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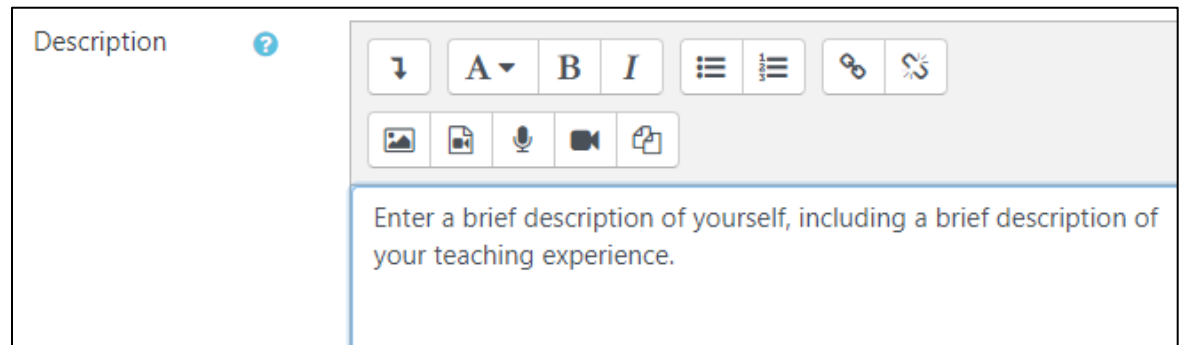
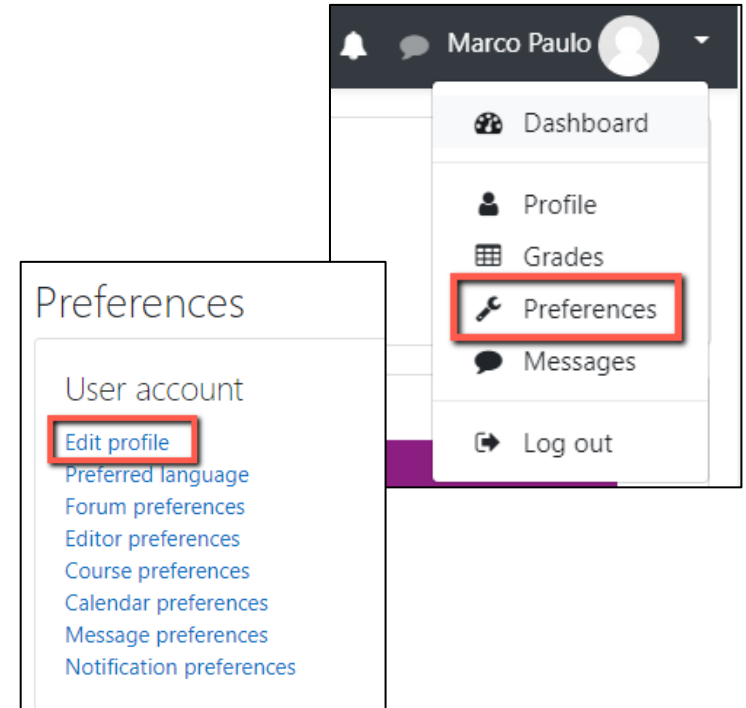
How to update your profile

Update your profile description

Your profile description is your online identity, and allows you to share information about yourself with others. For example, where you teach and your teaching experience.

To update your profile description:


1. Click on your name on the top right of the screen.
Click **Preferences**.
2. On the preferences page, click **Edit profile**.
3. Enter a brief **Description** of yourself, including a brief description of your teaching experience.



