

LEARNING AND TEACHING STAFF SUPPORT

How to edit your Account details in ulwazi

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HOW TO EDIT YOUR PERSONAL ACCOUNT IN ULWAZI

AIMS OF THE TOOL

To help lecturers/facilitators/coordinators and students to edit their own Account settings in ulwazi Learning Management System from the Global Navigation Menu

OUTCOMES

- Access Global Navigation Menu and edit your own Account in ulwazi LMS
- Download tool guide available for assistance

INTRODUCTION

- Ulwazi is the Wits Learning
 Management System (LMS) and
 it uses the Canvas online
 platform to support teaching and
- It is hosted in the Cloud so it can be accessed by many users simultaneously
- The first item on the Global Navigation Menu is the Account button.



THINGS TO NOTE

Each lecturer has access to Sandbox – we suggest you first use it to familiarize yourself with the platform.

Discovering Canvas site – each lecturer has access to this course which has all important features available in Canvas.

Resources on CLTD Website that can be used:

https://www.wits.ac.za/teaching-and-learning/discovering-canvas/Links to an external site.



Account



History

Commons

? Help

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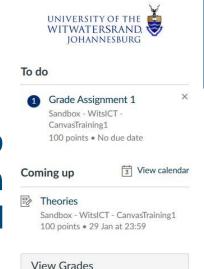
Dashboard

Published Courses (1)

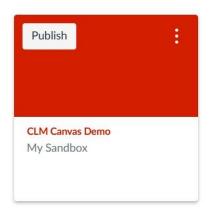
The first item on the Global Navigation Menu is the Account button.



In this section you can make changes to your **Profile**, set up your **Notification** preferences, access your **Files** area and change your general Account **Settings**.



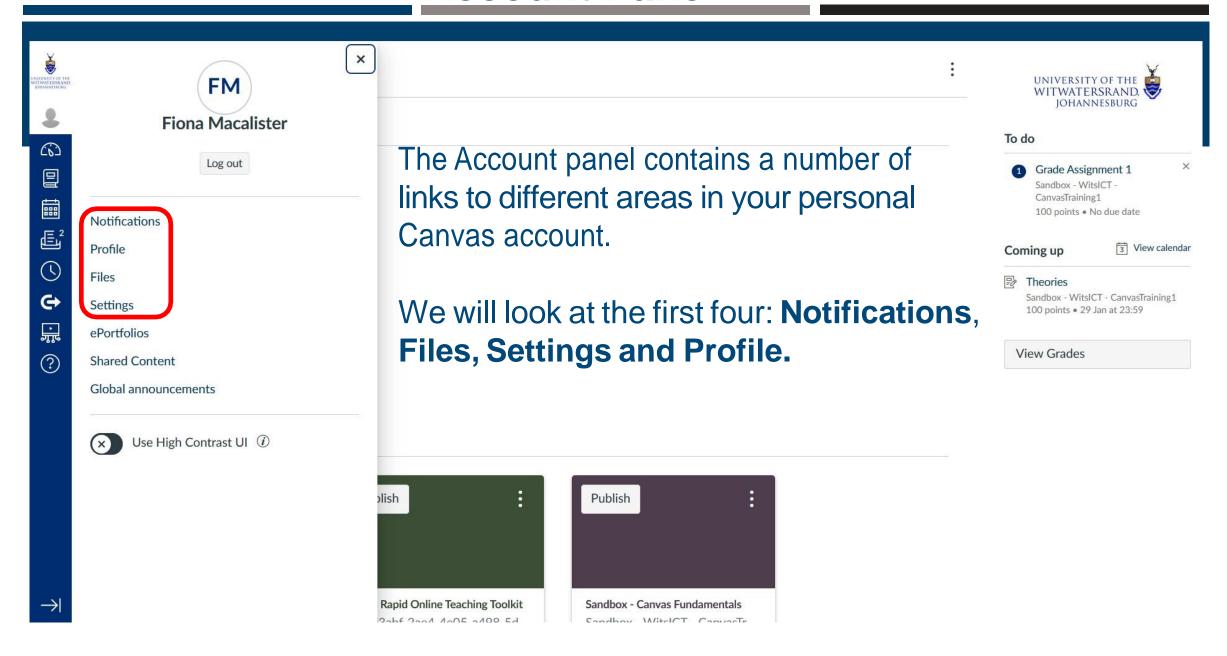
Unpublished Courses (4)







