

# Preferences

## Participant Learning Aid

The Preferences tool allows you to customize the layout and presentation options for your view of the Learning Environment.

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### Accessing the Preferences tool

To access the Preferences tool, click **My Preferences** on the Welcome widget on My Home or a Course Home.

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

### Changing your font

From the **General** tab:

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

### 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 turn auto-refresh off.

From the General tab:

- 1 Select the **Off** option in the **Navigation bar auto-refresh** area.
- 2 Click **Save**.

## Changing the paging value

The paging value options allow you to limit or expand the number of search results you see on a page.

- 1 Select the **Paging** tab.
- 2 Use the drop-down lists to select the desired paging value for each tool.
- 3 Click **Save**.

## Changing your discussions settings

Discussions settings let you customize the appearance of the Discussions tool to suit your reading style and screen resolution.

- 1 Select the **Discussions** tab.
- 2 Modify your settings.
- 3 Click **Save**.

Settings you may want to customize include:

- **Show the discussion topics list** Use this setting to show or hide the list of topics at the left of the screen when you're reading messages. Hide it to save space or show it to switch between topics quickly.
- **Message List Style** Select either **Reading Style**, where you can see the full text of all messages, or **Grid Style**, where the subject and author are listed in a grid and you select messages to read their full text. Try both to see which one you prefer. (If you are using a slow connection, Grid Style will load faster than Reading Style.)
- **Show the preview pane** If you're using the **Grid Style** message list, you can read messages in a preview pane at the bottom of the screen by turning this setting on. Turn it off to read messages in a pop-up.
- **Reply Settings** Select this option to automatically quote the original message when you reply to another user's message.

## Changing your email settings

Use the **Email** tab to specify your email settings and display options.

- 1 Select the **Email** tab.
- 2 Modify your settings as necessary.
- 3 Click **Save**.

You can create a signature that automatically displays at the end of messages sent from your course email account by typing your signature into the **Email Signature** text box (include your name and any important contact information).

## Changing the pager sound and display

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**.

## Updating your email address

You can update the default email address others use when sending you messages from within the Learning Environment.

From My Home or Course Home:

- 1 Click **My Email Address** on the Welcome widget.
- 2 Enter your Learning Environment password.
- 3 Type your new email address.
- 4 Click **Update Email**.

## Changing your password

You can update your Learning Environment password to improve security or to make it easier to remember.

From My Home or Course Home:

- 1 Click **My Password** on the Welcome widget.
- 2 Type your old password.
- 3 Type a new password.
- 4 Confirm the new password.
- 5 Click **Change Password**.