

E-PORTFOLIO USER MANUAL

(for Students)

1. What is an ePortfolio??

An ePortfolio (electronic portfolio) is an electronic learning record that helps students:

- Store learning products.
- Demonstrate competencies and learning progress.
- Share learning outcomes with lecturers or employers.

In the Mahara system, an ePortfolio is created from Pages and Collections (a collection of multiple pages). A page can contain various types of content such as:

- Document files.
- Images.
- Videos.
- Learning reflection articles.
- External links.

These contents are collectively called *artefacts* and can be reused across multiple different pages.

2. Account Setup

Log in to the Mahara system at <https://eportfolio.hanu.edu.vn>, , using the provided account information including your student ID and default password

Welcome The DEVICES project - eportfolio

VISION:
To **empower** students in Vietnam and Cambodia to thrive in a dynamic global **workforce** through lifelong learning, digital innovation, and inclusive, student-centered **career** development.

MISSION:
To **transform** higher education by strengthening institutional capacity, promoting lifelong career-building **competences**, and implementing scalable, cross-curricular **digital** workspaces that enhance student employability and personal growth.
For more information about the DEVICES project, [click here](#).

Create
Develop your portfolio

Share
Control your privacy

Engage
Find people and join groups

Login

Fields marked by "*" are required.

Username: *
031079008562

Password: *
.....

Login

[Lost username/password](#)

Links and resources

- [DEVICES website](#)
- [Hanu international projects](#)
- [Internationalization virtual centre](#)

Change it to a secure password (at least 8 characters including uppercase letters, lowercase letters, numbers, and special characters) according to your personal preference, then click the Submit button.

Change password

You are required to change your password before you can proceed.

Fields marked by "*" are required.

New password: *

Your new password. The password must be at least 8 characters long. Passwords are case sensitive and must be different from your username. It must contain upper case letters [A-Z], lower case letters [a-z], numbers [0-9], and symbols [e.g. !, @, #, \$, %, &, *, -, _]. For good security, consider using a passphrase. A passphrase is a sentence rather than a single word. Consider using a favourite quote or listing two (or more) of your favourite things separated by spaces.

Confirm password: *

Your new password again

Submit

Hoang Duong Nguyen

People online

(Last 10 minutes)

Hoang Duong Nguyen

Admin Account

Show people online

Profile completion

Profile completion tips

Add an introduction about yourself

Add a cover letter

Add your personal information

3. Creating a CV on ePortfolio

Creating a CV on Mahara not only helps students store scientific records but also enhances their ability to build a professional personal image. Students should regularly update their information so that the CV always accurately reflects their abilities and experiences.

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Dashboard

Create

Portfolios

Files

Journals

Notes

Plans

Résumé

Click on the 3-line button (top right corner) and select Résumé.

Résumé

Introduction

Education

Employment

Achievements

Goals and skills

Interests

Introduction | Résumé

Cover letter

Edit

Personal information

Date of birth

1979/09/23

Use the format YYYY/MM/DD

People online

(Last 10 minutes)

Nguyen Hoang Duong

Admin Account

Show people online

Profile completion

Cheasim University of ...

The system will display a data entry screen with basic information: Introduction, Education, Employment, Achievements, Goals and skills, and Interests.

4. Creating an ePortfolio Page

Step 1: Create a new Page

Select Main menu → Create → Portfolios. Here students can:

- Create a new Page.
- Create a Collection.
- Copy an existing portfolio.
- Search for their portfolio.

The system will open the Page Settings to configure page information

Untitled v.2 | Settings

Fields marked by "*" are required.

Basics

Page title *

Untitled v.2

Page description

Tags

Type in a search term

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Advanced

Save

Step 2: Set up basic information

Students need to fill in the following information:

- Page title: The name of the ePortfolio page.
 - *Example:* Learning reflection week 1, English speaking project.
 - If left blank, the system will automatically name it Untitled.
- Page description: A brief description of the page's content.
 - *Example:* This page contains my speaking project and reflection for week 1.
- Tags: Tags make searching for pages easier.
 - *Example:* English, Reflection, Semester1.
- Page instructions (optional): Lecturers can add portfolio instructions for students directly on the page.
 - *Example:* Upload your speaking video and write a reflection of 150 words.

