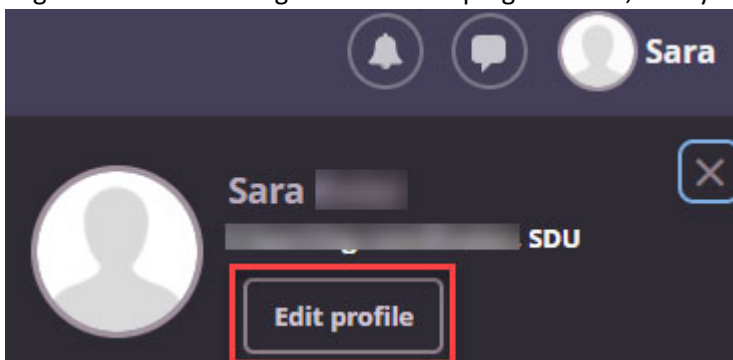# Personal settings in itslearning

This guide contains information on:
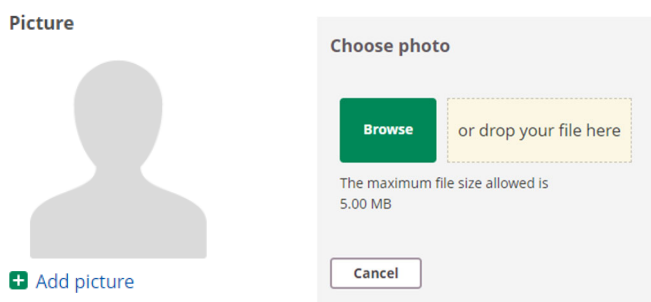
- *Adding a profile picture in itslearning*
- *Changing the language in itslearning*
- *Receiving alerts and notifications via e-mail*

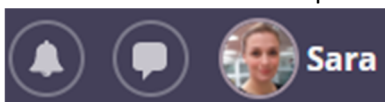*Adding a profile picture in itslearning*

3. Log in to sdu.itslearning.com. In the top right corner, click your name and *Edit profile*:

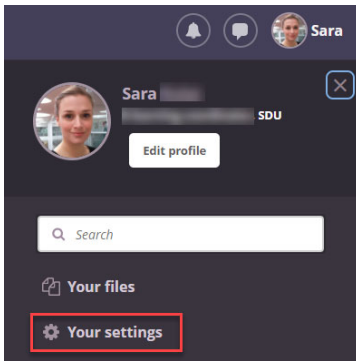4. Click *Add picture* and browse your computer or drag and drop your picture.

5. Click . Your profile picture will now appear in the top right corner of the screen.
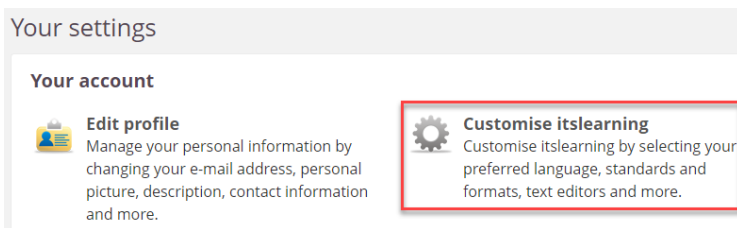

Changing the language in itslearning

As a default, the language in itslearning is set to English (UK). Should you wish to change it, the process is as follows:

1. Log in to sdu.itslearning.com. Click your name in the top right corner and then click *Your settings*.

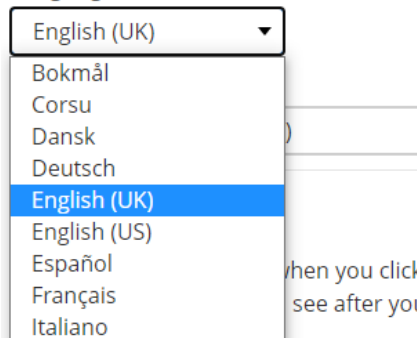2. Click *Customize itslearning*.
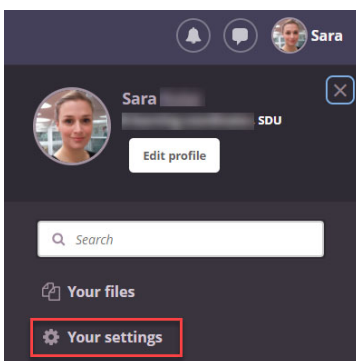

3.Choose your preferred language and click Save .

Receiving alerts, notifications and messages via e-mail

1. Log in to sdu.itslearning.com. Click your name in the top right corner and then click *Your settings*.

2a. For e-mails regarding new assignments, announcements and ePortfolio, click *Alerts*

Messaging

Alerts
Manage your alerts, which allow you to be notified about changes in itslearning.

E-mail notifications
Be notified by e-mail when you have new messages.

When you have chosen your preferred settings, click *Activate* and *Save*.

Available alerts:

Email
Email alerts are not activated

Activate

Send me alerts for:	Email
New assignments	☑
News (dashboards) and announcements (courses and projects)	☑
ePortfolio (comments on portfolios and blog)	☑

Save   Cancel   Help

2b. For e-mail notifications about messages, click *E-mail notifications*.

Messaging

Alerts
Manage your alerts, which allow you to be notified about changes in itslearning.

E-mail notifications
Be notified by e-mail when you have new messages.

Set your preferred settings and click **Save**

E-mail notification settings

Plan to log out? We can send an e-mail to sark@tek.sdu.dk when you have new messages.

○ Don't send notification emails
○ Send hourly notifications
● Send daily notifications
○ Send weekly notifications

Save   **Cancel**

Psst: Use the itslearning app for instant notifications.