Tell Me

1. **Log into Canvas via** [canvas.uncc.edu](http://canvas.uncc.edu) **using your NinerNET credentials**

2. **Open the desired course and click** **Mahara** **from the left menu. If you do not see Mahara as an option, please contact your instructor directly**

3. **Select the three horizontal line button** in the right corner of the screen

4. **Select the down arrow** to the right of **Portfolio**
5. **Select Pages and Collections**

Select the collection/page which includes the layout to be changed.

6. **Select the collection/page which includes the layout to be changed**

If you have not created a page yet, check out this FAQ link.

7. **Select the Edit this page button to the left of the screen**

8. **To make minor changes to the layout:**
   - You can drag and drop panels to their new location.
b. You can create a new column to your layout by selecting the + or + buttons. Selecting those buttons add columns to the right or left of the current column.

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Welcome to my e-portfolio about my progress in the Master's of Education Program via the Educational Leadership Department at the University of North Carolina at Charlotte.

c. You can delete the panel by selecting the Trash Can located on top and to the left of every panel.

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d. You can edit your text by selecting the Gear Shift next to the trash can.

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e. You can delete the entire column by selecting the X button in the middle of the + or + buttons.

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9. To make major changes to the layout, select the three Gear Shifts button at the top, right of the screen next to the edit (Pencil graphic) button.

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a. Select Layout or the down arrow to the right of the link.
b. Options will appear. Each option represents how your page layout can change.

c. Custom layouts can be created by scrolling to the bottom and selecting your preferences. The numbers displayed in column layout represent the percentage that each column will take up the screen.

d. Once you have made your choice, select **Create New Layout**

e. Select **Save**

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### Related FAQs

- How does a student log into Mahara (after completing the first log in)?
- How does a student edit their Mahara e-portfolio?
- How does a student change the settings within Mahara?
- How does a student change the layout on their Mahara e-portfolio?
- How does a student create and add documents to folders within Mahara?