


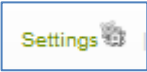




LATTC Mahara Tutorial

Step #1 – Access, Settings, and Set up Profile and Resume

 http://moodle.lattc.edu	<p>This tutorial begins logging into Moodle. Go to http://moodle.lattc.edu Student login username is their student ID number, starting with 88 and the password is either the four numbers representing month and day of birth or their PIN for logging into the Student Information System.</p>
	<p>After logging into Moodle, find the Mahara logo and click on it to go to Mahara ePortfolio.</p>
	<p>When you first log into Mahara, you are presented with a dashboard that has icons and is divided into three areas.</p> <p>Create and Collect is where you set up your profile, upload your files, put information into your Resume and set up your Journals.</p> <p>Organise (note this is the Australian spelling for organize) is where you go to create pages, share pages, and put pages into collections for sharing.</p> <p>Share and Network is where you find friends, join groups, and control your privacy.</p> <p>This tutorial will focus on the first of the four areas in Create and Collect. In addition, it will set up the general settings for your ePortfolio.</p>
	<p>In the top right hand corner of the window you will find the Settings link and icon. Please click on it first to establish some important privacy settings.</p>

General Account Options

1. Select the option you want for friend requests.
2. Keep the option checked for HTML editor (**do not change this**)
3. Select the option you want for messages from other users.
4. Select (check) if you want the column controls to be displayed when you created/edit pages. These tutorials will not show these controls.
5. Enable multiple journals. **PLEASE CHECK THIS BOX.**
6. Maximum tags in cloud is set to 20 and there is no need to change it now.
7. Hide real name. **PLEASE CHECK THIS BOX.**
8. You can select to show or not the Mahara information.
9. Mobile Upload Token – enter a word here and the same word on your iPhone, iPad, Android phone or Android Tablet if you want to use the Mobile Mahara or Mahara Android apps to directly upload photos to your files area. After you set the initial tokens, it will change the token with each upload. So the next time you go to the settings area, it will be different. Reset both here and on your mobile device if you have problems.
10. SAVE changes.

Return to the dashboard by either clicking on the large Mahara logo in the upper left corner or the dark green Dashboard tab.



Update your Profile is the next area we will cover.

Click on the icon or words for Update Your Profile.


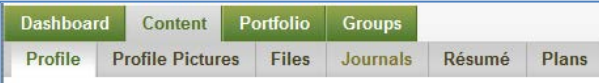
The page will take you to the first form.

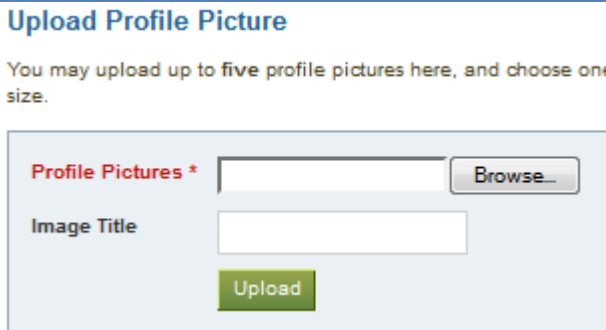
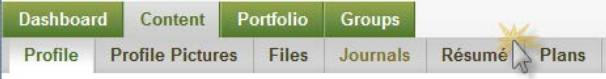

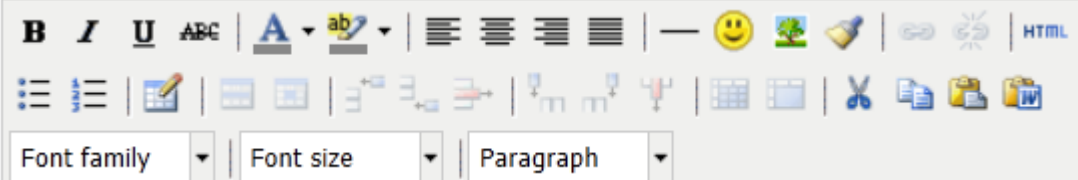
Fill in the box for a display name. This is used to replace the student ID number that we hid by our change to the settings menu above.

