TAOYAKA program
ePortfolio Guide for Students

1. Introduction

In order to record your achievements, we have prepared an ePortfolio system. You are expected to write some course reports, perform self-assessment of your achievement, and so forth on the system. The contents, which you will make, are securely stored and are only accessible from your advisers and limited administrators.

Here, we are going to describe how to reach the system, what to be expected to write on the ePortfolio, and how to use the system.

The ePortfolio system in Hiroshima University is based on an open source software, Mahara. From now on, you will often see the name, Mahara, and receive some notifications from Mahara. Please remember the name, Mahara.

What is "ePortfolio"

An electronic portfolio (also known as an eportfolio, e-portfolio, digital portfolio, or online portfolio) is a collection of electronic evidence assembled and managed by a user, usually on the Web. Such electronic evidence may include inputted text, electronic files, images, multimedia, blog entries, and hyperlinks.(https://en.wikipedia.org/wiki/Electronic_portfolio)

2. The first step for ePortfolio

2.1 Accessing to ePortfolio

You can reach the ePortfolio System, Mahara, via MOMIJI (Student Information System in Hiroshima University).

1. Visit the URL below, and click **English** to change your system language for **MOMIJI**.

   **https://momiji.hiroshima-u.ac.jp/**

2. This MOMIJI top page is open to the public. To log in to My MOMIJI that is personalized for you, type your Hirodai ID and password, and click **Login to My MOMIJI (Student)**.

3. My MOMIJI appears. Here, you must check the bulletin board, which is personalized for you. Click **ePortfolio** in **Link to the external system**.

2.2 Changing your system language to English

Japanese is the default system language for Mahara. You can change it from Japanese to English so that the user interface and the system messages will be displayed in English.
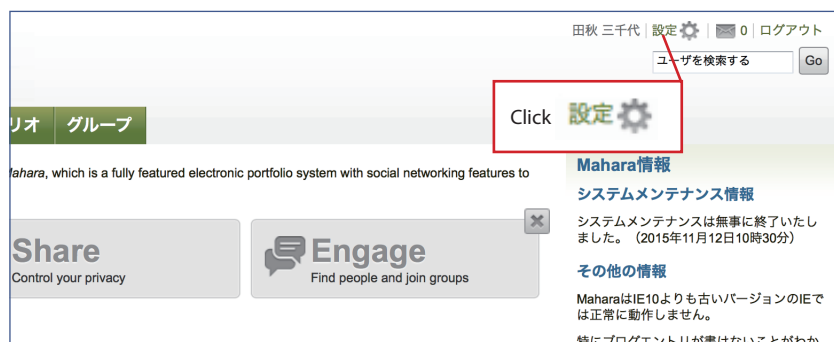
1. Click 設定 ⚙ at the upper right corner of the page.

2. Click the popup **サイトデフォルト (日本語)** and choose **English**. And click 保存 to save the change.

2.3 Checking and correcting your e-mail address

Mahara sends you notification e-mails. Before working on Mahara, check its settings for your e-mail address. And change it as necessary.

Hiroshima University provides you with an initial e-mail address such as "{Student ID}@hiroshima-u.ac.jp". Mahara sets it as your e-mail address and sends the notifications to the address. Therefore, if you do not use {your Student ID}@hiroshima-u.ac.jp, you need to change Mahara settings concerning e-mail address.
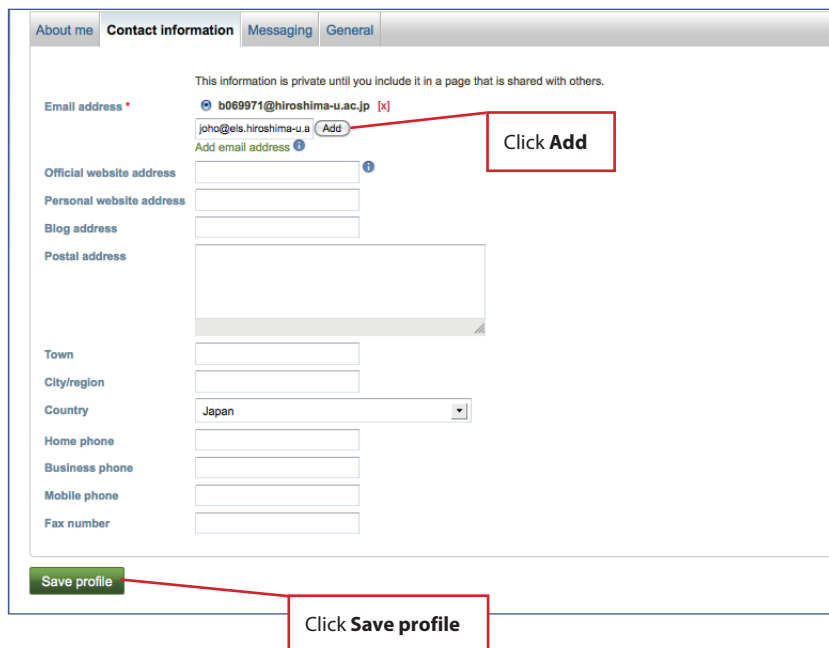
We explain how to do it. As an example, we are going to change Mahara registered e-mail address from default one, b069971@hiroshima-u.ac.jp, to joho@els.hiroshima-u.ac.jp.
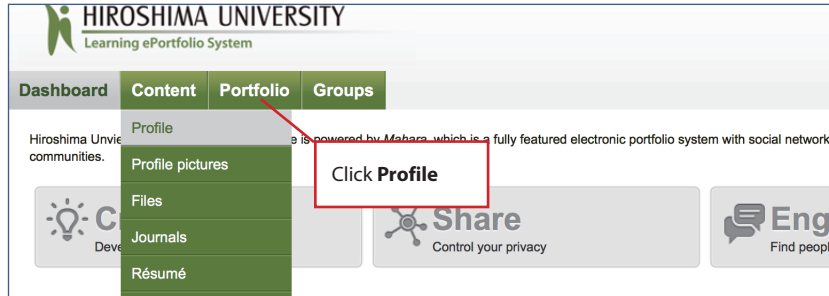
1. Click **Content** tab and click **Profile**.
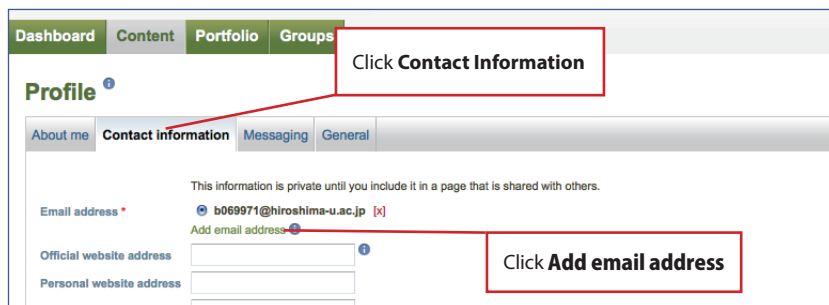
2. Click **Contact Information** tab on **Profile** page, and check your default e-mail address whether it is proper one or not. If not, click **Add email address**.