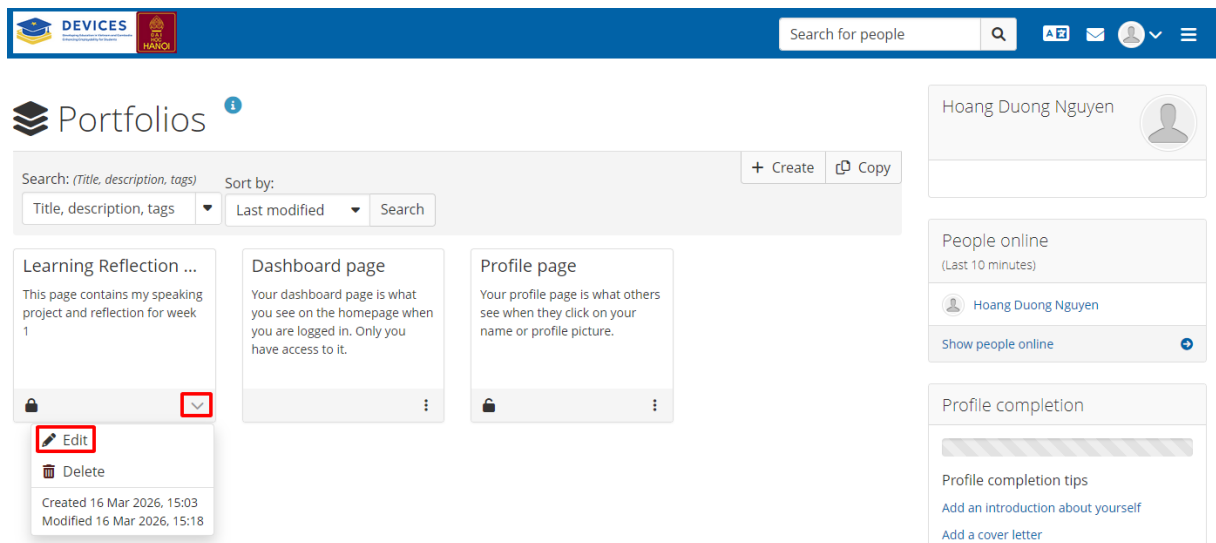
Step 3: Save the page

Select: Save. After that, the system will switch to **Edit page** to add content..

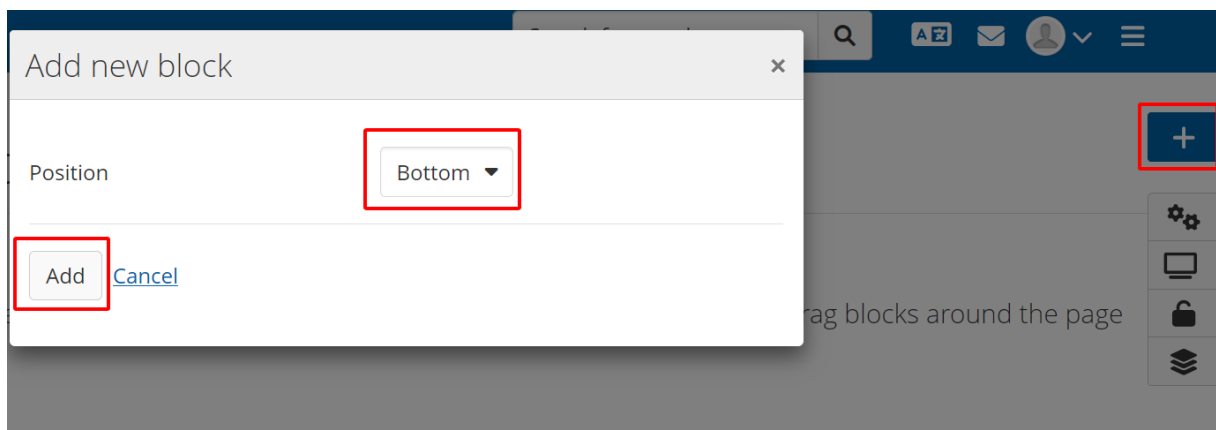
5. Adding Content to the ePortfolio

In Edit page mode, students can add content by:

1. Dragging the "Drag to add a new block" icon.
2. Dropping it into a position on the page.
3. Selecting the content type.
4. Configuring the block.



