

My moodle Personal Data

My moodle HomePage and Profile: (click to follow link)

How to:

1. Configure your **User Profile** and other personal info
2. Customize your **Dashboard** (your home page)
3. **Navigate** between screens
4. **Rules** for
 - 4.1 Copying Word text (Cut&Paste form MS-Word)
 - 4.2 Naming files

NOTE: When editing a configuration page do not forget: before leaving the screen you are at, click **“Save and return...”** or **“Save and display”** buttons at the bottom of the edited page to save changes.

1. Configure your moodle-Profile and other personal info

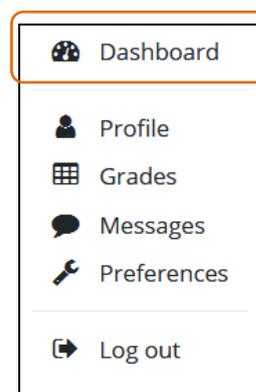
All moodle Users have a moodle-User Profile.
Only Participants in the same Course can see your Profile.

Please note, that you **may not change your First Name, Surname, Password, eMail address, IDNumber, Department and Institution** – these are reserved id fields that belong to a file external to this Platform and maintained by the IT Helpdesk Services which you should contact in case you need them changed.

For other changes in your Profile or other personal info, **after Login**, click in **your name** (top right corner of the screen) for the



“User menu”:



More on the **“Dashboard”** option see below ([section 2.](#)).

1.1 - “Profile”

The Profile Page contains links to further pages allowing the User to “[Edit profile](#)” information, view their Forum/Blog posts, and much more information; you may check on any reports you have access to, like the “[Browser sessions page](#)” (to check if there is a forgotten log off on a different computer and log off now, and be reassured that nobody is using your account).

For other info: https://docs.moodle.org/en/User_profiles

- **User’s “id” fields:**

If you are a **moodle-Teacher**, you may find the following Users personal information in your moodle-Courses:

- **First name**
- **Surname**
- **ID number** – the School’s number that uniquely identifies an Authorized User
- **Email address**
- **Department** – the Student number in the Program he is attending
- **Institution (*)** – the code number for the Program the Student is attending:

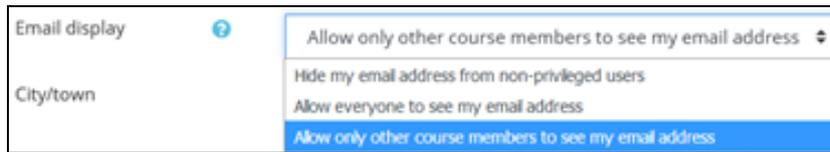
Code (*) – Program Name:

- 1 - BSc in Economics
- 2 - BSc in Management
- 8 - Exchange Program
- 14 - MSc in Economics
- 29 - MSc in Economics/Advanced Program in Economics
- 15 - MSc in Management
- 16 - MSc in Finance
- 23 - MSc in Finance/Advanced Program in Finance
- 21 - PhD in Management
- 26 - European Doctorate in Economics (Erasmus Mundus)
- 27 - PhD in Economics and Finance

These fields are shown to Teachers only in “**Participants**” and “**Gradebook setup – Grader report**”; you may sort them, in ascending or descending order, by clicking on the column’s name at the top:

First name	ID	Email address	Department	Institution
▲ /	number			
Surname				

- **eMail display** - visibility/sharing - has 3 options to choose from:



The blue one is the default option.

The “non-privileged users” are the regular Users, ie Students, as opposed to “Teachers, Admin, CourseEditors”...)

- Add a **User picture** in “**Edit profile**” – add a **photo** to personalize moodle Activities that use the User Profile picture.
Pictures 100 x 100 pixels can and must be (re)sized properly before uploading.
To add a picture in the **User picture** section, click **Add**. Select **Upload a file** and then **browse** from the **File picker**. Locate your picture and click **Upload this “jpg” or “png” file**.
Then click **Update Profile** at the bottom - the image file will be cropped to a square and resized down to 100x100 pixels.

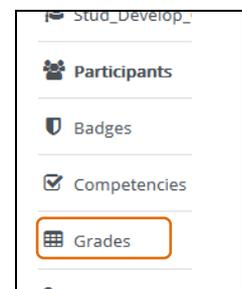
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1.2 - “**Grades**” (changed!)