3. Input your e-mail address, click **Add** and **Save profile**.

4. A validation mail will be sent to you immediately. Leave this window open, and check the mail.
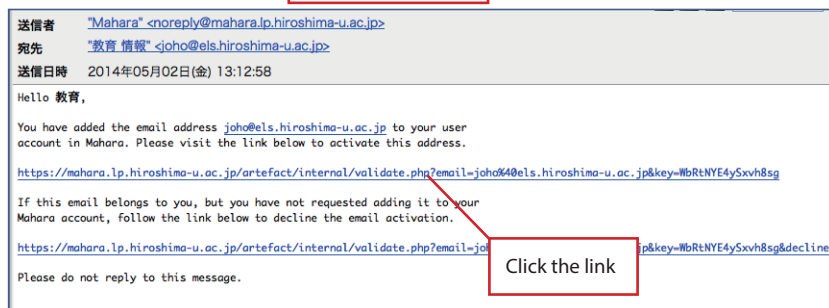
5. In the validation mail, click the link to activate your address.

6. By clicking the link, the activation process will be completed. You will be lead to Mahara again.

7. You can choose your primary e-mail address and click **Save profile**.

2.4 Looking around the Dashboard

When you log in to Mahara, the page called **Dashboard** will be shown. **Dashboard** contains some important information. See the figure below.

The figure shows the Dashboard with the following annotations:

- Click here to logout
- The **Progress table** contains the information about your porffolio.
- When you want to work on each portfolio, click its name in the **Portfolio** column.
- You can see information provided by Mahara system administrator.
- The column, Modification date, shows you the date for last page modification.
- When your advisers place comments on your portfolios or Taoyaka office sends some messages in Mahara, you can see them here. Mahara also informs you by sending you notification mails.

3. Portfolios

The list on the right shows the portfolios designed for Taoyaka students. You can see them in the **Progress table** on the **Dashboard**. As Taoyaka students, you are expected to work on these portfolios during your time in Taoyaka program.

Onsite Education
Multidisciplinary Seminar
⬤ My Achievement
⬤ QE1 documents
English Proficiency
Miscellaneous

Portfolio and Qualifying Examinations:

Qualifying Examinations, QEs, are important events for you. QEs will be held in every six months. You will take the first QE called QE1 at the end of the second year. Those who fail QE1 will not advance to D3. However, they can try again. Then if fail again, they have to leave the program.

Some of your submissions to Mahara will be evaluation items for QE1. In addition, you need to submit some documents to Mahara especially for QE1. The tables below show which portfolio on Mahara relates to which QE evaluation item(s).
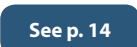
The tables have additional information on Mahara to the original ones, which you can find in 1-(4)-【2】and【3】in "Hiroshima University TAOYAKA PROGRAM for Creating a Flexible, Enduring, Peaceful Society Qualifying Examination (QE) Explanatory Materials for Students."

You will find QE1 mark ⬤ in the top right corner of the pages of QE1 related portfolios.

