

# How to change your forum preferences

Once logged in the Virtual Classroom, in the upper right hand corner you will see your name and profile picture. If you click there, the User menu will open. Click the **“Preferences”** option.

The screenshot displays the top navigation bar of the Virtual Classroom. On the left, there are social media icons for Facebook, Twitter, YouTube, LinkedIn, and RSS. In the center, there are logos for the Pan American Health Organization, the World Health Organization Regional Office for the Americas, and the Virtual Campus for Public Health. On the right, the user's name 'John Smith' and a profile picture are shown. A dropdown menu is open, listing options: Dashboard, Profile, Grades, Messages, Preferences (highlighted with a red box and a red arrow), and Log out. Below the navigation bar, there is a blue menu with links: VCPH Portal, What is the Campus?, Virtual Classroom, Virtual Library, Educational Virtual Clinic, News, and PAHO/WHO. A 'Home' link is also visible. On the left side, there is a 'Logged in user' section with a profile picture placeholder and the name 'John Smith', and a 'Messages' section. In the center, there is a 'Welcome to the Regional Virtual Classroom for Public Health' message with a graduation cap icon. Below this, there are three featured course tiles: 'Self-learning course', 'Courses with tutoring', and 'Open courses', each with a corresponding image.

## E Preferences

VCPH Portal What is the Campus?

Home ▶ Dashboard ▶ Preferences

### Preferences

#### User account

- Edit profile
- Preferred language
- **Forum preferences**
- Editor preferences
- Security keys
- Messaging

#### Forum preferences

##### Email digest type ?

No digest (single email per forum post) ▾

##### Forum auto-subscribe

Yes: when I post, subscribe me to that forum discussion ▾

##### Forum tracking

No: don't keep track of posts I have seen ▾

Save changes

Cancel

In “**Forum preferences**” you will find three settings that you can configure. Two of them are related to your forum subscription (when you are subscribed to a forum you will receive a copy of all the messages posted in the forum in your e-mail; this can be helpful to keep track of the discussions). The other option is the “**Forum tracking**” (this option highlights your unread posts).

1. **Email digest type:** The available options for this setting are:
  - No digest (single email per forum post)
  - Complete (daily email with full posts)
  - Subjects (daily email with subjects only)
2. **Forum auto-subscribe:** The available options:
  - Yes: when I post, subscribe me to that forum discussion
  - No: don't automatically subscribe me to forum discussions.
3. **Forum tracking:** The available options are:
  - No: don't keep track of posts I have seen
  - Yes: highlight new posts for me



Pan American  
Health  
Organization



World Health  
Organization  
REGIONAL OFFICE FOR THE Americas



VIRTUAL CAMPUS FOR PUBLIC HEALTH

## VIRTUAL CAMPUS HELP DESK

If you need assistance, please go to  
the Campus Help Desk:

<https://ayuda.campusvirtualsp.org/?q=en>



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