Teachers will find a link to “**Gradebook setup**” by clicking in the “**Gear icon**”, top of screen, to the right of the Course’s name; there are available other Gradebook related options with different views in a drop-down box including one for their Students Grades.

Students can access:

- an overview report of their Grades in all current Courses, in the “**User menu**” (under their Name), by clicking “**Grades**” - https://docs.moodle.org/en/Overview_report, or
- in each moodle-Course, click in the Hamburger button  top left to turn “**NavDrawer**” left panel block visible; the “**Grades**” option links to a table with all graded activities in that mCourse:



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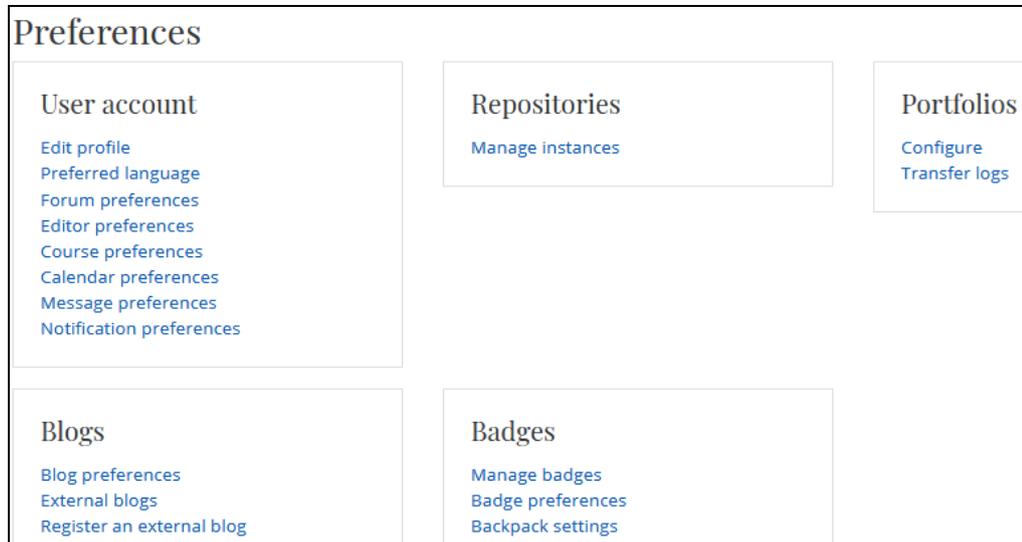
1.3 - “**Messages**”

There is a “**Messages**” link to send messages via a pop-up box without leaving the active page, from your “**User menu**” (under your name) available at all times or the “**Online Users**” block if available – <https://docs.moodle.org/en/Messaging>

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1.4 - “Preferences”

All Users preferences can be easily reviewed and altered in this page:



➤ Edit **Forum preferences** for

- **eMail settings:**
the “**Email digest type**” option: how to receive your daily Forum posts to which you are subscribed (default) – you may choose one of 3 different Settings for each Forum:
 - **No digest** (to receive individual eMails) – a single eMail per Forum post,
 - **Complete** (a single digest daily) – a daily eMail with full posts,
 - **Subjects** (a single digest daily with only the post topics included) – a daily eMail with the subjects only,
- “**Forum auto-subscribe**” – Yes (default): when I post, subscribe me to that Forum;
- “**Forum tracking**” – No (default): don’t keep track of posts I have seen; to have a warning in each Forum for unread posts click the drop-down list and choose “**Yes, highlight new posts for me**”.

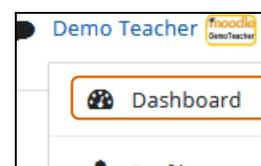
➤ Edit **Message preferences**

To configure notification methods for incoming messages between Users.

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2. Customize your Dashboard (your personal home page)

This option is available after **clicking your Name** (top right of the screen) in the “**User menu**”, **top option**. By default, it has the links to your “**Courses**” (**In progress, Future and Past**) overview and the “**Timeline**” of pending Activities in the center of the screen - [all Courses](#) in which the User has an assigned Role are listed and their Activities displayed with due dates plus unread Forum posts. This User menu is always accessible wherever you are in the Platform.



