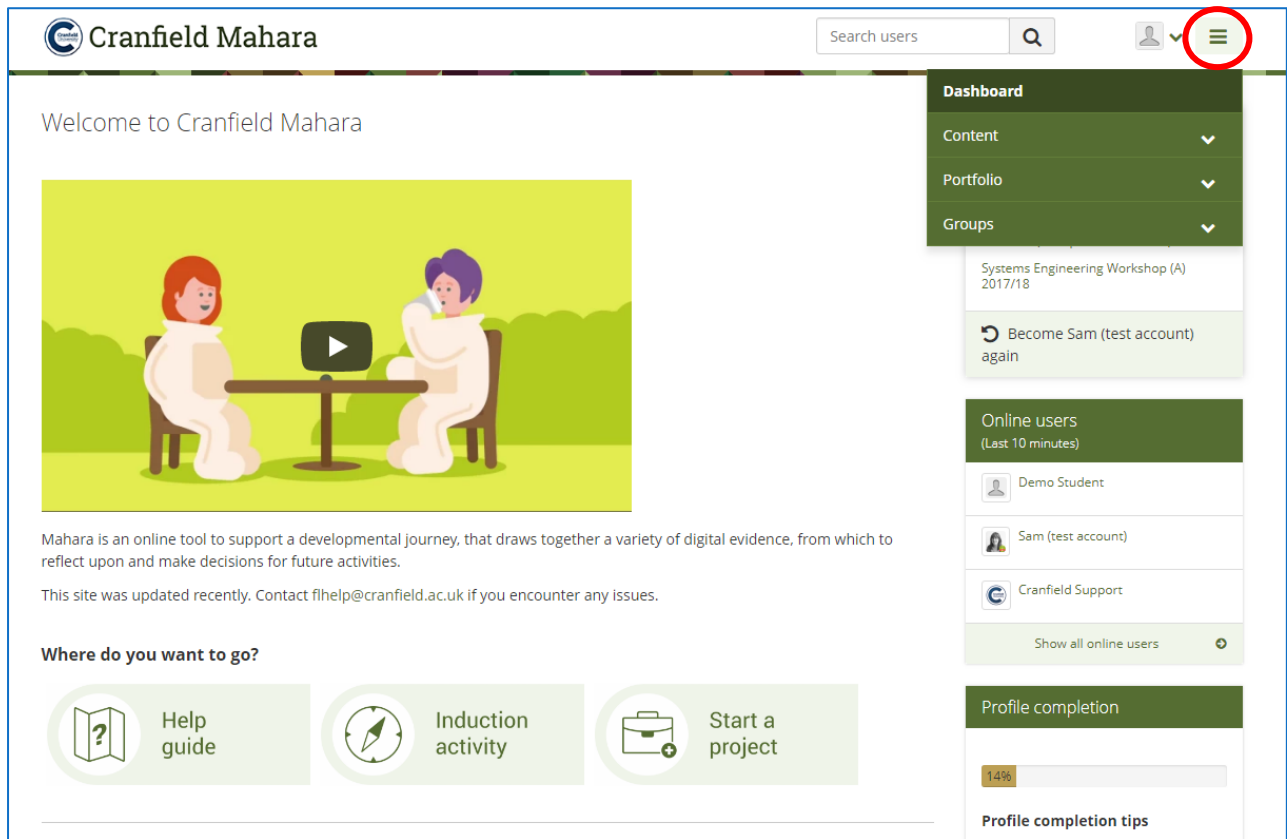


KEEPING A JOURNAL IN MAHARA

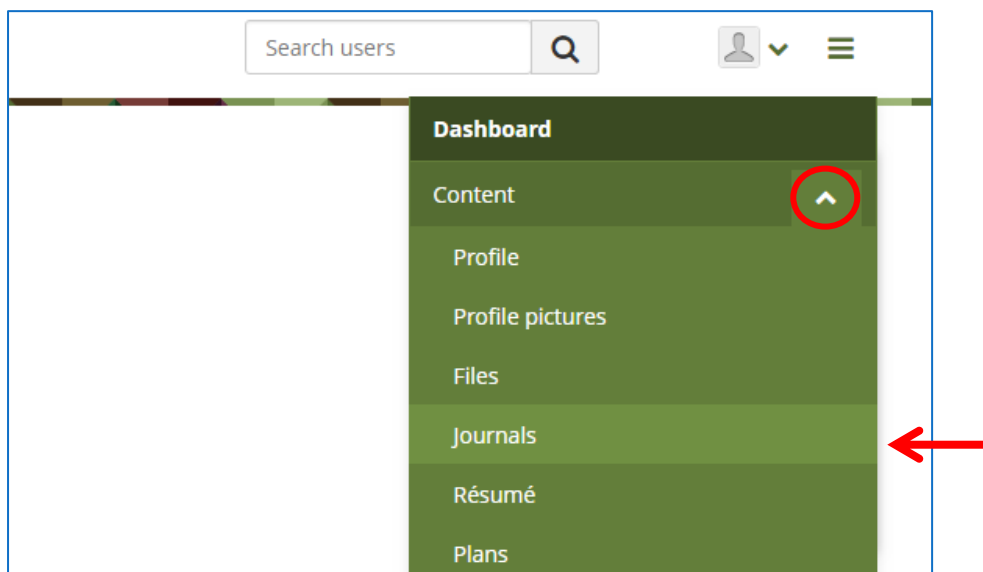
SET-UP YOUR PRIVATE JOURNAL

LOG INTO MAHARA, SELECT THE **HAMBURGER BUTTON** TO OPEN THE **FLYOUT MENU**:



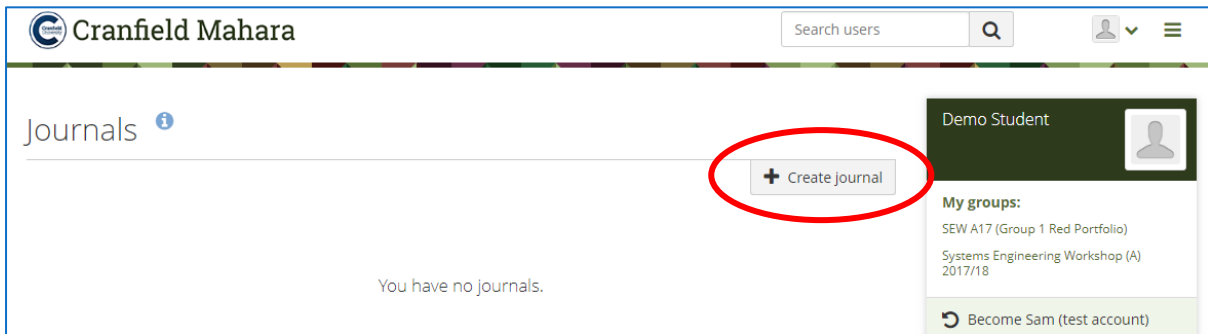
The screenshot shows the Mahara dashboard interface. At the top left is the "Cranfield Mahara" logo. To its right is a "Search users" input field with a magnifying glass icon. Further right is a user profile icon with a dropdown arrow and a hamburger menu icon (three horizontal lines), which is circled in red. Below the header, the main content area displays "Welcome to Cranfield Mahara" and an illustration of two people sitting at a table with a play button icon. Below the illustration is a paragraph of text: "Mahara is an online tool to support a developmental journey, that draws together a variety of digital evidence, from which to reflect upon and make decisions for future activities. This site was updated recently. Contact flhelp@cranfield.ac.uk if you encounter any issues." Below this text are three buttons: "Help guide" (with a question mark icon), "Induction activity" (with a compass icon), and "Start a project" (with a briefcase icon). On the right side, a dark green flyout menu is open, listing "Dashboard", "Content", "Portfolio", and "Groups". Below these are sections for "Systems Engineering Workshop (A) 2017/18" with a "Become Sam (test account) again" button, "Online users (Last 10 minutes)" listing "Demo Student", "Sam (test account)", and "Cranfield Support", and "Profile completion" showing a 14% progress bar.