Account Panel



Notification Settings















Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Global announcements

Account Notification Settings

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Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

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Course activities	Email fiona.macalister@wits.ac.za		
Due Date	will bring up a range of		
Grading policies	notification settings for a	₩	
Course Content	specific activity.	Ø	
Files		Ø	
Announcement	You can choose to receive notifications immediately, or		
Announcement created by you	receive a daily or weekly	Ø	
Grading Include scores when alerting about grades. If y sent outside of the institution.	our Summary Notifications can	•	
Invitation	also be disabled.	•	



Notification Settings







Profile

Settings

ments

ePortfolios

Shared Content

Global announce-

Files











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Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

Course activities

Due Date

Grading policies

Email
fiona.macalister@wits.ac.za

Notify immediately

Course Content

Files

Announcement

Announcement created by you

Announcement created by you

Announcement created by you

This icon of a bell with a

Include scores when alerting about grades. If your email is not an institution email, this means sensitive content will be sent outside of the institution.





Daily summary

Weekly summary

A Notifications off

Files Area

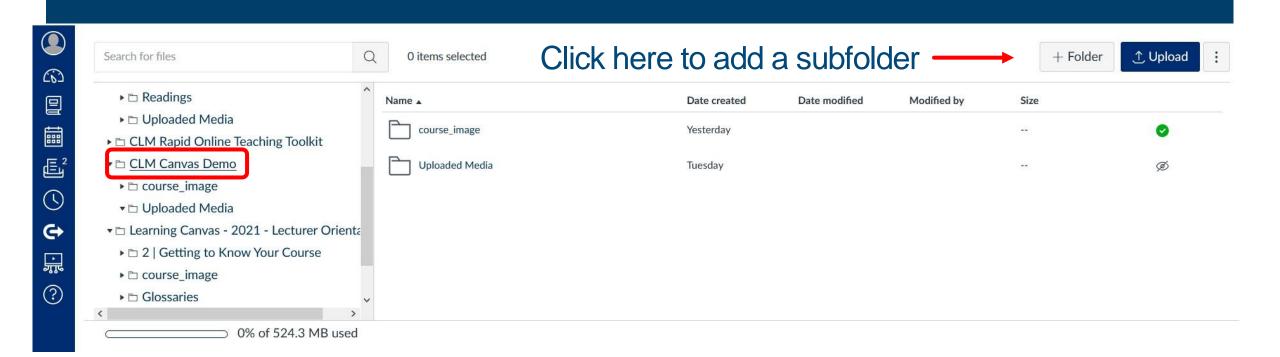
▼ 🗅 My Files	Name 🛦	Date created	Date modified	Modified by	Size	
► 🗅 conversation attachments	conversation attachments	20 Jan 2021				0
► □ profile pictures						
▶ 🔁 Submissions	profile pictures	19 Jan 2021				0
▶ 🗅 unfiled	Submissions	4 Feb 2021				
▶ 🗅 Uploaded Media						
► ► Faiek Dolley's Sandbox Course	unfiled The My Files	s area 15 your	personal f	files area	7.75	0
► □ EDUC1260-2020-FYR	Uploaded Media	14 Apr 2021	•			Ø
► □ EDUC7091-2020-SM2 ► □ Med101		this area cann	not be see	en by anv	one else	

