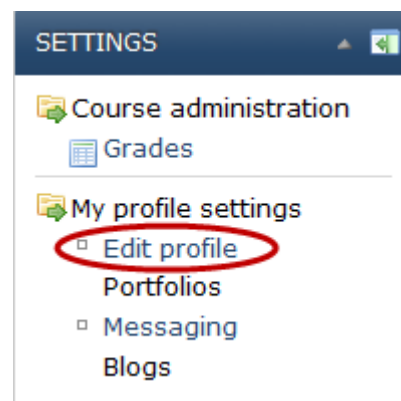




Editing your Profile

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, find the **Settings** block (left side) and click on **My profile settings**, then **Edit profile**.
2. Your first name, surname and email address will already be filled in and cannot be changed.
3. Your city/town and country will already be filled in and you should change this other information if it is incorrect.
4. When you have finished click the **Update profile** button at the bottom of the page to save the changes.







Add a profile picture

1. Go to **Edit profile** then scroll down to **User picture** and click the **Choose a file...** button.
2. Click **Upload a file**, then **Browse...**
3. Locate the picture you want to use and click **Open**.
4. Click the **Upload this file** button.
5. Scroll to the bottom of the page and click **Update profile**.

Use forum tracking to highlight unread posts

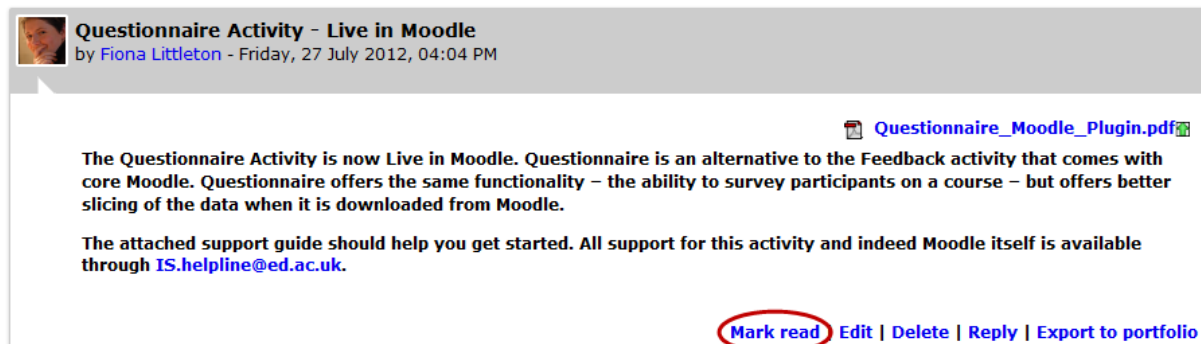
1. Go to **Edit profile**, in the **Forum tracking** drop-down menu choose **Yes: highlight new posts for me**.
2. Scroll to the bottom of the page and click **Update profile**.

You will now have an extra **Unread** column within all your forums and unread posts will show up in bold within the discussion thread.

DISCUSSION	STARTED BY	REPLIES	UNREAD	✓	LAST POST
OUBlog Plugin - Live in Moodle	 Fiona Littleton	1	0		Osbert Lancaster Fri, 27 Jul 2012, 04:12 PM
Questionnaire Activity - Live in Moodle	 Fiona Littleton	0	1	✓	Fiona Littleton Fri, 27 Jul 2012, 04:04 PM
Appointments Block - Live in Moodle	 Fiona Littleton	0	0		Fiona Littleton Fri, 27 Jul 2012, 04:04 PM
World Clock Block - Live in Moodle	 Fiona Littleton	0	1	✓	Fiona Littleton Fri, 27 Jul 2012, 04:01 PM

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

discussion's row. Or you can mark individual posts as read using the **Mark read** link directly below the post.



Questionnaire Activity - Live in Moodle
by [Fiona Littleton](#) - Friday, 27 July 2012, 04:04 PM

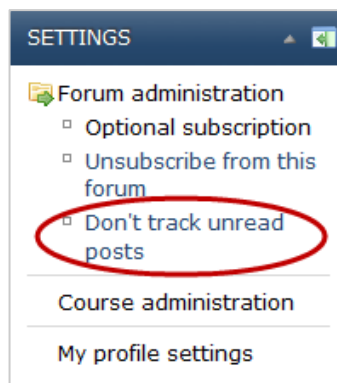
[Questionnaire_Moodle_Plugin.pdf](#)

The Questionnaire Activity is now Live in Moodle. Questionnaire is an alternative to the Feedback activity that comes with core Moodle. Questionnaire offers the same functionality – the ability to survey participants on a course – but offers better slicing of the data when it is downloaded from Moodle.

The attached support guide should help you get started. All support for this activity and indeed Moodle itself is available through IS.help@ed.ac.uk.

[Mark read](#) | [Edit](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

You can turn off forum tracking for individual forums by entering the forum then selecting **Don't track unread posts** in the **Settings** block.



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. Go to **Edit profile**, in the **Forum auto-subscribe** drop-down menu choose **Yes: when I post subscribe me to that forum**.
2. Scroll to the bottom of the page and click **Update profile**.

You can still unsubscribe from individual forums by entering the forum then selecting **Unsubscribe from this forum** in the **Settings** block (if it is available – some forums are forced subscription).

