






## LATTC Mahara Tutorial

### #2 – Upload Files and Using Mahara Android App

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| <br>http://moodle.lattc.edu | <p>This tutorial begins logging into Moodle. Go to <a href="http://moodle.lattc.edu">http://moodle.lattc.edu</a> 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><b>After logging into Moodle</b>, 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><b>Create and Collect</b> is where you set up your profile, upload your files, put information into your Resume and set up your Journals.</p> <p><b>Organise</b> (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><b>Share and Network</b> is where you find friends, join groups, and control your privacy.</p> <p>This tutorial will focus on the second of the four areas in Create and Collect. It will cover multiple paths to uploading files you may have on your camera, on Facebook, on your phone, and/or on your computer.</p> |

**Creating Folders to Organize Your Files**

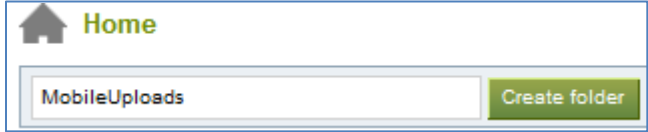
Click on the Upload Your Files in the dashboard to go to the files area.

There are many advantages to creating multiple folders. These include:

- 1. Ability to use the Mahara Mobile Apps with iPhone or Android Phones. This includes tablet devices.
- 2. Folder files can be used to create Galleries of photos on a page.
- 3. Organize photos by content area or class.

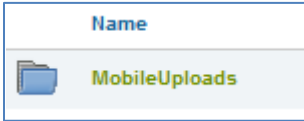
You can also create folders within folders to organize different topics within a class.

To create a new folder, type in the name of the folder in the box and click CREATE FOLDER button. Example of how to create the folder for Mahara Android App:

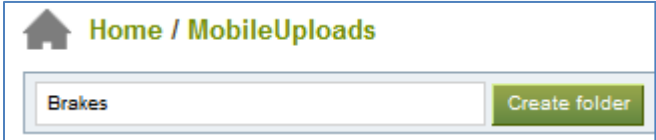


**Creating a Folder within a Folder**

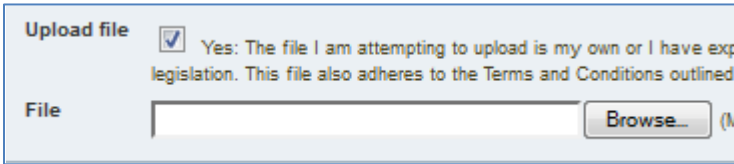
- 1. Click on the folder name where the new folder will go inside. Sample:



- 2. Verify that you are now within the correct folder. Sample:



- 3. Type in the name of the new folder and click Create Folder. In this sample you are creating the Brakes folder inside of the MobileUploads Folder.

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| <p><b>Uploading Files from Computer or external media storage device attached to your computer</b></p> | <ol style="list-style-type: none"> <li>1. Go into the folder where you want to put the files.</li> <li>2. Check the box next to the text that says: “Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local Copyright legislation. This file also adheres to the Terms and Conditions outlined on this site.”</li> </ol>  <ol style="list-style-type: none"> <li>3. Click the Browse button.</li> <li>4. Find the file you want to upload on either your computer hard drive or an external media device such as a flash drive, external hard drive, memory stick from a camera, or even a camera plugged into your computer.</li> <li>5. Either double click on the file when you locate it, or click on it once and then click the OPEN button to start the upload.</li> <li>6. Repeat this step for each file you want to upload.</li> </ol> |
| <p><b>Consider File Storage Limits</b></p>   | <p>If you only have 50 MB of storage in your files area total, and each of your files is 10 MB in size, then you will only get 5 files uploaded before you run out of space. Whenever possible, reduce the size of your files before you upload them.</p> <p>You can use free photo editing software such as Paint.Net to reduce the total file size and maintain the same height and width proportions. You can use the same software to crop out unwanted background options and focus the viewer on just the content that is important. Download your free Paint.net software from: <a href="http://download-paint-net.com/">http://download-paint-net.com/</a> See the Paint.Net Tutorials in the Student Help section of the LATTC Moodle site.</p>  |
| <p><b>If Photos are on Facebook</b></p>  | <p>If the photos you want to upload to Mahara are posted to your Facebook account, you can go into your Facebook account and download and save them to your computer. Once you have them on your computer, you can upload them using the steps above.</p>   |

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| <p><b>If Photos are in eMail</b></p>  | <p>If the photos you want to upload to Mahara are in your email account, log into your email, and download and save them to your computer. Then you can upload them following the steps above.</p>  |
| <p><b>If the Photos are in Flickr or PicasaWeb</b></p>  | <p>You can leave those photos in Flickr or PicasaWeb or Photobucket or other photo sharing resource on the Internet. The process you will use is to link to the photo URL. Placing photos in these photo-sharing sites gives you the ability to include more photos in your ePortfolio.</p>   |
| <p><b>If the Photos are in your camera and you can't connect the camera to the computer with a cable.</b></p> | <p>You have a couple of options here:</p> <ol style="list-style-type: none"> <li>1. Send the photos to email and then download and upload.</li> <li>2. If your camera has a memory chip that you can remove, you can put it into a USB reader and upload from your computer.</li> <li>3. If your computer can connect to the camera via Bluetooth, you can use it instead of a cable.</li> <li>4. Download and install the Mahara App for either Android or iPhone devices and configure your Mahara account and Mobil device to use it.</li> </ol>   |
| <p><b>Setting up the Mahara Android App</b></p>   | <ol style="list-style-type: none"> <li>1. Download the MaharaAndroid app to your phone.</li> <li>2. Place a token in your Mahara Settings.</li> <li>3. Place the same token in your Android App settings.</li> <li>4. Place the correct URL in the Android App settings. There is a default URL in the settings. Remove the server name that is preset and replace it with efolio.lattc.edu LEAVING THE REST. The full URL will be:<br/><a href="http://efolio.lattc.edu/artefact/file/mobileupload.php">http://efolio.lattc.edu/artefact/file/mobileupload.php</a></li> <li>5. Enter your Username</li> <li>6. Select the Connection Type you want to use [mobile, wirless, or default]</li> <li>7. Enter the upload folder name MobileUploads</li> <li>8. Enter the Artefact Tags = Android</li> <li>9. In Mahara, create the MobileUploads folder if you did not do that previously in this tutorial.</li> </ol> |

**Using the Mahara Android App to upload pictures from your phone**

1. Take the photo
2. Share the photo with the MaharaDroid
3. You can change the file name, but leave the same .jpg ending to the file name that exists.
4. Put in a description for the photo if you wish
5. Add any tags you wish to add
6. You can click UPLOAD and upload it right away, or you can SAVE and then upload later.

Link to docs for using the App: <http://code.google.com/p/maharadroid/>