

Editing Your Profile in Moodle: (for online students and instructors)

The following is a strongly suggested listing of how profiles should be set for online participants.

Once you login to Moodle, you can click on your name in the upper right area of the window as displayed below, and then click on the **Edit Profile** tab.

You are logged in as James Grunwald (Logout)

An **Edit profile** window should appear:

It is strongly suggested that you use the same settings as noted in the screen image.

Some Critical settings are:

- **Email address** – This is the address that will be used to send all mail to you from within Moodle and is set by default to xxxxxxxx@mlc-wels.edu. (**Warning:** MLC cannot assist you in tracking down any email messages if you are using a non-MLC email account.)

Online off-campus students, it is suggested that you change this address to your preferred email address that you normally use. **Regular on-campus MLC students** should leave the address set to their MLC email account.

Please note: If you use the @mlc-wels.edu address to handle your mail, you will have to go to **WebMail** at <http://mailhost.mlc-wels.edu> and follow the instructions on the screen to view and send any messages. But, first you will need to obtain your MLC WebMail password, which is different than your MLC Network/Moodle password. Your WebMail password can be found by going to the MLC Portal <http://portal.mlc-wels.edu> and logging in using your regular Network/Moodle login and password. Once you have logged into the Portal, go to "Directory" "By Person" on the left and enter your name into the search box and click Submit. Your name should appear. Click on your name and your information should appear. Following the **Campus E-mail:** line, you should see your MLC email address followed by a **[Retrieve Password]** link. Click on **[Retrieve Password]** and a pop-up window with your MLC WebMail password should appear which you can then use to access your WebMail account. Your WebMail password never expires.

(**Note:** You must click on the "Show Advanced" button to see some of the following.)

- **Email display** – This allows you to show or hide your email in the class. You can set it so all users (including guests) can see your email, or so that only other students in the class can see your email address, or so that no one can see your email address at all.

- **Email digest type** – This setting allows you to choose how you want to receive any emails you get from Moodle "forums" (discussion boards). There are three choices:

1. **"No digest"** – there is no "email digest" created – for every forum that you are "subscribed to" you will get a duplicate email of the forum posting sent to your email address.
2. **"Complete"** – this creates a single "email digest" that contains all the posts made to a forum you are "subscribed to". You will get one email per day containing all of the posts made to the forum.

3. **“Subjects”** – this creates a single "email digest" that contains just the subject lines from the posts to any forums you are "subscribed to".

• **Forum auto-subscribe** – If you are "subscribed" to a "forum" (discussion board) you will receive email copies of everything that is posted to that particular forum. This setting lets you decide if you want to automatically be "subscribed" to a forum when you first post to the forum. Most likely you want it set to **No: don't automatically subscribe...**

Forum settings screenshot showing:

- Email digest type: No digest (single email per forum post)
- Forum auto-subscribe: No: don't automatically subscribe me to forums
- Forum tracking: Yes: highlight new posts for me
- When editing text: Use HTML editor (some browsers only)

More information on controlling forums can be found in the **"Discussion Forum Settings"** document on the **Moodle Tips** <http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/>

• **Forum Tracking** – If this is set to **Yes:** ... when you enter the course homepage, it will let you know if you have any discussion forum posts that you have not yet opened ("Unread posts"). Otherwise you have no way to know if you have anything new to read.

• **City/town & Country**– These boxes **must be filled in** with something or your other changes will not be accepted.

• **Description** – This box **must be filled in** with something or your other changes will not be accepted. Typically fill in a very short description of your position at your school, congregation, or place of work.

Profile settings screenshot with annotations:

- Forum tracking: Yes: highlight new posts for me
- City/town: New Ulm, MN
- Country: United States of America
- Timezone: Server's local time
- Preferred language: English (en)
- Description: MLC Director of Academic Computing

• **New picture** – Off-campus students, if you still have a 😊 smiley face or other icon being displayed for your **"Current picture:"** please upload a recent picture of yourself. This helps other students to get to know you better. To do this, click on the "Browse" button and find the picture you would like to upload, and click on "Open." Your picture should have a small file size of about 150 X 150 pixels. Pictures need to be in a .jpg or .png format.

New picture upload section showing:

- Current picture: [Profile picture] [Delete]
- New picture: [Browse...]
- Max size: 5MB

• **Web page** – If you have a personal web page, you may enter its link here.

Note: It is suggested that you ignore the rest of the items in this optional area, but you may enter the information is you so desire.

When you are finished with all changes, click on the **Update profile** button and you should see a **Changes saved (Continue)** message/link appear at the top of a blank screen, which you may click. **If instead, an error message appears** stating that some item was missing, read the message and complete the missing information.

Profile

Edit profile

Forum posts

Blogs

Activity reports

Once you have updated your profile successfully, a screen similar to the one at the right should appear.



MLC Director of Academic Computing

Location: New Ulm, MN


Email address: grunwajr@mlc-wels.eduWeb page: <http://www2.mlc-wels.edu/grunwald>Courses: EDU9501 01: Teaching Online, EDU9502: Designing & Constructing
MTH1001 05: Computer Applications (online) MTH1001: Computer Applications

MLC Moodle » **2006071EDU950101** » **Participants** » **James Grunwald**

Click on the **MLC Moodle** link, in the upper left area of the window, to return to the Moodle home page, or to return to the course home page, click on the *course number* link.

Note: In Moodle you may click on anyone's name to see their profile. From within their profile, you can click on the email address to send an email to a particular person.

Additional Notes:

Any question mark  icon can be clicked to display item specific help information.

Many pages in Moodle have a  **Moodle Docs for this page** link on the bottom center of the page that will display page specific online help if selected.

If you need help or have questions on any of these settings, please contact:

Dr. Jim Grunwald

grunwajr@mlc-wels.edu

MLC Director of Academic Computing

WELS Director of Distance Learning

(507) 354-8224 ext. 349

The good news is that once you get things set up properly, they will remain in place for you in future courses.