Drag to add a new block



Common content types:

- **Text block:** Used to write Reflections, Activity descriptions, or Learning journals.
- **File block:** Upload files such as PDF, Word, or PowerPoint.
- **Image block:** Add illustrative images for the project.
- **Video / Audio:** Can upload videos or embed YouTube videos.
- **Journal:** Write a learning journal.

Mahara uses a grid layout system, allowing drag-and-drop and block resizing directly on the page.

6. Sharing the ePortfolio

After completing the portfolio, students need to share it with their lecturer.

Select: **Share** → **Edit access**.

Sharing methods:

- **Method 1:** Share with a lecturer within the system. Select a user or group.
- **Method 2:** Secret URL. Mahara can generate a private link to send to the lecturer. People with the link can still view it even without logging in.

7. Creating a Collection (Multiple Portfolio Pages)

A Collection helps organize multiple pages in a logical order.

Example: Create a Collection: "English Learning Portfolio" containing the following pages:

- About me
- Speaking project
- Writing reflection
- Final project

How to create a Collection:

- Select Create → Collection.
- Name the collection *English Learning Portfolio*.
- Add pages to the collection.
- Students can drag and drop pages to arrange their order.

8. Viewing and Checking the Portfolio

Students can view the page as a viewer by selecting: **Display page**.

The displayed page will include:

- Title
- Author
- Tags
- Block content

9. Important Notes when Creating an ePortfolio

- Do not use the Profile page as a portfolio: The profile page usually has a broader sharing scope.
- Do not use too many columns: Portfolios display best with 1–3 columns.
- Information security: If the portfolio is shared publicly:
 - Google can index the page.
 - Content may be cached on the internet.

10. Example of Creating an ePortfolio for Students

Main steps in creating a collection

Step(s)	Actions	What students need to do	Illustrative Example
Step 1: Create Pages	Portfolio → Pages and collections → Add → Page	Create individual content pages for the ePortfolio	Create 4 pages: More Information, Learning Evidence, Reflection, Final Project
Enter content for each Page	Select Page → Edit → Add block (Text, Files, Image...)	Fill in learning content, assignments, and feedback on each page	Reflection page: write thoughts on speaking and writing skills
Step 2: Create a Collection	Portfolio → Pages and collections → Add → Collection	Set a name and description for the Collection	Name: English ePortfolio Semester 1
Add Pages to the Collection	In the Collection → Manage pages	Select the created Pages to add to the Collection	Add the 4 created pages into the Collection
Arrange Page order	Drag & drop within the Collection	Arrange pages in a logical sequence	Page 1 → Page 2 → Page 3 → Page 4
Check content	View Collection	Review all content, edit if necessary	Check for spelling errors, layout
Step 3: Share the Collection	Share → select viewer or create link	Submit work to lecturer or share publicly	Share with teacher or send Secret URL

EXAMPLE: Creating a Collection named "English learning portfolio – semester 1" consisting of 4 pages: More information; Learning evidence; Reflection and Final project.

Step 1: Create 4 pages including More information; Learning evidence; Reflection and Final project

Page 1: More Information

Component	Detailed Content
Page title	More information
Page description	This page introduces basic information about myself, my academic background, and my learning goals for this semester.
Textbox 01	Block title: Learning goals Block content: My learning goals for this semester are: 1. Improve my English speaking skills. 2. Expand my academic vocabulary. 3. Develop critical thinking through writing tasks. 4. Gain confidence when presenting in front of the class.
Textbox 02	Block title: Skills Block content: Current skills that I have developed: • Basic academic writing • Presentation skills • Group collaboration • Research skills

Component	Detailed Content
Textbox 03	Block title: Personal interests Block content: In my free time, I enjoy: • Reading English novels • Watching English movies • Listening to podcasts • Traveling and exploring new cultures

