



## myPortfolio – First Steps

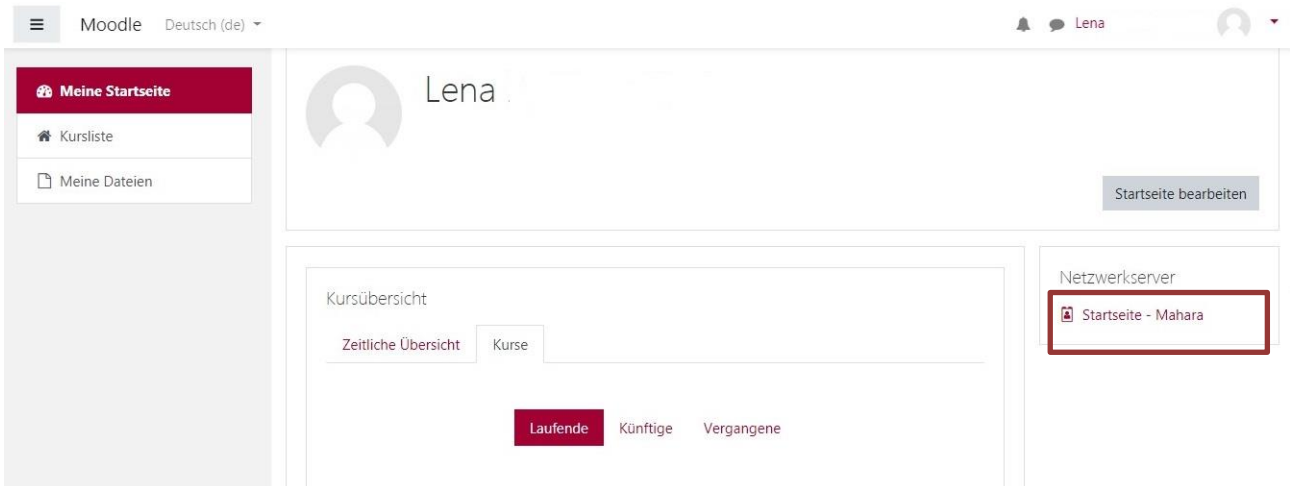
1. You can find myPortfolio either via myStudy, on its homepage under myStudy-Moodle, or directly at <https://moodle.leuphana.de>.

The screenshot shows the myStudy-Portal homepage. On the left, there are news items under 'AKTUELLE NACHRICHTEN'. On the right, there is a 'LOGIN' section with input fields for 'Benutzer' and 'Passwort', and a 'Login' button. Below the login section is an 'INFORMATIONEN & LINKS' section. A red box highlights the 'myStudy-Moodle' link, which is described as a platform for virtual teaching and learning.

You will then be taken to the Moodle portal and asked to log in with your myStudy login details.

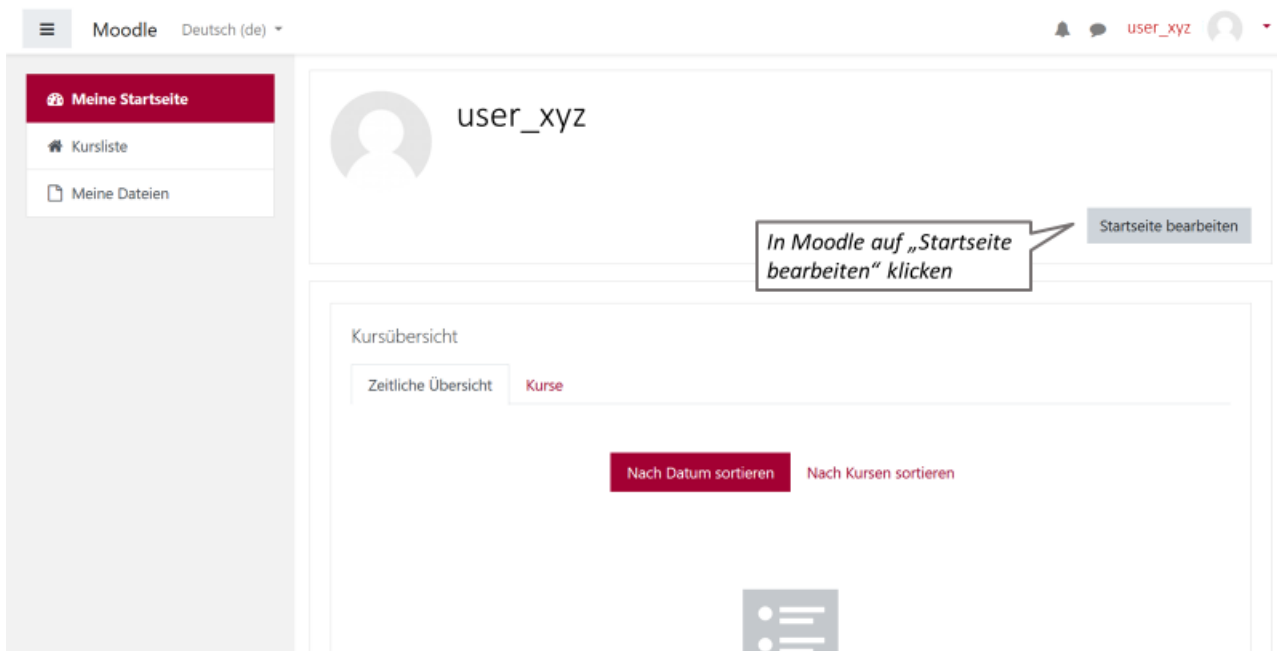
The screenshot shows the Moodle portal login page. The page title is 'Leuphana - Moodle'. On the left, there is a list of courses under 'Kurse'. On the right, there is a 'Login' form with input fields for 'Anmeldename' and 'Kennwort', and a 'Login' button. A red box highlights the login form.

