

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.

An **Edit profile** window should appear:

It is suggested that you use the same settings as shown in the images on these pages.

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.

Online off-campus students, starting in 2011, it is suggested that you leave the address set to your new MLC Gmail account instead of changing it to your preferred email address that you normally use. For additional information on this please see the document "**Accessing your MLC Gmail Account**", which is located on the **Moodle Tips** page <http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/>.

(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...**

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. Simply fill in a very short description of your position at your school, congregation, or place of work, NOT a paragraph of information. This same description will appear in all online courses you take.

The screenshot shows a Moodle profile settings form. Arrows from the text on the left point to the following fields:

- Forum tracking:** Set to "Yes: highlight new posts for me".
- City/town:** "New Ulm, MN".
- Country:** "United States of America".
- Description:** "MLC Director of Academic Computing".

 Other visible fields include "Email digest type" (No digest), "Forum auto-subscribe" (No), "When editing text" (Use HTML editor), "Timezone" (Server's local time), and "Preferred language" (English (en)).

- **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 **ID type picture of yourself**.

The screenshot shows the "New picture" section of the profile settings. It includes a "Current picture" field with a small image of a man and a "Delete" checkbox. Below it is a "New picture" field with a "Browse..." button and a note: "Max size: 5MB".

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.

CAUTION: Do **NOT** upload a picture of your family, pets, fictitious person, etc. in this area, but an ID-type picture of yourself only. If you need assistance with your picture, please contact Dr. Grunwald, grunwajr@mlc-wels.edu

- **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.

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

The screenshot shows the final Moodle profile page. At the top are tabs for "Profile", "Edit profile", "Forum posts", "Blogs", and "Activity reports". The profile information is as follows:


- Name:** MLC Director of Academic Computing
- Location:** New Ulm, MN
- Email address:** grunwajr@mlc-wels.edu
- Web page:** <http://www2.mlc-wels.edu/grunwald>
- Courses:** EDU9501 01: Teaching Online, EDU9502: Designing & Construc, MTH1001 05: Computer Applications (online), MTH1001: Compu

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.