

# Mahara portfolio templates

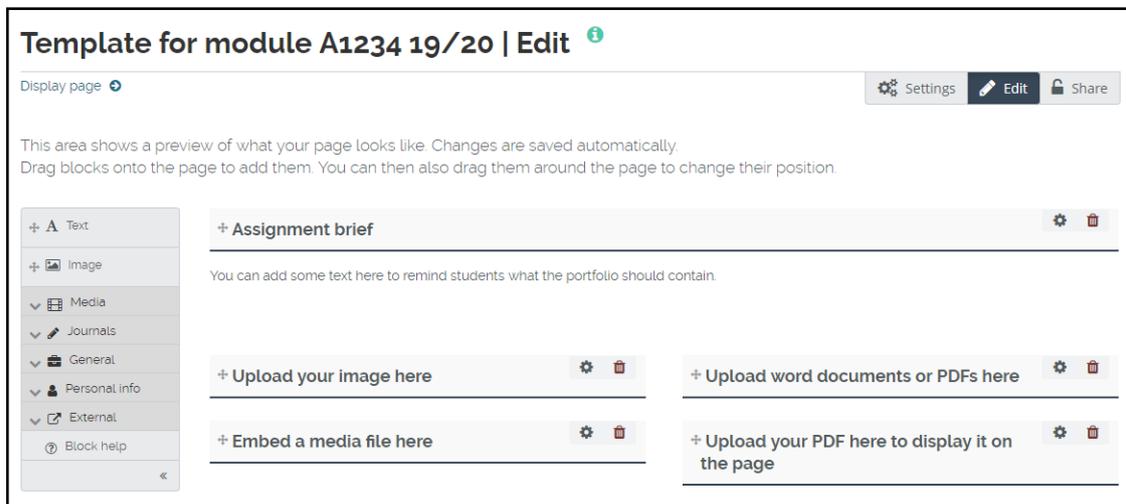
There are several good reasons for using a template:

- Guidance can be added to remind students what to include.
- Blocks set up for various media / file types make adding material to a page easier.
- Markers will find it easier to locate the various items in a portfolio if they are all structured the same.

## How do I make my template?

A template is just a Page or a Collection (multiple linked pages) that you create in Mahara and share to students so that they can make their own copy and add materials to it. Please note, some users have found that keeping the whole assessment on one page makes it less likely that students will miss some of the assignment.

Here is an example of a template. What type of blocks you add, and how many, will depend on the type and number of files the portfolio should contain.



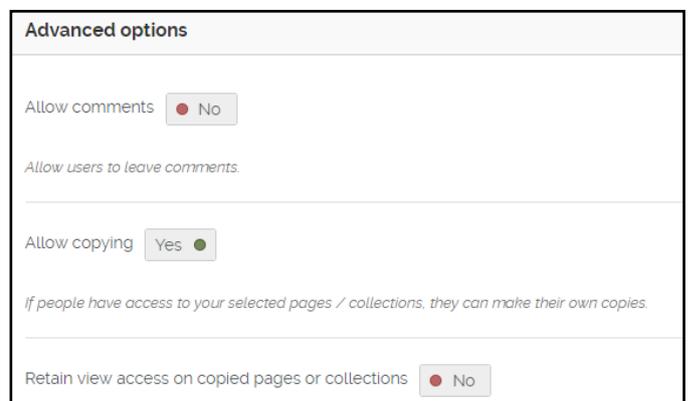
The Mahara dashboard has links to videos showing how to create a portfolio and add blocks. When you are happy with your template you can share it with the students in your group.

## How do I share the template with students?

Go to Pages and collections. On the Page or Collection you want to share, click the padlock icon and click on 'Manage access'. Then click the down arrow for Advanced options.

The settings you need to review / change are:

- **Allow comments** should be 'no' to avoid students uploading files to the comments instead of their portfolio.
- **Allow copying** must be YES so students can copy the template
- **Retain view access** is useful if you want to look at portfolios during the term (before submission).
- **Start/stop dates.** You do not need to enter these.



Now go down to the 'Share with' box and select the group you want to share it with. It will be listed, or you can search for it. Then click Save.

**If you want any help with creating and sharing templates please contact [tel@sussex.ac.uk](mailto:tel@sussex.ac.uk)**