powered by Mahara

1. Open up a new tab in your browser so that you can toggle between this directions page and the Mahara ePortfolio website. Go to this link in your new tab: https://connect.hcpss.org/high

2. Click on the "Fine Arts Office" link

3. You are now at a login screen. Bookmark the link here (the login screen) on your account at school and at home or wherever you access the internet, as you will be using this site frequently.

4. Your username and password are the same as the username and password you use to log in to the network/computers at school (not your aspen password).

Returning to this web site?

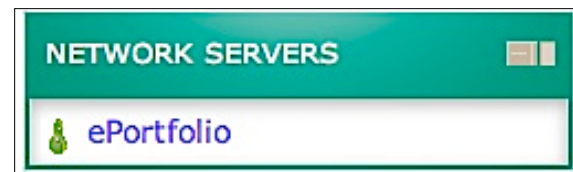Login here using your username and password (Cookies must be enabled in your browser)

Username

[_____]

Password

[_____]

(Login)

*If you get a screen about "not in course", just click continue.

5. Next click on the ePortfolio link on the right hand side

NETWORK SERVERS

  ePortfolio

6. You are now in your Dashboard. This is your command center for the site. You can see a lot of different windows of information here. You have the power to edit what information you want to see here. No one else will have access to viewing your dashboard. Think of it as your personal settings, navigation and news page. We'll come back to this later.

This top tab bar is your navigation area.

7.Clicking over to the content tab will bring a sub navigation bar. The content area is like your file manager and also has a few settings. In the content section you will load, access and manage your media files. The journal, resume and plans area allow you to store text based items that could be helpful for logging ideas, writing an artist statement or storing your professional resume.


8.While you are in the Content -> Profile tab, lets enter some information. **BE SURE TO FOLLOW THESE DIRECTIONS EXACTLY.** Enter your first and last name. Student ID is blocked...do not worry about that. For "Display Name" **you MUST enter your first initial and last name as your display name. Example: John Smith - JSmith**

*YOU MAY NOT CHANGE THIS.

No nicknames or code names.

*This is the only information that

you can edit in the profile section.

(Flickr)
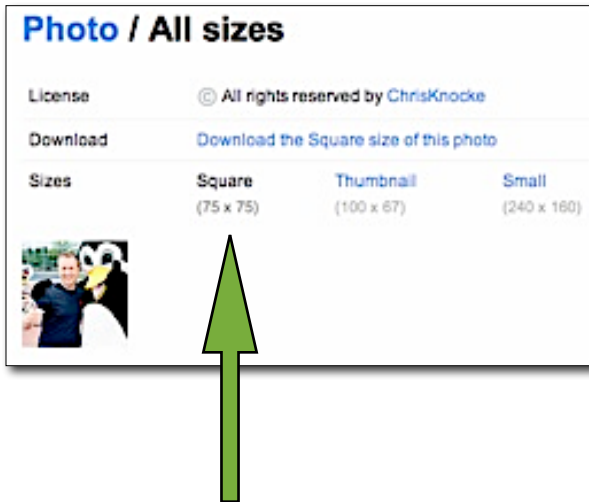
9. You can add a profile picture (like your icon in Flickr) by clicking over to the Proflile Picture tab. Choose a file from your computer to use. I suggest using a photo or artwork with a 75x75 square format (see all sizes) in Flickr for this icon. A square format will display the best. You can upload multiple profile pictures and toggle between them.