2. After logging in, you can access myPortfolio by clicking on "Home Page - Mahara" in the right-hand column under network server.

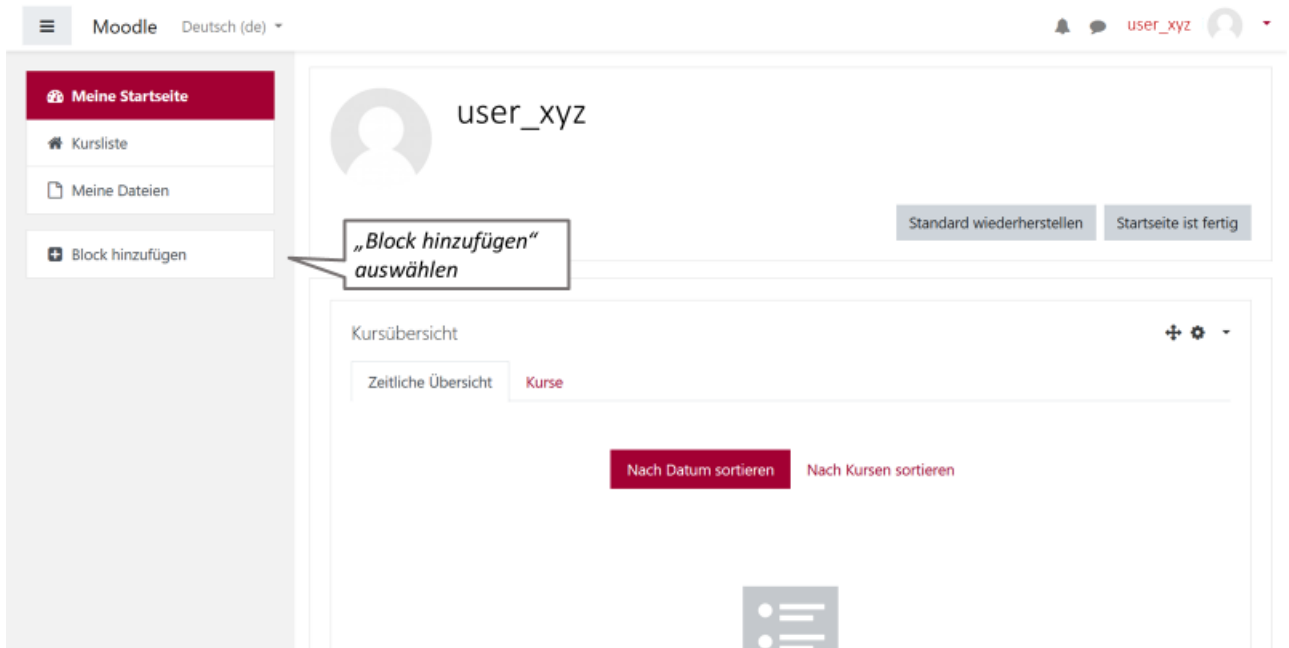


3. If this button is not displayed, you must first add the access element for Mahara. Please follow the instructions below. If you already have access to the Mahara homepage, skip the related instructions and continue with fourth step.

