit portfolio

First of all, you need to know that your portfolios can be classified into two types, journal entry type and text form type. What makes their differences is how to edit each type of portfolio.

4.1 Edit journal entry type portfolio

Most of portfolios belong to this type. Each journal consists of more than one entry. There are two subtypes in Journal. The difference between these subtypes is whether you can add new entry or not. But you can edit them in the same manner. Here we will show you how to add new entry.

![Click New entry]

**New journal entry in journal "研究活動状況 / Research activity：M"**

Click New entry

- Input the title for your new entry and its content

![Click Add a file and the window below will be displayed]

- Choose your file, and click \( \times \) in the upper right corner on the window

- Do not change these settings

![Click Save entry]

- Click Save entry

4.2 Edit text form type portfolio

研究題目，Research title, and 修士 / 博士論文題目, Title of master’s/doctonal thesis, belong to this type.

![Input your answer]

- Input your answer

![Click Save]

- Click Save
5. Submit portfolio

You need to submit 研究題目：M or 研究題目：D. The due date will be shown in Progress table. Here you can see how to submit your portfolio.

Click Submit in the lower middle of the portfolio

When you submit your portfolio, you cannot edit it.
Go to Dashboard and see the state of this portfolio. It says Submitted.

If you want to edit it again, you need to ask your adviser to return the portfolio to you.

6. Read comments

You can place comments not only on portfolios but on each entry.

When you receive comments on your portfolios, you can see them in the bottom of the portfolios and may not miss them. However, comments on entries are usually hidden. Here we will show you how to read a comment on an entry and reply to it.