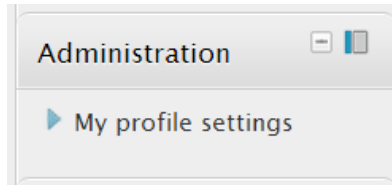


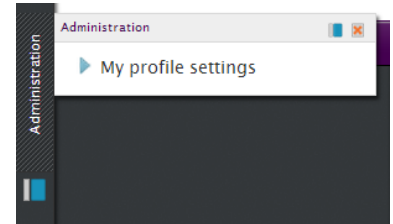
# How to Change Your webCampus Profile Settings

The **Profile** displays basic information about a user along with a profile picture. Site-wide preferences are also customized in the Profile.

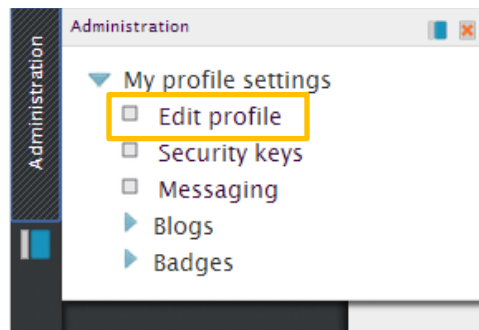
Locate the **Administration** block (formerly the *Settings* block)



*\* If the block is not in the right-hand column of the course/site home page, remember to check the margin tabs to see if the block is docked (as in the image on the right).*



Click **My profile settings** to open the menu and click **Edit profile**.



Determine your Profile preferences. (See below for tips on setting your Profile preferences)

A screenshot of the 'Profile preferences' form. The 'General' tab is selected. The form contains the following fields:

- First name\***: Text input with 'Example'.
- Last name\***: Text input with 'Learner'.
- Email address\***: Text input with 'student@mail.com'.
- Email display**: Dropdown menu with 'Allow only other course members to see my email address'.
- Email format**: Dropdown menu with 'Pretty HTML format'.
- Email digest type**: Dropdown menu with 'Complete (daily email with full posts)'.
- Forum auto-subscribe**: Dropdown menu with 'Yes: when I post, subscribe me to that forum'.
- Forum tracking**: Dropdown menu with 'Yes: highlight new posts for me'.
- Text editor**: Dropdown menu with 'Default editor'.
- City/town**: Text input with 'Anytown'.

Tips for setting your Profile preferences:

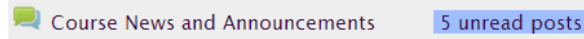
**Email digest type:** determines how frequently you receive email posts from forums you are subscribed.

- **No digest (single email per forum post)** means that you will receive an email **every time** someone posts or replies to a post in your subscribed forum(s) with the complete post content. This can result in a large amount of email if you are in multiple courses with multiple forums.

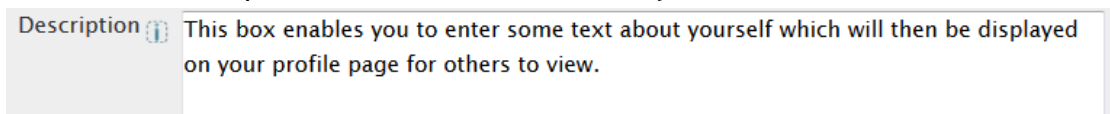
## How to Change Your webCampus Profile Settings

- *Complete (daily email with full posts)* means that you will receive one “digest” e-mail per day (at 5 pm) containing the complete contents of each forum post from your subscribed forum(s). Each post will also have a link back to its originating forum in webCampus.
- *Subjects (daily email with subjects only)* means that you will receive one “digest” e-mail per day containing just the subject of each forum post from your subscribed forum(s) and a link back to the forum.

**Forum Tracking:** Choosing **yes** for this feature will highlight new posts for you. We recommend this be set to **yes**.

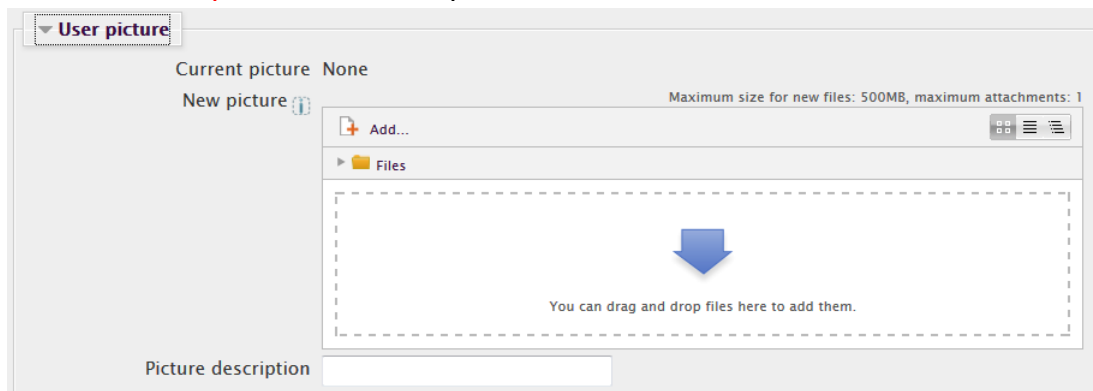


**Description:** Use the *Description* field to enter text about yourself.



**User Picture:** We encourage everyone to add a picture in their profile. To add a User picture:

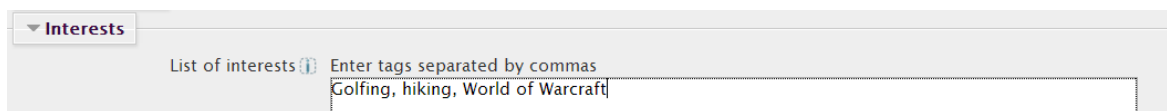
1. Click on the *User picture* title to expand the block



2. Drag and drop your photo into the field indicated by the blue arrow. In the *Picture description* field you can enter your name.

**Interests:** You have the option of sharing more about your interests with your classmates.

1. To add your interests, click on the *Interests* title to expand the block.
2. Type your personal or professional interests in the text box separating each subject with a comma.



3. Your interests will be displayed on your Profile page as tags.

Finally, scroll down the page and click the *Update profile* button to save your preferences.

Update profile