1-(4)-【2】Evaluation of Onsite Research Proposal

Type	Implementation Method	Mahara
Document examination and oral assessment are carried out of the student's Onsite Research Proposal.	Specified by the Qualifying Examination Committee	**Onsite-research-proposal** on **QE1 documents** See p. 14

1-(4)-【3】Evaluation of Learning Portfolio

Type	Implementation Method		Mahara
Assessment of students' qualifications and abilities to develop into doctorate degree holders, under the aims of the Program, based on the evaluation of academic records.	Assessment of student's self-evaluation of their achievement levels of research goals.		Table on **My Achievement** See p. 11
	Assessment of students' performance levels based on evidences of their achievements.	Earned credits	Table on **My Achievement** See p. 11
		Students' performance levels based on their reports on onsite training.	**Onsite-training-report_in_Japan** and **Onsite-training-report_overseas** on **QE1 documents** See p. 14
		Students' performance levels based on their Master Course Research Reports.	**Master-course-research-report** on **QE1 documents** See p. 14

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3.1 Onsite Education

To submit your reports on the classes listed on the page

When:

After each class or activity

Content:

You need to upload your achievements on each onsite activity in the classes listed on the page as attachment for each entry. In each entry, you need to write your comment on the activity.

If you work in a group, you should prepare the submissions in a group as well. In this case, members in your group should upload same files as their achievements on the activity. However, each member must write his/her own entry for the activity.

For **onsite-course-rotation** and **onsite-training**, you need to add a new entry for a new activity. The entry titles should be named like "onsite-course-rotation_{i}" for **onsite-course-rotation** and "onsite-training_{i}"for **onsite-training**, respectively. {i} is serial number in each class.

3.2 Multidisciplinary Seminar

In order to get points to earn credits of Multidisciplinary Seminars, you need to upload your report files to this page

Taoyaka program instructs you to attend some seminars or practices. If you attend some of them or have an interview with your adviser, you need to write the reports and upload them to this page.

Several points are assigned to each seminar or practice. You will know their points in *List_of_Multidisciplinary_Seminar_YYYYMMDD.xlsx*. "YYYYMMDD" indicates modification date.

You will get *List_of_Multidisciplinary_Seminar_YYYYMMDD.xlsx* from the following page.

https://mahara.lp.hiroshima-u.ac.jp/view/view.php?id=10117

3.3 My Achievement

To record and show your academic and other achievements during your time in Taoyaka program

Content:

Taoyaka program sets five Educational Goals: **Autonomy**, **Execution Ability**, **Multifaceted Thinking**, **Creativity**, and **Special Skills**. This page shows your academic achievement based on those Educational Goals during your time in the program.

So how?

This page has the **Attainment** table that shows the results of your self-assessment and your credit status in each Educational Goal up until each semester. You need to do your self-assessment by the criteria[*]prepared by Taoyaka program. However, your credit status[**] is calculated automatically. The reports on both the latest results of your self-assessment and your latest credit status will be shown when you click **Show report** button. You may see the examples of each report in the next page.

As you can see in p. 8, this will be refered in QE1. Therefore it is important for you to perform self-assessment.

[*] See "Attainment Criteria of Taoyaka Graduate Program of Hiroshima University for creating a flexible, eduring, peaceful society" in Taoyaka HANDBOOK.
[**] See "Management of Curriculum Map Program of Taoyaka Graduate Program of Hiroshima University for creating a flexible, eduring, peaceful society" in Taoyaka HANDBOOK.

The details of the latest result of your self-assessment will be shown

Click **Credit Status and GPA** button to see their report

Click **Back** button to see Attainment table

Das...

R...

[Credit Status and GPA] [Back]

Student ID : tarcs03   **Name :** 田秋 三千代   **Course :**   **Date :** 2015/12/17

Self Assessment

This radar chart represents the average rate of your achievement on each area of the Educational Goals based on your Self-Assessment.
The length of the spoke is proportional to the magnitude of each Educational Goal for the data point relative to the maximum magnitude of the achievement.
The level of performance toward the goal is based on your submission via e-portfolio.

Educational Goals	Average Performance Level
Autonomy	
Execution Ability	
Multifaceted Thinking	
Creativity	
Special Skills	

