

Login

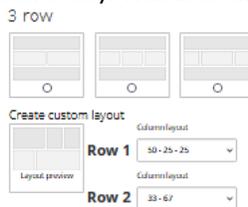
Free login with the digital UM ID (AAI account) or with a new registration (e.g., external guest). The user interface is in English or Slovene.



listovnik.sio.si

Page Layout

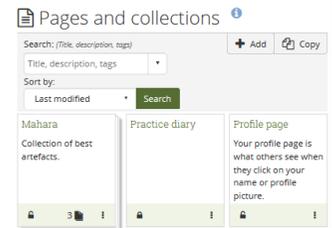
The page matrix is determined when creating or editing the layout (e.g., selection of prepared, customized definitions). This is later used to determine the position of the content layout in the page (e.g., show the text at the top of the first column).



[Edit > Settings > Layout](#)

Pages and Collections

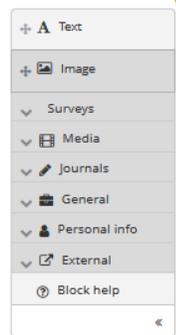
The basic logic of Mahara is to design individual content *Pages* (icon ) and merging them into *Collections* (icon ). The collections also have a navigation bar.



[Create > Pages and collections > +Add](#)

Blocks

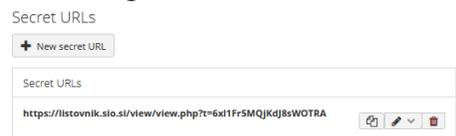
Block enable the usage of different content types (e.g., text, pictures, external content, files). Content from other functionalities is included in the same way (e.g., CV under *Personal info*, journal entries under *Journals*).



[Edit > Block](#)

Secret URL

Created URL link is simply shared with others (also unregistered users). In doing so, the author of the content can set the expiration date of the link, or by deleting it, disable further viewing of the content.



[Edit > Share > +New Secret URL](#)

Files

In pages users can store and share up to 50 MB of content (possible to increase). The uploader must take responsibility for copyright of the uploaded content.



[Create > Files](#)

Comments

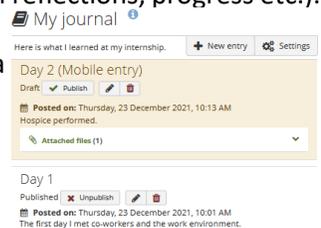
The majority of interaction is based on private or public comments. The author of the content also determines whether an approval before publication is required.



[Edit > Share > Advanced options](#)

Journals

They serve to collect individual entries of more extensive activities (reports of lab tutorials, personal reflections, progress etc.). An unpublished entry is saved as a draft. Submission through a mobile app is also supported.



[Create > Journals > +New entry](#)

Learning

Plug-in forms guide the creator of content for monitoring and consequently evaluation of progress in self-regulatory learning (e.g., record of prior knowledge, setting goals and strategies, appendices with evidence of implementation, self-evaluation).

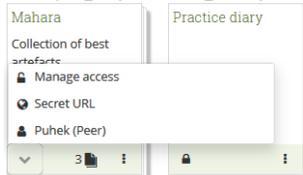


[General | Edit learning](#)

[Create > Learning > +New learning](#)

Manage Access

Content sharing status is optimal to set while editing the page (icon ). The author sets and shares the secret URL or manually writes under *Share with others* (e.g., public, group, friend, user).

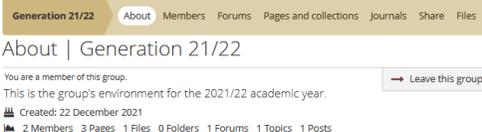


 > Share > Shared by me / Shared with me



Groups

The group is created by an *Administrator*, who also manages the membership (e.g., public, confirmation required). Members can co-create pages/collections, communicate in forums, keep journal entries or share files.



 > Engage > Groups (> Create group)



Notes

Pieces of text that are kept in a single place and are available for reuse in other pages (e.g., as instructions). They can also be used to record and store summaries of content and for later use.

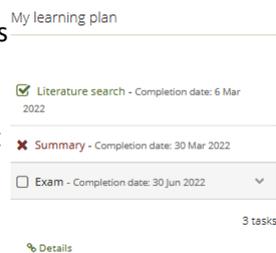


 > Create > Notes



Plans

A list for planning and monitoring the progress of activities leading to details and completion date. In a group view, it can also serve to coordinate tasks among members.

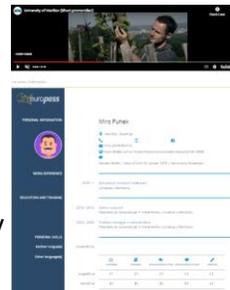


 > Create > Plans > +New plan



Résumé

Forms for recording personal data with digital evidence. It is shared as a page, which can also include multimedia sources (e.g., video presentation). Additionally available is Europass form (extract to PDF).

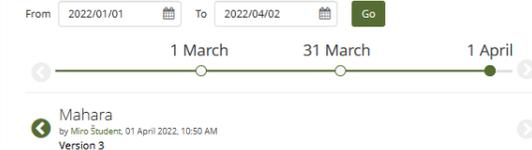


 > Create > Résumé / Europass



Timeline

Saving timeline pages makes it easy to record changes. The timeline is only visible if the author of the content has saved entries.



... More options (during *Display page mode*) >
 Save to timeline /  Timeline



Peer Assessment

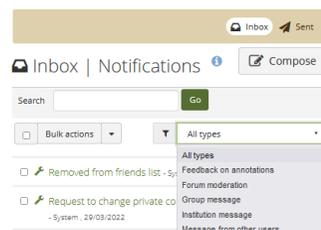
The block displays a window for publishing a content comment with feedback. When the Peer assessment block is included, the content editor must also assign the right of assessment to its classmates (*Share > Advanced options > Shared with > selecting a user and determining the role of Peer*). Assessments after publication are not anonymous.

 Edit > block General > Peer assessment



Inbox

Chat room for sending messages between users (with the Arnes domain). Inbox also contains other messages (e.g., friend requests, peer review comments).



 > Inbox > Compose



Mahara Mobile

Mobile app for collecting content (e.g., picture, journal entry, audio recording) and a later transfer to the web version. The content can also be gathered offline and uploaded later.



App stores for [Android](#) or [iOS](#).



Legend:  basic settings

 learning and study

 link to user manual

 creating content

 cooperation and communication

Additional guidelines are available in the [official user guide](#) or [guidelines for Mahara under Content search](#).

