**Steps for linking Mahara (ePortfolio) to gradebook**

The following steps will guide you in how to link Mahara to Gradebook. You also have a pdf detailing instructions that captures each of the steps as a screen grab as you work through this process.

1. Students set up their eportfolio for their particular course.
2. Students then create a Journal for the course.
3. Once the Journal has been created students then need to create a Page. Students can then add the Journal to the Page in which multiple journal entries can be added over the course of the study period, or for as long as there is a requirement for assessable items to be placed within the ePortfolio (e.g. a summative weekly journal entry)
4. Students then need to create a secret URL for this Page.
5. Once the URL has been created, students are to copy the secret URL and go to the assessments link on their course home page, click on the relevant assessment link (in this case ePortfolio)
6. They will have an Add Submission button that then provides them with a text box where they can paste in the URL. This URL relates to the created page in their ePortfolio linked to their particular course. (They need to click **enter** or **spacebar** keys to convert the URL into a hyperlink).
7. The student then clicks Submit button at the bottom of the screen and the hyperlinked URL imports into gradebook.