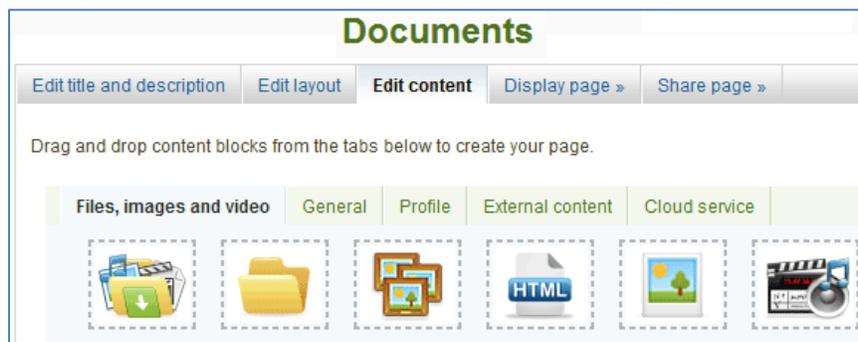


Add Showcase Folder to Mahara Portfolio

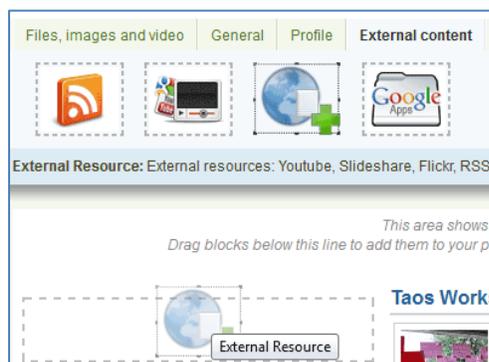
- Go to <http://eportfolio.cisweb.hct.ac.ae> . Sign in and click on Portfolio.



-
- You can either create your own page, or click on “Shared with Me” and select a preformatted page from the list.
 - For many of your pages, you will be able to select a preformatted page to save yourself lots of time.
 - If you select a preformatted page, you will need to click on the “Edit Page” link in the top right corner.
 - If you create a new page, it will automatically open in edit mode.
- When your page opens in edit mode, you will see several editing tabs for different options.



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- You can edit the title and description and layout at any time. See the “Edit Title and Description” instructions for detailed use.
- Go to “External Content” and then drag and drop the “External resource block” anywhere on the page. You can always move it later.
 - Refer to EDIT LAYOUT for information on how to edit the page columns.



-
- Once you drop the block, you will see this page of options:

Folders: Configure

Block title

 If you leave this blank, the title of the resource will be used.

Retractable

 Select to allow this block to be retracted when the header is clicked.

Automatically retract

 Select to automatically retract this block.

Uri *



Size

 Maximum size for a resource in pixels. Actual size may be smaller if the resource does not support it.

-
- In the Block title, you can type the name of the folder you are sharing. Leave the next two boxes unticked.
- To get the URL, you need to return to Google Drive, right-click on the folder you are going to share, select share and then copy the URL from the top of the window.

Sharing settings

Link to share

Share link via:    

Who has access

	Anyone who has the link can view	Change...
	Paul Leslie (you) lesduke@gmail.com	Is owner

-
- Copy the LINK TO SHARE, and paste it in the URL box in Mahara.
 - You can also share the link via the other tools listed underneath the link (Gmail, Google Plus, Facebook, Twitter). This adds content to your profile and makes you look good.
 - To get people to visit your site, you need to have something for them to look at.
 - You can also use this method to share work with colleagues through Google Plus. See sharing with Google Plus.
- Click on Save. You will see this on your page:



-
- SAVE. DONE.