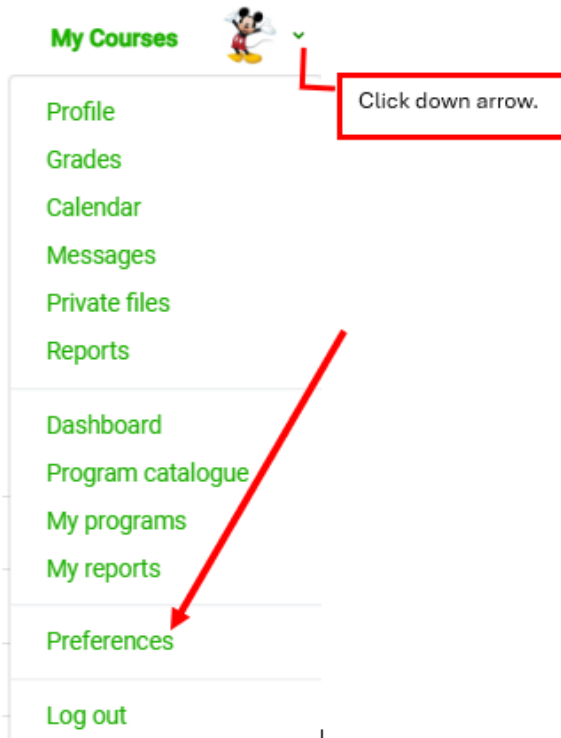


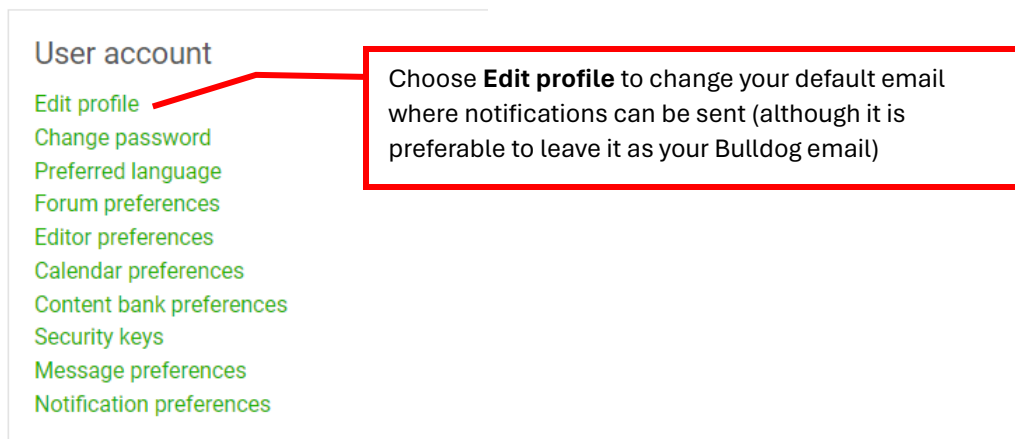
Change User Profile and Preferences

As a student, you might want to change some items in your profile and some preferences about the way you receive information in your Open LMS courses. Below are the two ways to get to your Preferences depending on which OpenLMS screen you are in.



Mickey Mouse

Preferences



Mickey Mouse

Preferences

User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Calendar preferences
- Content bank preferences
- Security keys
- Message preferences
- Notification preferences

Mickey Mouse

If your course has open forums (discussions) in it, you might consider the **Forum preference** to have an email sent once a day to your default email to know when others have posted to it instead of logging into your actual course.

The most common choice students make under the **Email digest type** is either

- Digests – Complete (includes one email a day containing content of all new posts from that day)
- Digests – Subjects only (includes one email a day only containing the subject of all new posts from that day.)

Message preferences to consider:

NEVER choose “My contacts only.”

Enabling “Email” is a good way to know if your instructor or other student sent you a message in your course.

Privacy

You can restrict who can message you

- My contacts only
- My contacts and anyone in my courses

Notification preferences

- Activity stream
- Email

Mickey Mouse

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Calendar preferences](#)
- [Content bank preferences](#)
- [Security keys](#)
- [Message preferences](#)
- [Notification preferences](#)

Click "Notification preferences" to choose if you want notifications from your instructor

The most common choices students make are to have these 3 emailed:

- Assignment notifications
- Feedback notifications
- Subscribed Open Forum digests

Notification preferences

Disable notifications

| | Activity stream | Web | Email |
|-------------------------------|--------------------------|--------------------------|-------------------------------------|
| Assignment | | | |
| Assignment notifications | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Feedback | | | |
| Feedback notifications | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Feedback reminder | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forum | | | |
| Subscribed forum posts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Subscribed forum digests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Open Forum | | | |
| Subscribed Open Forum posts | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Subscribed Open Forum digests | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If this choice is green, and you DO NOT want to receive emails each day for posts made in your discussion forums, click it to change it to a gray color.