10. Click over to the files tab under content. This is your upload and storage area. Use this to upload documents, images of artwork, photos, and movies. You have 1 Gig of storage. You have to upload files individually and click on the agreement checkbox that confirms your files are your own. Files uploaded that aren't your own (ex. a master photo) should be clearly cited when used.
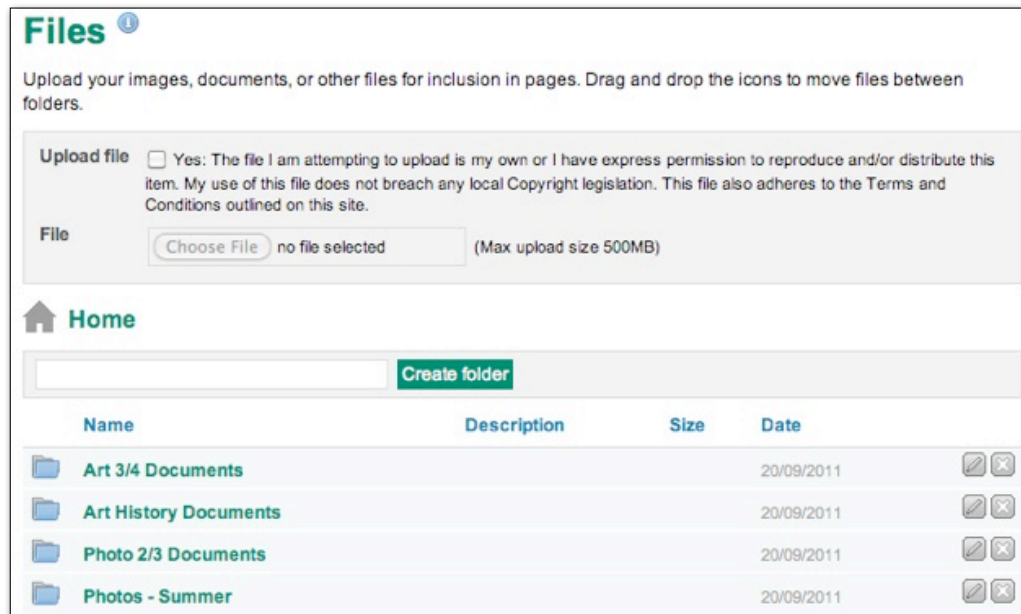
Notice that you can then make folders to organize your files. This is similar to sets in Flickr. The two square buttons on the right of the files allow you to edit or delete files. You may also drag and drop files (one at a time) into folders that you've made.

*No one can view your files that you store here.

*Use your storage capacity wisely. While 1 gig is a lot of memory, it can be used up in a hurry if you are uploading large digital original file sizes, RAW images, or video files. If your photos are 1-2 megs each you can upload 500-1000 photos.

NETWORKING DIRECTIONS

Mahara allows you to be a part of groups (like Flickr) and keep a friends list (similar to contacts in Flickr or Facebook) so you can follow the progress and share your work with your class and friends from school… and other participating Howard County school students as well.

1. Click on the **Groups** tab in the main navigation bar. Then click the **Find Groups** in the grey sub navigation bar. Here we will join our class group.

2. Search for a group by typing in RHHS and hitting the enter key. Notice you can also filter your search with the drop down menu on the right.
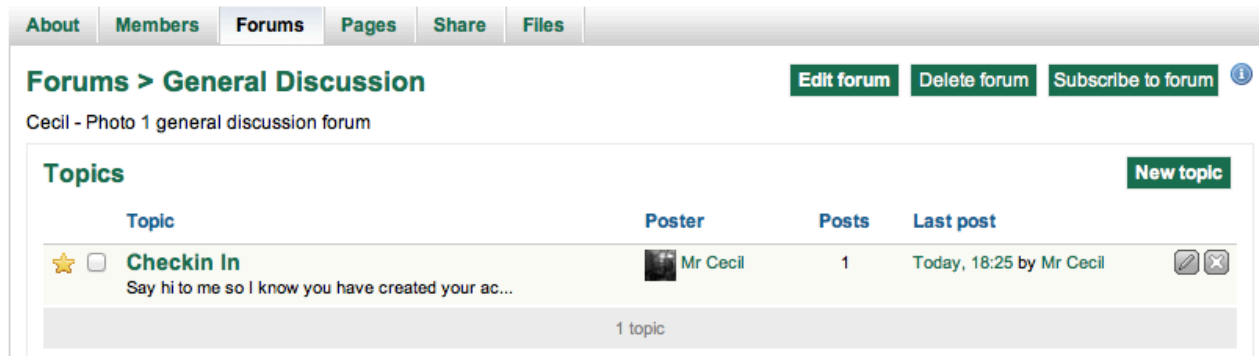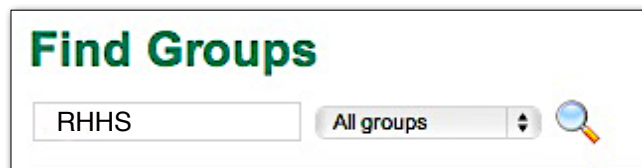

