

6. Blocks

6.1. Files, images and video

These artefacts are internal Mahara ones to display:

- links to files that you have uploaded
- folders that contain files
- show images
- embed audio and video files

6.1.2. Folder



Select a folder to display all files within it as links on your page.

Folder: Configure

11

Block title

Set a block title1

If you leave this blank, the title of the folder will be used

File

Name	Description	
slideshow	Photos for gallery	7 Remove

My files

Group files

Institution files

Site files2

Home3

Name	Description	Tags	
commentfiles	Files attached to comments on your portfolio		4 Select
images	Image files		Select
presentations			6 Submitted Select
slideshow	Photos for gallery	photos, gallery, travels	

Retractable

☐8

Select to allow this block to be retracted when the header is clicked.

Automatically retract

☐9




Select to automatically retract this block.

Save

Remove

10

Configure the Folder block

1. **Block title:** If you do not set a title, the name of the folder that you choose to display will be used.
2. **Files area:** Choose from which files area you would like to select a folder:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the folders and files that you are allowed to publish.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder **public** in the **Site files**.
3. **Folder path:** The breadcrumbs show in which folder you are currently.
4. You can edit any component of the folder, i.e. its name, description and tags by clicking on the **Edit** button.
5. Choose the folder you wish to display by clicking on the **Select** button.
6. You can also still select folders that have been submitted in another portfolio page.
7. Click the **Remove** button if you wish to revert your choice.
8. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the **Retractable** icon  to just show the heading.
9. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the **Retracted** icon  to view the entire block.
10. Click the **Save** button to accept your changes, or click the **Cancel** button to leave the block's content as it is. The **Remove** button is shown only when you place the block into the page for the first time.
11. You can also click the **Close** button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

When you place a folder with group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.