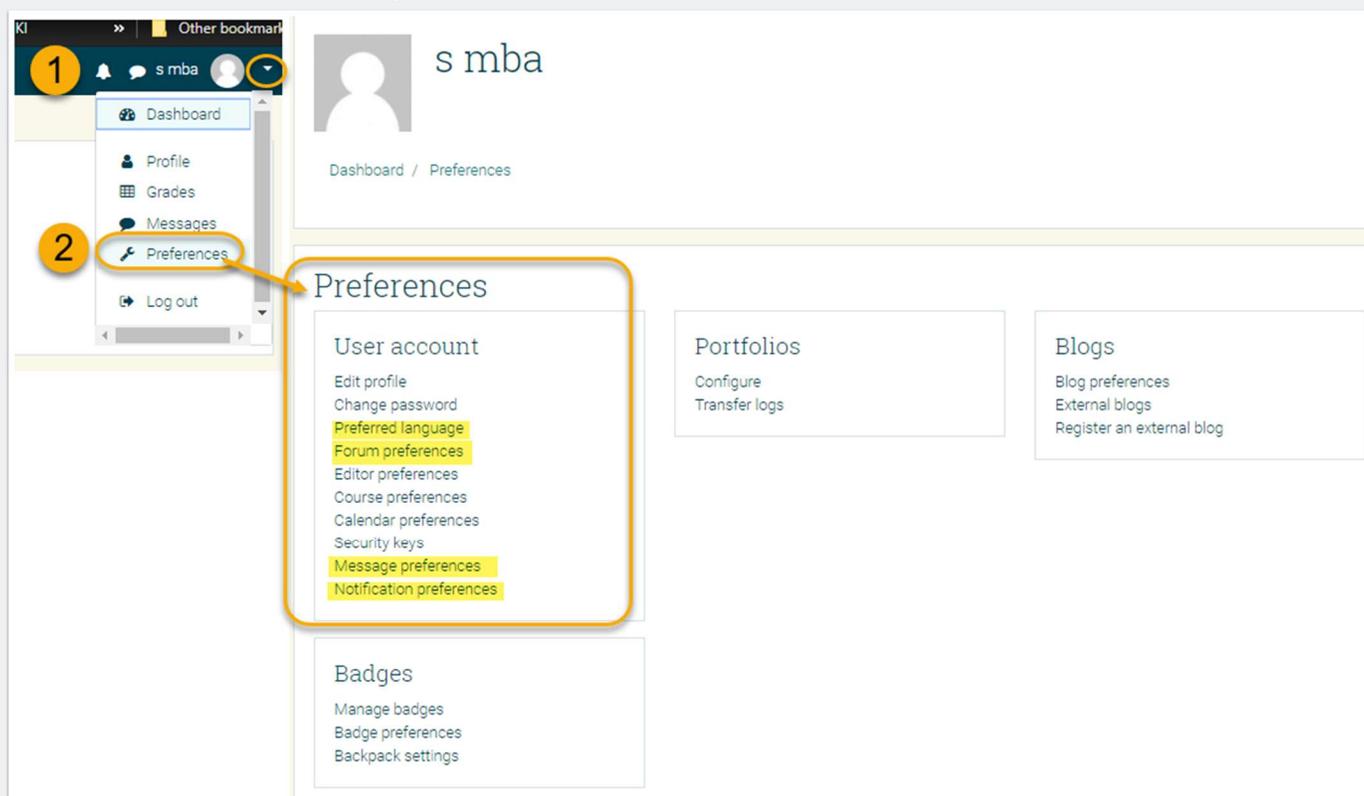# Update Your Preferences

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.
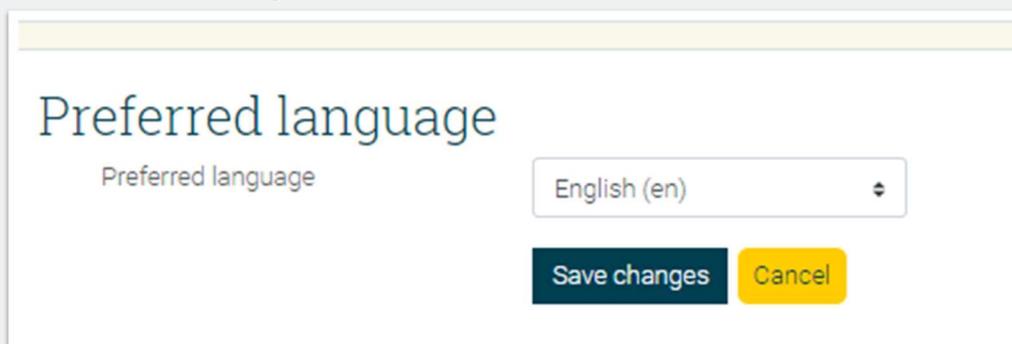
Preference Options

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.

