



# How to edit your Account details in ulwazi

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The logo for ULWAZI features the word "ulwazi" in a bold, blue, sans-serif font. The letter "u" is stylized with a traditional Zulu pattern in red, blue, and grey. A solid red horizontal line is positioned below the text.

ulwazi

HOW TO EDIT YOUR PERSONAL ACCOUNT IN ULWAZI

## AIMS OF THE TOOL

- | To help lecturers/facilitators/coordinators and students to edit their own Account settings in ulwazi Learning Management System from the Global Navigation Menu

# OUTCOMES

- | Access Global Navigation Menu and edit your own Account in ulwazi LMS
- | Download tool guide available for assistance

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# INTRODUCTION

- 
- Ulwazi is the Wits Learning Management System (LMS) and it uses the Canvas online platform to support teaching and
  - It is hosted in the Cloud so it can be accessed by many users simultaneously
  - The first item on the Global Navigation Menu is the Account button.

## THINGS TO NOTE

Each lecturer has access to Sandbox – we suggest you first use it to familiarize yourself with the platform.

**Discovering Canvas site** – each lecturer has access to this course which has all important features available in Canvas.

Resources on CLTD Website that can be used:

[https://www.wits.ac.za/teaching-and-learning/discovering-canvas/Links to an external site.](https://www.wits.ac.za/teaching-and-learning/discovering-canvas/Links)

# Account

The first item on the Global Navigation Menu is the Account button.

In this section you can make changes to your **Profile**, set up your **Notification** preferences, access your **Files** area and change your general Account **Settings**.

The screenshot displays the Canvas LMS dashboard for a user at the University of the Witwatersrand, Johannesburg. The top navigation bar includes the university logo and the text 'UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG'. The main content area is titled 'Dashboard' and is divided into sections for 'Published Courses (1)' and 'Unpublished Courses (4)'. The 'Published Courses' section shows a course titled 'Learning Canvas - 2021 - Lecturer ...' with a 'CANVAS' logo and a 'Publish' button. The 'Unpublished Courses' section shows three courses: 'CLM Canvas Demo', 'CLM Rapid Online Teaching Toolkit', and 'Sandbox - Canvas Fundamentals'. A vertical 'Global Navigation Menu' is located on the left side, with the 'Account' button highlighted by a red circle. The right side of the dashboard features a 'To do' section with a task 'Grade Assignment 1' and a 'Coming up' section with a task 'Theories'. A 'View Grades' button is also visible at the bottom right.

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Help

Published Courses (1)

Learning Canvas - 2021 - Lecturer ...  
Learning Canvas 2021

UNPUBLISHED COURSES (4)

CLM Canvas Demo  
My Sandbox

CLM Rapid Online Teaching Toolkit  
dafd3abf-2ae4-4e05-a498-5d...

Sandbox - Canvas Fundamentals  
Sandbox - WitsICT - CanvasTr...

To do

1 Grade Assignment 1  
Sandbox - WitsICT -  
CanvasTraining1  
100 points • No due date

Coming up

3 View calendar

Theories  
Sandbox - WitsICT - CanvasTraining1  
100 points • 29 Jan at 23:59

View Grades

# Account Panel

The Account panel contains a number of links to different areas in your personal Canvas account.

We will look at the first four: **Notifications, Files, Settings and Profile.**

**Notifications**  
Profile  
Files  
Settings

**To do**

- 1 Grade Assignment 1  
Sandbox - WitsICT - CanvasTraining1  
100 points • No due date

**Coming up** [View calendar](#)

- Theories  
Sandbox - WitsICT - CanvasTraining1  
100 points • 29 Jan at 23:59

[View Grades](#)



# Notification Settings



Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Global announcements

## Account Notification Settings



Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.



### Course activities

Clicking on the Calendar icon will bring up a range of notification settings for a specific activity.

Email

fiona.macalister@wits.ac.za

Due Date



Grading policies



Course Content



Files



Announcement



Announcement created by you



Grading



Include scores when alerting about grades. If your email is not an institution email, this means sensitive content will be sent outside of the institution.



Invitation



# Notification Settings



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## Account Notification Settings



Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.



### Course activities

Due Date

Grading policies

Course Content

Files

Announcement

Announcement created by you

Grading



Include scores when alerting about grades. If your email is not an institution email, this means sensitive content will be sent outside of the institution.

Email

fiona.macalister@wits.ac.za



- Notify immediately
- Daily summary
- Weekly summary
- Notifications off



Notifications that have been turned off will display this icon of a bell with a line through it.



# Files Area

Antoinette Malgas > Files

Search for files



0 items selected

+ Folder

Upload



- My Files
  - conversation attachments
  - profile pictures
  - Submissions
  - unfiled
  - Uploaded Media
- Faiek Dolley's Sandbox Course
- EDUC1260-2020-FYR
- EDUC7091-2020-SM2
- Med101








| Name ▲                   | Date created | Date modified | Modified by | Size |   |
|--------------------------|--------------|---------------|-------------|------|---|
| conversation attachments | 20 Jan 2021  |               |             | --   | ✓ |
| profile pictures         | 19 Jan 2021  |               |             | --   | ✓ |
| Submissions              | 4 Feb 2021   |               |             | --   |   |
| unfiled                  | 19 Feb 2021  |               |             | --   | ✓ |
| Uploaded Media           | 14 Apr 2021  |               |             | --   | 🔒 |

The **My Files** area is your personal files area.

**Note:** Files in this area cannot be seen by anyone else.

# Course Folder Contents


- ▼ **CLTD - Technologies for Teach**
- ▶ 2 | Getting to Know Your Course
- ▶ Copying Course content from
- ▶ course\_image
- ▶ Creating Groups images
- ▶ Faculty Video Studio and Ca
- ▶ Glossaries
- ▶ Gradescope

| Name ▲   | Date created | Date modified | Modified by | Size    |  |
|--|--------------|---------------|-------------|---------|--|
|  2   Getting to Know Your Course            | 24 Jan 2021  |               |             | --      |   |
|  7 things you should know about first ge... | 24 Jan 2021  | 24 Jan 2021   |             | 465 KB  |   |
|  7 things you should know about the hy...   | 24 Jan 2021  | 24 Jan 2021   |             | 445 KB  |   |
|  309 - Modules Overview.mp4                 | 24 Jan 2021  | 24 Jan 2021   |             | 64.4 MB |   |
|  Canvas Teacher App Android.pdf            | 1 Mar 2021   | 1 Mar 2021    |             | 2.5 MB  |  |

Click on the course name to display the folder contents in this area.

# Subfolder Creation

Search for files  0 items selected

[Click here to add a subfolder](#) 

- ▶ Readings
- ▶ Uploaded Media
- ▶ CLM Rapid Online Teaching Toolkit
- ▶ CLM Canvas Demo**
- ