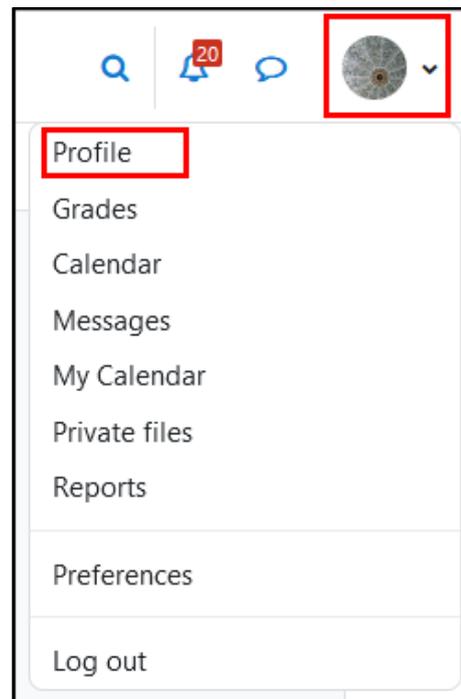


Editing your Profile

Your Moodle user profile helps other Moodle users to identify you and also contains settings that affect all of your Moodle courses.

1. To edit your profile, click on your avatar in the top right-hand corner of the screen and click on **Profile**. In the page that displays, click on **Edit profile** in the **User Details** section.
2. Your first name, surname, email address will already be filled in. You cannot change these, but you can update the other information, such as location data, if it is incorrect or missing.
3. When you have finished click the **Update profile** button at the bottom of the page to save the changes.



Add a profile picture

1. Follow step 1 above to display the **Edit profile** screen then scroll down to and expand, if necessary, the **User picture** section.
2. Drag and drop the image file (JPG or PNG) you want to use onto the **New picture** area. If drag and drop does not work, click the add icon (top left hand corner of the drag and drop box) and follow the instructions to upload an image.
3. Scroll to the bottom of the page and click **Update profile**.

Use forum tracking to highlight unread posts

1. Click on your avatar in the top right-hand corner of the screen and click on **Preferences**. In the page that displays, click on **Forum preferences** in the **User account** list.
2. In the **Forum tracking** drop-down menu choose **Yes: highlight new posts for me**.
3. Click **Save changes**.

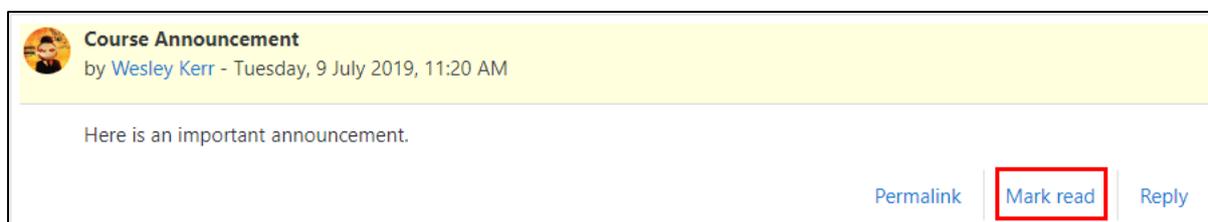
An extra notification will now appear in the **Replies** column when you have unread replies in a discussion thread – the notification displays as a number in a blue circle.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ New discussion topic	 Wesley Kerr 17 Jul 2020	 Wesley Kerr 17 Jul 2020	0 1	<input type="checkbox"/>
☆ discussion 1 Locked	 Wesley Kerr 21 Feb 2017	 Wesley Kerr 10 May 2019	1	<input type="checkbox"/>

You can mark all posts in a forum as read by clicking the tick at the top of the **Replies** column.

You can mark all the posts in a discussion as read by clicking the three dots in the discussion's row and selecting **Mark as read**.

You can mark individual posts as read using the **Mark read** link directly below the post.



The screenshot shows a forum post titled "Course Announcement" by Wesley Kerr, dated Tuesday, 9 July 2019, 11:20 AM. The post content is "Here is an important announcement." At the bottom right of the post, there are three links: "Permalink", "Mark read" (which is highlighted with a red rectangular box), and "Reply".

Forum auto-subscribe

You can change your settings so that if you post to a forum you will automatically get email notifications of subsequent posts.

1. Click on your avatar in the top right-hand corner of the screen and click on **Preferences**. In the page that displays, click on **Forum preferences** in the **User account** list.
2. In the **Forum auto-subscribe** drop-down menu choose **Yes: when I post, subscribe me to that forum discussion**.
3. Click **Save changes**.

Timezone

In our Moodle, all deadlines and activity availability dates are given in UK local time. However, since the UK moves the clocks forward in the Spring, and back in the Autumn, the local time at different times of year is as follows:

- From the last Sunday in March, the local time in the UK is known as British Summer Time (BST) and is GMT+1 (UTC+1).
- From the last Sunday in October, BST ends and UK local time returns to GMT (UTC).

Times associated with activities in Moodle automatically update to GMT or BST as appropriate. However, it is possible to adjust the times to reflect the timezone in your location if you are resident outside of the UK.

1. Click on your avatar in the top right-hand corner of Moodle and select **Profile**. In the page that opens, click on **Edit profile** in the **User details** section.
2. In the **Timezone** drop-down menu, choose the nearest location to you within the same timezone. If you are in the UK leave as **Server timezone (Europe/London)**.
3. Scroll to the bottom of the page and click **Update profile**.
4. Times for activity deadlines will change to reflect the chosen timezone.