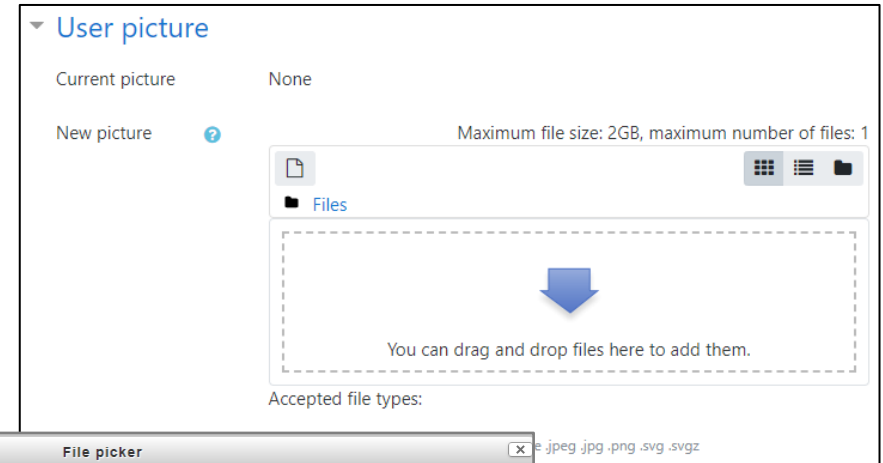


How to update your profile

Add a picture of yourself


1. Under **User picture**, you can drag and drop a picture or click the **Add file**  icon in the top left of the window:
2. In the File picker, click **Choose file**.
3. Browse for and select a suitable image. The image must be a JPG or PNG file. Note that Moodle will crop the image square and resize it to 100 x 100 pixels, so choose an image that will not become distorted in the process.
4. In the File picker, click **Upload this file**.
5. On the profile page, enter a short **Picture description** to caption the image.



DON'T FORGET to click **Update profile** to save your settings.



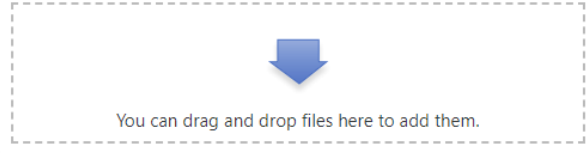
▼ **User picture**

Current picture: None

New picture  Maximum file size: 2GB, maximum number of files: 1

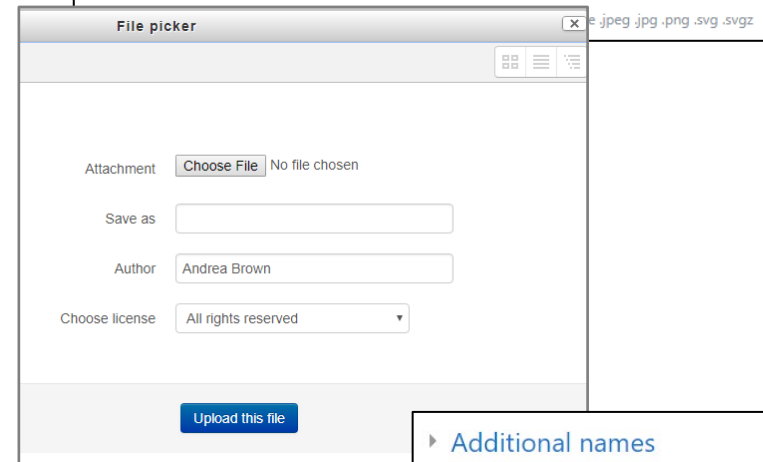
 

Files



You can drag and drop files here to add them.

Accepted file types:



