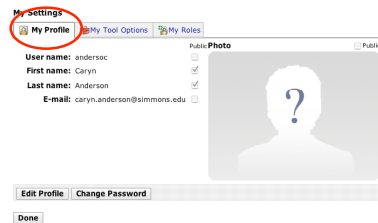
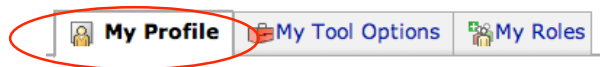


My Settings



Click on **My Settings** to change your password, contact information and some important default settings.

My Settings



My Profile shows the contact information that is on file in the system and allows you to change your password **Change Password** or contact information and decide whether to make any of the information public. If you decide to make it public, it will display whenever anyone selects the Roster in your courses.



Tool Options apply to all of your courses and let you settings for certain course tools. Default settings are when you first log in, but you can change the setting course basis while working with a tool. You may not or all of these tools.

My Tool Options lets you set up how you want the tools to work in all your courses. Once you set up these Options here, they will look the same in every course.

Calendar

Preferred view:

Week begins on:

Calendars can be viewed by Month, Week or Day, and can start on the day you choose.

Discussions can be sorted a variety of ways.

Discussions

Mark my own posts as read

View:

- Threaded
 Unthreaded

Show new messages or threads at:

- Top of list
 Bottom of list

Fonts can be adjusted to your preference. This is especially valuable for students or instructors with low vision.

The **HTML Creator** allows you to create discussion posts or course pages in a “Word-like” editor but it is not set by default until you check the box in the Tool Options.

Additional options include:

Controlling how you view your internal Vista email and whether you forward copies to your primary email address.

Set how many items to display per page.

Show messages:
 All
 Unread only

Fonts

Font size: System default

Font type: System default

HTML Creator

Start the HTML Creator by default

Language

My Language: System default

Hide yourself from your classmates and students in **Who's Online** if you want to work quietly in Vista without getting requests for chats.

Click **Save** at the bottom to activate the new tool options.

[My Profile](#) [My Tool Options](#) [My Roles](#)

<u>Learning Context</u>	<u>Organizational Role Level</u>	
Restore from Vista 3 - Exemplary Course (NAC)	Section	Auditor
SC Test Course - Caryn's Test Section	Section	Section Designer, Section Instructor
SC Test Course - GSLIS Tech Lab Test Course	Section	Section Designer, Section Instructor
Test From Restore - Exemplary Course	Section	Auditor

My Roles shows you what you can do in each course that you are a part of.