

eFundi Tutorial: Preferences



Preferences allows you to personalise your eFundi experience by indicating how you would like to receive notifications, what your current time zone is and which sites you would like to have in your drawer.

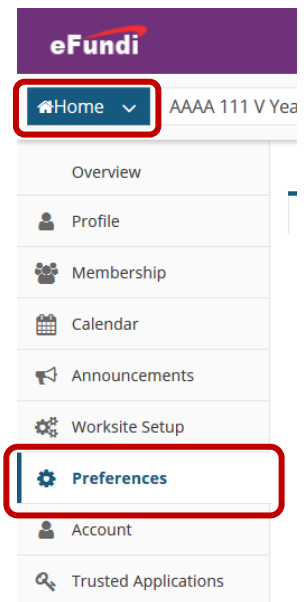
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Notifications

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Set your notification settings by navigating to your **Home** page and selecting the **Preferences** option in your menu on the left of the screen.

Use the radio buttons to select your preferred settings, then click the **Update Preferences** button at the bottom.

The screenshot shows the eFundi interface. At the top, the 'Home' menu item is highlighted with a red box. Below the navigation bar, the 'Preferences' menu item in the left sidebar is also highlighted with a red box. The main content area is titled 'PREFERENCES' and has tabs for 'Notifications', 'Time Zone', 'Language', 'Sites', and 'Editor'. The 'Notifications' tab is active. A message box states: 'You will receive all high priority notifications via email. Set low priority notifications below.' The settings are organized into four sections: 'Announcements', 'Resources and Drop Box', 'Syllabus', and 'Tests & Quizzes'. Each section has three radio button options. In the 'Announcements' section, 'Send me each notification separately' is selected. In the 'Resources and Drop Box' section, 'Send me each resource separately' is selected. In the 'Syllabus' section, 'Send me each notification separately' is selected. In the 'Tests & Quizzes' section, 'Send me an email confirmation each time I submit an assessment' is selected. At the bottom, the 'Update Preferences' button is highlighted with a red box, and the 'Cancel Changes' button is also visible.

eFundi

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PREFERENCES

Notifications Time Zone Language Sites Editor

Notifications

You will receive all high priority notifications via email. Set low priority notifications below.

Announcements

- Do not send me low priority announcements
- Send me one email per day summarising all low priority announcements
- Send me each notification separately

Resources and Drop Box

- Do not send me low priority resource notifications
- Send me one email per day summarising all low priority resource notifications
- Send me each resource separately

Syllabus

- Do not send me low priority Syllabus items
- Send me one email per day summarising all notifications
- Send me each notification separately

Tests & Quizzes

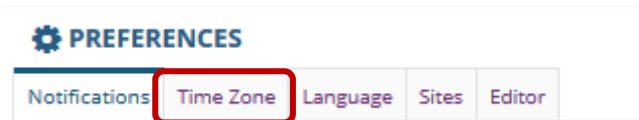
- Do not send me any email confirmations
- Send me one email per day confirming all of my submissions
- Send me an email confirmation each time I submit an assessment

