

Update your preference

has a number of features and functions to keep you up-to-date with activity on your modules. You can manage these notifications from your **Preferences** page.

1. You access the User menu from the top right of any Moodle page by selecting the drop-down arrow next to your Profile picture

user menu opened and Preferences highlighted

2. Select **Preferences**.

Now you can set the following:

- **Preferred language:** Set a language for the Moodle interface. Changing your preferred language will only affect the Moodle interface and not the actual module content.
- **Calendar preferences:** Set how the Moodle Calendar displays.
- **Message preferences:** Stop non-contacts from messaging you and manage your notifications for Moodle messages.
- **Notification preferences:** Manage notifications from activities and updates across your Moodle modules. Some options are locked, e.g. **assignment** notifications.
- **Forum preferences:** Set up an email digest from the Moodle forums, more on this below.

Forum

Forums are used on Moodle to enable online discussion and collaboration and to keep you to date with changes and key updates to your modules. When users are subscribed to a Forum they receive an email copy of posts to their City email.

While this is great feature to keep you up-to-date with module discussions, some students can be overwhelmed by receiving lots of email posts.

Students can set-up a daily digest for forum posts. This means that Forum posts will be collated into one email that is received at the end of each day.

Set up Forum digest

1. You access the User menu from the top right of any Moodle page by selecting the drop-down arrow next to your Profile picture
2. Select **Preferences**.
3. On the page that opens, select **Forum preferences**.
4. Open the **Email digest type** menu, select **Complete (daily email with full posts)** or **Subjects (daily email with subjects only)**
5. Scroll to end of page and **Save changes**.

Forum digest preferences

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