MyPortfolio is a very flexible tool which can be used as a portfolio, for blogging, CV builder, social networking system, connecting UCL students and staff and creating online communities. MyPortfolio provides you with the tools to set up a personal learning environment and can also be used to support group work.

The MyPortfolio system is available at [https://myportfolio.ucl.ac.uk](https://myportfolio.ucl.ac.uk)

If you are looking for information about other e-learning tools aside from MyPortfolio please see the [UCL Digital Education](https://www.ucl.ac.uk/teaching-learning/digital-education).

Getting started

This brief introduction to this flexible and creative platform will give you an overview of what it can do and hopefully some inspiration about how it might be able to help you.

Explore

- **Feature focus!** - check out new and promoted plugins in MyPortfolio (opens in MyPortfolio)
- **Guides for particular modules** - guides and induction worksheets we have produced for particular contexts.
- **MyPortfolio FAQs** - Frequently asked questions about MyPortfolio
- **MyPortfolio on the UCL blog** - Read about updates, developments and interesting projects
- **Watch us on YouTube** - There are a range of videos in our MyPortfolio playlist about using the system. Don't forget to subscribe as new videos will be added when possible.

Moving on

At UCL we use the Mahara software for our MyPortfolio platform, you'll find a curated list of guides from the official Mahara support site below. These are not produced by UCL, however they do offer help that is wholly applicable to MyPortfolio.

- **Dashboard**: This is basically the homepage of MyPortfolio - the first thing you see when you login.
- **Content**: The content section is where you can upload and manage elements of your MyPortfolio, such as files and journals.
- **Portfolio**: This is the section of MyPortfolio where you can manage pages, collections and sharing.
- **Groups**: The perfect space to collaborate. Groups allow you to share files, talk in forums, build a shared page or create a shared journal.
- **Adding content to a page, via blocks**: When you create a page the main way to add content is via the blocks, this includes files, journals and external resources.
- **Notification settings**: Control whether you get email notifications for specific events within MyPortfolio.
- **Mobile Mahara**: Find out how you can use MyPortfolio (Mahara) on your mobile device.
- **Open badges**: MyPortfolio can work as a backpack for Open Badges - visit the Mahara manual page to find out more about Open Badges.

Questions?

If after utilising and exploring the guidance on this Resource Centre you have any queries or questions about MyPortfolio please contact the ISD Service Desk.

Mahara Community

As Mahara software (which forms the basis for MyPortfolio at UCL) is available outside of the institution there is a large community of users from whom you can find tips and examples of using the Mahara system. Some of the places you can get started participating in the wider Mahara community are listed below. Although these are not officially affiliated with UCL are they helpful resources and they can easily be applied to UCL MyPortfolio.

- **MUGSE** (aka the Mahara User Group for Southern of England) is a network of teaching staff, students, learning technologists and developers who meet a few times a year to talk about Mahara. The meeting locations vary around the south of England, but at least once a year they will meet in London. It is a chance for individuals to share examples of work they have done with students, and for beginners and experts to ask questions and share knowledge with one another.
- **Mahara Events** An official Mahara (a.k.a. MyPortfolio at UCL) conference honours it's New Zealand roots as the conference is referred to as a 'Hui', which is a Maori term for a social gathering or assembly. There conference is held annually in different locations around the UK and features a variety of talks and workshops on all aspects of Mahara.
- **Mahara Newsletter** comes out quarterly and includes examples of Mahara usage at other institutions and colleges around the world. It also has articles and blog summaries about Mahara usage or events.

Why not get involved on Twitter? You can find MUGSE and Mahara accounts on Twitter, as well as other user groups such as #MacHara for the Scottish user group. You can also use the hashtag #Mahara to ask questions and find out what others are doing.

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