How to insert multimedia into your ePortfolio

A. How to edit an ePortfolio page

1. Login to Mahara and click the ‘Portfolio’ tab.

2. Click the edit icon (EDIT) of a particular page to go into the edit page mode.

B. How to insert a textbox

1. Click the ‘Edit Content’ tab in the edit page mode.

2. Click the ‘General’ subtab and drag the ‘Text Box’ block to the page bottom.

3. Fill in the title and content.

4. The textbox will look like:
C. How to insert an image

1. Click the ‘Edit Content’ tab in the edit page mode.

2. Click the ‘Files, images and video’ subtab and drag the ‘An Image’ block to the page bottom.

3. Fill in the image title and upload an image file.
4. The image will be embedded in your page.

D. How to insert an external video

1. Click the ‘Edit Content’ tab in the edit page mode.

2. Click the ‘External Content’ subtab and drag the ‘External Media’ block to the page bottom.

3. Fill in the video title, URL and size.

4. The video will be embedded in your page.
E. How to insert an audio file

1. Click the ‘Edit Content’ tab in the edit page mode.

2. Click the ‘Files, images and video’ subtab and drag the ‘Embedded Media’ block to the page bottom.

3. Fill in the block title and upload an audio file.
4. The audio will be embedded in your page.