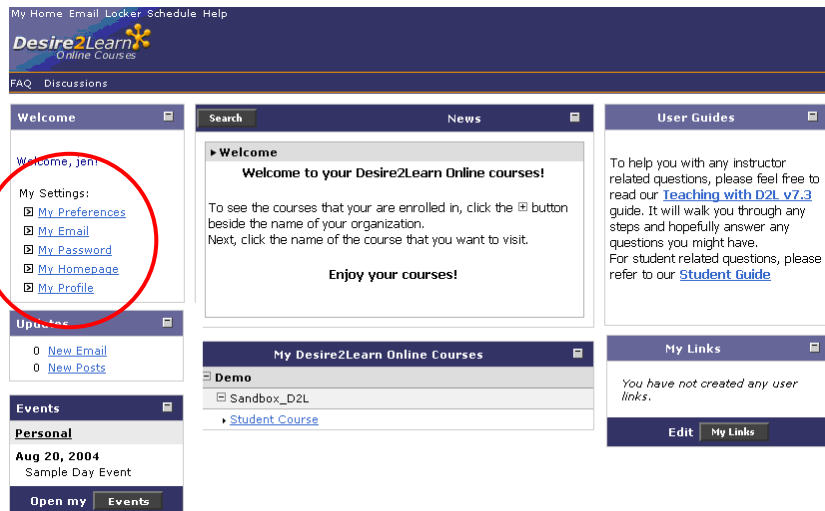


Setting up your preferences

The Preferences settings allow you to customize your personal learning environment. Preferences that you can change include:

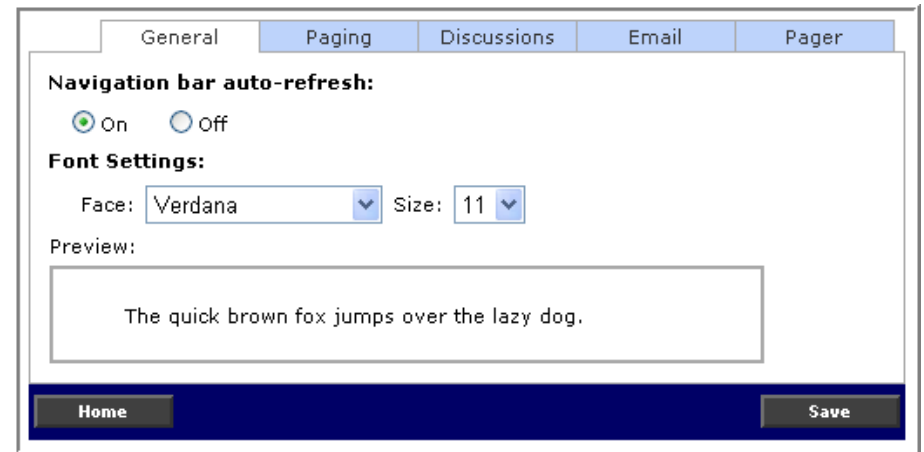
- Font settings
- The Navigation bar auto-refresh function
- The way page items display
- The way discussion forums and topics display
- Your email signature
- Pager sounds and visual notifications
- Your email address and password



On your My Home page the **Preferences** link is located in the **Welcome** widget.

Click **My Preferences**.

The My Preferences page displays.



Note Depending on the restrictions set by your site's administrator or your instructor you may not be able to see or edit all of the Preferences settings.

Changing your font

Your fonts are available from the **General** tab.

1. Use the drop-down lists to select a font face and size.
2. Click **Save**.

The Preview box displays a sample of your new font setting.

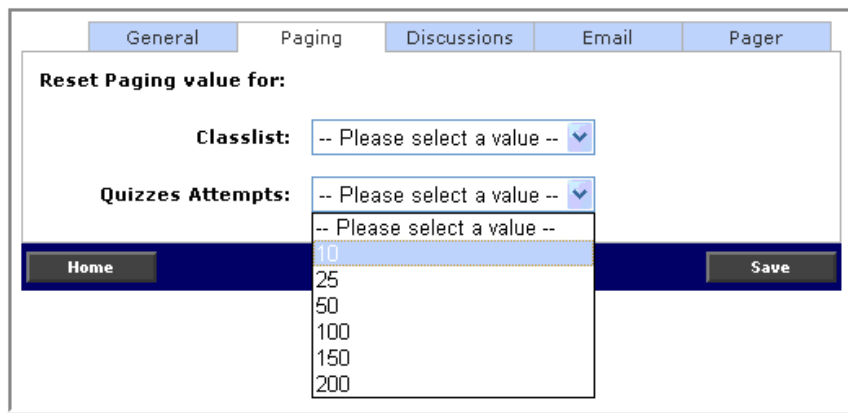
Turning off Auto-refresh

The auto-refresh function continuously updates the information on your page. If you are using a screen reader or viewing pages that take a long time to load, you may want to set **Navigation bar auto-refresh** to **Off**.

Changing the paging value

The paging value option allows you to limit or expand the number of search results you see for each tool.

1. Select the **Paging** tab.
2. Use the drop-down list to select a paging value.
3. Click **Save**.



Changing your discussions settings

The **Discussions** tab allows you to change the layout and organization of your discussion forums and topics in the **Discussions** tool.

You can change the following discussion preferences:

- Discussions – Forums & Topics Frame
- Search Bar
- Search Bar Type
- Topics List Type
- View Type (Threaded, Not threaded)

To change discussion preferences

1. Select the option you want for each section.
2. Use the **Default View Type** drop-down list to select view type.
3. Click **Save**.

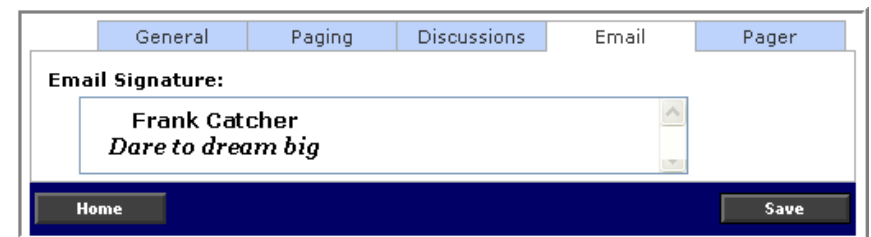
Note If you do not have much experience with the **Discussions** tool, you may want to revisit this area after using the tool.



Creating an email signature

Use this tool to create a signature that will display automatically at the end of messages sent from your course email account.

1. Select the **Email** tab.
2. Type your email signature in the text box (include your name and any important contact information).
3. Click **Save**.



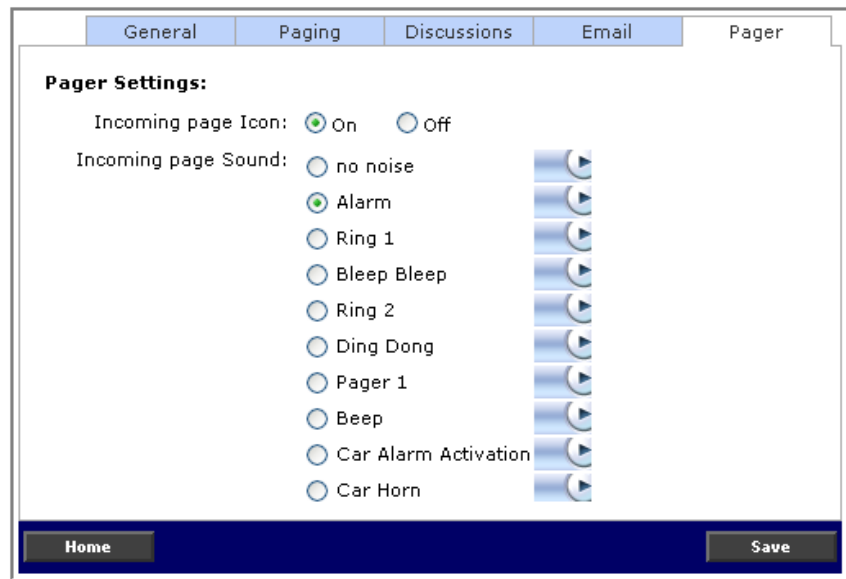
Changing the pager sound

Set this preference to receive visual notification when someone pages you and to select your pager sound.

Note If the pager icon is off, you will still receive incoming pages. However, you must check for pages manually by clicking on the pager and selecting from the list.

1. Select the **Pager** tab.
2. Turn the pager icon on or off to reveal or hide the pager icon on your navigation bar.
3. Choose a page sound from the options.
4. Click **Save**.

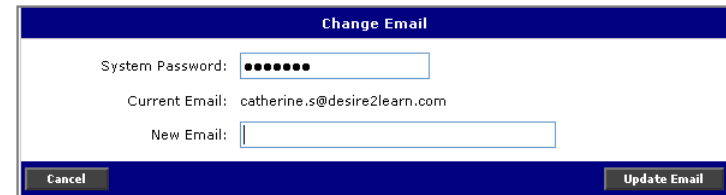
You will hear the specified sound the next time you receive a page.



Updating your email address

If your email address has changed since registration, you can update it by clicking on the **My Email** link located in the **Welcome** widget on your My Home page.

The My Email page displays.



1. Enter your course login password.
2. Type your new email address.
3. Click **Update Email**.

Changing your password

Change your password from your My Home page or Course Home page by selecting the **My Password** link in the **Welcome** widget.

The Change Password page displays.



1. Type your old password.
2. Type a new password.
3. Confirm the new password.
4. Click **Change Password**.