

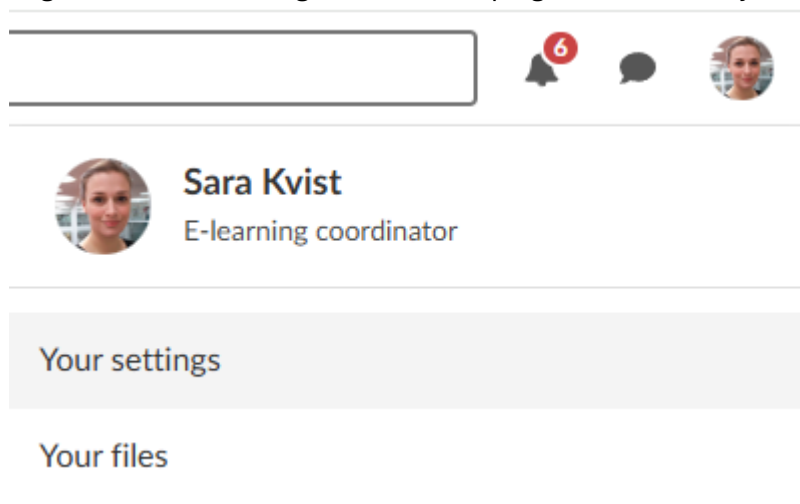
Personal settings in itslearning

This guide contains information on:

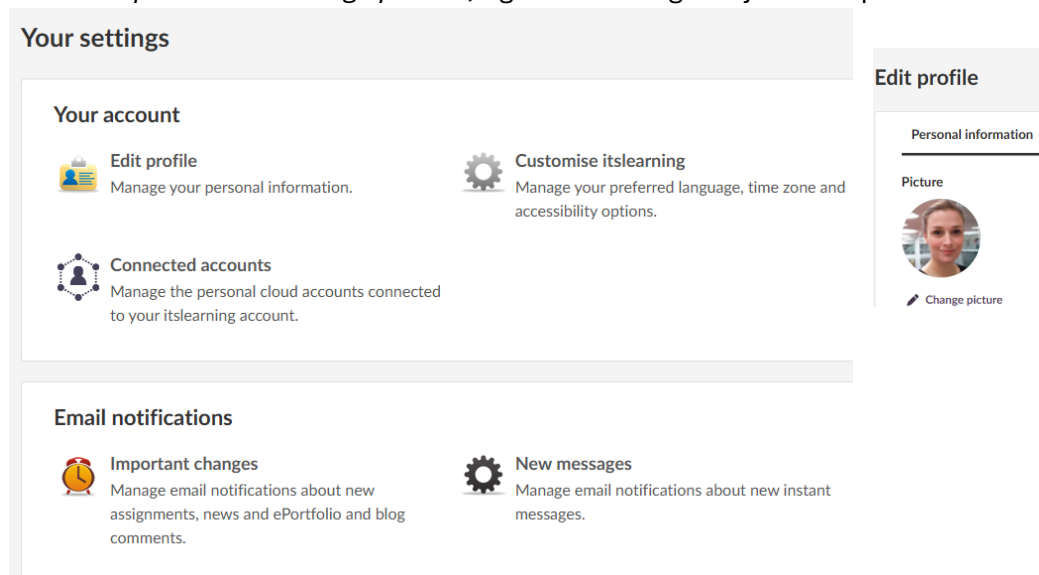
- Adding a profile picture in itslearning
- Changing the language in itslearning
- Receiving alerts and notifications via e-mail


Adding a profile picture in itslearning

1. Log in to sdu.itslearning.com. In the top right corner, click your name and *Your settings*:



2. Click *Edit profile* and *Change picture*, og find the image on your computer.



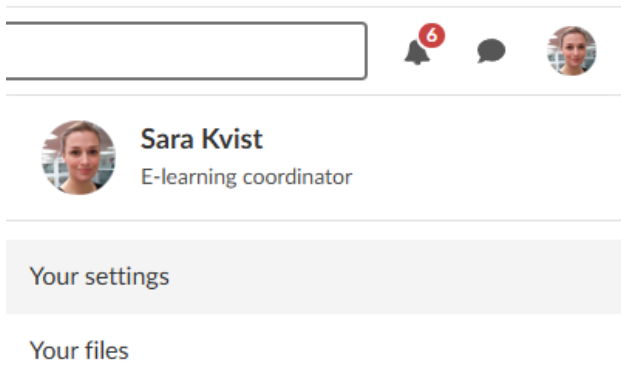
3. Click . Your profile picture will now be shown in the top right hand corner.



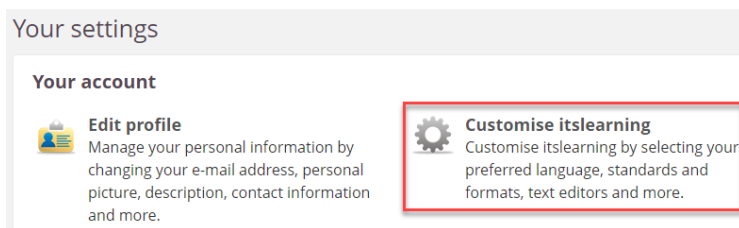
Changing the language in itslearning


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*.



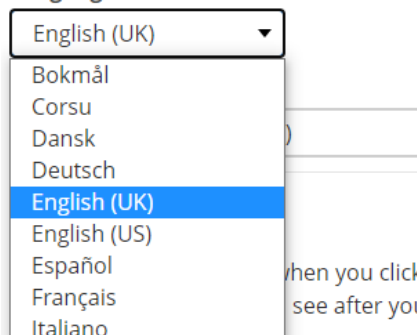
2. Click *Customize itslearning*.



3. Choose your preferred language and click .

Regional and language options

Language




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*.

Search bar

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 Sara Kvist
E-learning coordinator

Your settings


Your files

2a. Click *Important changes* to receive e-mails about new assignments, announcements, ePortfolio and blog comments.

Email notifications



Important changes
Manage email notifications about new assignments, news and ePortfolio and blog comments.



New messages
Manage email notifications about new instant 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	<input checked="" type="checkbox"/>
News (dashboards) and announcements (courses and projects)	<input checked="" type="checkbox"/>
ePortfolio (comments on portfolios and blog)	<input checked="" type="checkbox"/>


[Save](#) [Cancel](#) [Help](#)

2b. Click *New messages* to receive mails about *messages*.

Email notifications



Important changes
Manage email notifications about new assignments, news and ePortfolio and blog comments.



New messages
Manage email notifications about new instant messages.

Choose 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.