



My Settings fact sheet

The **My Settings** utility enables you to specify settings for your profile that will be applied to all the modules that you have access to.

To access **My Settings**, follow these steps:

1. Log into your clickUP module via Lecturers Online.
2. When you are inside a clickUP module, click on the **clickUP System** link in the top right hand corner.

[clickUP System](#) | [Accessibility](#) | [Help](#) | [Log out](#)

3. Click on the **My Settings** link that is now displaying in the top right hand corner.

[My Settings](#) | [Check Browser](#) | [Help](#) | [Log out](#)



My Settings



REMEMBER

My Settings enables you to specify global settings that will apply in each of your modules.

Each of these three tabs is now explained in detail...

A) My Profile

My Profile allows you to edit your personal profile.

Information in your profile can be made visible to other users by selecting the “Public” check box. Depending on administrator settings, you may not be able to change the public/private status of some items.

To change your profile, follow these steps:

1. Click on the **Edit Profile** button.
2. Enter your **email address** and select the check box if you'd like it to be public. If entered here, your email address will be visible in all your modules in the **Roster tool**, if the Roster tool is included in your modules.
3. Click on **Save**.

B) My Tool Options

My Tool Options allows you to specify default settings for some course tools. Default settings are always in effect when you first log in, but you can change the settings for a specific course while working with a tool.

1. Calendar:

Your **preferred view** for the Calendar can be set here.

The options available are: Month, Week or Day.

You can also set the **first day** of the week to the day of your choice.

2. Discussions:

The following settings for viewing discussions are available:

3. Fonts:

Font size and Font type can be set here.

4. HTML Creator

HTML Creator

Start the HTML Creator by default



Please leave unselected!

We strongly advise that the default status for the “**Start the HTML Creator by default**” should remain off. The HTML creator takes a while to load, and this makes it time and resource intensive if it is launched automatically.

5. Language:

You can specify your choice of language here. The choices are either System default or English (United States).

6. Mail:

You can forward your mail messages to the email address that is **specified in your profile**. Make sure the tick box for this option is selected as shown below.

The other options specify how your messages are displayed in the Mail tool.

Mail

Mail forwarding

Forward all mail messages to the e-mail address in my profile

Show messages:

- All
- Unread only

Show new messages at:

- Top of list
- Bottom of list

7. Paging

The default value for number of records to display on a screen is 10. Here you can change this to another figure, and this setting will apply in ALL your courses.

8. Who's Online

You can set your status for the **Who's Online** tool: click on the drop-down list to see your options.

C) My Roles

In **My Roles**, you can see what type of access you have to each of your courses, for example: Section Designer, Section Instructor or Student. However, you cannot edit anything here. Should you wish to have your type of access changed, please contact e-support@up.ac.za.

Discussions

Mark my own posts as read

View:

- Threaded
- Unthreaded

Show new messages or threads at:

- Top of list
- Bottom of list

Show messages:

- All
- Unread only

Please do not select this checkbox to **start the HTML Creator by default**, due to time and resource implications!

REMEMBER

Take note: You cannot reply to a message forwarded to your email. You have to login to the specific course and answer the email there.



REMEMBER

You must enter your email address in your profile, before this option can be selected.



Do not set the number of records too high: this will make your pages load more slowly. We recommend a value between 50 and 100.