Course Folder Contents

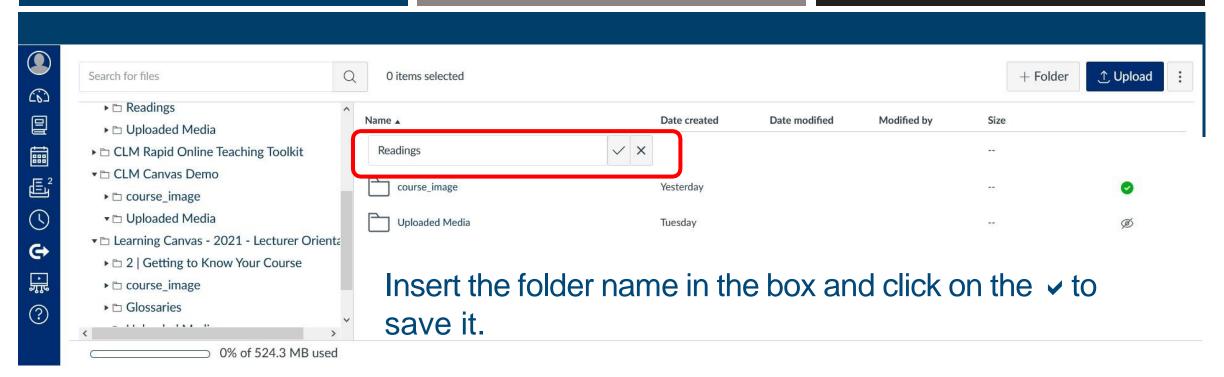


Click on the course name to display the folder contents in this area.

