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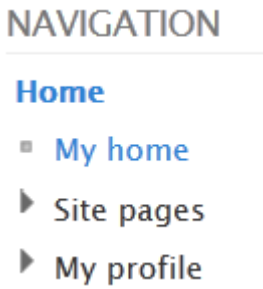
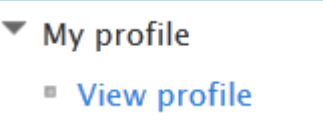
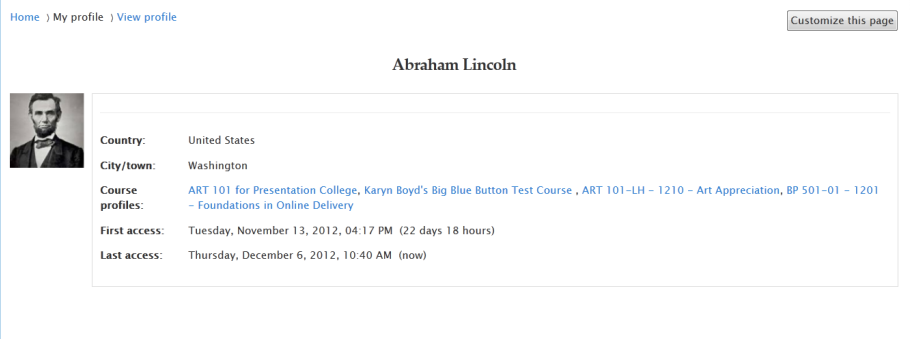
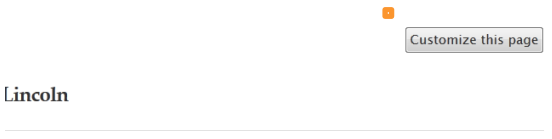
(502) 589-9878

# Moodle 2.2

## Student User Guide

### Profile Settings

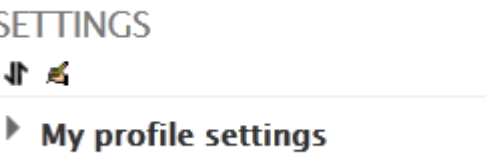
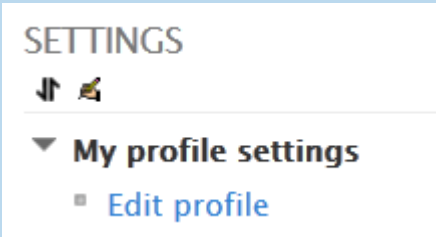
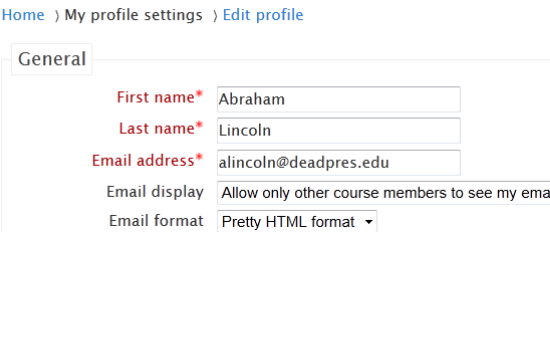
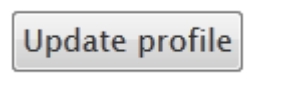
## Profile Settings

Step	Screenshot
<p>1. In the Navigation block, click <b>My profile</b>.</p>	
<p>2. In the list that drops down, click the <b>View profile</b> link.</p>	
<p>This will open your profile page.</p>	
	
<p>3. In the upper right-hand corner, click <b>Customize this page</b>.</p> <p>The button will change to <b>Stop customizing this page</b>.</p>	



### Note

Changing your profile settings adjusts your profile for the *entire portal*, not just for a specific course, so changes made to email notifications or forum subscriptions will affect *all* courses you take through this Moodle portal.

Step	Screenshot
<p>4. In the <b>Settings</b> block, click <b>My profile settings</b>.</p> <p>A list of settings will drop down.</p>	
<p>5. Click <b>Edit profile</b>.</p>	
<p>This will open the <b>Edit Profile</b> page.</p>	
<p>6. Type in the information you wish to change, and then click <b>Update profile</b> at the end of the page.</p>	



**Note**

Anyone on your school's portal can view most of the information on your profile.



**Note**

Any field marked in **red** that has an asterisk next to it (such as **First name**, **Last name**, and **Email address** to the left) are required fields that you must fill in before you save.



**Note**

**User picture** requires steps to upload a picture if you wish to do so. Click **Update profile** to save the picture you upload.

## General Settings

Field	Description	Options
<b>First name*</b>	Moodle automatically fills in this field for you unless you go by another name (e.g., "Bob" instead of "Robert").	
<b>Last name*</b>	Moodle also fills in this field for you. Simply verify that the spelling is correct.	
<b>Email address*</b>	Moodle fills in this field for you. Verify the spelling.	
Email display	This field determines whether other people in the portal can see your email address.	<ul style="list-style-type: none"> <li>• <b>Hide my email address from everyone:</b> No one sees your email address, including people in your course.</li> <li>• <b>Allow everyone to see my email address:</b> Everyone sees your email address, even those NOT in your course.</li> <li>• <b>Allow only other course members to see my email address:</b> Only members of the course see your address (including site administrators).</li> </ul>
Email digest type	This field sets how you will receive notifications on your forums.	<ul style="list-style-type: none"> <li>• <b>No digest (single email per forum):</b> Each forum reply comes as a separate email.</li> <li>• <b>Complete (daily email with full posts):</b> Moodle collects forum replies throughout the day and sends the complete forum posts in a single email.</li> <li>• <b>Subjects (daily email with subjects only):</b> Moodle sends only the subject lines of forum posts.</li> </ul> <p>All emails include links to go to the forum and read the posts.</p>
Forum auto-subscribed	By default, Moodle automatically subscribes you to any forum you post in. This setting allows you to turn off the auto-subscription.	<ul style="list-style-type: none"> <li>• <b>Yes: When I post, subscribe me to that forum.</b></li> <li>• <b>No: Don't automatically subscribe me to forums.</b></li> </ul>



