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## HOW TO CREATE AN E-PORTFOLIO IN MAHARA

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- Open SUNLearn and **log in** to your dashboard.
- In the Network services block on the left click on **Home – Eportfolio**.
- To create a page click on **portfolio** and then **pages**.
- Next click on **Create page**.
- Under TABS, choose **Edit title and description**.
- Give your page a **title** and click on **Save**.
- Next click on **Edit layout**, select the page layout you would like to use from the available templates and click **Save**.
- Click on **Edit content** under TABS to start adding content to your page.
- From the list of content options in the side bar **select the type of content** you want to add and drag the selection onto your page. Drop the selected content type on the page, in one of the allocated spaces.
- In the pop-up screen complete the required boxes to **edit the content** you wish to add.
- If you want to save the page and continue editing it later, click **Done** at the bottom of the screen and **log out**.
- To see what the page will look like to your readers, select **Display page** under TABS.
- The page will only become visible to other SUNLearn users once you share it with them.

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## HOW TO SHARE YOUR EPORTFOLIO WITH OTHER SUNLEARN USERS

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- Under **portfolio** in the **pages** tab select **Share page** under the list of TABS.
- Under Share with users, select **Share with other users and groups**.
- In the search box select **users** and next to it type either the surname or the UT-/student number of the person you wish to share the page with.
- Click on **Go** to initiate the search.
- Click on the plus sign next to the name of the person you wish to share the page with.
- Once you have added all the names of people you wish to share the page with, click on **Save** and check that these names appear on the access list.