

How to edit your user profile

MOODLE DOCUMENTATION

Your Moodle profile includes information about you, such as your name, e-mail address, location, courses you are enrolled in, and any interests you care to share with others. After logging in to Moodle, you will see a link to 'Edit Profile' below Settings > My profile settings.

To edit your profile

Click the **Edit profile** under the **Settings** block. To view all of the profile settings, click the **Show Advanced** button.

Required profile settings are marked with an asterisk (*). Unless specified otherwise, it's best to leave the default settings. Here's an explanation of the most important profile settings in the "General" options:

E-mail address: Moodle has a lot of important e-mail features, so it's essential that you set this to a valid e-mail address that you check frequently. **If you decide to change your email address, Moodle will send an email to the new address with a link to confirm the new address. You must click on this confirmation link.**

Email address*

E-mail display: Specifies who can see your e-mail address. Because you'll likely want to be able to receive e-mail from other Moodle users, you should leave this set to the default: "Allow only other course members to see my e-mail address".

Email display

E-mail format: Specifies whether you'd like to receive HTML formatted e-mail (that can include images and colour), or only plain text. Modern e-mail clients display HTML formatted messages, so leave the default "Pretty HTML format".

Email format*

E-mail digest type: When you are subscribed to a discussion forum, Moodle will send you e-mail copies of all posts to that forum each day. If you select "**No digest (single e-mail per forum post)**" you could receive dozens or even hundreds of e-mails per day -- depending on how many forums you are subscribed to and how active they are!

Alternatively, you can select “**Complete (daily e-mail with full posts)**” which will combine all forum posts into one e-mail message to you. Again, depending on how active a forum is, this message could be very long.

The recommended setting is “**Subjects (daily e-mail with subjects only)**” which will send you an e-mail that includes only a list of links to new forum post subjects for the day, including authors. You can click on a subject link in the digest to view the complete forum post on Moodle.

Email digest type*

Forum auto-subscribe: Leave the default setting: “Yes: when I post, subscribe me to that forum” so that you will receive an e-mail digest of all new messages in forums you participate in. You can unsubscribe from a forum at any time.

Forum auto-subscribe*

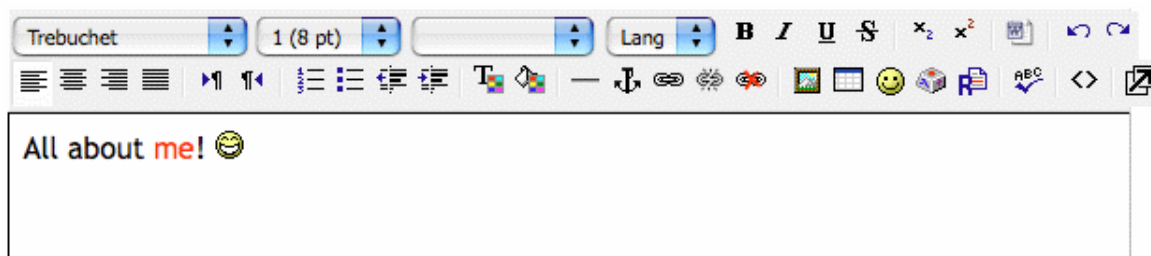
Forum tracking: Selecting “Yes: highlight new posts for me” will highlight forum messages that you have not read yet so that you can quickly see what’s new

Forum tracking*

When editing text: Selecting “Use HTML editor (some browsers only)” enables Moodle’s easy to use HTML editor for entering text. If this option is selected and your browser supports it, you will see what the editor looks like under the **Description** setting, below. Note that Moodle’s HTML editor does **not** currently work with Safari 3 on Macintosh.

When editing text*

Description: Here you can write a little about yourself for other students or faculty to read if they click on your name when viewing your contributions in Moodle. If you don’t want to write anything at this time, just type a space in the box.



Interests: Here you can enter a list of your interests separated by commas. Moodle will make each interest into a link (called a “tag”). When a Moodle user clicks on one of your interest tags Moodle will display a list of users who share the same interest.

Once you have edited your profile settings, click the **Update profile** button.