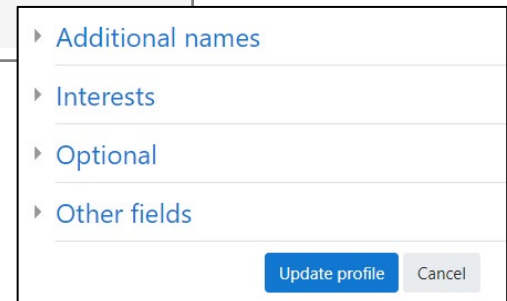
File picker

Attachment No file chosen

Save as

Author

Choose license



► **Additional names**

► **Interests**

► **Optional**

► **Other fields**



Manage your email settings

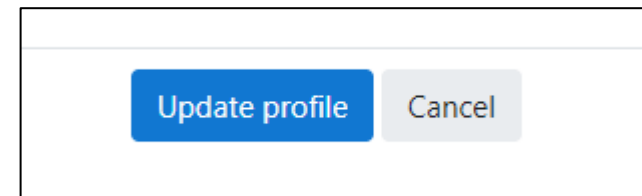
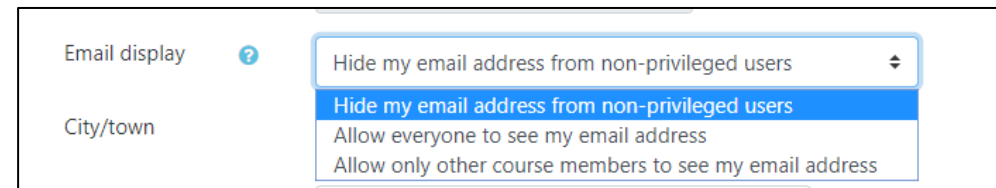
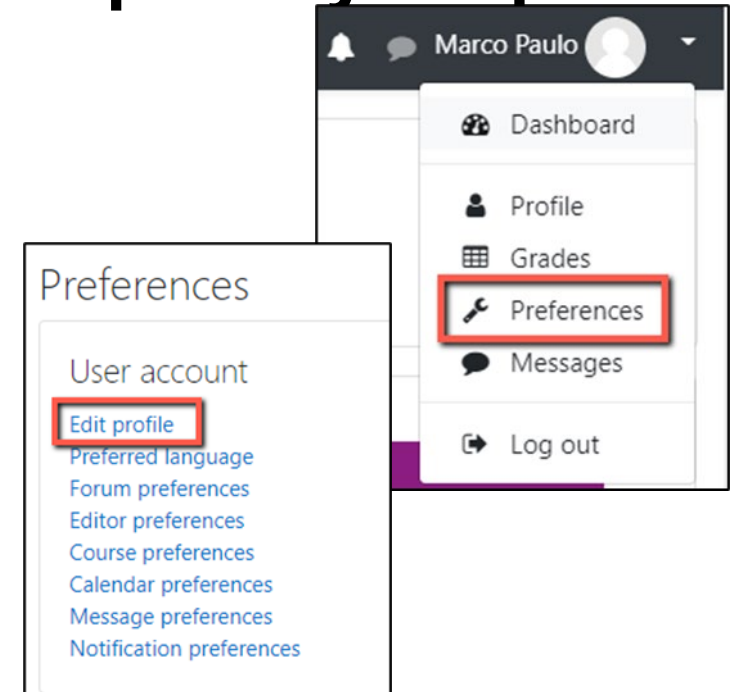
Your email address will be displayed to other users. To control the visibility of your email address you can change the settings to hide your email address, display it to everyone, or display it only to fellow course participants.

1. Click on your name on the top right of the screen. Click **Preferences**.
2. On the preferences page, click **Edit profile**.
3. From **Email display** drop-down menu, choose one of the following:
 - Hide my email address from non-privileged users (strongly recommended)
 - Allow everyone to see my email address
 - Allow only other course members to see my email

Please note: *Hide my email address from non-privileged users only hides it from other participants. Course tutors and Cambridge staff will always be able to see your email address.*

DON'T FORGET to click **Update profile** to save your settings.

How to update your profile





How to update your profile

Check your discussion forum settings

By default, all users are automatically "subscribed" to the forums in the course. You will receive email copies of posts whenever anyone makes a post to that forum. You can configure how you receive posts and notifications from forums to which you are subscribed.