OPEN THE **CONTENT TAB** AND SELECT **JOURNALS**:



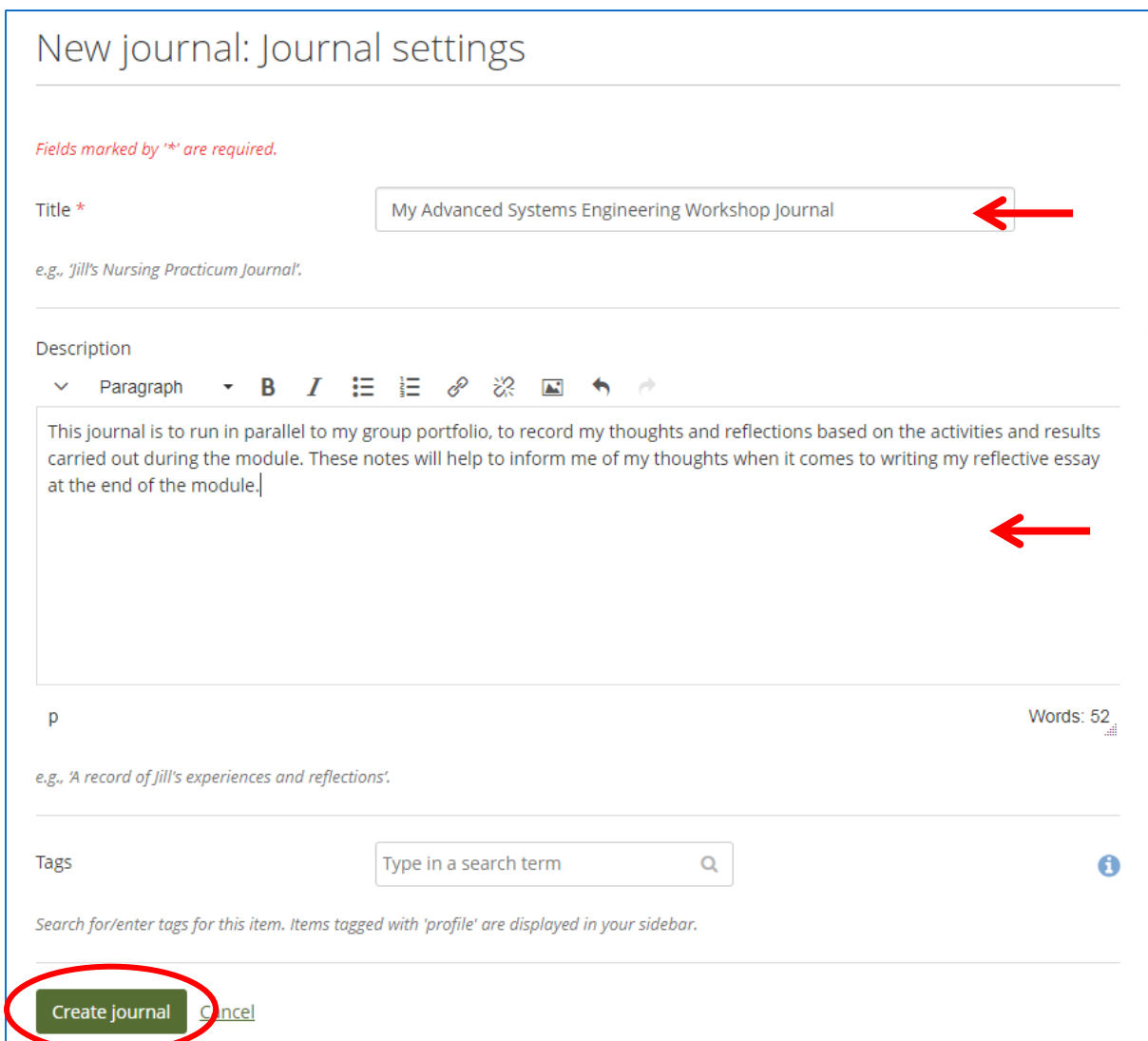
This screenshot shows a close-up of the dark green flyout menu. The menu items are "Dashboard", "Content", "Profile", "Profile pictures", "Files", "Journals", "Résumé", and "Plans". The "Content" item is circled in red, and a red arrow points to the "Journals" item.