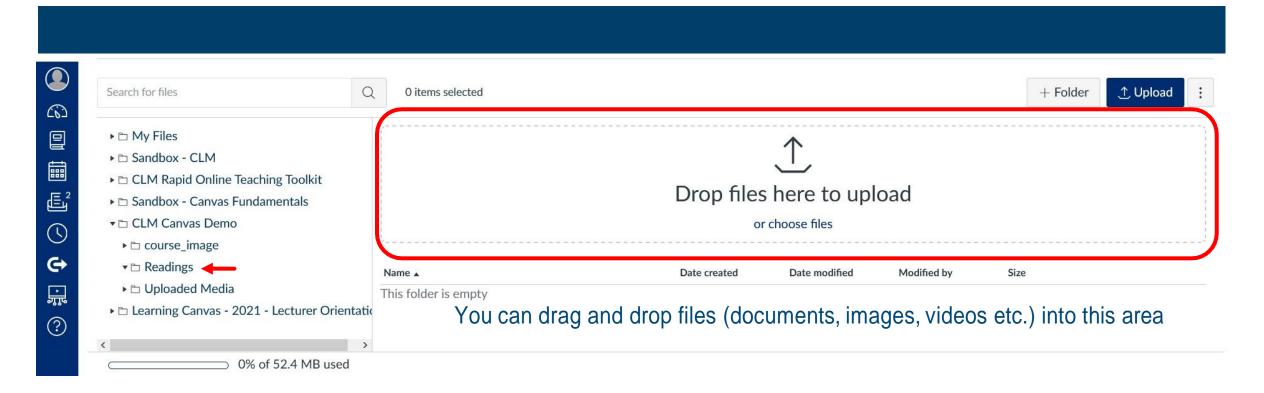
Subfolder Creation



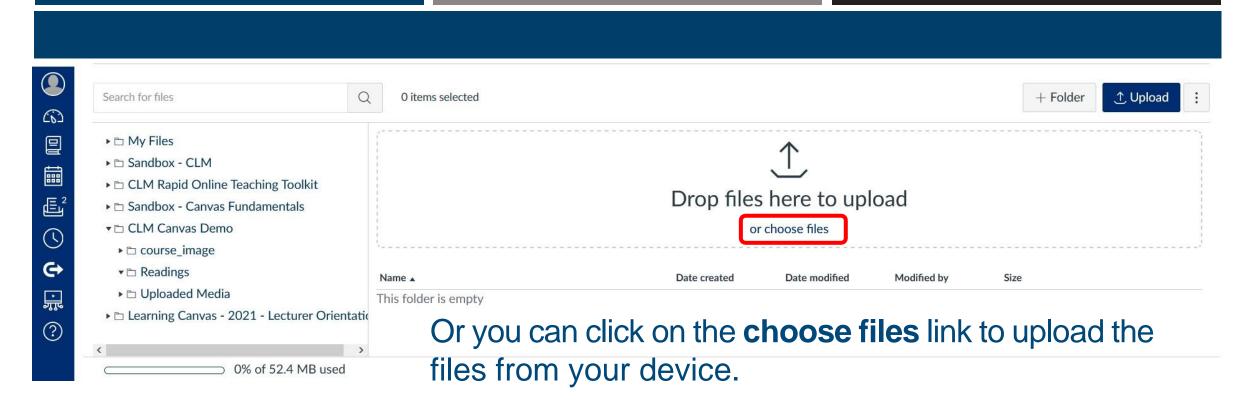
Subfolder Creation



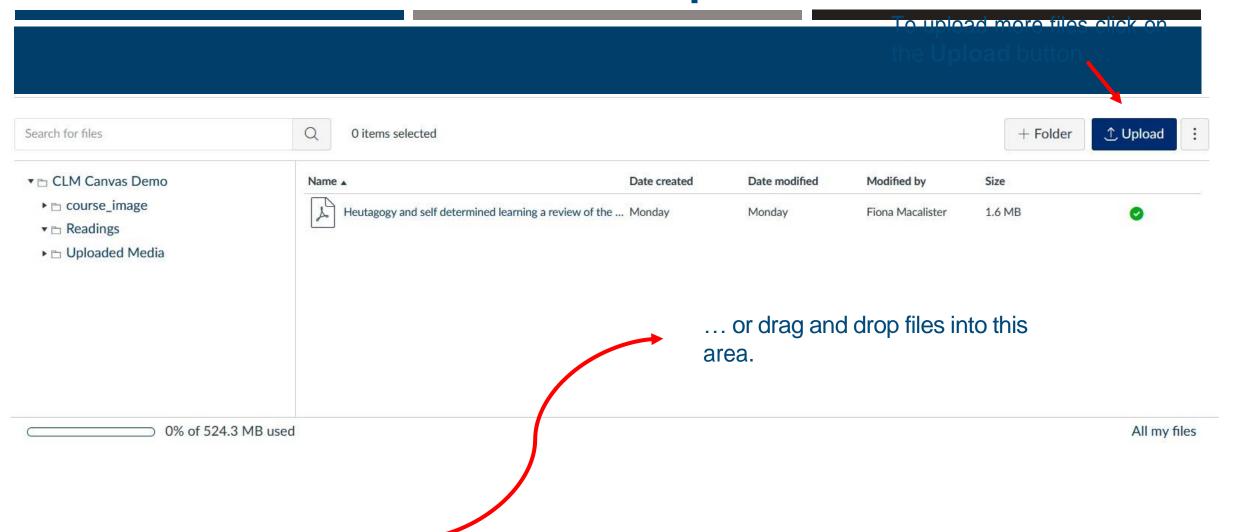
Upload Files



Upload Files



Further File Uploads



Settings



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Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Global announcements



Fiona Macalister's Settings

Full name:* Fiona Macalister

This name will be used for grading.

Display name: Fiona Macalister

People will see this name in discussions, messages and comments.

Sortable name: Macalister, Fiona

This name appears in sorted lists.

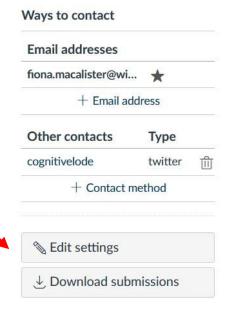
Pronouns: MISS

This pronoun will appear after your name when enabled

Language: System default (English (United Kingdom))

Time Zone: Pretoria

This area can be edited by clicking on the **Edit Settings** button



Web services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other services" to see what we mean.