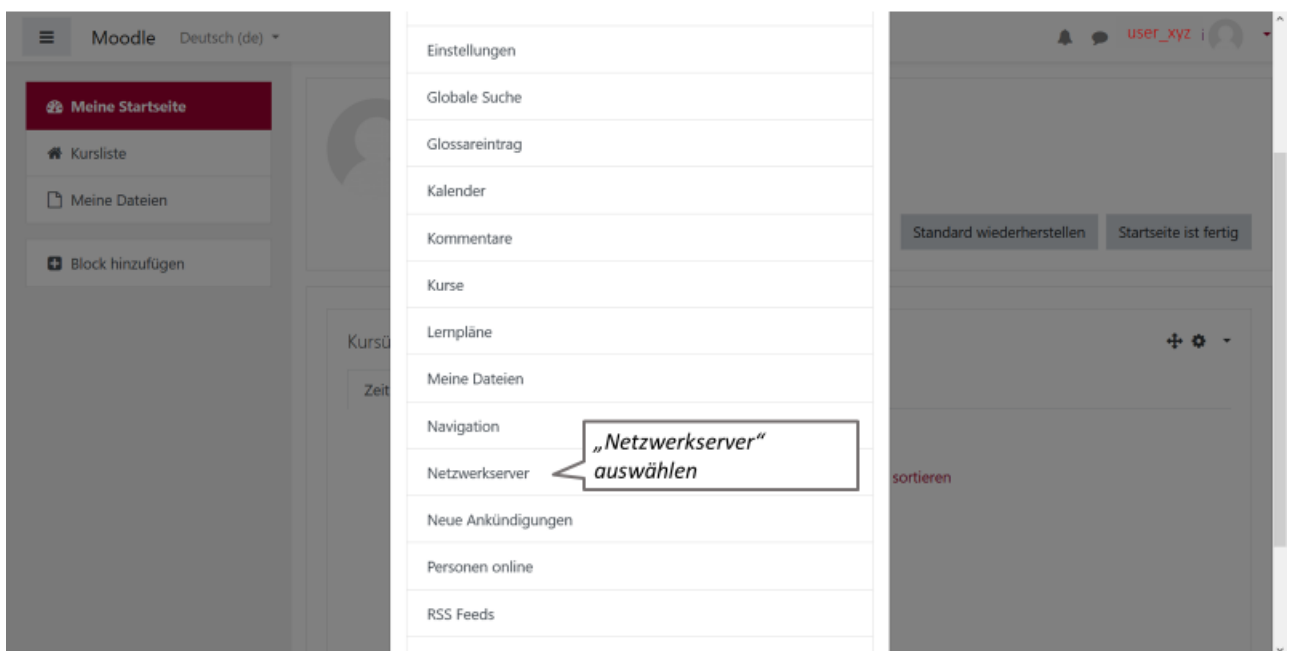
3a. Click on "Edit home page."



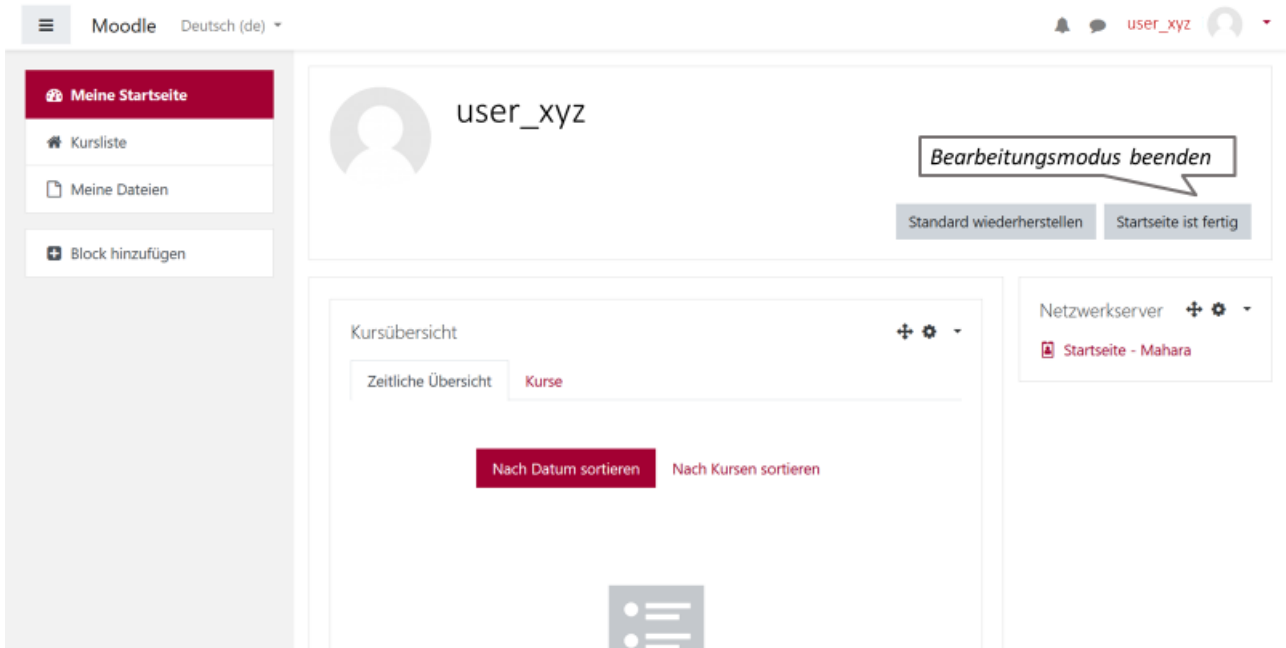
3b. Then, click on the "Add block" button.