Display Name

Recommendation: Put in a professional first and last name you want a prospective employer to see.

Save Profile changes.

	<p>Click on the Contact Information tab within the Profile area. It is recommended to complete your home address, phone number, fax number, if you have it and might include it in a page for a prospective employer. Remember to click on SAVE at the bottom of each profile area you update.</p> <p><i>Note: Placing information here makes it available to use later. Placing it here does NOT mean it must be used. The only people who will see this information are the people who are given permission to see it on a PAGE you create later on.</i></p>
<p>Other Profile Information</p>	<p>If you would like to include the official LATTTC website or the website address for your major dept. homepage, you can add those to the appropriate box.</p> <p>If you would like to add a different email address than the one in Moodle, you can do that. If you do, you will need to verify the email address before you can return and use it.</p> <p>In the Messaging Tab, you will find places to include instant message, Skype and Jabber identifications. If you are applying for jobs out of the local area, you might want to include your Skype username.</p> <p>In the General Tab you can include your occupation and industry if you want.</p>
	<p>The tab next to Profile is Profile Pictures. The picture you have in your Moodle profile is the default image for Mahara. However, you can add additional image files if you would like through the Profile Pictures tab. Just click on that tab.</p>

	<p>You may upload up to five profile pictures here, and choose one to be displayed as your default icon at any one time. Your icons must be between 16x16 and 1024x1024 pixels in size.</p> <p>Click the Browse button and find the image on your computer hard drive or media stick. Double click on the file name and then give the image a title in the Image Title box. Click upload and the file will appear on the page as one option.</p> <p>Repeat the steps to add additional image files one at a time.</p>
	<p>If you click on the My Resume tab, you can fill in personal resume types of information you want to share. The categories include the following:</p> 
	<p>In the Education and Employment area, click the ADD button and fill in the boxes. Then click the SAVE button. The same is true for the Accomplishments area. However, in the goals and skills area, you just type in your text and click on the SAVE button. You can use any of the tools in the WYSIWYG toolbar for formatting.</p> 

Résumé

Introduction

Education & Employment

Education History 

Add 

Employment History 

Add

In the Resume tab area, you will find the Education and Employment sub tab.


If you want to add your current LATTC education to this area follow these steps:

1. Click the Add button under Education History.
2. Complete each item in the form you want to complete and then click the SAVE button.

Example:

Education History 

Start date *

August 2012 

End date

Institution *

LA Trade Technical College

Institution Address

Los Angeles, CA

Qualification Type

Certificate, AS Degree

Qualification Name

Diesel Technology

Education History 

Start date

End date

Qualification

August 2012

Diesel Technology (Certificate, AS Degree) at LA Trade Technical College

Sample of Education History entered. If you wish to make a change, click the Edit icon as shown above. It is the left icon of the two small icons to the right of the education entry. This brings up the form and you can make changes to the information you entered.

Adding Employment History

Under Employment History, click the add button and fill in the form. Be sure you capitalize letters and spell all names correctly. When you pay attention to detail here, it tells the reader you pay attention to detail on the job and that is critical.

Sample:



The screenshot shows a form titled "Employment History" with an information icon. It contains five input fields:

- Start date ***: 2008
- End date**: (empty)
- Employer ***: Pep Boys
- Employer Address**: Los Angeles, CA
- Job Title ***: Parts Counter Sales

Be sure to SAVE your changes before leaving that page.

Other Resume Items

Under Achievements, be sure to include certificate you have earned, Dean’s Honor Roll, competitions and general achievements you want to include on your resume. You will click the ADD button and enter the date, title, and description (optional) for each, and do them one at a time.

Under Goals, Skills and Interests, you can enter information which helps to define your unique talents, skills, goals, and interests. If you aren’t sure what to include, go to O*Net Online [<http://www.onetonline.org/>] and do a search on the field for which you are majoring. Select some key words and phrases that describe you and use them to create your own sentences.

Be sure to save your work each time you enter information into a form.