Page 2: Learning Evidence

Component	Detailed Content
Page title	Learning evidence
Page description	This page presents the learning activities and assignments that demonstrate my progress in learning English during this semester.
Textbox 01	Block title: Section 1: Speaking assignment Activity: Group Presentation Topic: The Impact of Social Media on Students Description: In this assignment, my group prepared a presentation about the positive and negative impacts of social media on students. Each member contributed to researching the topic and presenting different parts. My contribution: • Researched academic articles • Prepared slides • Presented the introduction and conclusion Skills developed: • Public speaking • Teamwork • Research skills
Textbox 02	Block title: Section 2: Writing assignment Assignment: Opinion Essay Topic: Should university education be free? Short excerpt: University education should be accessible to everyone regardless of their financial background. Free education would allow more students to pursue higher education and contribute to the development of society. However, governments must carefully consider the financial sustainability of such policies. Word count: 600 words Grade received: 8.5/10
Textbox 03	Block title: Section 3: Listening activity Activity: Listening Practice from Online Lectures Students were required to listen to academic lectures and summarize the main ideas. Example lecture topic: • Climate change and global responsibility Skills developed: • Listening comprehension • Note-taking • Summarizing information
Textbox 04	Block title: Section 4: Reading assignment Reading topic: Artificial Intelligence in Education Students analyzed an article about the role of AI in modern education. Key ideas learned:

Component	Detailed Content
	• AI can personalize learning. • AI helps teachers analyze learning data. • Ethical issues must be considered.

Page 3: Learning Reflection

Component	Detailed Content
Page title	Learning Reflection
Page description	This page contains my reflections on what I have learned during the semester and how I improved my language skills.
Textbox 01	Block title: Section 1: Speaking Skills At the beginning of the semester, I felt nervous when speaking English in front of the class. I was afraid of making mistakes and being judged by others. However, after participating in group presentations and classroom discussions, I became more confident. I learned that communication is more important than perfect grammar.
Textbox 02	Block title: Section 2: Writing Skills Writing essays helped me organize my thoughts more clearly. I learned how to: • Structure an essay • Support arguments with examples • Use academic vocabulary Although writing academic essays was challenging at first, I gradually improved through practice and feedback from my teacher.
Textbox 03	Block title: Section 3: Learning Strategies During this semester, I realized that effective learning requires: • Regular practice • Active participation in class • Reviewing feedback from teachers I also started using online tools and resources to improve my language skills.

Page 4: Final Project

Component	Detailed Content
Page Title	Final Project
Page Description	This page presents my final project for the course.
Textbox 01	Block title: Project Title The Role of Technology in Modern Education Project Description This project explores how technology is transforming education in the digital era. It discusses both the benefits and challenges of using technology in classrooms. Key Topics Covered 1. Online learning platforms 2. Artificial intelligence in education 3. Digital literacy

Component	Detailed Content
	4. Future trends in education Key Findings Technology provides many opportunities for improving education, including: • Flexible learning environments • Access to global knowledge • Personalized learning experiences However, there are also challenges such as: • Digital inequality • Over-reliance on technology • Privacy concerns What I learned from this project Through this project, I developed: • Research skills • Critical thinking • Academic writing • Presentation skills Future Improvement If I had more time, I would: • Conduct interviews with teachers • Collect survey data from students • Include more academic sources

Examples of Files that can be uploaded in the ePortfolio

Students can add:

- **File Block:** Essay.pdf, Presentation.pptx, Research_report.docx
- **Media Block:** Video presentation, Poster project, Infographic
- **Example Tags for Portfolio**

Students can use tags such as: *English learning; Semester 1; Speaking; Writing; Reflection; Reflection*

Step 2: Create a Collection named "English learning portfolio – semester 1" and add the 4 pages created above to the Collection.

Example Description for the entire Portfolio (Portfolio name is "English learning portfolio – semester 1")

This portfolio presents my learning progress in the English course during the first semester. It includes my assignments, reflections, and final project, demonstrating the development of my language skills and academic abilities.