☑ Let fellow course/group members see which services I've linked to my profile

Registered services

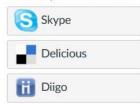


view your profile a0044408@wits.ac.za ₽



Other services

Click any service below to register:





Settings





Notifications

Profile

Settings

ments

ePortfolios

Shared Content

Global announce-

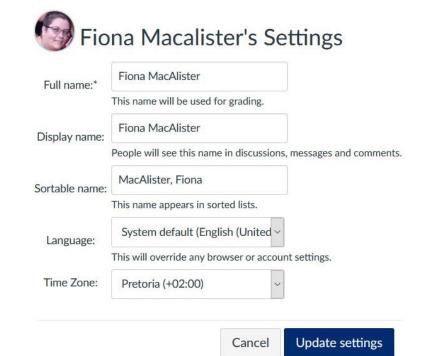
Files



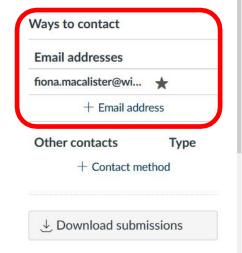




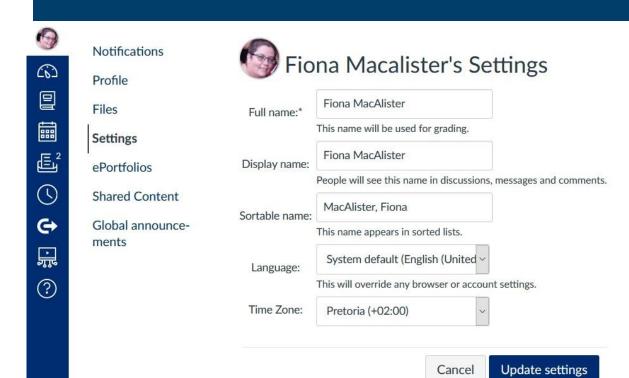




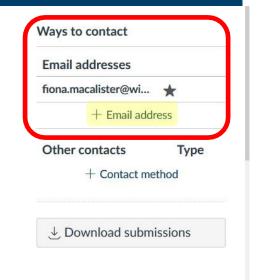
The Ways to contact sidebar allows you to select the various ways in which you want to receive communications within Canvas.



Update Settings



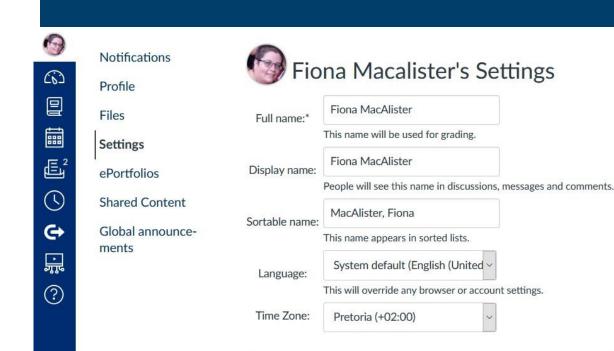
You can add another email address by clicking on + Email address



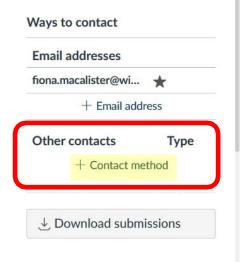
Update Settings

Update settings

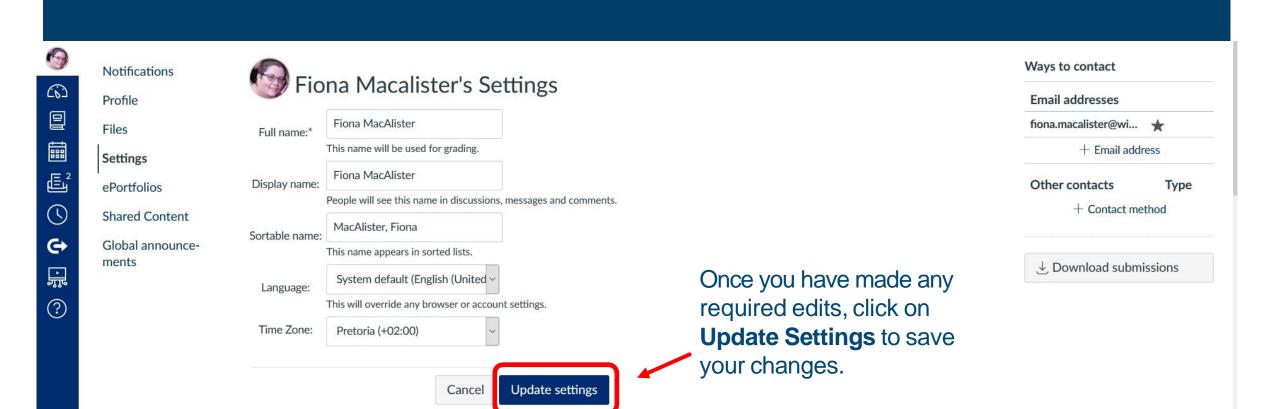
Cancel



Click on + Contact method to add your mobile number to receive SMS notifications.



Update Settings



Services



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Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Global announce-

ments





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Fiona Macalister's Settings

Fiona Macalister Full name:*

This name will be used for grading.

Fiona Macalister Display name:

People will see this name in discussions, messages and comments.

Macalister, Fiona Sortable name:

This name appears in sorted lists.

MISS Pronouns:

This pronoun will appear after your name when enabled

System default (English (United Kingdom))

Time Zone: Pretoria

This area can be edited by clicking on the **Edit Settings** button Ways to contact

Email addresses

fiona.macalister@wi...

+ Email address

Type Other contacts

cognitivelode twitter

+ Contact method

★ Edit settings

Web services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other services" to see what we mean.

☑ Let fellow course/group members see which services I've linked to my profile

Registered services



Google Drive

view your profile a0044408@wits.ac.za ₽

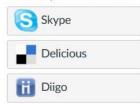


Twitter

view your profile

Other services

Click any service below to register:



Web services allows you to add services like Google Drive and Twitter to your Profile.



