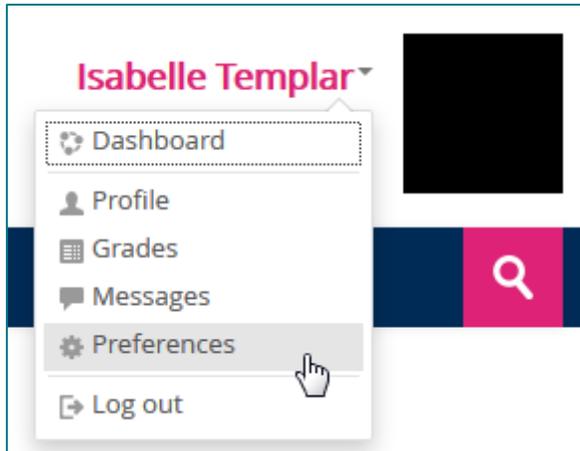


Editing Your Preferences

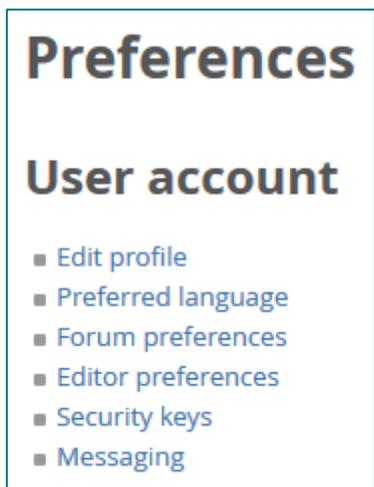
Moodle 3.1

1 Accessing the preferences screen

Individual users can locate and modify their profiles by clicking on their name (top right of screen), selecting **Preferences**.



In doing so, the following options will appear:



2 Editing your profile

From the **Preferences** screen (see Section 1). Simply click **Edit profile**.

Alternatively, you can click directly onto the image placeholder (indicated by the black box in the image shown above), and this will take you directly to the **Edit profile** page.

Profile pages are divided into 5 sections - the most commonly amended sections are General, and User picture (see below).

Be sure to click **Update profile** if you have made changes to your profile.

2.1 GENERAL

This section is expanded by default and contains the following compulsory fields:

- Name
- Surname
- Email address

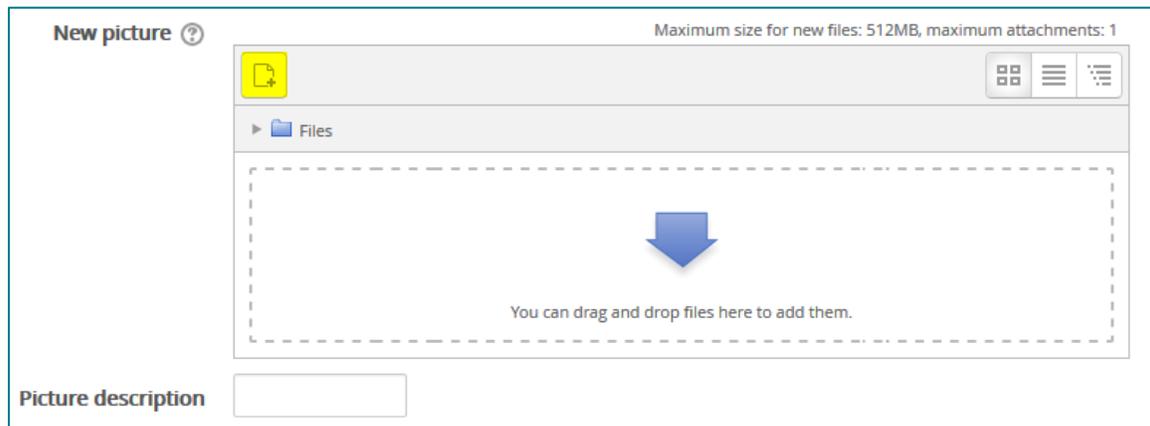
All other settings are optional.

Note: The Timezone field is used to convert time-related messages on the system (such as assignment deadlines) from the local timezone (the time in London) to the correct time in whichever zone you have selected.

****Only change this if you are studying whilst in a different timezone****

2.2 USER PICTURE

To further personalise your profile, you can update a photo or avatar. To do this, scroll down to the **User picture** section, and click onto the **Add...** icon (as highlighted below).



You will now be shown the Moodle File Picker, following which you can click on the **Upload a File** link on the left hand side. Use the **Choose File** or **Browse** button (depending on your browser) to locate your profile image, prior to clicking on the **Upload this file** button.

Once the file is uploaded, the File Picker will disappear

Alternatively, you may 'drag and drop' your image file into the area containing the large blue arrow.

3 Managing forums

From the **Preferences** screen, select **Forum preferences**. The following options will appear:

Forum preferences

Email digest type ? No digest (single email per forum post) ▼

Forum auto-subscribe Yes: when I post, subscribe me to that forum discussion ▼

Forum tracking No: don't keep track of posts I have seen ▼

The default setting is for Moodle users to receive messages from discussion forums within an hour of the message being posted. However, if you are enrolled on several courses, this volume of email might become unmanageable and rather overwhelming.

You can choose to receive a single email from Moodle each day – either with the messages in full, or simply with links to the relevant posts.

To change this setting, click on the dropdown menu for **Email digest type** and select your preferred setting.