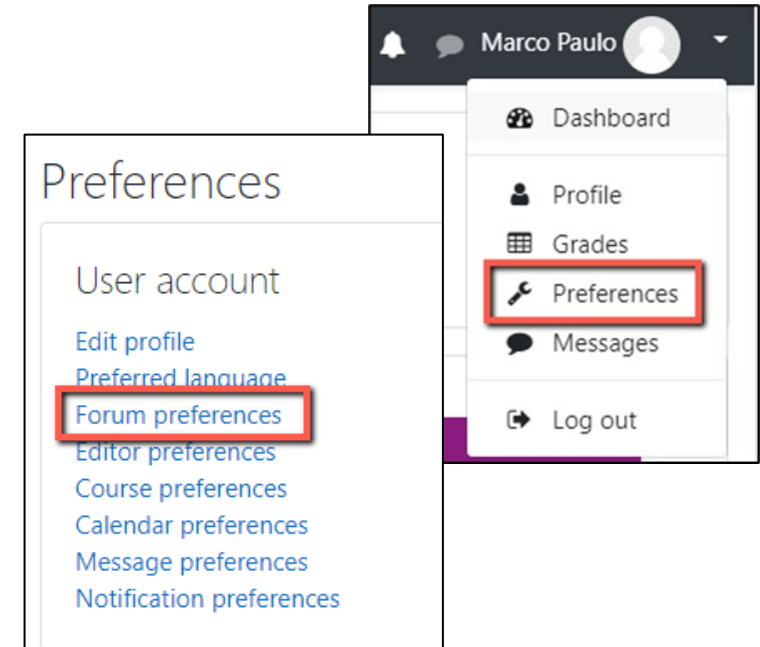
1. Click on your name on the top right of the screen. Click **Preferences**.
2. On the preferences page, click **Forum preferences**.
3. We recommend the following settings:

Email digest type: *Complete (daily email with full posts)*

Forum auto-subscribe: This must be set to *Yes: when I post, subscribe to that forum*. Completion of the course requires you to actively participate in the discussion forums.

Forum tracking: *Yes, highlight new posts for me*

4. **DON'T FORGET** to click **Save changes** to save your settings.



Forum preferences

Email digest type ? Complete (daily email with full posts) ▾

Forum auto-subscribe Yes: when I post, subscribe me to that forum discussion ▾

Use experimental nested discussion view No ▾

▾ Forum tracking

Forum tracking Yes: highlight new posts for me ▾

When sending forum post notifications ? Mark the post as read ▾

Save changes Cancel



What is a Discussion?

Throughout the course, you will be discussing your ideas and experiences, and developing your thinking through group discussions. These group discussions are a secure, private space that only you, your tutor and your group can access.

How do I find the discussions?

During a lesson, it will be clear when you need to post to a discussion. To open a discussion, click on the link in the lesson. You can also access the discussions from the sidebar, by clicking on 'Discussion Forums' (A).

What is the Course café?

The Course café is a discussion forum where your tutor will contact you with information such as course deadlines, new materials and urgent messages. The café is also for general discussions about the course, your teaching or any other subject that you want to talk about.

How can I find the Course café?

Open the Course café by clicking on 'Café' on the sidebar (B).





What is in the Course café?

1. If you have any technical problems, you can raise them in the 'Technical problems' area (A).
2. Your tutor will post important announcements in the Course café. Check the Course café every time you log in to the course to make sure you haven't missed anything important (B).
3. If you have any other questions, you can create a new post to ask them. Make sure you check other people's posts to see if they have already asked your question using the search forums tool.

Course café

The Course café is for general discussions about the course, your teaching or any other subject that you want to talk about.

[Add a new discussion topic](#)

Discussion	Started by	Last post ↓	Replies ✓	Subscribe
Introductions	Tutor Test 4 Mar 2021	Tutor Test 4 Mar 2021	0	<input checked="" type="checkbox"/>
Announcements	Tutor Test 4 Mar 2021	Tutor Test 4 Mar 2021	0	<input checked="" type="checkbox"/>
Technical problems	Tutor Test 4 Mar 2021	Tutor Test 4 Mar 2021	0	<input checked="" type="checkbox"/>



How do I create a post in the Course café or in a discussion?

1. Click the 'Add a new discussion topic' button. (A)
2. Add the name of the topic you are discussing in the 'Subject' of your post (B).
3. You can add additional information to the 'message' space (C).

Note: The system does not yet support the use of emojis. If you try to post a message that includes emojis you may get an error message and your post may not get through.

4. You can add hyperlinks or attach files such as documents and images by using the menu within the message section (D). You can access to the 'drag and drop' option for attaching files by clicking on 'Advanced'

Note: In some browsers you will need to click on 'Advanced' (E) in order to reveal the files box and to be able to upload files.