Your chosen Performance levels are displayed in this column

The descriptions of your chosen Performance levels are displayed in this column

Educational Goals	Basic Achievement Goals	Performance Level	Description
Autonomy : Rather than simply providing a solution for the field demand in question, the ability to propose and create one's own new framework for a taoyaka society, one in which culture and technology mutually enhance one another in the regional society	**Willingness to explore :** Actively acquiring knowledge not only on campus but also on site with intellectual curiosity	---	---
	Ethics : With a peace-seeking spirit, understanding the influence, effect, and responsibility that one's research activity has on society	---	---
	Ability to communicate : Effectively communicating proposals that address regional issues	---	---
Execution Ability : The ability to develop and propose concrete plans to execute resolution measures in group organizations with different backgrounds, objectively analyze and evaluate alternative measures, negotiate with others, organize teams and achieve goals with a sense of ethics	**Identification of issues :** Identifying issues to be addressed that face the region h question	---	---
	Implementation of plans : Setting objectives and goals and steadily taking steps in accordance with plans	---	---
	Verification : Accurately checking and evaluating results of researches and activities and reflecting findings in the next-term plan	---	---
Multifaceted Thinking : The ability to use one's academic knowledge in the humanities and science and technology to gain an overview of the field demand based on the specific issues being faced in the region, and identify an executable resolution measure from various viewpoints and approaches, flexibly and promptly	**Ability to listen attentively :** Listening to other person's opinions, understanding such opinions correctly, and having respect for them	---	---
	Understanding of regional cultures : Understanding different cultures,customs,and values,etc.	---	---
	Integration of different disciplines : Understanding other disciplines	---	---
	Development of logical argument : Logically developing one's opinions and procedures	---	---
Creativity : Based on the constraints in the disadvantaged regions, the ability to mobilize one's cross-disciplinary knowledge to develop science and technology that meets the field demand as well as the policies and systems to support it, inviting the creation of a new regional culture	**Collaboration :** Having respect for each other's ideas and strengthening a relationship of trust	---	---
	Avility of collaborative creation : Producing a synergetic effect by working as a team comprising different disciplines, cultures,customs,values,etc.	---	---
	Ability of innovative thinking : Creating innovative ideas that will contribute to the realization of multicultural coexistence	---	---
Special Skills : The ability to create innovations	**Ability to gather information :** Obtaining reliable and necessary information	---	---
	Learning : Deeply learning knowledge and techniques of diverse disciplines	---	---

HIROSHIMA UNIVERSITY

The details of your latest credits status will be shown

Report of Attainment

Click **Self Assessment** button to see its report

Click **Back** button to see Attainment table

Student ID : tarcs03 　　Name : 田秋 三千代 　　Course : 　　Date : 2015/12/17

[Self Assessment] [Back]

Credit Status and GPA

This radar chart displays the rate of achievement on each area of Educational Goals based on the number of credits you have earned.
The length of the spoke is proportional to the magnitude of each Educational Goal for the data point relative to the all necessary credits for graduation.

Credits Gained / Credits Necessary	0 / 51
GPA	

Autonomy / Execution Ability / Multifaceted Thinking / Creativity / Special Skills (radar chart, scale 0–100)

Your grades will be displayed in this column

Classification	Course	Registration Year Year	Semester	Credits	Number of required credits		Subject Name	Grade	Points gained toward learning goals				
					Required	Required Selective			Autonomy	Execution Ability	Multifaceted Thinking	Creativity	Special Skills
Basic Subjects for Peace and Coexistence		1-2	First	2	2		Peace and Security					1	1
		1-2	Second	2	2		Lasting Peace and Culture				1	1	
		1-2	First/Second	2		4	Pre Academic English II			2			
			First/Second	2			Advanced English I			2			
			Second	2			Scientific English			2			
			First	2			English Communication			2			
			First	2			English Rhetoric			2			
			Second	2			English Presentation			2			
			First/Second	2			Comprehensive Elementary Japanese I			2			
			First/Second	2			Comprehensive Elementary Japanese II			2			
				subtotal	-			0	4	0	0	0	
		1-2	First	2		4	Education for Peace Society				1	1	
			Second	2			Law and Human Rights				1	1	
			Second	2			Leadership				1	1	
			First	2			Professional Ethics				1	1	
			First	2			Asian Cultures				1	1	
			Second	2			Economic Development and Policy				1	1	
				subtotal	-			0	0	2	2	0	
Multicultural Coexistence Practical Subjects		1	All year	3	3		Onsite Course Rotation		1	1	1		
		1-5	First/Second	2	2		Internship		1		1		
		1-2	Second	2	2		Developing Debating Skills		1	1			
		1-2	First/Second	2	2		Onsite Training			1	0.5		0.5
		3-4	All year	3	3		Onsite Team Project		0.5	1	0.5	0.5	0.5
		5	First/Second	1	1		Workshop Training		0.5	0.5			
Reverse Innovation Specialist Subjects	Cultural Creation Course	1-2	First	2		12	Geography of Less-favored Areas						2
			Second	2			Geography of Contemporary India						2
			First	2			Seminar on Regional Culture in Japan						2
			First	2			Study on Historical Culture						2
			First	2			Rural Economics						2
			First	2			Cultural Anthropology of South Asia						2
			Second	2			Regional Studies of Asia						2
			Second	2			Sustainable Tourism Development						2
			First	2			Comparative Physical Geography of Mountainous Regions						2
			Second	2			Creation of Regional Culture						2
				subtotal	-			0	0	0	0	12	
	Technical Creation Course	1-2	Second	2		2	Introduction of System and Electronics				2		
			First	2			Introduction of the Electronics				2		
			Second	2			Physics of Semiconductor Devices				2		
			First	2			Semiconductor Optics				2		
			First	2			Physics for Electronic Devices				2		
			Second	2			Microprocessor Design				2		
			Second	2			Advanced Power Electronics				2		
			First	2			Advanced Systems Planning				2		
			First	2			Advanced System Control				2		
			First	2			Advanced Social Systems Engineering				2		
			First	2			Advanced Power System Engineering				2		
			Second	2			Advanced Cybernetics Engineering				2		
			Second	2			Hyper Human Engineering				2		
			Second	2			Advanced Robotics				2		
				subtotal	-			0	0	2	0	0	
	Social Implementation Course	1-2	Second	2		2	Comparative Study of Economic Development				2		
			First	2			Institutional Economics of Development				2		
			Second	2			Global Environmental Policies				2		
			Second	2			Transportation Economics				2		
			First	2			Transportation Planning				2		
			Second	2			Regional and Urban Engineering				2		
			First	2			Grassland Ecology				2		
			First	2			Sustainable Governance				2		
			Second	2			Fundamentals of Survey Methodology				2		
			First	2			Business Cycle and Economic Growth				2		
			Second	2			Money and Banking				2		
			First	2			Advanced Environmental Protection Engineering				2		
			Second	2			Advanced Structural Materials				2		
				subtotal	-			0	0	2	0	0	
Reverse Innovation Practical Subjects		1-2	First/Second	2	2		Research Methods		1	1			
		1-5	All year	2	2		Multidisciplinary Seminar I		1		0.5	0.5	
		1-5	All year	2	2		Multidisciplinary Seminar II		1		0.5	0.5	
		1-5	All year	2	2		Multidisciplinary Seminar III		1		0.5	0.5	
		1-5	All year	2	2		Multidisciplinary Seminar IV		1		0.5	0.5	
				Credits Gained	0		Points Gained	-					
				Credits Necessary	51	27	24	Points Necessary	-	9	21.5	67	10.5	21
Fulfillment rate of required credits (Credits Gained / Credits Necessary)				0%	0%	0%	Fulfillment rate of required points (Points Gained / Points Necessary)	-	0%	0%	0%	0%	0%
							Semester GPA						
							Overall GPA						

