Your Moodle Account

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Account Creation

A Moodle account is automatically created for everyone who enrolls at MLC. Account information will be sent to the email address you provided after your registration has been processed. Your Moodle username and password are the same as the username and password used for Portal.

Please see the Getting Started page for more information.

Updating Your Profile

Your Moodle Profile allows your classmates and instructors to know more about you.

Accessing Your Profile Page

- Visit moodle.mlc-wels.edu and enter your username and password.
- Click the arrow in the top right corner of the screen next to your username and photo or photo placeholder and choose **Profile**.

User Details

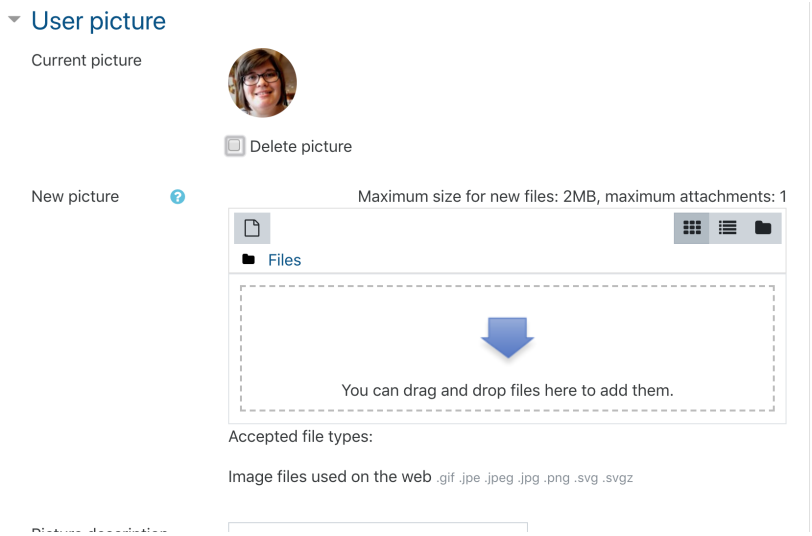
- This section shows the user information that is currently in your profile.
- Click **Edit profile** to edit the information in your profile.
- Continue reading below for more information about each of the profile sections.
- The settings in the **Additional names, Interests, and Optional** sections do not need to be adjusted.
- When you are finished updating your profile, scroll to the bottom of the screen and click **Update profile**.

General

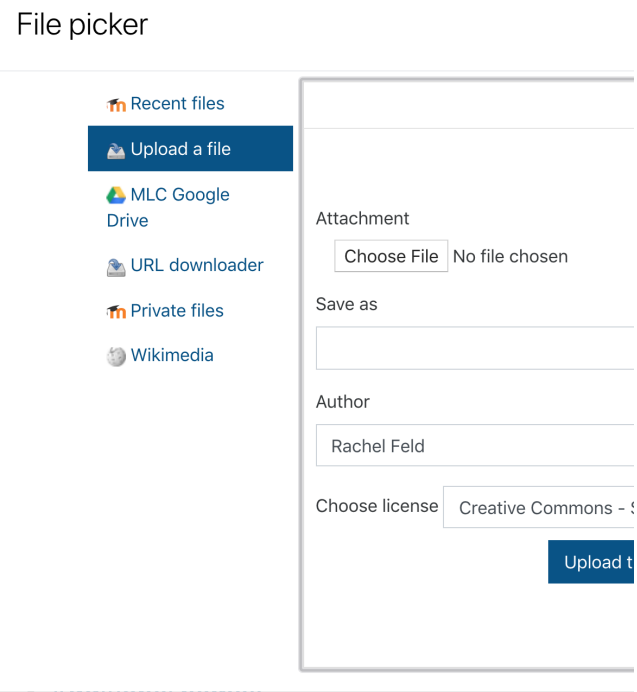
- **First Name/Last Name:** This information is populated from the MLC database upon student registration. If you would like to add a nickname or a pronunciation of your name, please scroll down to the **Additional names** section.
- **Email address:** Moodle will use this email address for all notifications and announcements. The default setting is your MLC email account.
  - If you are a first-time student, please see these instructions to activate your MLC email account.
- **Email Display:** By default, this is set to *Allow only other course members to see my email address.* It is suggested that you keep this setting.
- **City/Town:** Fill in with the city and state where you are located.
- **Timezone:** Leave this set to *Server timezone (America/Chicago)*, which is the timezone for MLC.
- **Description:** You may fill in a short description of your professional work history or education. Please do not write a paragraph of biography information here. All online courses should have a separate introductory activity where you will share more information about yourself.

User (Profile) Picture

- If this section is not already expanded, click the words **User picture** to expand it.
- Please only use ID-style pictures in this section, not pets, logos, etc.
- **To Add/Edit Your Profile Picture:**
  - Locate an ID-style picture of yourself on your computer. For best results, make sure the image is less than 2000 x 2000 pixels. The file size cannot be larger than 2MB.
  - If you have an existing picture you wish to replace, check the **Delete picture** box underneath your existing picture.