Update Preferences Cancel Changes

Time Zone

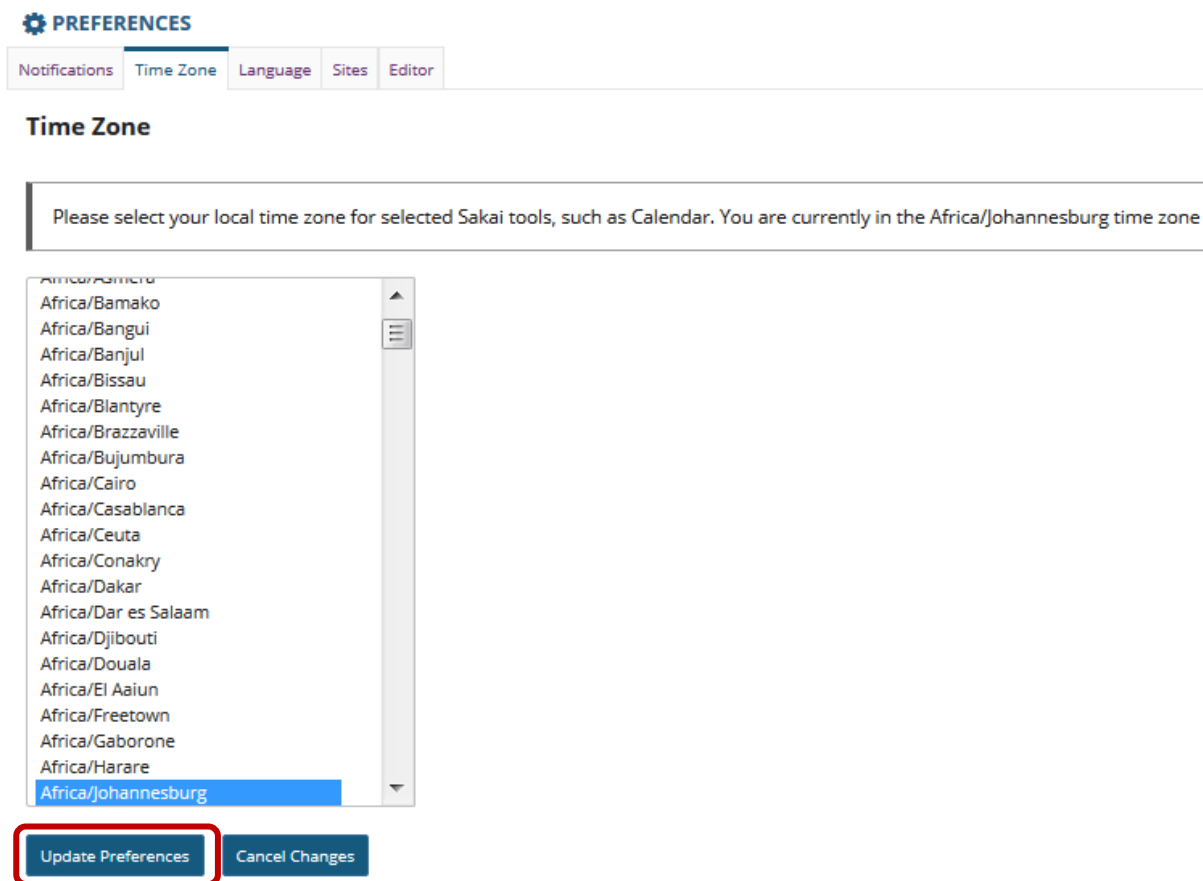
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Are you presenting a course to students from different places in the world? Make sure to choose the correct Time Zone to ensure students will get their messages and assignments in a timely fashion.



To set your preferred time zone, navigate to your **Home** page and selecting the **Preferences** option in your menu on the left of the screen.

Choose your Time Zone in the list provided, then click the Update Preferences button to save your settings.



Language

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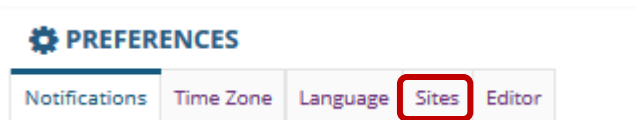
Please note that you only have access to American or South African English at this stage.

Sites

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Personalise your navigation options on eFundi by editing the Sites Preferences.

To set your preferred settings, navigate to your **Home** page and selecting the **Preferences** option in your menu on the left of the screen.



Choose the **Sites** tab at the top.

Site Tab Display Format

Show tabs as:

- Site Title**
- Site Short Description**

Use the radio buttons to indicate if you prefer to see a module code or a module description at the top of your screen.

**Note: If you choose an option that is not available, the other option will automatically be displayed.*

Use the check boxes to indicate which of your courses you would like to NOT appear in your drawer.

Hide From Site Drawer

Select a site or grouping of sites to hide from the Site Drawer.
NOTE: This will **not** affect the visibility of a site to students.

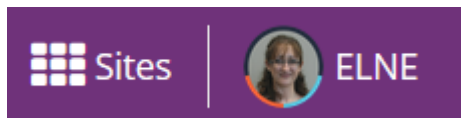
Year: 2011	<input checked="" type="checkbox"/>
2010 ITC Training	<input checked="" type="checkbox"/>
BSTD 411 V 2011	<input checked="" type="checkbox"/>

Click the **Update Preferences** button to save your settings.

<input type="button" value="Update Preferences"/>	<input type="button" value="Cancel Changes"/>
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What is the Drawer?

The Drawer is your Sites icon at the top of your screen:



How do I make modules appear in the top bar?

Open your **Drawer** and click the **star** icon next to the modules you want to see at the top:

☆ Year 2019

★ AAAA 111 V Year 2019

☆ eFundi 1st Years 2019