



HOLY SPIRIT UNIVERSITY OF KASLIK

FAQ E-portfolio For Faculty and Staff

1. What is an e-portfolio?

E-portfolio is a tool, which allows you to collect information and resources and display them in a variety of views to be shared with others.

E-portfolios can be used to enter, save, organize, view, and selectively share educational records, artifacts, and reflections. They can include:

- An area to demonstrate professional development
 - Published works and presentations
 - Individual development plans
 - Performance reviews
- Research
 - Publications
 - Workshops and conferences
 - Awards
- And much more...

2. What is Mahara?

"**Mahara** is an open source E-portfolio system with a flexible display framework. **Mahara**, meaning 'think' or 'thought' in Te Reo Māori, is user-centered environment with a permissions framework that enables different views of an E-portfolio to be easily managed. **Mahara** also features a weblog, resume builder and social networking system, connecting users and creating online student communities." - mahara.org

3. What is the URL for Mahara @ university name?

The URL for Mahara at USEK is <https://eportfolio.usek.edu.lb/> (Note that there is no "www" in the URL)

4. How can I create a Mahara account?

Every faculty member at USEK already has a **Mahara** account since the username and password for it are the same as their USEK account.

5. How do I log in to Mahara @ USEK?

Simply go to <https://eportfolio.usek.edu.lb/>

6. Will I be able to access my Mahara account from home?

Yes! **Mahara** is an online platform and can be accessed from any computer with a working Internet connection.



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7. Why should I create an e-portfolio?

- It is a tool for personal development
- You will be able to empathize with your students as you create, find or request your own evidence
- You will develop an appreciation for the challenges that are experienced while writing a reflective statement that identifies learning
- You will have the opportunity to explore more fully who you are and what you know and can do
- You will be able to share your professional progress in a clear and innovative way
- You will assess your strengths and interests which allows for exploration of career options
- You will refresh your skills in documenting lifelong learning experiences
- You will have an extremely portable tool to use no matter where you are in the world

8. Where can I learn how to use Mahara?

USEK workshops on **Mahara** are held every semester on fixed dates. Check regularly the scheduled Sessions for times and dates.

9. Is the content I place on Mahara private and secure?

The server where Mahara at USEK is housed is a secured server (notice the https in the URL). You can choose to make any content you place on **Mahara** either private or public.

10. Can people outside USEK view my e-portfolio?

It depends. You can choose to make your e-portfolio available for anyone to view, or available only to a defined group of people. You can also make your e-portfolio completely private.

11. Can I use images and video in my e-portfolio?

Yes, images and video, used appropriately, can enhance your e-portfolio. However, file sizes need to be minimized to conserve server space and to allow people to access