

How To:

Use the Personal Menu

Notifications - Never Miss out!

Get notified a little, or get notified a lot. It's up to you. Customize this aspect of the virtual learning experience and you won't miss out on what's going on in your class.

Go to the Minibar

Click on your name to open your Personal Menu

Click on Notification

Profile - You. Online.

Create and edit your personal profile with the Profiletool. Customizing your profile is optional, but it can be a great way to put your own personal stamp on your identity in your online course. To find your Profile:

Go to the Minibar

Click on your name to open your Personal Menu

Click on Profile

Your profile information is available in the Classlist. Your profile picture appears with Portfolio items and alongside your Assignments folder submissions where your teacher can see it.

To add a picture, or change an existing picture, click Change Picture. You can either drag a profile pic from your desktop or click the Upload button to search for an image on your computer. Then click Add. You can delete or change to a new picture any time.