3.4 QE1 documents

To submit your documents for the Qualifying Examination 1, QE1

When:

When you take QE1

Content:

You need to submit the documents to each appropriate entry. See below.

Entries	Documents
Onsite-research-proposal	Onsite research proposal *A proposal of your PhD thesis and the focus is related to your own graduate school. However, your research question(s) and the plan would contribute to solving issues of multicultural coexistence that cannot be resolved within not just one particular field or domain alone, which you should have learned in TAOYAKA program.*
Onsite-training-report_in_Japan	Reports on onsite training in Japan
Onsite-training-report_overseas	Reports on onsite training outside of Japan
Master-course-research-report	Research report *Research report on a topic approved by the student's supervisor (English language, A4 size paper, approx. 10,000 words (including tables and figures), 11-point font).*

* Descriptions in italic are quoted from "Hiroshima University TAOYAKA PROGRAM for Creating a Flexible, Enduring, Peaceful Society Qualifying Examination (QE) Explanatory Materials for Students."

3.5 English Proficiency

To confirm the development of your English skill

When:

At the time of enrollment and after getting new certificate

Content:

You need to prove your English proficiency by showing TOEIC score certificates or others.

You should make one journal entry for one test.

For each entry, you should edit as follows,

1. Scan your certificate and make the file

2. Name the file in the manner below

   The file name should contain Student ID and test name, for example: *M149999_TOEIC195*

3. Test name, date, and score should be written in the entry for the test

4. Upload your file to the entry as an attachment

When you get a new certificate, add a new entry for it. The name of block should be "English_proficiency_{i}". {i} is serial number in this page.

3.6 Miscellaneous

When:

Any time.

Content:

You can upload whatever files you like.

When you want to write two or more articles, you need to add a new entry for a new one. The entry titles should be named like "Miscellaneous_ {i}". {i} is serial number in the page.

4. Operation guide

By now, you know what you are expected to do with your portfolios. You can record what you have learned, submit your report files, or get some advises from your supervisors on them.

Now we will explain how to work on them.

4.1 Onsite Education, English Proficiency, and Miscellaneous

You can edit **Onsite Education**, **English Proficiency**, and **Miscellaneous** in the same manner. Now, as an example, we are going to edit **Onsite Education**.

1. In the first column of **Progress table**, the names of portfolio are shown. Here, click **Onsite Education** to edit its contents.

2. You can edit the right part of the portfolio. It contains some blocks called Journal Entry. When you click **Edit journal entry** in the bottom of each block, you can edit it. However, some blocks have **New entry**. When you click it, you can add new entry to the block. **Onsite Education** has both types of blocks.

3. When you click either **Edit journal entry** or **New entry**, Edit journal entry page will be shown. You can change title, write entry, and attach your files in the page.

   Title: You should not change titles of the journal entries that have initially existed. When you add an entry, name it by following the rules, which are displayed on each portfolio. For example, when you add a new entry in the **onsite-course-rotation**, you should name it by adding serial number at the end of "onsite-course-rotation_".

   Entry: Write your essay here.

   Attachments: Click **Add a file** and choose your file, which you want to show your advisers.

4. Click **Save entry**.

Edit this page   Back

Onsite Education

✓ Journal entry saved

by 霧原 みぞれ

taoyaka-2015-s-demo

Onsite Education

Multidisciplinary Seminar

My Achievemen **Newly saved entry**

QE1 documents

English Proficiency

Miscellaneous

Attached achievements for the activity

Advisers

Student Name	霧原 みぞれ
Adviser	白井 雲海

onsite-course-rotation

After you edit "onsite-course-rotation_1", add your entry, click "New entry" below, write title "onsite-course-rotation_X" and your entry. ("X" is a branch number)

onsite-course-rotation_1

Here is my report on the Onsite Course Rotation on 16th Oct., 2015.