SELECT + CREATE JOURNAL:



The screenshot shows the 'Journals' page in the Cranfield Mahara system. At the top left is the Cranfield Mahara logo. To the right is a search bar labeled 'Search users' and a user profile dropdown for 'Demo Student'. Below the search bar, the text 'Journals' is followed by an information icon. A red circle highlights a '+ Create Journal' button. Below this button, the text 'You have no journals.' is displayed. On the right side, there is a user profile card for 'Demo Student' with a profile picture, a list of 'My groups' including 'SEW A17 (Group 1 Red Portfolio)' and 'Systems Engineering Workshop (A) 2017/18', and a 'Become Sam (test account)' link.

FILL OUT YOUR JOURNAL'S DETAILS AND SELECT CREATE JOURNAL:





The screenshot shows the 'New journal: Journal settings' form. At the top, the title 'New journal: Journal settings' is displayed. Below it, a red note states 'Fields marked by * are required.' The 'Title *' field contains the text 'My Advanced Systems Engineering Workshop Journal', with a red arrow pointing to it. Below the title field is an example: 'e.g., 'Jill's Nursing Practicum Journal''. The 'Description' field contains the text 'This journal is to run in parallel to my group portfolio, to record my thoughts and reflections based on the activities and results carried out during the module. These notes will help to inform me of my thoughts when it comes to writing my reflective essay at the end of the module.', with a red arrow pointing to it. Below the description field is a word count: 'Words: 52'. Below the description field is another example: 'e.g., 'A record of Jill's experiences and reflections''. The 'Tags' field contains the text 'Type in a search term' and a search icon. Below the tags field is a note: 'Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.' At the bottom, the 'Create journal' button is circled in red, and the 'Cancel' button is also visible.

TO ADD A NEW ENTRY, SELECT + NEW ENTRY:

My Advanced Systems Engineering Workshop Journal
No entries yet. →








This journal is to run in parallel to my group portfolio, to record my thoughts and reflections based on the activities and results carried out during the module. These notes will help to inform me of my thoughts when it comes to writing my reflective essay at the end of the module.

+ New entry  

COMPOSE YOUR ENTRY AND SELECT SAVE ENTRY:


Title * ←

Entry *


Paragraph **B** *I*       

Today we:

- Cupcake gypsum dolor. Sit mate gingerbread jujubes cake cupcake. Bear claw candy marzipan. Gummy bears lollipop fruitcake. Biscuit I love I love I love gummi bears carrot cake. Topping dragged icing I love chocolate bar oat cake chocolate bar apple pie pastry.
- I love jelly jelly beans topping caramels brownie. Pudding gingerbread cake soufflé marshmallow I love pie. Pudding Valhalla gummi bears danish chocolate cake bonbon marshmallow. Sugar plum pudding caramels I love icing pudding. Pastry soufflé toffee candy candy chupa chups biscuit I love.
- Jelly beans lollipop tart icing caramels carrot cake topping I love. Carrot cake tart biscuit lollipop jelly-o I love I love sugar plum sweet roll.
- Lollipop soufflé chocolate chupa chups wafer sesame snaps cupcake sweet roll I love. Fruitcake jujubes pastry topping cheesecake dragée pie wafer. Jelly-o wafer ice cream cotton candy sweet cookie muffin sugar plum sesame snaps.