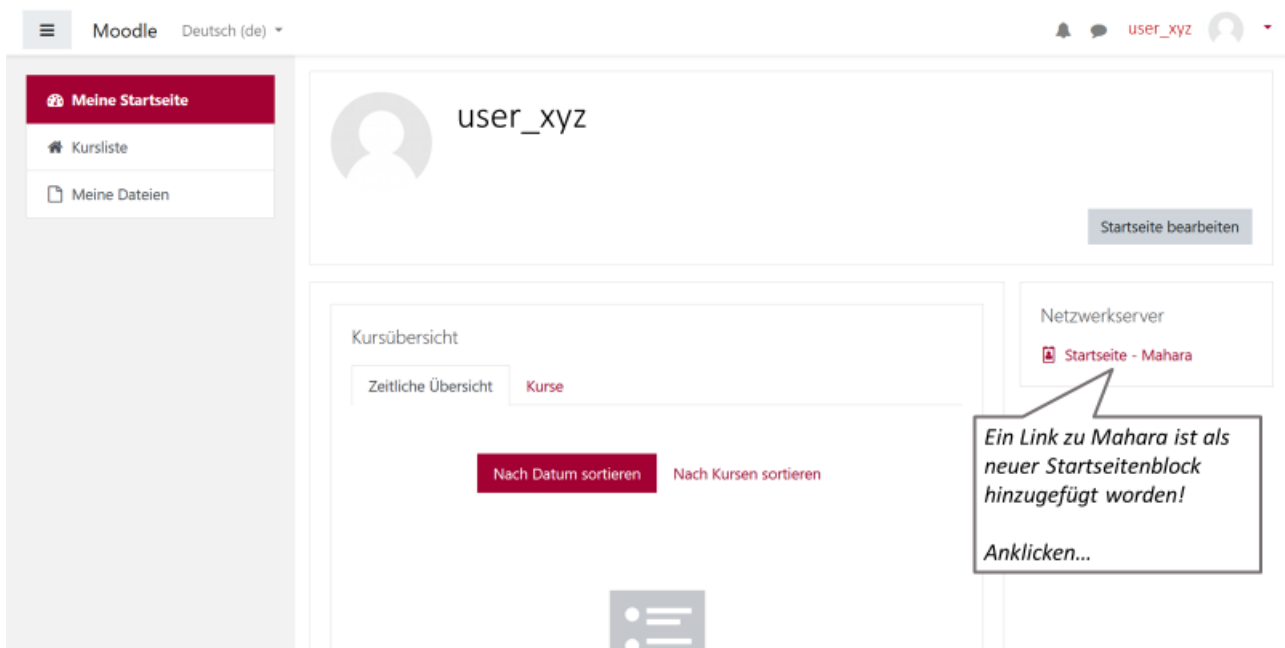
3c. Then please select "network server."



3d. To exit the edit mode, click on "Start page is ready."



3e. Mahara has been added and by clicking on "Home Page - Mahara" you will get to myPortfolio.



4. The home page of myPortfolio is organised as follows. In the upper part, you see the possible activities of myPortfolio. You can find detailed information on the points "Create, share, participate" there. In the lower part of the start page you will find the dashboard, which can be customized under "Edit".