Profile

















Profile

Files

Settings

ePortfolios

Shared Content

Global announcements



Fiona Macalister

Contact

Biography

Fiona Macalister hasn't added a bio

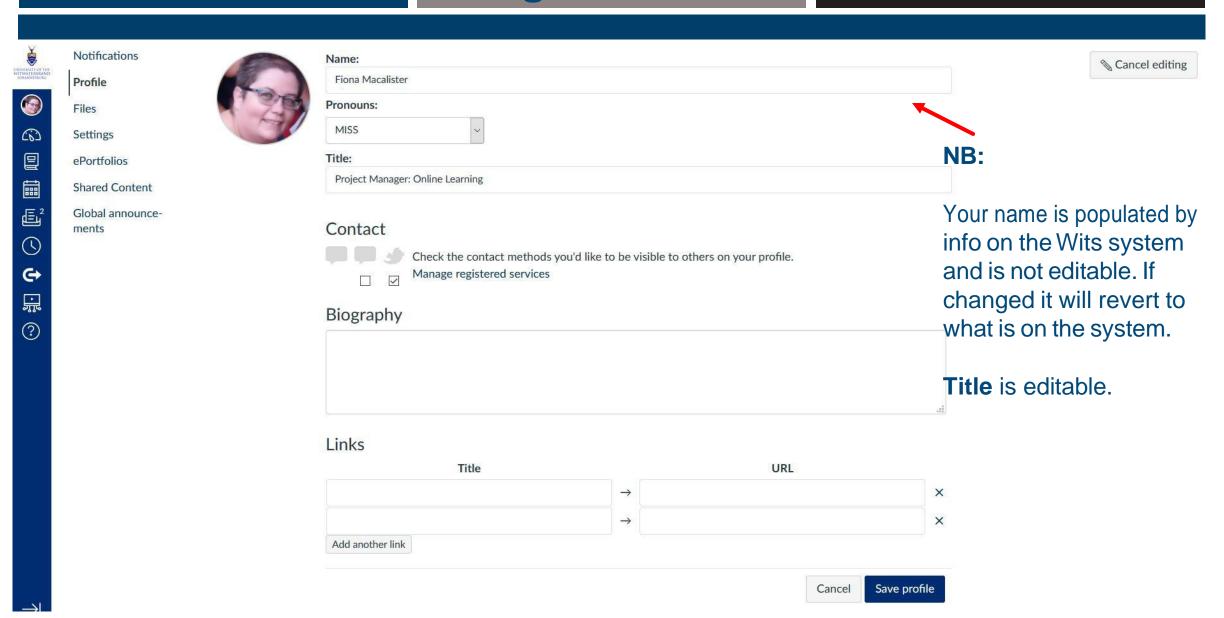
Links

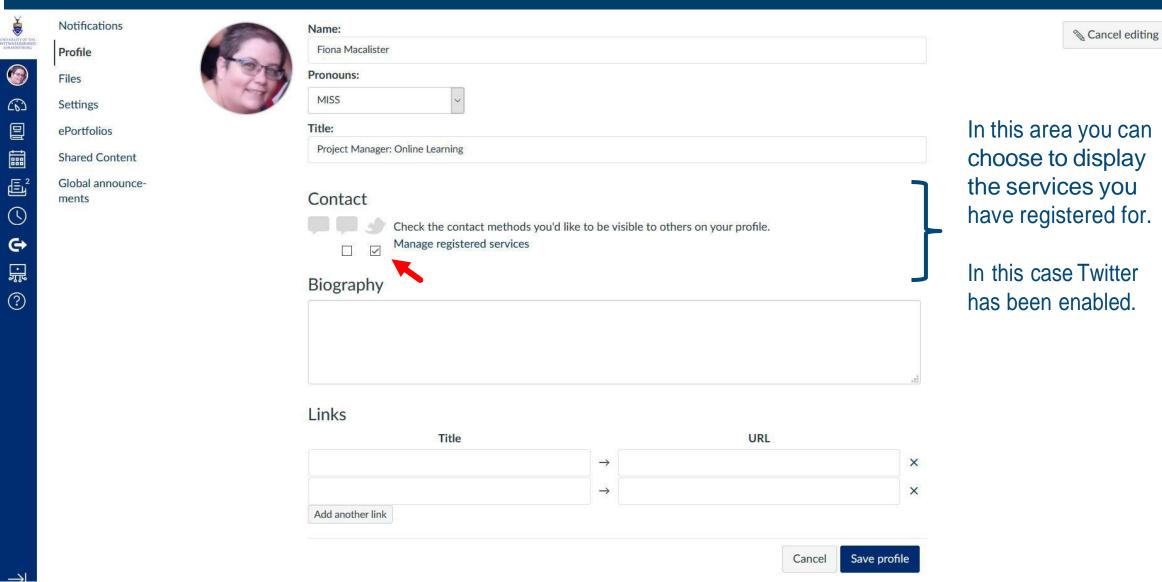
Fiona Macalister hasn't added any links

Some of the info that is available for editing in **Profile** is dependent on some of the items you have chosen in **Settings**.

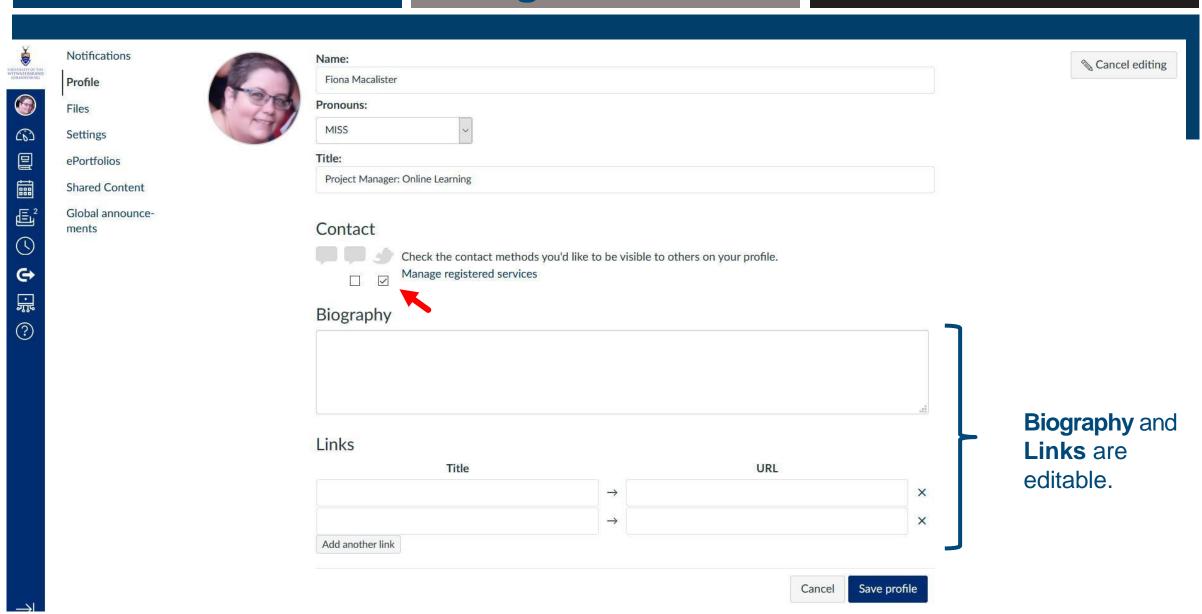
Click on the **Edit profile** button to edit your profile.