> **Attached files**   🔗 1

Posted by 霧原 みぞれ on 14 April 2014, 2:36 PM | Comments (0) | Edit journal entry | New entry

1 entry

internship

Click "Edit journal entry" below and write your entry.

Posted by 霧原 みぞれ on 22 August 2014, 11:22 AM | Edit journal entry

onsite-training

After you edit "onsite-training_1",add your entry, click "New entry" below, write title "onsite-training_X" and your entry. ("X" is a branch number)

onsite-training_1

Click "Edit journal entry" below and write your entry.

Posted by 霧原 みぞれ on 14 April 2014, 2:37 PM | Comments (0) | Edit journal entry | New entry

1 entry

onsite-team-project

Click "Edit journal entry" below and write your entry.

Posted by 霧原 みぞれ on 22 August 2014, 11:21 AM | Edit journal entry

4.2 Multidisciplinary Seminar

As an example we will submit a report on **Regional Revitalization Brought by Economic Cycle in Local japanese Community** on **22th Oct., 2015** to **Multidisciplinary Seminar**.
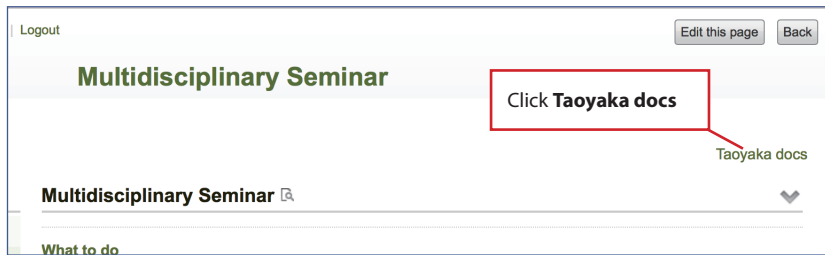
1. At first, you need to know the exact title of the seminar. You can find it in an excel file on **Download** page in Mahara. In order to get the file, click **Taoyaka docs** on the top right corner of **Multidisciplinary Seminar**.
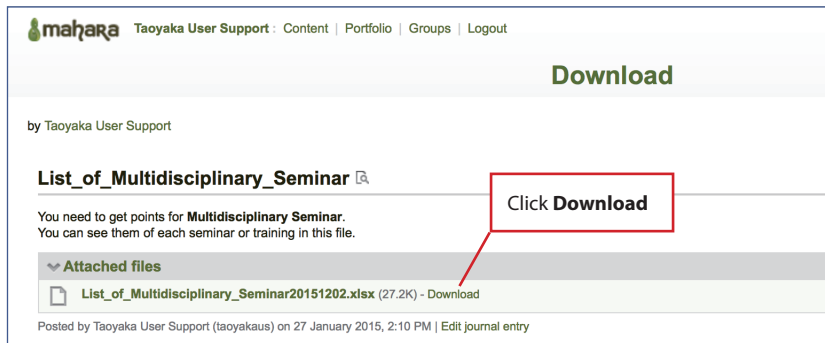
2. **Download** page will be displayed. There is **List_ of_Multidisciplinary_Seminar** block on the page. It has **Attached files** area. You will find *List_ of_Multidisciplinary_Seminar_YYYYMMDD.xlsx* in it. It should be the newest one. Click **Download** displayed in the right to the Excel file.

3. Open the downloaded file and consult the table in the file for the seminar title.

There are two interviews with your adviser in a year. Though they aren't listed in the table, you must submit your report after each interview. Two points are assigned to each one. The title of the first interview should be "Interview1" and the title of the second one should be "Interview2".
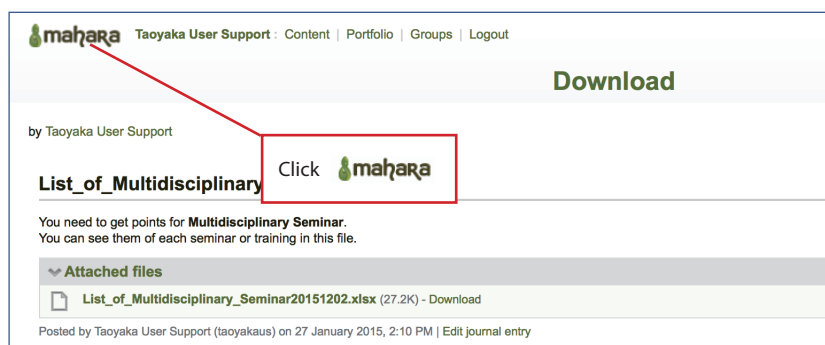
4. Click the web browser window and click ![mahara] on the upper left corner in the page of **Download** page to go back to **Dashboard**. Then move to **Multidisciplinary Seminar**.
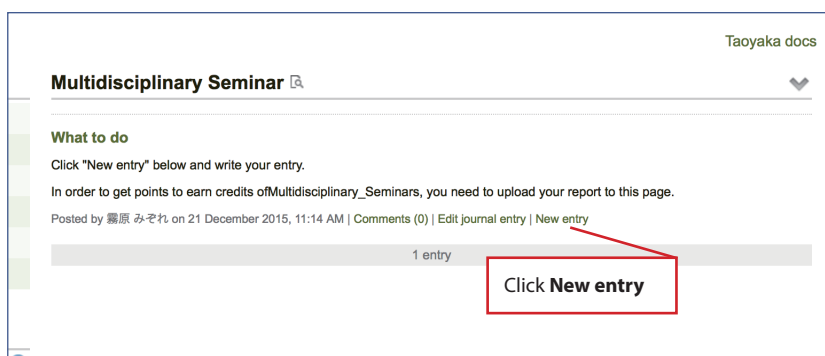
5. Click **New entry**, in the block to which you want to upload your report.

