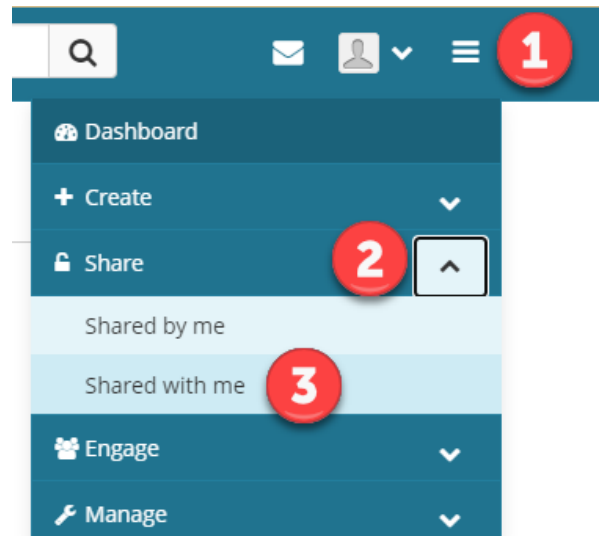


# How do I find and copy a shared Mahara collection?

Login to Moodle and click on the Mahara link.

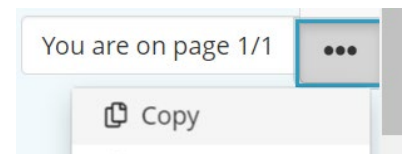


1. Click on the Burger menu
2. Choose: Portfolio
3. Select: Shared with me
4. Select the Collection you want to copy.

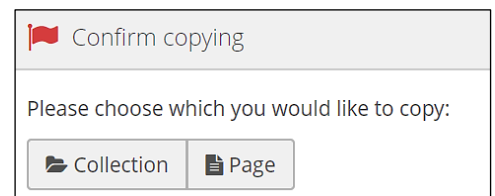


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5. Click the three dots ... and choose Copy



If you have selected a Collection you have the option of copying either a page from the Collection or the whole collection.



6. Add your name to the beginning of the collection title

If you are unable to copy a shared Collection or Page tell your tutor and they will change the settings so you have access.

7. Select: [Next: Edit collection pages](#)

8. If you need to share the collection with your tutor Click: [Next: Edit access](#)

# How do I share my Mahara collection?

## Share your collection with a group

- From the Share with drop-down menu choose **Group**
- Type the name of the group in the search box  
*To share with more groups or individuals repeat the process and then*
- Click: Save

## Share your collection with an individual

- From the Share with drop-down menu choose **Person**
- Type the name of the person in the search box  
*To share with more groups or individuals repeat the process and then*
- Click: Save

The screenshot shows the sharing interface in Mahara. A 'Share with' dropdown menu is open, displaying options: 'Share with', 'Search for...', 'Friend', 'Group', 'Person', 'General', 'Public', 'Registered people', 'Friends', 'Institutions', 'Whitireia', 'Groups', and 'Bachelor of Nursing Pacific 2021'. The 'Group' option is selected. Below the menu, there are three input fields: a dropdown menu showing 'Group', a search box containing 'TUTORS | Bachelor o...', and a dropdown menu showing 'Everyone in group'. A 'Share with' dropdown menu is also visible below these fields. At the bottom left, there are 'Save' and 'Cancel' buttons. Three green annotations with arrows and numbers are present: '1' points to the 'Share with' menu, '2' points to the search box, and '3' points to the 'Save' button. The text 'Choose from the Share with menu' is written in green next to '1'. The text 'Type name in search' is written in green next to '2'.

You now have your own copy that you can edit.