

Graduate School of Biosphere Science

Mahara ePortfolio Student Guide

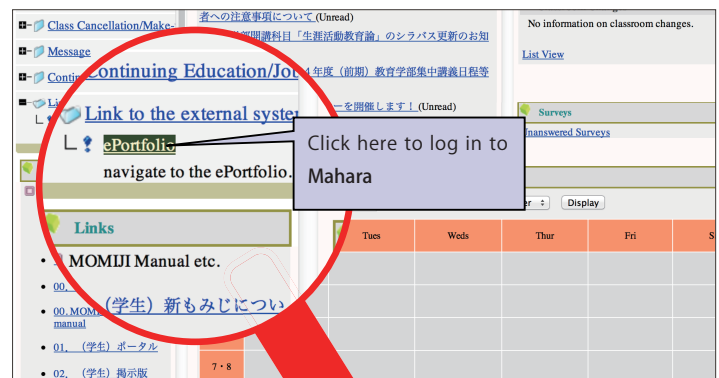
24th November 2016

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

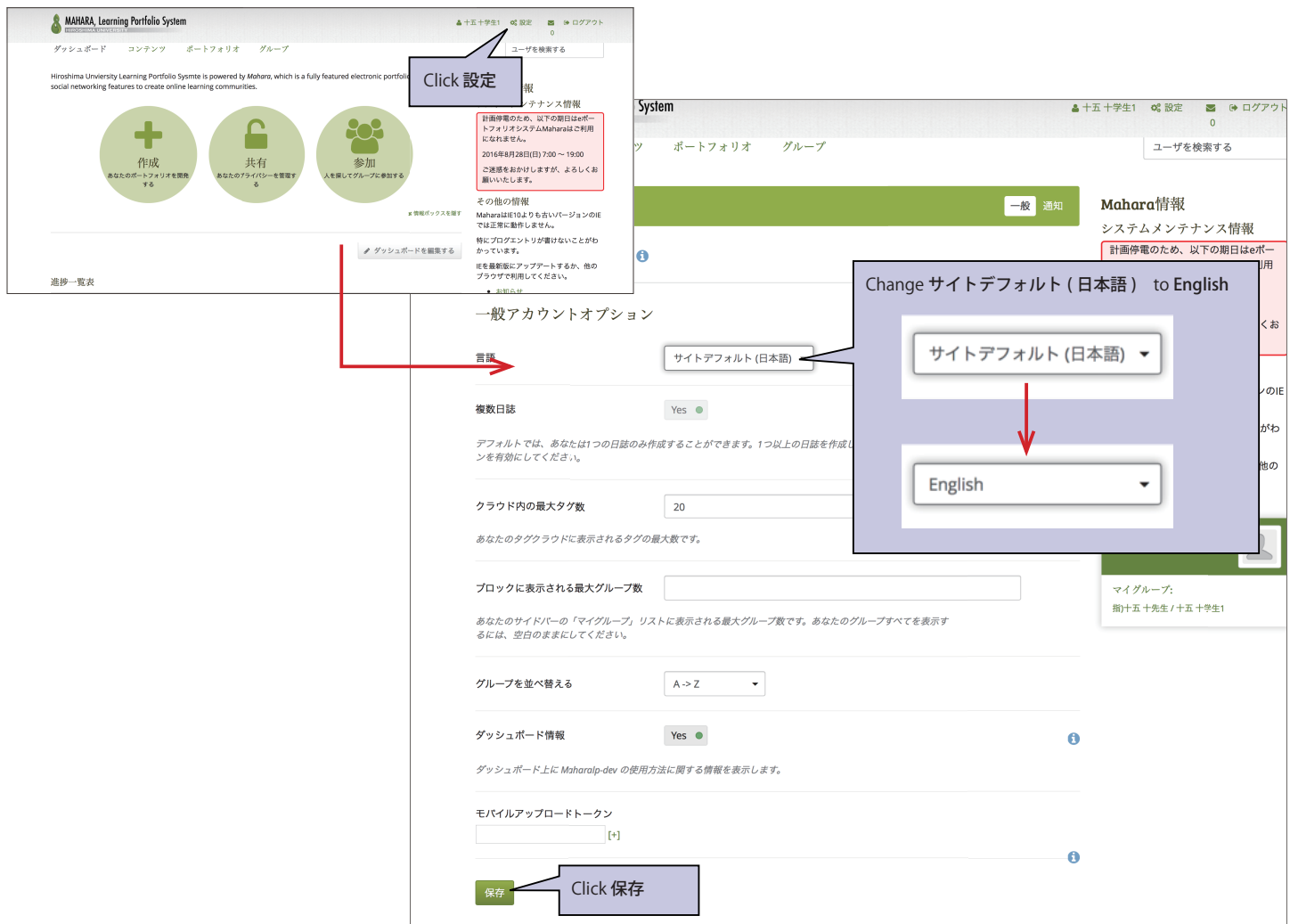
First of all, you need to log in to Hiroshima University Student Information System, **MOMIJI**. Then click **Link to the external system** and **ePortfolio**.