For more info: https://docs.moodle.org/en/Course_overview

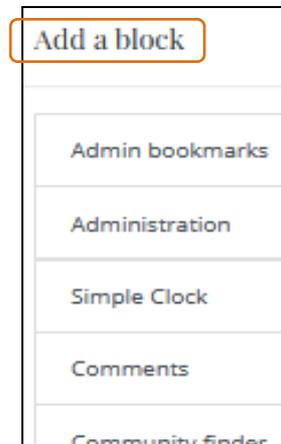
After clicking in the “Customise this page” button – upper right corner of the screen) you may:

Customise this page

- **Add a block** – click in the drop-down box with all available Blocks you may want to add and use in your daily activities:

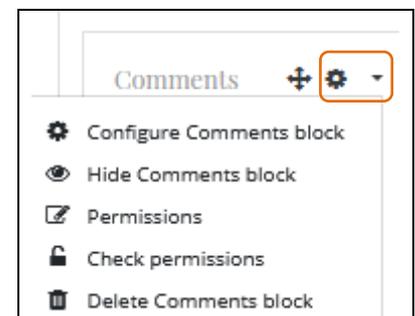
The default Blocks are:

- “NavDrawer”, left Panel, with “Private files”, “My courses” options and
- “Upcoming events”, “Online users”, right Panel.



In each Block, you may:

-  **Move** - drag and drop the Block to the desired place on the page;
-  **Configure** – modify its Settings;
 -  **Show or Hide** the Block – toggle icon;
 -  **Delete** the Block.



When finished customizing, click the “Stop customizing this page” button again in the upper right corner or “Reset the page to default”.

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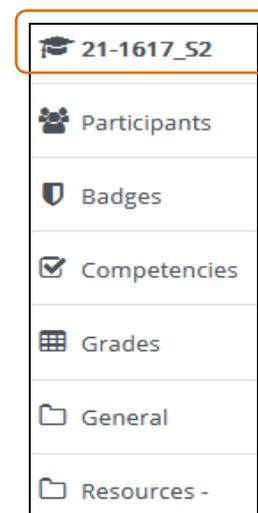


3. How to navigate between screens

Use the options in the **Navigation “Bar”** (“breadcrumbs”) top center of screen, under the mCourse’s name

OR the **NavDrawer**, left panel

[Home](#) / [My courses](#) / [21-1617_S2](#)



... to go different work areas, sections, other Activities or Courses.

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4. Rules for copying text from MS-Word and using file names

4.1 Seeing extra formatting, code-looking characters?

Problems with Cut/Copy and Paste from MS-Word to Moodle-HTML boxes?

** this procedure should be avoided **

If you **cut/copy and paste your Word document to Moodle HTML text boxes**, you may experience more or less serious formatting problems, like text with extra characters added to it (which are Word formatting script) or even your Course's main page broken in some way.

Start by going to the affected resource and click on the  (HTML) button in the text editor, and remove all the code there.

Fix it by choosing the **solution that suits you better**:

- a. use the  "Import Word file" button,
- or
- b. **copy and paste from a PDF** file into the text area. Reduces "other" hidden code which Word and other programs can insert,
- or
- c. **type your text directly in the HTML** text field on Moodle, and then use its text editor to format it,
- or
- d. **copy your Word document into a text editor or use Notepad or other simple text editor** and copy your text from there and paste it into Moodle, formatting it afterwards,
- or
- e. **upload your Word or PDF file as a document** into Moodle,
- or
- f. **use Google documents**. Open your Gmail account, click on Documents, upload the Word file (Google converts it) or create one there and copy and paste from Google documents into the Moodle textbox.

This behavior is not specific to moodle and MS Word, but to word processors and interactive Web Sites; as in moodle, all text fields that create Web pages work in the same way and may experience the same type of problems.

Note: Browser Highlighter code

If your **Firefox** has installed the "**Browser Highlighter**" **plugin** it might be responsible for extra code-looking characters (its own code) in text entry fields. It will appear at the end of the text and it is visible in HTML mode, and will be added to almost every text area accessed in editing mode.

To avoid this issue: uninstall this plugin.

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4.2 Avoid file names with special characters

Files with special characters in their names should not be loaded into the Courses Files area. Later it might be impossible to link or remove the links to them

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