

6. Blocks

6.4. Personal info

The artefact blocks in this tab allow you to include information that you provided in the profile into your portfolio. If you want to make changes to the text or the images, go to Content → Profile.

Furthermore, you can also put certain blocks on your profile page that only exist for that particular page:

- My friends
- My groups
- My pages
- Wall

6.4.1. Contact information



Add a block with contact information to your page.

Only display as much information as you wish anybody to see. Especially when you make your pages available to the public, i.e. everybody on the Internet, or all logged-in users, decide carefully whether you want to display your street address and / or phone number.

Contact information: Configure 7 ×

Block title
 1

Email address 2

Don't show email address

Fields to show

Country 3

City/region

Skype username

Jabber username




4 results

Retractable
 4
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 5
Select to automatically retract this block.

6

Configure the **Contact information** block

1. **Block title:** Choose a title for your block.
2. **Email address:** Decide whether to display one of your email addresses that you have entered in your profile under Content.
3. **Fields to show:** Decide which fields shall appear on the page. Put a check mark in front of each one that you want to show. Shown are only the ones for which you provided content.
4. **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.
5. **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.
6. 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.
7. 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.

6.4.2. My friends



Add a block that displays your friends' profile pictures and their names to your profile page. This is a default block on your profile page.

You only need to place the block on your profile page. There is no further configuration possible.

6.4.3. My groups



Add a block that displays your groups to your profile page. It is a standard profile page block.

You only need to place the block on your profile page. There is no further configuration possible.

6.4.4. My pages



Add a block that displays your pages on your profile page. It is a standard profile page block. This block should stay on your profile page because other users can see all your pages to which they have access.

You only need to place the block on your profile page. There is no further configuration possible.

When other users view your profile page, they only see the pages to which they have access. That also means that you see all your pages while others may see none or just a few.

6.4.5. Profile information



Add a block with profile fields to your page.

Only display as much information as you wish anybody to see. Especially when you make your pages available to the public, i.e. everybody on the Internet, or all logged-in users, decide carefully whether you want to display your street address and / or phone number.

Profile information: Configure 9 ×

Block title

1

Fields to show

- First name 2
- Last name
- Introduction
- Country
- City/region
- Skype username
- Jabber username

7 results

Profile picture 3

Don't show a profile picture

Email address 4

Don't show email address

Introduction text

5

You can use your introduction profile field instead by enabling that and leaving this field blank

Retractable

6

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




Automatically retract

7

Select to automatically retract this block.

8

Configure the **Profile information** block

1. **Block title:** Choose a title for your block.
2. **Fields to show:** Decide which fields shall appear on the page. Put a check mark in front of each one that you want to show. Displayed are only the ones for which you provided content.
3. **Profile picture:** Choose to display one of your profile pictures or none.
4. **Email address:** Decide whether to display one of your email addresses that you have entered in your profile under Content.
5. **Introduction text:** If you do not want to display the introduction text from your profile, you can write another one just for this page here. However, it will be lost when you delete this block.
6. **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.
7. **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.
8. 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.
9. 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.

6.4.6. Wall



Add a block that displays your wall on your profile page. It is a standard profile page block. Other users can leave messages for you, i.e. write on your wall, and they can decide whether everyone looking at your profile page can see them or only they and you.

You only need to place the block on your profile page. There is no further configuration possible.

6.4.7. Curriculum Vitae




You can display either your entire CV or parts of it in any portfolio page. If you choose to display only parts of your CV, you have more control over the arrangement of the information.

6.4.7.1. My entire Curriculum Vitae



Add a block with your entire CV to your page.

Configure the *My entire CV* block

1. **Block title:** Choose a title for your block.
2. **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.
3. **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.
4. 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.
5. 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 use this block, you do not have control over the order in which the information is displayed, but Mahara decides that. In order to be more flexible, you can choose to display one CV field at a time with the next block.

6.4.7.2. One Curriculum Vitae field



Add a block with one CV field to your page.

One résumé field: Configure 7 ✕

Block title

Set a block title 1

If you leave this blank, the name of the field will be used.

Field to show

Contact information 2

Employment history

Education history

Interests
hiking photography traveling

Certifications, accreditations and awards

Personal goals
Achieve my captain's license.

Academic skills
German (native speaker) English (C2 – fluent) French (C1 for language reception; B1 for language ...

Cover letter
Dear sirs and madams

Work skills
(excellent unless otherwise stated) office: LibreOffice image editing: Inkscape, The ...

9 results

Fill out your résumé in order to add more fields. 3

Retractable

4

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




Automatically retract

5

Select to automatically retract this block.

Save **Remove** 6

Configure the **One CV field** block

- Block title:** The title of the résumé field you want to display is chosen automatically unless you provide a different one.
- Field to show:** Choose the résumé information that you want to display. You can select one area at a time.
- You can jump to the résumé section directly from this pop-up window in order to fill in more content.
- 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.
- 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.
- 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.
- 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.