

Moodleguide

Moodle version 1.9

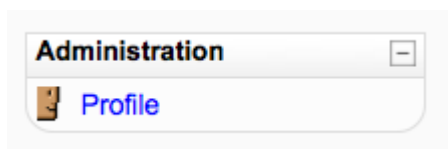


editing your profile

Editing your profile allows you to share information about yourself. You can choose whether to do this or not, but many learners and tutors use it as it helps build a sense of community.

This Moodleguide looks at:

- changing passwords
- managing your email subscriptions
- personalising your profile



Click on **Edit Profile** and you will be able to edit a number of options.



Change password

Click on this and put in your current then type in your new password twice. Save changes.

Change password

Username alearner

Current Password*

New password*

New password (again)*

Any Learner

[Profile](#)
[Edit profile](#)
[Forum posts](#)
[Blog](#)

General

First name*

Surname*

Email address*

Email display

Email activated

Email format*

Email digest type*

Forum auto-subscribe*

Forum tracking*

When editing text*

AJAX and Javascript*

Screen reader*

City/town*

Select a country*

Timezone

Preferred language

Preferred theme*

Description*

Your user profile will look like the above.

1. You can then change the first and surname the system has stored for you.

The next four lines dictate how Moodle and other users can communicate with you through email.

2. **Email address**

Make sure this is an address you check frequently and that it is correct. Moodle has a lot of important email features, and we wouldn't want you to miss out because your email address had a typo or is not an address you check frequently.

3. **Email display**

You can choose who can see your email address. Your choices are to hide your email from everyone, only allow the people in your courses to see it, or to display it for everyone who logs into the site. If

you choose to hide your email from other people, they will not be able to send you email directly from Moodle.

4. **Email activated**

This email address is enabled or disabled. Set it to 'this email address is enabled' or you will not get any email through the Moodle site.

5. **Email format**

Here you can select whether mail sent from Moodle is formatted using HTML or is sent in plain text. Most modern email clients can receive and properly display HTML mail, although this may be a preference you have to enable in your email preferences. If you have a slow connection, or simply prefer your email plain and simple, the plain text option is probably a good choice.

6. **Email digest type**

This is important. Set it to 'Complete, daily email with one post', or you will get lots of emails. Also train your email software so that it does not see email from Moodle as spam.

7. **Forum auto-subscribe**

Moodle forums are a powerful communication tool for online courses. You have the option of "subscribing" to forums, which means that new forum posts will be sent to you via email. This is a great way of keeping current with your course discussions without having to login and look at the forums every day. Of course, if your discussions really get cooking you'll end up with a lot of email, but at least it won't be spam.

8. **Forum tracking**

Enabling forum tracking means highlighting the posts you have not read yet, which should improve your forum navigation.

9. **When editing text**

Lets you choose whether to use Moodle's native HTML editor to enter text, or to use plain text. Moodle's HTML editor is an easy way to enter formatted text into your course site such as bold and italic.

10. **AJAX and Javascript**

No: use basic web features

11. **Screen reader**

For visually impaired users who use software to access the web.

12. **City/town**

After setting your city and country, you can choose your preferred language. Setting your language here makes it your default language for all pages.

13. **Timezone**

Set to Europe, London. The timezone setting can be important, especially if you're working with an international audience. Be sure to set the time zone to your local time, not the server's local time.

14. **Preferred language**

Choose from the drop down list- only the menus and navigation are set.

15. **Preferred theme**

You can choose from drop down list or just use the default. There are some accessible ones such as yellow/black and large font etc.

16. **Description. IMPORTANT!** if you edit your profile, it forces you to put something in the description box before you can save. Just add some details about maybe where you work or study.

17. The remaining optional fields allow you to include personal details about yourself, including your photo or an representative image, and contact information. Your picture will appear by your postings in the forums and in your profile.

18.

Upload your photo

To upload a new picture, follow these steps:

- Prepare the picture you want to use by converting it to a gif or jpeg if you haven't already.
- Click the browse button and locate your prepared picture. Then click "Choose" in the dialogue box.
- Then click Update Profile at the bottom of the screen. Moodle will crop your picture into a square and shrink it to 100x100 pixels.

Dont' forget to click *update profile*.

Checklist

Ensure that your email address is kept up to date- it's your profile and email is one of the main ways other Moodlers get in touch with you.

If you forget your password, email helpdesk@olp.org.uk to get it reset.

Manage your email digest type and how you receive any posts from the discussion forums by choosing *complete (a single digest daily)*.

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Contact us for information about training, support, hosting, authoring materials

info@olp.org.uk

www.olp.org.uk