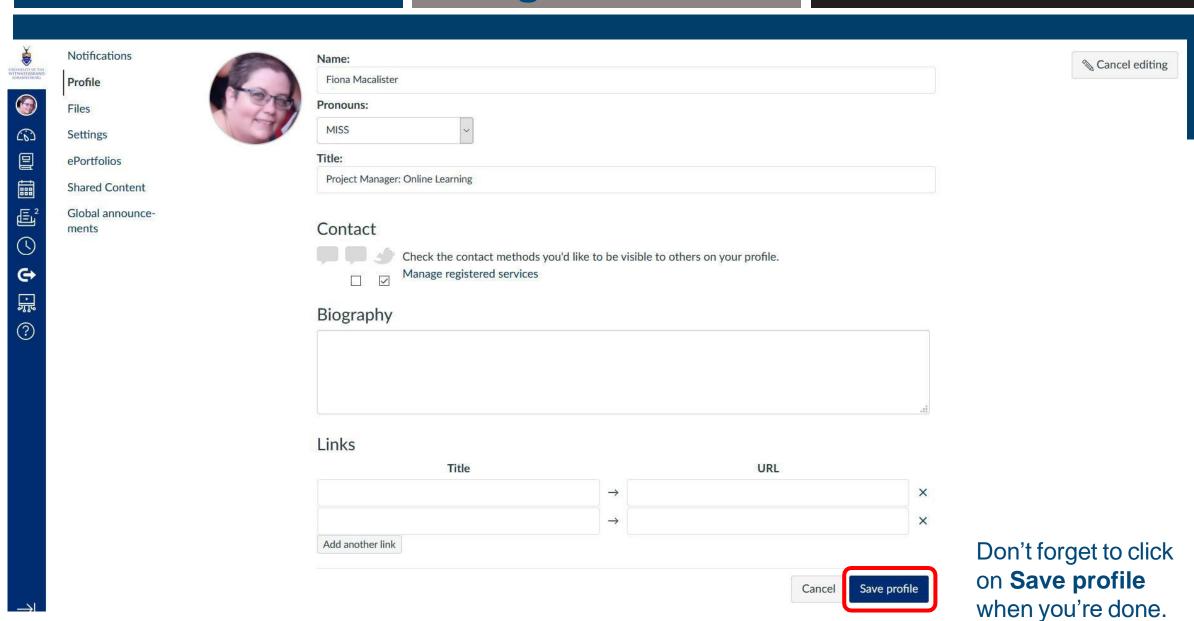






In this area you can choose to display





Edited Profile





















Settings

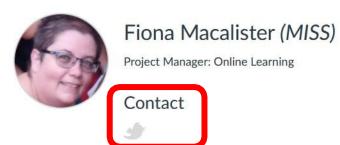
Profile

Files

ePortfolios

Shared Content

Global announcements



Biography

Links

Fiona Macalister hasn't added any links

Note that the Twitter logo is now displayed in the Contact section of your profile. Clicking on the logo will take people to your Twitter account.





Thank you

ulwazi