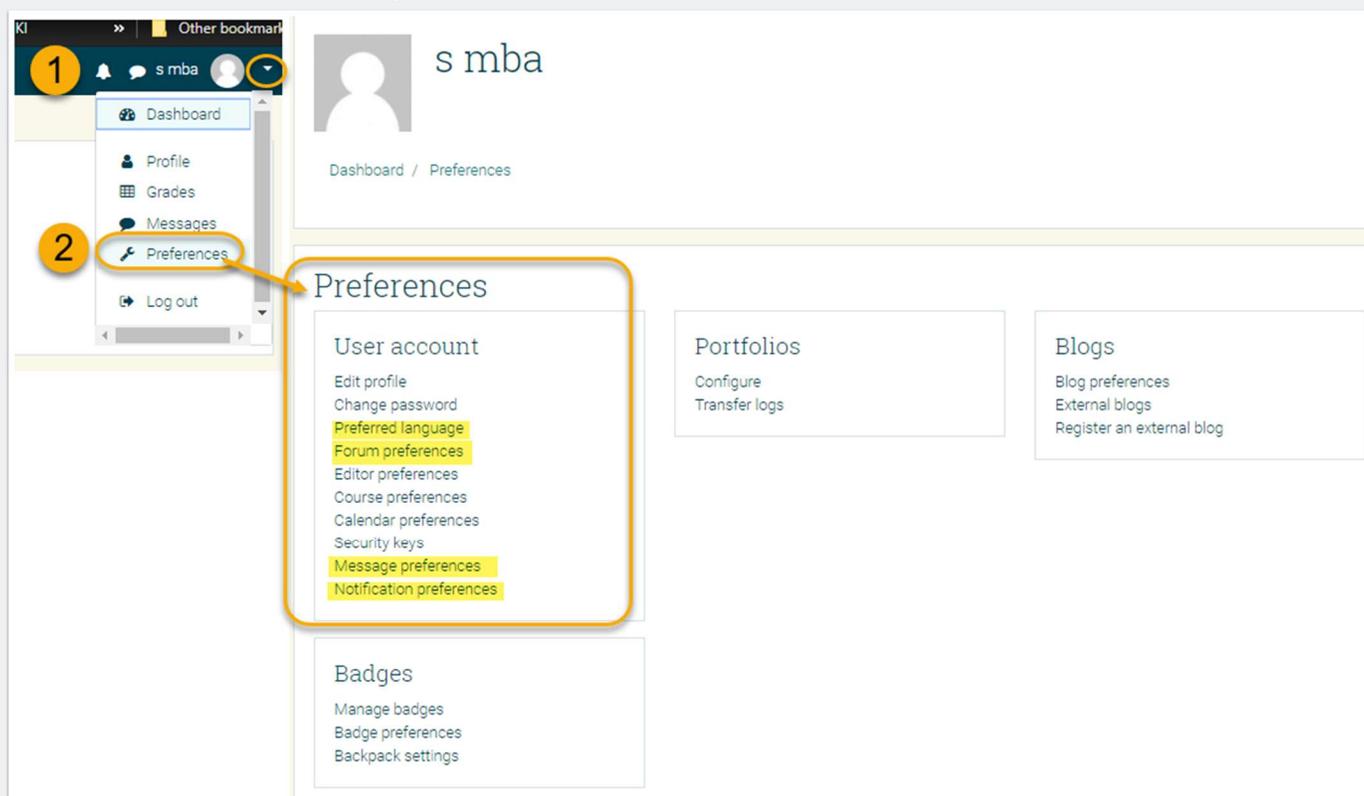


# Update Your Preferences

Moodle Preferences control how the Moodle environment behaves for you.

## Locating Preferences

After clicking “Update profile,” you will land on a page where you can personalize your settings to make your experience with Moodle and with your studies easier. You can also access this screen at any time by clicking the dropdown arrow by your name in the top right corner of your Moodle screen and selecting “Preferences.” Remember to save your preferences after updating.



# Update Your Preferences

## Preference Options

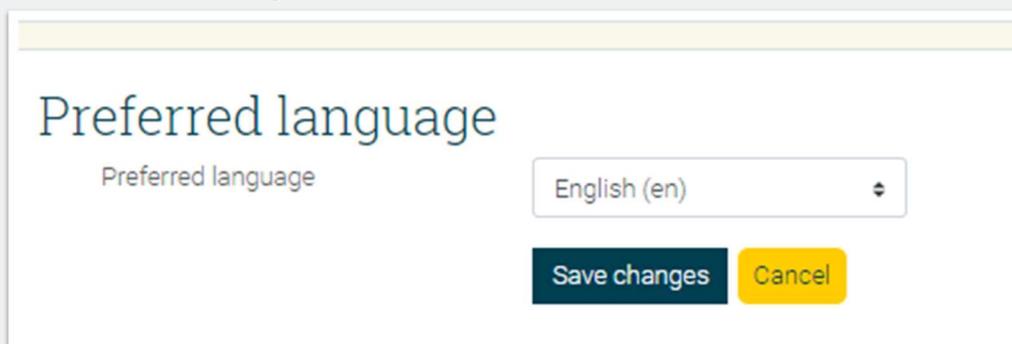
You may want to change any or all of the following preferences:

### Preferred language setting

You can change your preferred language to something that you are more comfortable with (or want to practise).