Forum Preferences

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

Email digest type

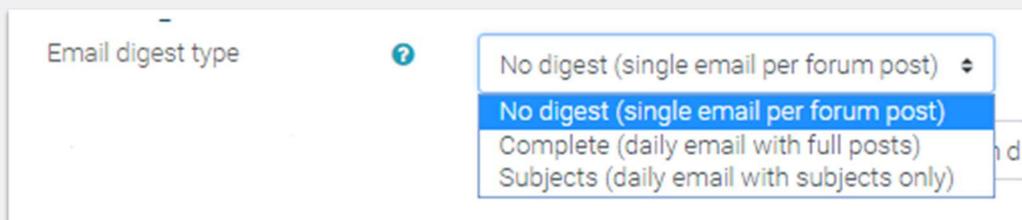Under "email digest type," you can choose one of three options.

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)

Forum auto-subscribe

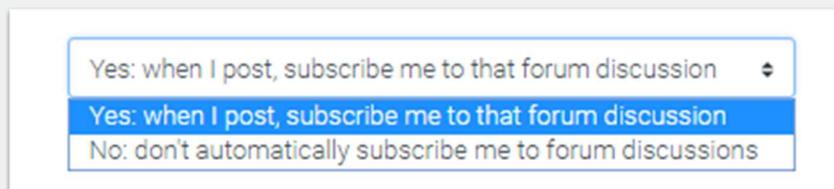With auto-subscribe, you can choose whether you will be automatically subscribed to every forum that you post in. Keep in mind that even if you choose this option, you will not receive any posts from a forum until you have posted in the forum. You can usually change your forum settings within a course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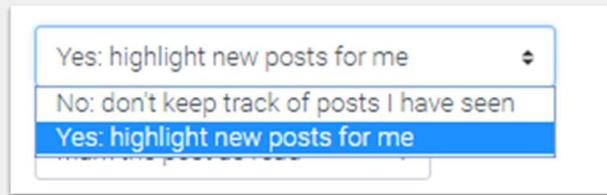

Forum Tracking

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."

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.
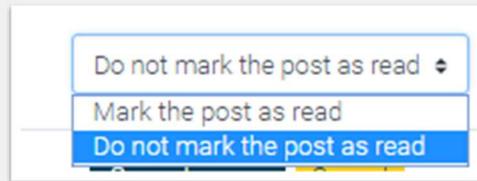
Message preferences

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.
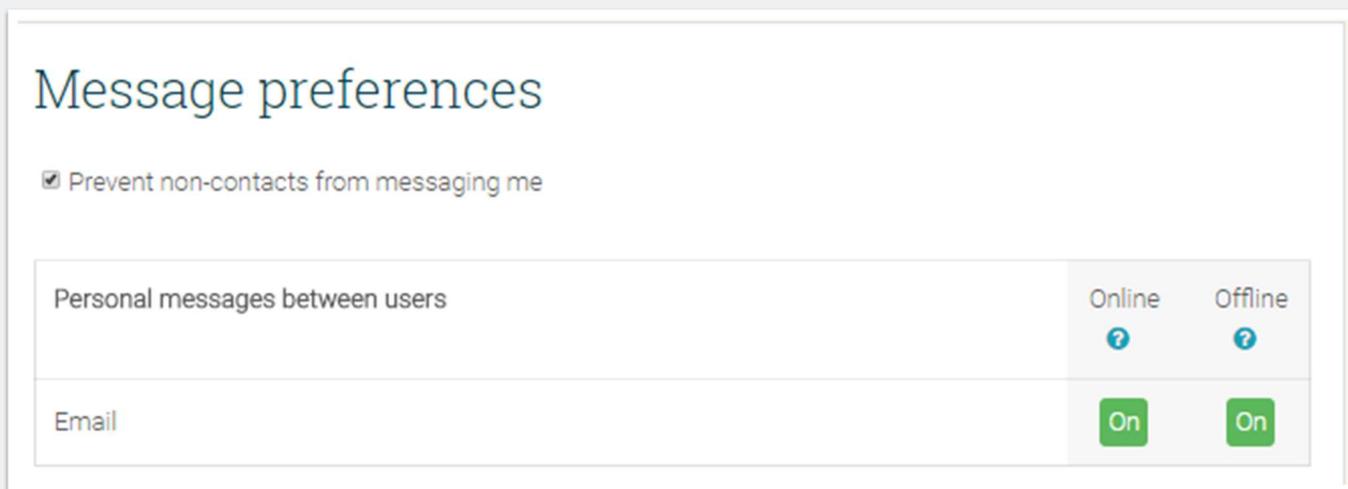

Message preferences settings

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

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