 ←


ul » li Words: 148


Tags 

Search for/enter tags for this item.

Attachments

-  invites to print.pdf 
-  Lincoln Oliver Taylor (2).png 

 Add a file ←

Draft No 


When your entry is a draft, no one except you can see it.

Allow comments No


Allow comments on your entry.


Save entry

2017/18

 Become Sam (test account) again

Online users (Last 10 minutes)

 Demo Student

Show all online users 

Quota

You have used 9.9MB of your 1024.0MB quota.


1%

Profile completion

14%

Profile completion tips

- Add a display name
- Add an introduction about yourself
- Add your employment history
- Add your education history
- Add your certifications and awards
- Add your interests

Search my portfolio 

Tags →



You have not tagged anything yet

Links and resources




- Mahara User Manual (external site)
- Mahara on Mobile Devices
- FHEA Portfolio
- CU Masterships Portfolio

TO VIEW YOUR JOURNAL, SELECT THE **TITLE**:

Journals i



My Advanced Systems Engineering Workshop Journal 
No entries yet. 

This journal is to run in parallel to my group portfolio, to record my thoughts and reflections based on the activities and results carried out during the module. These notes will help to inform me of my thoughts when it comes to writing my reflective essay at the end of the module.

 New entry  


TO EDIT AN ENTRY, SELECT THE **PENCIL ICON**:

My Advanced Systems Engineering Workshop Journal i

 New entry  Settings


This journal is to run in parallel to my group portfolio, to record my thoughts and reflections based on the activities and results carried out during the module. These notes will help to inform me of my thoughts when it comes to writing my reflective essay at the end of the module.



Day 1 reflections Published Unpublish

 **Posted on:** Thursday, 22 February 2018, 9:56 AM

Today we:

- Cupcake gypsum dolor. Sit mate gingerbread jubes cake cupcake. Bear claw candy marzipan. Gummy bears lollipop fruitcake. Biscuit I love I love I love gummi bears carrot cake. Topping dragged icing I love chocolate bar oat cake chocolate bar apple pie pastry.
- I love jelly jelly beans topping caramels brownie. Pudding gingerbread cake souffle marshmallow I love pie. Pudding Valhalla gummi bears danish chocolate cake bonbon marshmallow. Sugar plum pudding caramels I love icing pudding. Pastry souffle toffee candy candy chupa chups biscuit I love.
- Jelly beans lollipop tart icing caramels carrot cake topping I love. Carrot cake tart biscuit lollipop jelly-o I love I love sugar plum sweet roll.
- Lollipop soufflé chocolate chupa chups wafer sesame snaps cupcake sweet roll I love. Fruitcake jubes pastry topping cheesecake dragée pie wafer. Jelly-o wafer ice cream cotton candy sweet cookie muffin sugar plum sesame snaps.