#### Note:

This will *only* change the language for Moodle preferences, while all course material and interactions will remain in English.

A screenshot of a Moodle preference dialog box titled "Preferred language". The dialog has a light yellow header bar. Below the title, the text "Preferred language" is displayed. To the right of this text is a dropdown menu currently showing "English (en)". At the bottom of the dialog, there are two buttons: a dark blue "Save changes" button and a yellow "Cancel" button.

## Forum Preferences

You can choose how (or if) you want to be notified of forum posts in your course.

# Update Your Preferences

**Forum preferences**

Email digest type ⓘ No digest (single email per forum post) ⌵ **A**

Forum auto-subscribe Yes: when I post, subscribe me to that forum discussion ⌵ **B**

▼ Forum tracking

Forum tracking Yes: highlight new posts for me ⌵ **C**

When sending forum post notifications ⓘ Mark the post as read ⌵ **D**

**Save changes** Cancel

## Email digest type

Under “email digest type,” you can choose one of three options.

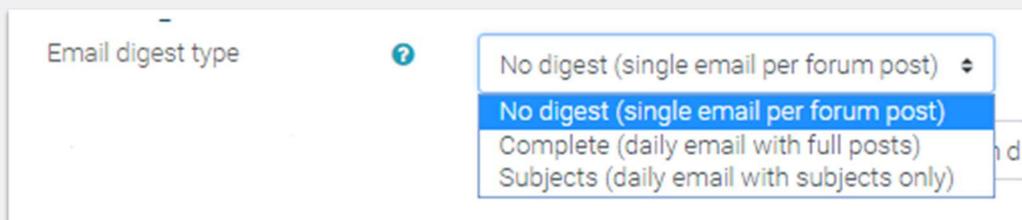
### Option Result

“No digest” One email for every post made to a forum you are subscribed to. (Approximately 45 minute delay from posting)

“Complete” One email per day for a forum with full text of all posts.

“Subjects,” One email per day with summary of post subjects (will not include replies)

# Update Your Preferences

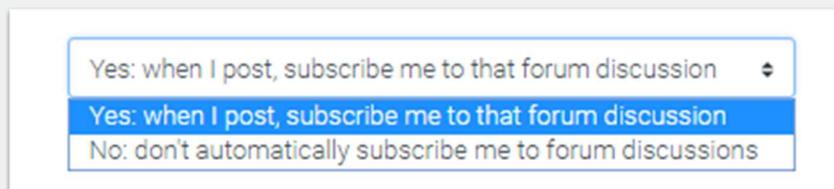


The screenshot shows a form field labeled "Email digest type" with a help icon (question mark in a circle). A dropdown menu is open, displaying four options: "No digest (single email per forum post)", "No digest (single email per forum post)", "Complete (daily email with full posts)", and "Subjects (daily email with subjects only)". The second option is highlighted in blue.

## Forum auto-subscribe

With auto-subscribe, you can choose whether you will be automatically subscribed to every forum that you post in. Keep in mind that even if you choose this option, you will not receive any posts from a forum until you have posted in the forum. You can usually change your forum settings within a course to subscribe to discussion forums.

Some forums, including “Announcements,” are set to “forced subscription” by the administrator or your course instructor, and you will not be able to unsubscribe from these forums.



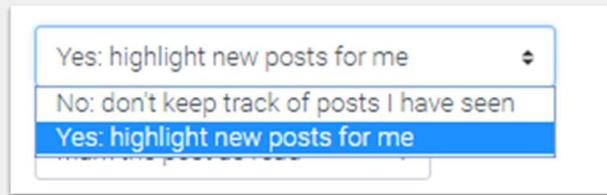
The screenshot shows a dropdown menu with three options: "Yes: when I post, subscribe me to that forum discussion", "Yes: when I post, subscribe me to that forum discussion", and "No: don't automatically subscribe me to forum discussions". The second option is highlighted in blue.

## Forum Tracking

Forum tracking will show the number of posts in each forum as highlighted in yellow, so that you know where new posts have been made, even if you are not subscribed to a particular forum.

Under “forum tracking,” it is recommended that you choose “Yes: highlight new posts for me.”

# Update Your Preferences



## Forum Tracking and email notification:

If you are tracking which posts are new, you also have an option to decide if getting an email will change the status of the post to read in Moodle.

**You may find it less confusing if you have it set to Do not mark the post as read so you can more easily find it online.**

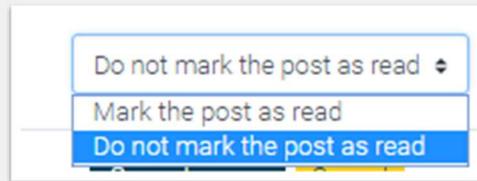
### Note:

It is important to note that you should not reply back to emailed forum posts using your email, since the email will not be transmitted. **You will need to log in to Moodle to reply.**

### Recommendation:

If you are enrolled in multiple courses, or your courses generate a lot of forum posts, you may want to set up a new filter in your personal email client to direct all messages to a new folder. Each forum post message will have the course number (e.g. BUSN 6021) at the start of the message title for easy filtering. Check the "help" section of your personal email client to learn how to do this.

