

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.

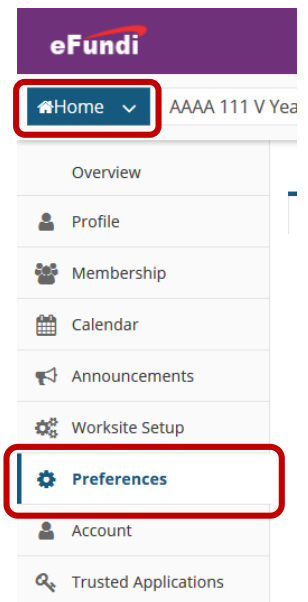
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Notifications

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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 user interface. At the top, the eFundi logo is on the left, and navigation menus for 'Home', 'AAAA 111 V Year 2019', 'eFundi Staff Training', 'Administration Workspace', and 'Induction for Academics' are on the right. A sidebar on the left contains menu items: Overview, Profile, Membership, Calendar, Announcements, Worksite Setup, **Preferences** (highlighted with a red box), Account, Trusted Applications, Course link, Study Guides, Email info, Delegated Access, and Help. The main content area is titled 'PREFERENCES' and has tabs for 'Notifications', 'Time Zone', 'Language', 'Sites', and 'Editor'. The 'Notifications' tab is active. Below the tabs, a message states: 'You will receive all high priority notifications via email. Set low priority notifications below.' There are four sections of settings, each with three radio button options:

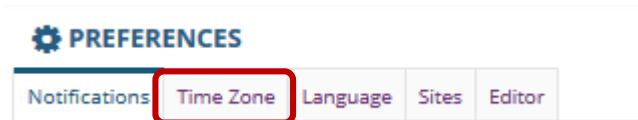
- Announcements**:
 - Do not send me low priority announcements
 - Send me one email per day summarising all low priority announcements
 - Send me each notification separately
- Resources and Drop Box**:
 - Do not send me low priority resource notifications
 - Send me one email per day summarising all 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

At the bottom, there are two buttons: 'Update Preferences' (highlighted with a red box) and 'Cancel Changes'.

Time Zone

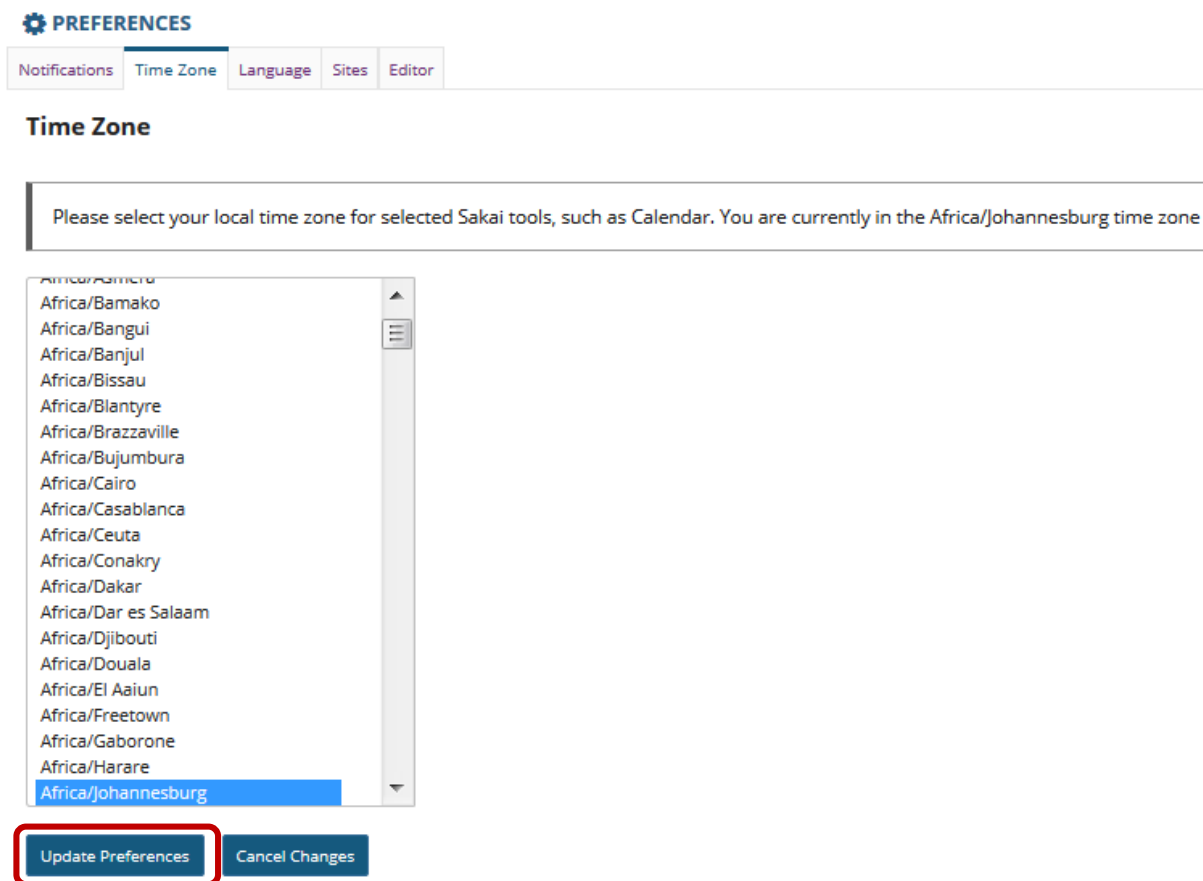
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Are you presenting a course to students from different places in the world? Make sure to choose the correct Time Zone to ensure students will get their messages and assignments in a timely fashion.



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 South African or United Kingdom English at this stage.

⚙️ PREFERENCES



Notifications Time Zone **Language** Sites Editor

Language

Please select your language (and country) preference. Your current language preference is: **English (United Kingdom)**

English - South Africa [en_ZA] English - South Africa
English - United Kingdom [en_GB] English - United Kingdom

Update Preferences

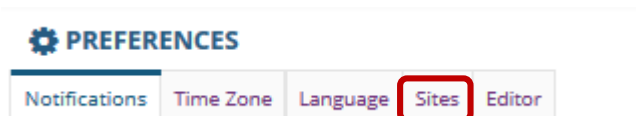
Cancel Changes

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

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

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

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