



## Mahara retiral

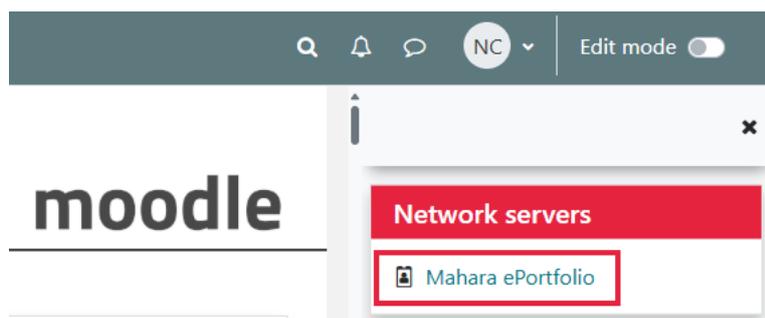
Mahara is no longer supported and as such will not function after the upcoming Moodle upgrade to Moodle 4.5. After the Moodle upgrade, access to Mahara will no longer be available, and any remaining data will be lost.

## What do we need to do to prepare?

We recommend that staff and students download and save any Mahara content to a secure location such as their personal OneDrive account or another University-approved storage solution. Information for staff about university data storage can be found on the [Data storage intranet page](#), and information for students can be found on the [Saving your files My Napier page](#).

## How to log in to Mahara

Go to your Mahara site <https://portfolios.napier.ac.uk/> and log in with your usual credentials or **login via Moodle**



## How to export your entire Mahara portfolio

If you wish to keep a complete backup for future use (e.g. to upload into another Mahara account):

1. Click the **menu icon** (top-right corner)
2. Select **'Manage'**

3. Select **'Export'**
4. Select **'All my data'** or **'Just some of my pages'**
5. Select **'Generate export'**

**Please note:** This will create a ZIP file only compatible with other Mahara systems. If you just want access to your individual files, we recommend downloading them manually (see below).

**Export your portfolio**

This tool exports all of your portfolio information and pages. It does not export your site settings or any of the content you uploaded or created in groups.

You can export your personal portfolio content. Your account settings or content uploaded or created in groups are not exported.

You will receive a ZIP archive that includes the content, which you selected to export, in both HTML and Leap2A. You can view your portfolio in a browser via the index.html file or import the content in another portfolio platform that supports the Leap2A format.

**What do you want to export?**

All my data  
 Just some of my pages  
 Just some of my collections

Include comments

All comments will be included in the HTML export.

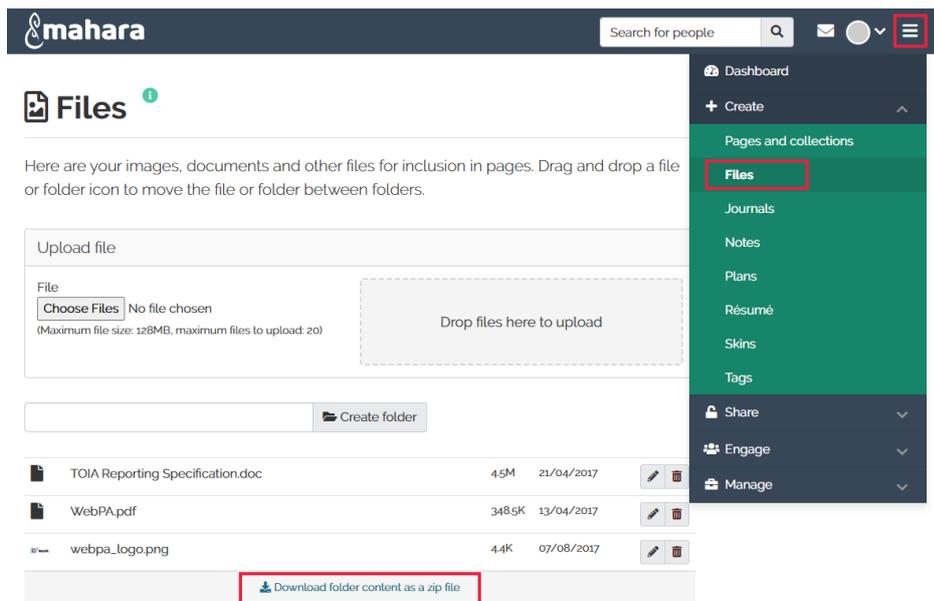
## How to download your files from Mahara

To download **individual files** (like documents, images, or PDFs) from Mahara, you can do so directly, no need to use the full portfolio export. Here's how:

## How to download content as a .zip file

To download all files from your Mahara file storage:

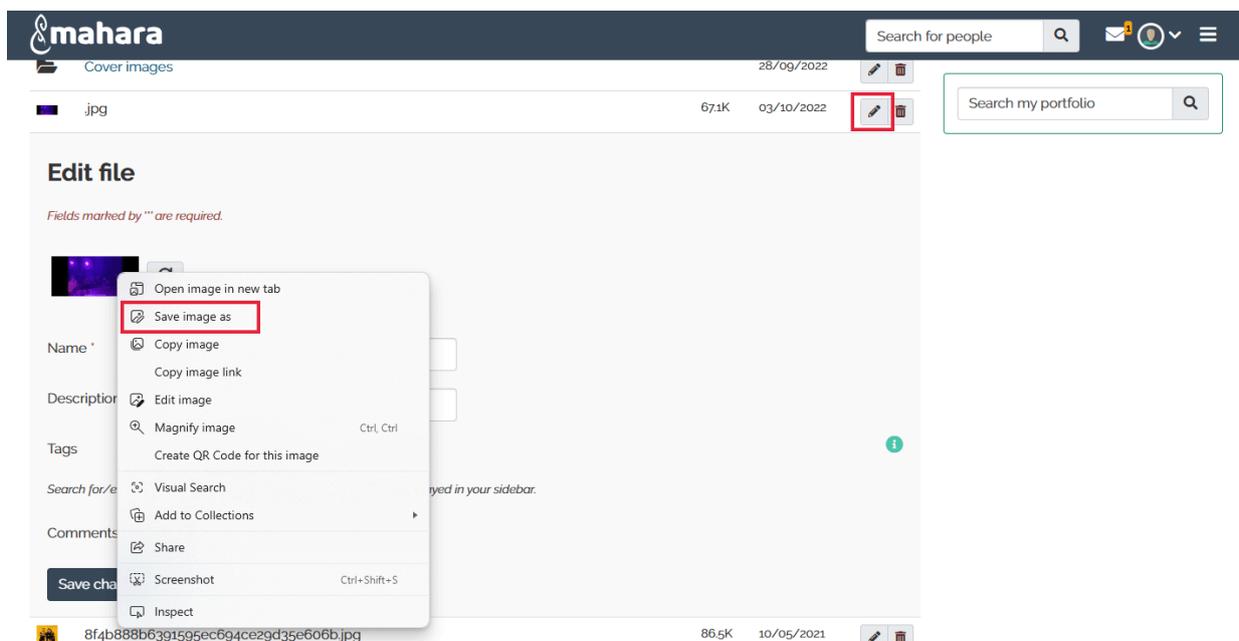
1. Click the **menu icon** (top-right corner)
2. Select **'Create'**
3. Select **'Files'**
4. Scroll to the bottom and click **'Download folder content as a .zip file'**
5. The ZIP file will download automatically to your device (check your 'Downloads' folder).



## How to save files individually

To download individual items like images, documents, or PDFs:

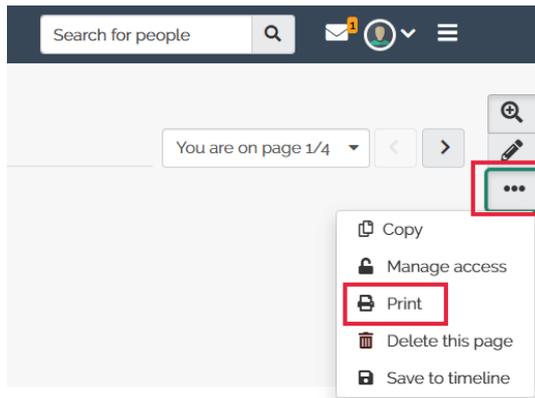
1. Go to your Mahara files or portfolio pages
2. Click the **pencil (edit) icon** on the item you want to save
3. Right-click the image or file link
4. Choose **'Save image as'** or **'Save link as'**
5. Choose where to save the file on your device



## How to save a page or a collection as a .pdf file

To save a Mahara page or collection as a PDF:

1. Open the page or collection you want to save
2. Click the **three-dot menu** on the right-hand toolbar
3. Select **Print**
4. Choose '**Save as PDF**' in your browser's print settings



## When Will Access End?

Access to Mahara will be removed **immediately after the Moodle 4.5 upgrade**.

Please ensure all necessary content is downloaded in advance to avoid loss of data.

## What you can use instead

Padlet is a collaborative online tool that lets you create digital boards where you can share content using virtual post-it notes. These notes can include text, images, links, videos, and more. Padlet also offers a variety of templates to get you started — including a Personal Portfolio option available in the [Gallery](#).