# Update Your Preferences



## Message preferences

Moodle Messages, located on top bar beside your user name, is a quick way to communicate with your instructor and classmates in your course or in your program.

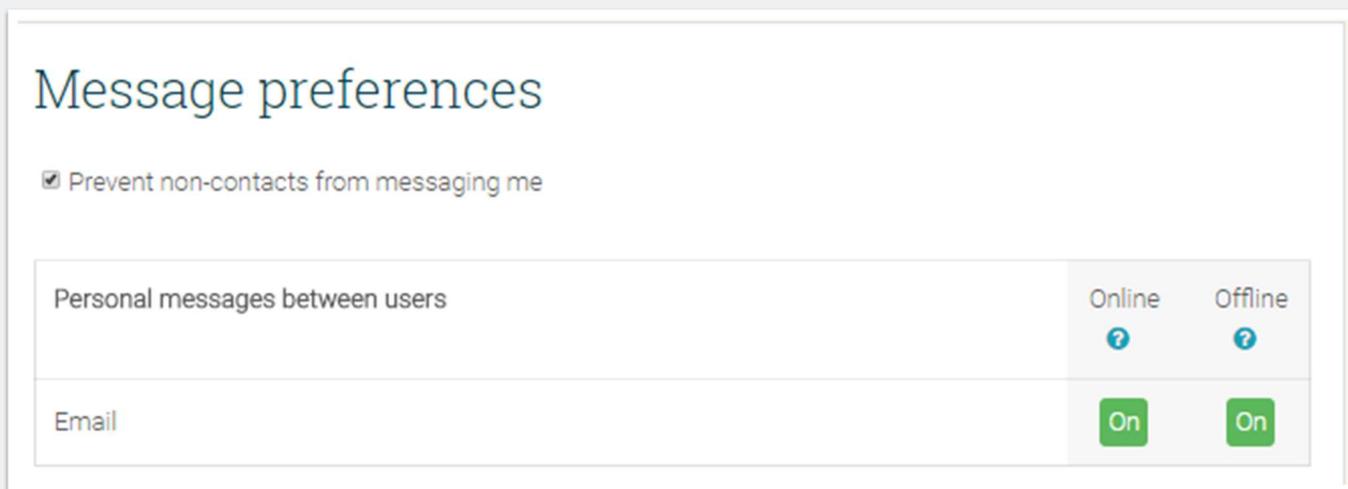


## Message preferences settings

Message preferences adjust how this tool works. There are two settings:

1. Privacy control: This limits who can contact you. Note: classmates and instructors are automatically considered contacts.
2. Offline notification: It is recommended that both "Online" and "Offline" be set to "On." By doing this, you will receive a message in your email when someone sends you a message in Moodle. However, you will need to log in to Moodle to reply to the message. If you reply through your email, the message will not be transmitted.

# Update Your Preferences



The screenshot shows the 'Message preferences' section of a Moodle user profile. At the top, there is a checked checkbox labeled 'Prevent non-contacts from messaging me'. Below this is a table with two columns: 'Online' and 'Offline'. The first row is 'Personal messages between users', with question mark icons in both columns. The second row is 'Email', with 'On' buttons in both columns.

	Online	Offline
Personal messages between users	?	?
Email	On	On

## Notification Preferences

The last area of your preferences to update is notifications. Moodle will send out communications to you for various events such as Assignment Graded, Forum posts etc. This section lets you control how you receive these system notifications.

Looking at this screen, you can:

1. Control whether you receive any notifications: it is strongly recommended that you DO NOT disable notifications otherwise you will miss important course information.
2. Control notifications to your Browser (Web) and to Email:
  - “**Web**” notifications let you know in your browser when one of the events (e.g. messages, assignment feedback, etc.) takes place.
  - “**Email**” notifications are sent directly to your inbox.
  - “**Online**” notifications are only sent while you are logged in to Moodle.
  - “**Offline**” notifications occur when you are away.
3. This page lists all tools within the Moodle environment that generate notifications. It is recommended that as a start set all of the Email notifications to “On” for both “Online” and “Offline” to be sure that you don’t miss notifications.

# Update Your Preferences

## Notification preferences

Disable notifications **A**

	Web		Email	
	Online	Offline	Online	Offline
Assignment	Online	Offline	Online	Offline
Assignment notifications	Off	Off	On	On
Feedback	Online	Offline	Online	Offline
Feedback notifications	Off	Off	On	On
Feedback reminder	Off	Off	On	On
Forum	Online	Offline	Online	Offline
Subscribed forum posts	Off	Off	On	On
Subscribed forum digests	Off	Off	On	On

**B** **C**