  - To upload a new picture, either drag and drop the file into the box with the blue arrow or click the **Add** icon.
  - If you click the **Add** icon, a file picker window will appear. Select **Upload a file**, then **Choose File**, locate the picture you would like to upload, and click **Open.** The path to the picture will appear in the **Attachment** box. Select the blue **Upload this file** button at the bottom.



- The new picture should appear in the **New Picture** area.

Miscellaneous

- This section is a quick way to view all of your blog entries, forum posts, or forum discussions across all of the classes you're currently enrolled in.

Reports

- **Grades Overview:** Shows the current grades across all of the classes you're currently enrolled in.

Mobile App

- Provides a link to the Moodle mobile app. For more information on using that app, please see this page.

Setting Your Preferences

Setting your preferences allows you to control a variety of notification and viewing options. Changes made to your preferences will impact every course that you're enrolled in.

Accessing Your Preferences

- Visit moodle.mlc-wels.edu and enter your username and password.
- Click the arrow in the top right corner of the screen next to your username and photo or photo placeholder and choose **Preferences**.
- There are four different sections of preferences. Keep reading below for more information about each section.

User Account

Edit Profile

- Takes you to the page to edit your personal information. See this page for more information.

Change Password

- This link will redirect you to the MLC Portal. Follow the prompts on the screen to change your password.
- Note that changing this password will change it for both Portal and Moodle.

Preferred Language

- Changing this option will change all Moodle headers and options to the chosen language. It will not translate course content into a different language.

Forum Preferences

- Changing these preferences will change your emails and tracking for most discussion forums.
- Some discussion forums have default subscription and tracking options that cannot be changed by users.
- **Email digest type:** chooses how emails about discussion forum posts will be sent. This applies only to discussion forums that you subscribe to.
  - **No digest:** You will receive an individual email notification for each discussion post.

    - **Complete:** You will receive one email daily (per discussion forum) with the full text of the posts within the email.
    - **Subjects:** You will receive one email daily (per discussion forum) with only the subjects of the discussion posts.
- **Forum auto-subscribe:** if **yes** is chosen, you will automatically be subscribed to a forum when you post to it.
- **Forum tracking:** if **yes** is chosen, Moodle will highlight those posts you have not yet read each time you enter a discussion forum.
- **When sending forum post notifications:** if **yes** is chosen, posts will be marked read when you read the notifications.

Editor Preferences

- Allows you to change the text editor options you will have in discussion forums and other online text areas. The default editor contains all the tools you should need for your course.

Course Preferences

- Changes the activity chooser option. This only applies to instructors and other course creators.

Calendar Preferences

- **Time display format:** Switch between 12 and 24 hour time. The default will match the chosen language.
- **First day of the week:** Whichever day is chosen here will be displayed first in your Moodle calendar.
- **Maximum upcoming events:** Adjusts the number of events shown in the *upcoming events* box in a course. Using a large number could take up a lot of screen space.
- **Remember filter settings:** if **yes** is chosen, Moodle will keep the same event filter settings between each use.

Message Preferences

- Unlike other preferences, these settings appear in a toolbar on the right side of the screen.
- **Privacy:** Choose if you want classmates and contacts or only contacts to contact you via Moodle messenger.
- **Notification Preferences:** If email is enabled, you will receive email notifications for message.
- **General:** If *Use enter to send* is enabled, typing *enter* will send the message instead of having to click the send button.

Notification Preferences

- This area lets you choose how you want to receive notifications for a variety of events on Moodle.

- For each event, there are two main types of notifications, **Web** and **Email**.
  - **Web:** Notifications are sent within the Moodle website or app. Notifications will be indicated by a red number next to the bell in the upper right corner of the screen.
  - **Email:** Notifications are sent to the email address that is listed in your Moodle profile.
    - Clicking the **Gear** in the email column allows you to switch between *Plain text* and *HTML* emails.
- Each notification type is also divided between **Online** and **Offline**.
  - **Online:** How you receive notifications when you are logged in to Moodle.
  - **Offline:** How you receive notifications when you are not logged in to Moodle.
- For each event, click the **red/green off/on** buttons to toggle between the settings.
- *If you only want to receive email* notifications: set all the buttons in the **Web** column to **Off** and all the buttons in the **Email** column to **On**.
- *If you only want to receive notifications within Moodle:* set all the buttons in the **Web** column to **On** and all the buttons in the **Email** column to **Off**.
- *If you want to receive email notifications when you're not logged in and Moodle notifications when you are*: set all the buttons in the **Web Online** column to **On,** the **Web Offline** column to **Off**, the **Email Online** column to **Off**, and the **Email Offline** column to **On.**
- Each event can have its own setting.
- You can turn all the notifications to **Off** by clicking the **Disable notifications** checkbox, but **it is recommended that you do not do so.**