### Term

**Digest:** Collection of forum posts from all the courses you are enrolled in.



### Note

If you receive too many email notifications, change these two settings to:

- **Digest:** Either complete post or subject
- **Subscribed:** No

Field	Description	Options
Forum tracking	This field allows you to see which posts are new. Each forum shows a count of new posts, and you can click next to posts to mark them as read. Your <b>My Home</b> page also shows this count.	<ul style="list-style-type: none"> <li>• <b>No: Don't keep track of posts I have seen.</b></li> <li>• <b>Yes: Highlight new posts for me.</b></li> </ul>
When editing text	This setting controls the formatting of the editing text box you use throughout the site for forum posts, certain homework assignments, etc.	<ul style="list-style-type: none"> <li>• <b>Use HTML editor (some web browsers only)</b></li> <li>• <b>Use standard web forms</b></li> </ul>
Screen reader	This field allows you to access course information using any screen reader program installed on your computer. Moodle uses a more accessible interface for certain activities, such as chat.	<ul style="list-style-type: none"> <li>• <b>Yes</b> (allows the screen reader to function where it can)</li> <li>• <b>No</b> (turns the screen reader off)</li> </ul>
City/Town	Enter the city or town you live in.	
Country	Select the country from the list.	
Time zone	Select your correct time zone.	
Preferred language	This field determines the language of the menus in Moodle.	



### Note

It is recommended that you leave this on the default setting of **Use HTML editor (some browsers only)**.



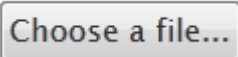
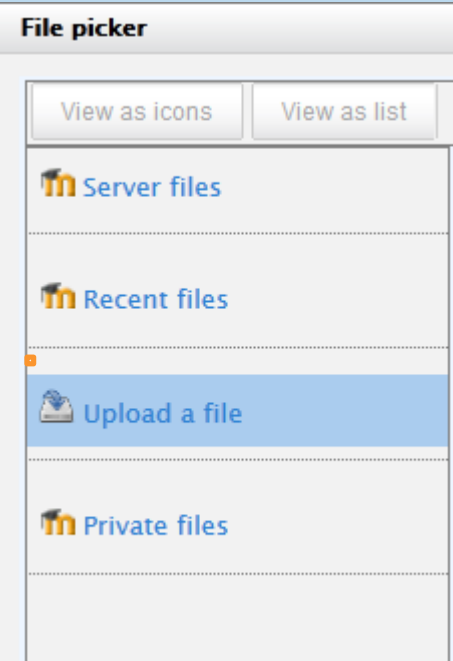
### Note

A black question mark inside a yellow circle appears next to some fields (such as **Screen reader**). If you click this button, a box that has more information regarding the field will pop up.

To close the box, click the **X** or click somewhere else on the page.

Description	This field allows you to write a biography or description of yourself to share with your instructor and classmates.	
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## Uploading a Picture in User Picture Settings

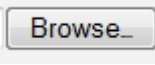
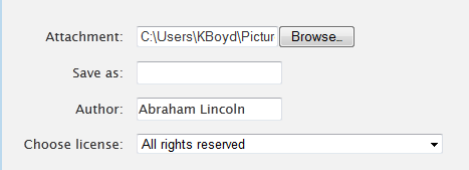
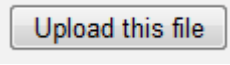
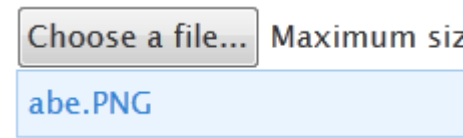
Step	Screenshot
1. Click <b>Choose a file</b> next to the <b>New picture</b> field.	
<p>The <b>file picker</b> will open.</p> <p>2. Click <b>Upload a file</b>.</p>	



### Note

This picture appears on your profile next to your forum posts and in other places that only the instructor can view such as the grading area for assignments.

Your school may have already uploaded a picture.

<p>3. Click <b>Browse</b> and maneuver through your computer's folders and files to find the picture you wish to use. Double-click the file.</p>	
<p>4. The file picker will change to show the path of the item you have selected.</p>	
<p>5. Click <b>Upload this file</b>.</p>	
<p>You will see the name of the file under <b>New Picture</b>.</p>	



### Note

Your file should already be in JPG or PNG format. If it is bigger than 100 x 100 pixels square, Moodle will automatically crop it for you.



### Note

This change will not take effect until you click **Update profile** at the end of the **Edit Profile Settings** page.

## Interests Settings

Field	Description
Lists of interests	In this field, you can list keywords to describe you and your interests. Separate each with a comma (e.g., reading, hiking). Your profile shows these words as links that you can click to connect with others who share your interests.

## Optional Settings

Field	Description
Web page	You can put your Facebook profile or other social media link here.
ICQ number	You can enter your ICQ (chat room) account here if you have one.
Skype ID	You can enter your Skype (online video chatting program) account here if you have one.
AIM ID, Yahoo ID, MSN ID	These are various chat programs by AOL (AIM), Yahoo, and Microsoft (MSN).
ID number	You can use this to post an ID number.
Institution or department	You can use this to post what department you work for in a company.
Phone, mobile phone	You can post your phone number here.
Address	You can post your address here.



### Note

This information is available to **everyone** on your school's site. Be careful in choosing what information you release.