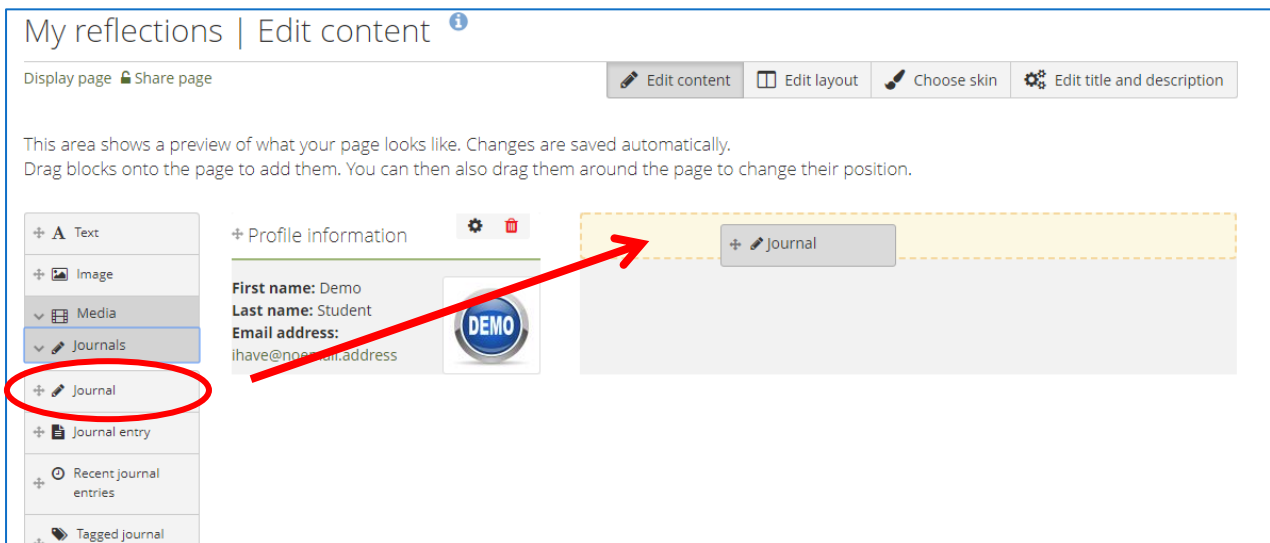
 **Attached files (2)** 

1 entry

SHARING YOUR JOURNAL WITH SOMEONE ELSE:

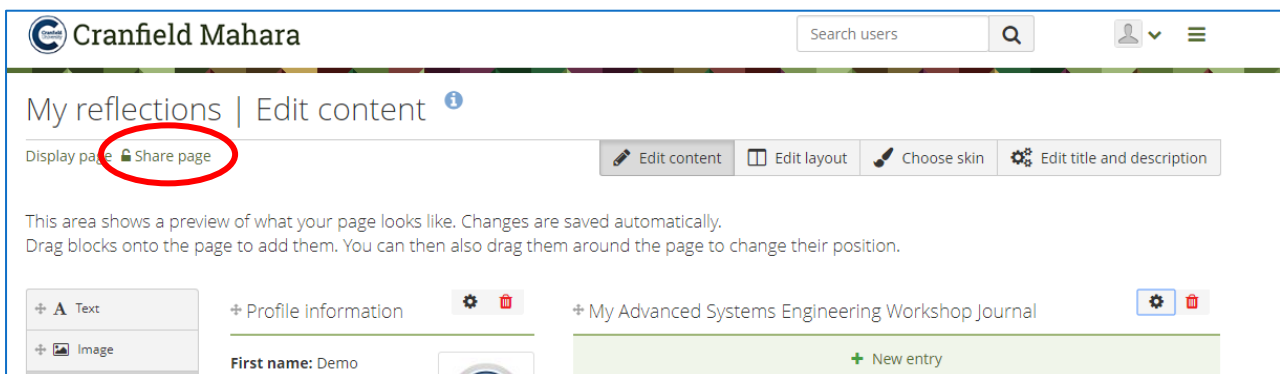
Your Journal is private to you. To Share your journal with someone else you will need to add it to a Mahara page. To remind yourself how to create a page, please review the Mahara Induction page:

<https://mahara.cranfield.ac.uk/induction>

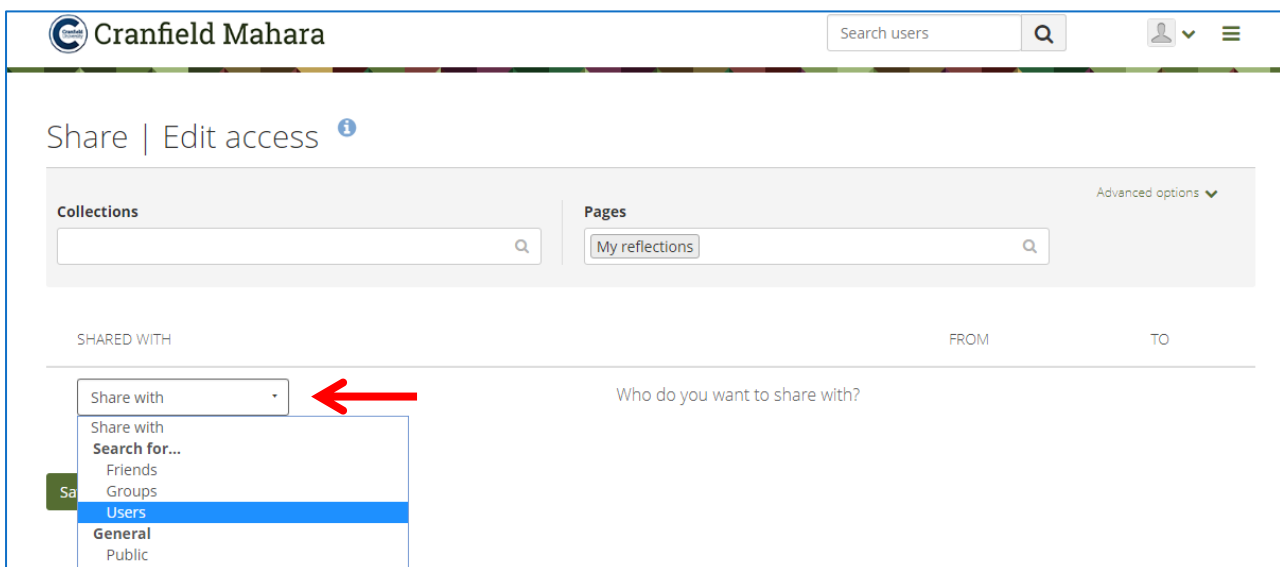


The screenshot shows the 'My reflections | Edit content' interface. At the top, there are buttons for 'Edit content', 'Edit layout', 'Choose skin', and 'Edit title and description'. Below this is a preview area with instructions: 'This area shows a preview of what your page looks like. Changes are saved automatically. Drag blocks onto the page to add them. You can then also drag them around the page to change their position.' On the left is a sidebar with various content blocks: Text, Image, Media, Journals, Journal, Journal entry, Recent journal entries, and Tagged journal. The 'Journal' block is circled in red. A red arrow points from this block to a 'Journal' block being added to the page layout on the right. The page layout includes a 'Profile information' block with fields for 'First name: Demo', 'Last name: Student', and 'Email address: ihave@noemail.address', and a 'Journal' block with a '+ Journal' button.

Then either generate a **Secret URL** to your page and email it to your intended reader, or choose a specific audience or person via the **Share page** link:



The screenshot shows the 'My reflections | Edit content' interface. At the top, there is a search bar for users and a user profile icon. Below this is the 'My reflections | Edit content' header. The 'Share page' link is circled in red. Below the header are buttons for 'Edit content', 'Edit layout', 'Choose skin', and 'Edit title and description'. The main area shows a preview of the page with a 'Profile information' block and a 'My Advanced Systems Engineering Workshop Journal' block. The 'Profile information' block has fields for 'First name: Demo' and a 'New entry' button.



The screenshot shows the 'Share | Edit access' interface. At the top, there is a search bar for users and a user profile icon. Below this is the 'Share | Edit access' header. The 'Share page' link is circled in red. Below the header are search bars for 'Collections' and 'Pages'. The 'Pages' search bar contains 'My reflections'. Below this is a table with columns 'SHARED WITH', 'FROM', and 'TO'. A 'Share with' dropdown menu is open, showing options: 'Share with', 'Search for...', 'Friends', 'Groups', 'Users', 'General', and 'Public'. A red arrow points to the 'Share with' dropdown menu.

To read a more in-depth guide, go to: <http://manual.mahara.org/en/17.04/content/journal.html>