2. Dashboard

After you successfully logged in to Mahara, you see your *Dashboard*. This is your homepage where you can see the latest activity of you and other users on Mahara. You can customise the dashboard so that you always see the items that are most important to you.

2.1. Overview

You can change certain aspects of your dashboard, namely the *user-specific information*, but a lot of what you see is static to allow you to quickly access other parts of Mahara.

Your homepage is your dashboard from which you can access a number of areas in Mahara conveniently.

1. **General navigation bar**: Move from one area of Mahara to the next.
2. **Username**: You can click on it to go to your profile page.
3. **Settings**: This link gives you access to your account settings and notifications.
4. **Inbox**: Go to your Mahara inbox to check for new messages. When you have unread messages, the counter displays the number of unread messages.
5. **Logout**: Link to log out of your current session.
6. **Search**: Search for users who have an account to view their profile page and check which pages they have made accessible to you.
7. **Quick links**: These quick links take you to certain areas of Mahara quickly.
8. **User-specific information**: You can customise this area on your dashboard to put blocks there that you want to see every time you log in.

9. **Personal information**: This sidebar block contains static and dynamic information:
   - Your name is linked to your profile page.
   - Your profile picture is linked to your profile pictures page for easy uploading of new profile pictures.
   - If you are a member of any groups, they are displayed here.
   - Pending friend requests and group invitations are displayed.
   - If you tagged artefacts or pages with the tag "portfolio", a link to them is placed here.
10. **Online users**: You can see users who have been logged in during the last 10 minutes.
11. **Links and resources**: List of links to web sites or documents that are visible to all logged-in users.

When you display messages from other users on your dashboard through the *My inbox* block, you can see quickly which messages you have not read. They are marked in bold and have a closed envelope. Messages you have read are indicated by an open envelope.
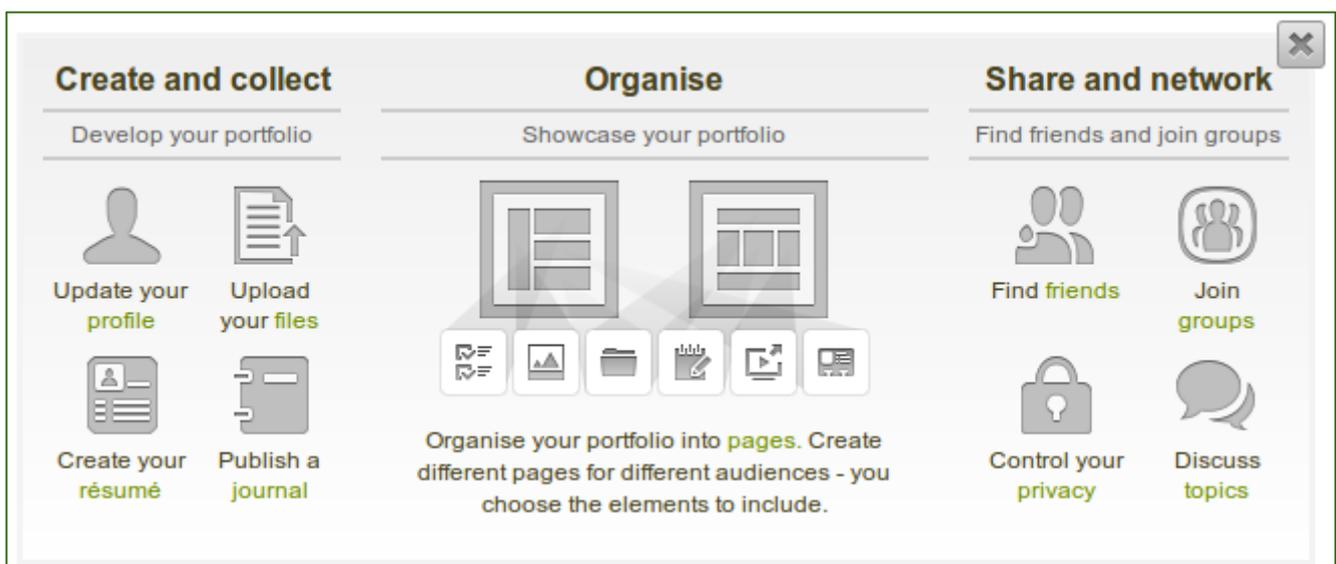

Unread messages have a closed envelope and are displayed in bold whereas read messages have an open envelope.

2.2. Quick links

When you log in to Mahara for the first time, you see three boxes with quick links:

- **Create and Collect**: Develop your portfolio
- **Organise**: Showcase your portfolio
- **Share and Network**: Connect with friends and collaborate in groups

Mahara information

With the help of these quick links you can reach the different parts of your portfolio directly from your dashboard.

If you removed these boxes from your dashboard but want to get them back at a later point, you can re-active them under *Settings* > *Homepage information*.

2.3. User-specific information

The default dashboard includes the following blocks:

- Latest Pages
- My Pages
- Recent Activity
- Topics I'm Following

These areas are filled with content once you start using Mahara and create pages, receive messages from other users, have access to others' portfolio pages and use the forums for discussions. You can customize this area to your liking by editing your dashboard in *Portfolio* > click the *Edit* button next to the dashboard page > change the *blocks* like you would change them on any page in Mahara.