How to use discussion forums

The screenshot shows the 'Course café' interface. At the top, there is a title 'Course café' and a description: 'The Course café is for general discussions about the course, your teaching or any other subject that you want to talk about.' Below this, there is a form to create a new discussion topic. The form has two main sections: 'Subject' and 'Message'. The 'Subject' field is a text input box. The 'Message' field is a larger text area with a rich text editor toolbar above it. The toolbar includes buttons for bold (A), italic (I), bulleted list, numbered list, link, unlink, image, document, microphone, video, and a file icon. At the bottom of the form, there are three buttons: 'Post to forum', 'Cancel', and 'Advanced'. A red box highlights the 'Advanced' button. Red arrows and letters A through E point to specific elements: A points to the 'Add a new discussion topic' button, B points to the 'Subject' field, C points to the 'Message' text area, D points to the rich text editor toolbar, and E points to the 'Advanced' button. A note at the bottom of the form states: 'There are required fields in this form marked [red exclamation mark icon]'.



5. You can attach files such as documents and images by clicking on the add attachment button (F), or dragging and dropping them into the attachment space (G).

6. Don't forget to click 'Post to forum' (H).

How do I reply to a post in a discussion?

1. You can open a post by clicking on the post title.

2. You can reply to a post by clicking the 'Reply' button in the bottom right.

3. Don't forget to click 'Submit' once you have written your reply.

Note: group discussions will take place over a number of days. Make sure you log in several times a week to check on the latest postings and participate in your group's discussions.

How to use discussions

Attachment ? Maximum file size: 20MB, maximum number of files: 9

F (Add attachment button) →

Files

G (Drop zone)

You can drag and drop files here to add them.

Tags

No selection

Enter tags...

H (Post to forum button) →

Cancel

There are required fields in this form marked **i**.

Example post title
by Tutor Test - Thursday, 4 March 2021, 12:47 PM

Hello everyone

This is an example post.

Permalink **Reply** Export

Write your reply...

Post to forum Cancel Advanced



What is the Journal?

Depending on your course, you may be encouraged to use a Journal. This is where you can record what you have learned and where you can reflect, by relating knowledge to your own experience. You can also use this space to log thoughts and questions. Your journal is only visible to your tutor and Cambridge staff. Your tutor will check your journal several times throughout the course and will sometimes leave comments.

How can I find the Journal?

You can also access the Journal from the sidebar, by clicking on 'Journal'.

How do I create a Journal entry?

1. Click the 'New Reflective Journal post' button.
2. Add your notes and reflections in the message space (A).
3. To make sure your tutor can comment on your journal entries, you need to enable comments. To do this make sure you select the 'Yes, from logged-in users' option in the 'Allow comments' section (B).

The screenshot shows the journal interface with several annotations:

- Annotation A:** A red box highlights the 'New Reflective Journal post' button in the sidebar and the 'New Reflective Journal post' form header.
- Annotation B:** A red box highlights the 'Allow comments' dropdown menu, with a red arrow pointing to the 'Yes, from logged-in users' option.

The interface includes a sidebar with 'Go to the' options for 'Café' and 'Journal'. The main content area shows a 'New Reflective Journal post' form with fields for 'Title' and 'Message', a rich text editor, and an 'Add post' button. A message at the bottom states: 'There are required fields in this form marked [red icon]'.



Access and download your certificates

By default, you will be emailed your certificate within a few days after completing your course. Once issued, your certificate will also be available for you to download at any time from your profile.

1. Click on your name on the top right of the screen. Click **Profile**.
2. On the profile page, under the 'Miscellaneous' section, click **My certificates**.
3. To download the certificate, click on the download icon (A)

Note: To amend the name that appears on your certificate, you must edit your profile:

1. Ensure you are in the Online Learning Dashboard by clicking on this in the top left of the screen
2. Click on your name in the top right of the dashboard
3. Select 'Profile' from the drop-down menu
4. Select 'Edit Profile' and change as required
5. Click 'Update' Log out, then log back in
6. Go to the course and check that your name has changed.

How to access certificates

