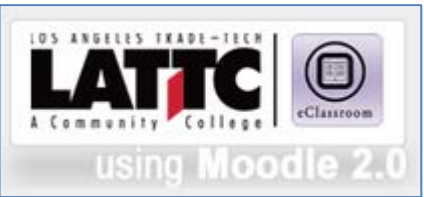



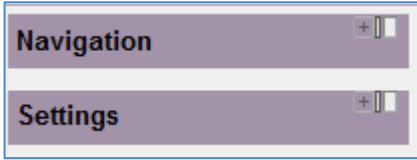

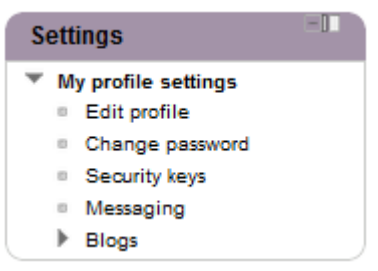
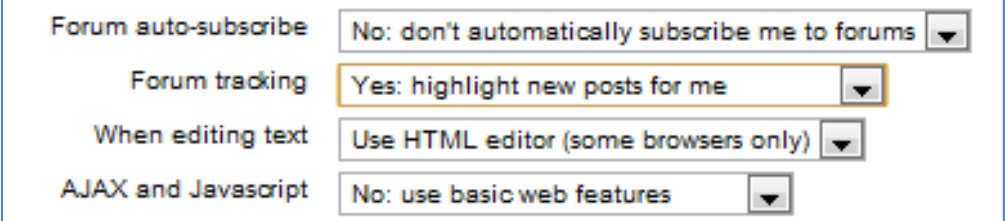


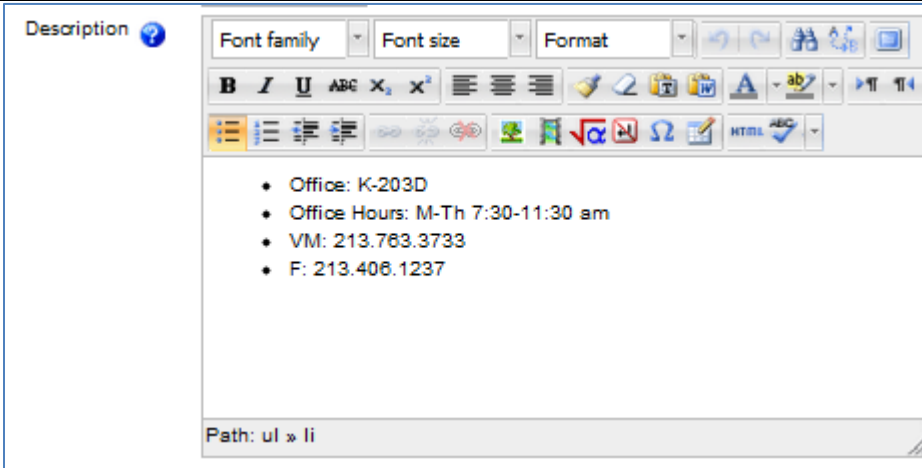
LATTC Faculty Technology Training Tutorial

User Profile Settings

	<p>This tutorial begins with the instructor already logged into Moodle. http://moodle.lattc.edu Faculty login = same as email login.</p>
	<p>The navigation menu is shown to the left with options to click on Site Pages, My Profile and My courses. When you click on My Courses, the courses to which you are enrolled as student, non-editing teacher or teacher will be displayed. Clicking on the links will display items lower in the structure and clicking on it a second time collapses the list.</p>
<p>a) </p> <p>b) </p> <p>1. </p>	<p>The upper right corner of the navigation menu has a central bar that divides the hide/show option on the left and the command to dock the menu on the right. Notice the difference between image a) and b) to the left. Image a) has a minus sign and matches the Navigation menu image above it. That indicates the Navigation menu displays items.</p> <p>Clicking on the minus sign hides the list of items and the right corner turns to a + sign. See image c) for two collapsed menus.</p> <p>Each of the menus that appear on the left and right of the center primary Moodle window operate in the same fashion.</p>
	<p>Locate your name in the top right corner after you log in. Click on your name.</p>

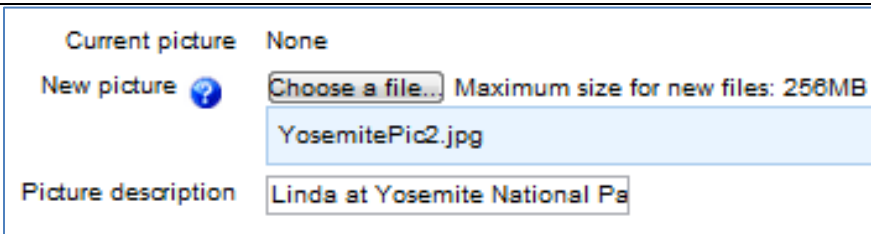
	<p>On the left side, both the Navigation Menu and the Settings menus will change. The User Profile Settings menu gives the option to just change the password or to edit other profile settings.</p> <p>Click on EDIT PROFILE as there are additional settings we want to change.</p>
<p>Preferred Profile Settings</p>	
	<p>The forum auto-subscribe defaults to YES and will result in the user getting a new email every time a student posts to a forum. This can result in hundreds of emails a week.</p> <p>Forum tracking – to highlight new posts can be useful.</p> <p>AJAX and Javascript – please change to NO: use basic web features. The AJAX is a useful tool if just moving one item at a time in a class but can be unstable. It can cause major scrambling of course content and is not worth the risk. It is safer to use the basic web features. If you see a + instead of the arrows that point left, right and up/down, then AJAX is turned on. All tutorials use AJAX turned off.</p>

Faculty Contact Information



Instructors are encouraged to put in their office location, office hours, voicemail and fax information to help students know when to contact you. Students should be encouraged to use the Moodle message system instead of regular email as this saves copies of all correspondence and is very useful in grade disputes.

Add Picture



Add a photo that will appear in Moodle and in Mahara as part of your user identification and profile. The file needs to be smaller than 256 MB and to be ADA section 508 compliant, fill in the Picture Description box.

Note: your web browser may not say Choose a File – it may say browse. This is a browser-specific that means the same thing... go find the file on your hard drive and select it for upload.

Save changes before you leave that web page or nothing will stay.

This concludes the Moodle 2 tutorial on profile settings.