

Share

When you decide to share your page, you have complete control. You can share it with as broad of an audience as you choose, for as much time as you wish. To share your page, make sure you're in the page edit screen. Then click **Share page**.

The screenshot shows the Mahara user dashboard. At the top is a dark navigation bar with the Mahara logo, a search bar, and user profile icons. Below the navigation bar is a 'Welcome' section with a message from Lubbock Christian University. In the center, there are three main action buttons: 'Create' (Develop your portfolio), 'Share' (Control your privacy), and 'Engage' (Find people and join groups). The 'Share' button is highlighted with a mouse cursor. To the right, there are sidebars for 'Bill Kopf' (with a group invitation) and 'Online users'. At the bottom, there are sections for 'User Guide', 'Inbox' (with a new access notification), and 'Some trivia block for example'.

Next, click the **Share with** icon.

The screenshot shows the 'Shared by me' page in Mahara. It features a table with columns for 'COLLECTION NAME' and 'ACCESS LIST'. The first row shows 'education collection' with a lock icon under 'EDIT ACCESS'. Red callouts 1, 2, and 3 point to the 'Collections' tab, the 'Pages' tab, and the lock icon respectively. A red-bordered box contains the following text: 'Choose either your collection to share 1 or a page to share. 2. You may have to click on the little lock under edit access to choose with whom you want to share pages/collections. 3'. The right sidebar shows the user profile for Bill Kopf and online users.

This will bring up all of the available audiences with which you can share your page. Ask your teacher for help on this. **STUDENTS: Sharing your page with the public opens up your page for the entire world to see. Unless you've talked this over with your teacher DO NOT SHARE your page with the Public.**

The best audiences with which to share your page are **Groups**. You must be a member of a group in order to share your page with the group. Your teacher should have created a group that you can join by this point. If you are already a member, this group will appear when you click **Share with..**

Another option is to use a secret URL:

The screenshot shows the Mahara web interface. At the top, there is a navigation bar with the Mahara logo and a search bar. Below the navigation bar, there is a main content area. On the left, there is a sidebar with the text "Shared by me" and a sub-section "education collection". In the center, a dialog box titled "Shared by me" is open, containing text about sharing portfolio pages and collections, and instructions on how to set access permissions via the "edit access" button or a "secret URL". To the right of the dialog box, there are buttons for "EDIT ACCESS" and "SECRET URL", with a red circle and the number "1" highlighting the "SECRET URL" button. On the far right, there are two user profile cards: one for "Bill Kopf" with a "Return to Moodle" link and a "group invitation" notification, and another for "Online users" showing "Bill Kopf (billkopf) (Moodle)" as the only user online.