3.Join the groups of the classes you are in by clicking on the green "Join Group" button. Only join the classes you are enrolled in. **DO NOT JOIN CLASSES FROM OTHER SCHOOLS OR THAT YOU ARE NOT IN.**
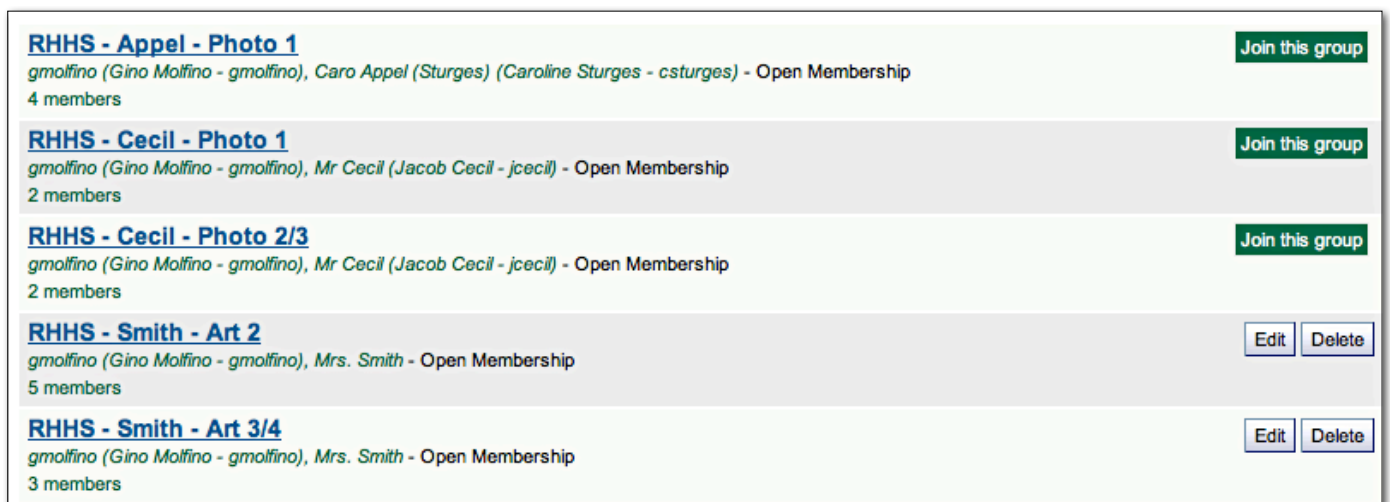
4. Now that you are part of the class group, take a look at some of the features here. You can see the members of our group, some pages that I've created and a Forum Post. This is like the discussion area in Flickr. Click on the Forums tab, then General Discussion and respond to my "Checking In" Topic by replying and typing a message. If you have a **profile picture, your name entered correct, and made me a friend (see steps below) place a message here by Monday 3/12, you will receive a 20 point grade.**

RHHS - Cecil - Photo 1

About	Members	Forums	Pages	Share	Files

Forums > General Discussion   Edit forum Delete forum Subscribe to forum
Cecil - Photo 1 general discussion forum

Topics   New topic

Topic	Poster	Posts	Last post
⭐ ☐ **Checkin In** Say hi to me so I know you have created your ac...	Mr Cecil	1	Today, 18:25 by Mr Cecil
	1 topic		

5. To make a friend go over to the find friends tab and type their name in the search field. You can enter their first and last name or their screen name.

Make me a friend. You will eventually be able to friend other classmates in advanced art and photo as well as find students from MRHS, RHS, and HoHS

For another 10 point grade, you will need to take home a copy of the user agreement contract and have it signed by a parent. DUE MONDAY!

* Remember this is a school / professional based account that should be used for school photo and artwork portfolio development. Cyber bullying, misuse of the system and misconduct will have consequences. Be appropriate, respectful and professional!