5.

myPortfolio

Nutzer/innen suchen

## Herzlich Willkommen

### Mahara-Installation der Leuphana

Bei Fragen oder Problemen wenden Sie sich an [rosa.arnold@leuphana.de](mailto:rosa.arnold@leuphana.de) oder unter der Rufnummer **+49.4131.677-1556 montags bis freitags von 09.00 - 15.00 Uhr.**

Ihr Lehrservice-Team der Leuphana Universität Lüneburg.

**Erstellen**  
Eigenes Portfolio entwickeln

**Teilen**  
Kontrollieren Sie Ihren privaten Bereich

**Mitmachen**  
Personen finden und Gruppen beitreten

Informationsbox verbergen

Bearbeiten

Die neuesten Änderungen anschauen

Politische Theorie und Ideengeschichte  
User Zwei - Aktualisiert 23. Mai 2019  
Seminarinhalte

Studium (1 Ansicht)  
User Zwei - Aktualisiert 13. Mai 2019  
Vorlesungen, Seminare und Prüfungen

Eingangsbbox

Keine Meldungen

Beobachtete Themen

Keine Meldungen

Lena  
Zurück zu Moodle

Nutzer gerade online  
(Letzte 10 Minuten)

Lena (Moodle)

Leoni (Moodle)

Online-Nutzer/innen anzeigen

6. At the top right, you will find information on your profile and the possibility to adjust it by clicking on your user icon under your name. Alternatively, you can also click on your username to go directly to your profile overview.

Nutzer/innen suchen

Lena Kathleen Bittrich  
Zurück zu Moodle

Nutzer gerade online  
(Letzte 10 Minuten)

Lena (Moodle)

Online-Nutzer/innen anzeigen

Nutzer/innen suchen

Lena Kathleen Bittrich

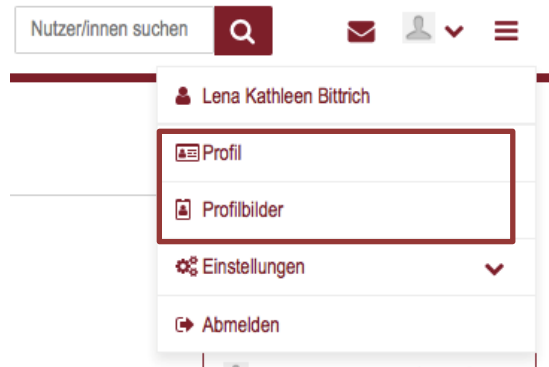
Profil

Profilbilder

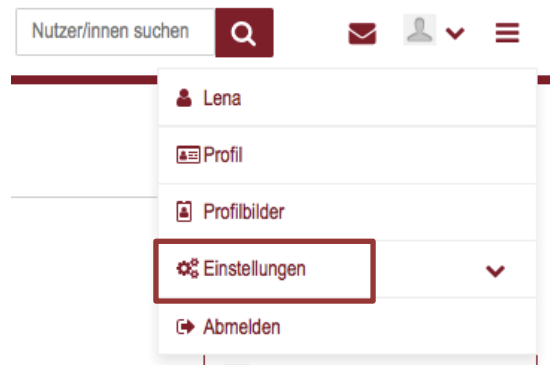
Einstellungen

Abmelden

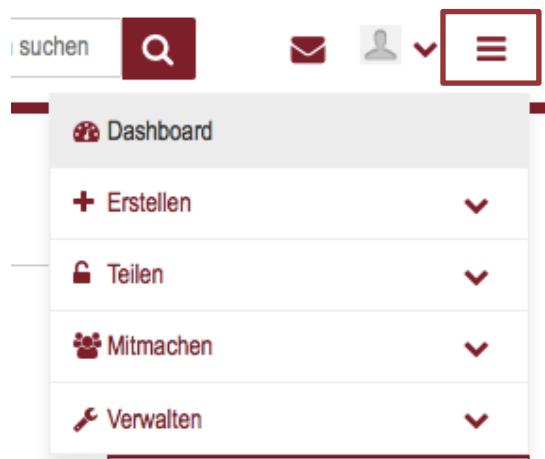
7. Next to the user icon, you will find your profile and your profile pictures, your portfolios and the groups you are in and which you can access.



8. Under settings, you can also make changes to your "general account settings".



9. Next to the user icon, you will find the main menu to return to the dashboard and the "Create, Share, Join & Manage" activities that also appear on the home page.



For advice and media-didactic support on possible uses and application contexts of digital teaching and learning, please contact Rosa Arnold, Digital Learning Specialist of the Leuphana Teaching Service at [moodle@leuphana.de](mailto:moodle@leuphana.de).