New journal entry in journal **"Multidisciplinary Seminar"**

Title *   Regional Revitalization B|

Input the title of the seminar

Entry *

Oct. 22, 2015|

Write anything

Tags   Show my tags

Enter comma-separated tags for this item.

Click **Add a file** button and choose your report file

Attachments   No files found

Add a file

Draft

When your entr| Do not change these settings

Allow comments

Allow comments on your entry.

Save entry   Cancel   Click **Save entry**

6. You need to edit this entry as follows.

   Title: Write the title of the seminar which you find in *List_of_Multidisciplinary_Seminar_YYYYMMDD.xlsx.* In this case, **Regional Revitalization Brought by Economic Cycle in Local japanese Community**.

   Entry: Write anything. You cannot leave it blank.

   Attachments: Click **Add a file** and choose your report file.

7. Click **Save entry**.

Here, you finished uploading your report to the entry.

You will be able to see the entry to which the file is uploaded. See below.

mahara   霧原 みぞれ : Content | Portfolio | Groups | Logout

Edit this page   Back

Multidisciplinary Seminar

Journal entry saved

by 霧原 みぞれ

Taoyaka docs

taoyaka-2015-s-demo

Multidisciplinary Seminar

Onsite Education

Multidisciplinary Ser   Newly saved entry

My Achievement

QE1 documents

English Proficiency

Miscellaneous   Attached report file for the seminar

Advisers

Student Name	霧原 みぞれ
Adviser	白井 雲海
Co-Advisers	白井 雲海

Regional Revitalization Brought by Economic Cycle in Local japanese Community

Oct. 22, 2015

Attached files   ⌗1

20151022.docx (21.5KB) - Download

Posted by 霧原 みぞれ on 21 December 2015, 1:32 PM | Comments (0) | Edit journal entry | New entry

What to do

Click "New entry" below and write your entry.

In order to get points to earn credits ofMultidisciplinary_Seminars, you need to upload your report to this page.

Posted by 霧原 みぞれ on 21 December 2015, 11:14 AM | Comments (0) | Edit journal entry | New entry

2 entries

4.3 My Achievement

Here we will show you how to perform self-assessment on this page. As an example, we are going to do it in **Autonomy** in **Pre** semester.

1. Click **---** in **Pre** column in **Autonomy** row.

2. **Autonomy / Semester Pre** will be shown. You can see the rubric for your self-assessment. The rubric contains **Basic Achievement Goals** and their **Performance Levels**. Read carefully each description in the rubric and click the appropriate one to show your current level for each **Basic Achievement Goal**.

3. The background of chosen item will be colored.

   If you color a wrong one by mistake, click it again to cancel your choice.

4. You may place your comment and attach files to show the evidence for your self-assessment.

5. Click **Save** to finish the assessment.

Here you will see the result.

In order to move to other portfolio, you need to returnt to **Dashboard** first. Click ![mahara] on the upper left corner in the page .

When you click **Show report** under the table, you will get the reports for the latest result of your self-assessment and credit status.

4.4 QE1 documents

Here, we explain how to work on **QE1 documents** page.

QE1 documents has four blocks into which you can put each document for QE1. As an example, we are going to submit **Onsite Research Proposal**.

Onsite-research-proposal

Upload your onsite research proposal.
No files found

No files found
Select a file
Save

Click **Select a file**

Onsite-training-repo

1. Click **Select a file** button in **Onsite-research-proposal** block.

Onsite-research-proposal

Upload your onsite research proposal.
No files found

No files found
Close

You can select multiple files to upload them at once.

Upload file   ファイルを選択   ファイル未選択   (Maximum upload size 2MB)

Drop files here to upload   Click **ファイルを選択**

Home
Name	Description	Size	Date	
Bb Submissions			02/10/2015	
20151016.docx		21.3K	21/12/2015	Select
20151022.docx		21.5K	21/12/2015	Select

Download folder content as a zip file

Save

Click **Save**

2. Click **ファイルを選択** button and choose your Onsite Research Proposal file on your PC.

3. Click **Save** button to submit the file.

mahara   霧原 みぞれ : Content | Portfolio | Groups | Logout   Edit this page   Back

QE1 documents

by 霧原 みぞれ

Click the name of the file to download it

taoyaka-2015-s-demo

Onsite Education

Multidisciplinary Seminar

My Achievement

QE1 documents

English Proficiency

Miscellaneous

Onsite-research-proposal

Upload your onsite research proposal.