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.



Now you can see **Dashboard** in English. See below.

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

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

* They are only available for master course students.

** They are only available for doctor couse students.

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.

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.

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

Mahara Info
System Maintenance Info
 Due to the planned power outage, learning ePortfolio System, Mahara, will not be available on 28th August, 2016 from 7:00 to 19:00

Others
 Mahara does not work well in IE9 or older.
 Especially, they have problems with writing or editing blog entries.
 Please update your IE to the latest version or use other browser when you use Mahara.
 • [Admin Messages](#)

Input the title for your new entry and its content

Click Add a file and the window below will be displayed

Upload file
 File
 ファイルを選択 / ファイル未選択
 (Maximum upload size 2MB)
 Drop files here to upload

Home

	NAME	DESCRIPTION	SIZE	DATE
+	Bb Submissions			18/08/2016

Choose your file, and click × in the upper right corner on the window

Do not change these settings

Click Save entry

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

研究題目 / Research title

No entry

Input your answer

研究題目を入力してください。Input your Research title.

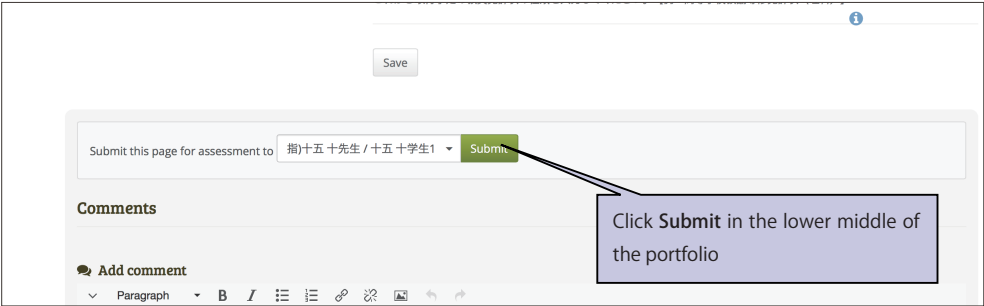
Save

Click Save

副指導教員1 / Co-adviser1

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.



MAHARA, Learning Portfolio System

十五 十学生1 Settings Logout 0

Dashboard Content Portfolio Groups

Search users

研究題目：M

by 十五 十学生1

論文題目・副指導教員の提出期限は2013年4月15日です。
The deadline for submitting this portfolio is 15th April, 2013.

2016年度 博士課程前期 春

研究題目：M

研究計画：M

履修計画：M

研究活動状況：M

共同セミナー：M

進学就職活動状況：M

TOEIC：M

TA・RA：M

学会発表：M

中間発表：M

研究題目 / Research title

No entry

副指導教員1 / Co-adviser1

No entry

副指導教員2 / Co-adviser2

No entry

副指導教員3 / Co-adviser3

No entry

副指導教員4 / Co-adviser4

No entry

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

Progress table

Collection name: 2016年度 博士課程前期 春

Portfolio	State	Modification date	Comments	Submission date
研究題目：M	Submitted	2016/08/19 Submitted	0	~ 2016/04/15
研究計画：M	Not yet	-	1	-
履修計画：M	Not yet	-	0	-
研究活動状況：M	Not yet	-	1	-
共同セミナー：M	Not yet	-	0	-
進学就職活動状況：M	Not yet	-	0	-
TOEIC：M	Not yet	-	0	-
TA・RA：M	Not yet	-	0	-
学会発表：M	Not yet	-	0	-
中間発表：M	Not yet	-	0	-
修士論文題目：M	Not yet	-	0	-
修士論文：M	Not yet	-	0	-

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.