OnsiteResearchProposal.docx | Submitted at 21 December 2015, 2:59 PM | 0 downloads

Name	Description	
OnsiteResearchProposal.docx		Remove

Select a file
Save

Onsite-training-report_in_Japan

Upload your report on onsite training in Japan.
No files found

No files found
Select a file
Save

If you want to update the file, click **Remove**. Then **Selected a file** button will be displayed again. Click the button and choose a new file.

Advisers

Student Name	霧原 みぞれ
Adviser	白井 雲海
Co-Advisers	白井 雲海

**Onsite-training-report_overseas**

Upload your report on onsite training outside of Japan.
No files found

No files found

4.5 Comments

When you get a comment from your teacher on your portfolio, Mahara will inform you about it in **Inbox** in **Dashboard** and sent you the notification mail. Click the title of the notification in **Inbox** and the text link will be shown. Click the link and you will read the comment. You can also see the comment by clicking the URL in the notification mail.

Inbox

Inbox

e-mail

Click **Place comment**
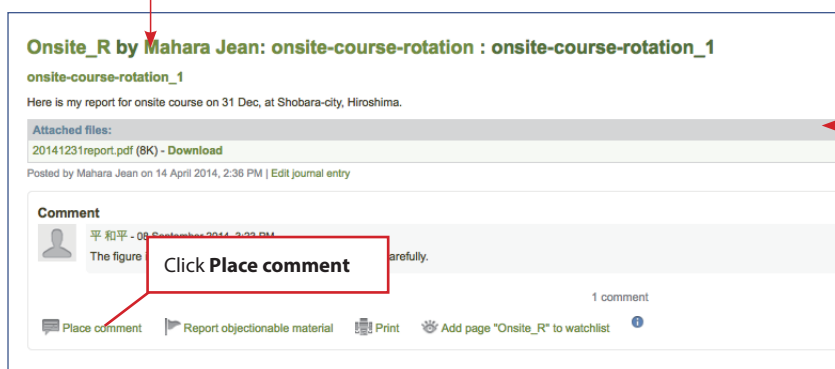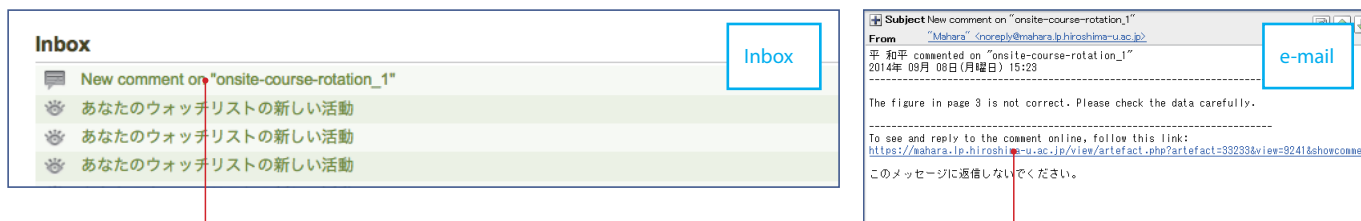
1. In order to reply to the comment, click **Place comment** at the bottom of the page.

Do not change this setting
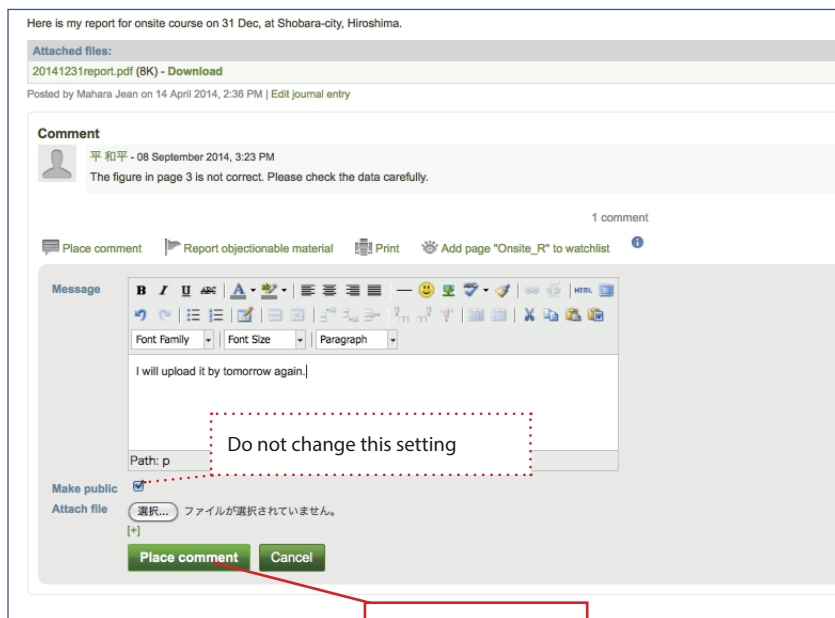
2. When you have finished, click **Place comment** button. Mahara will send you a notification even for your own comment.

Click **Place comment**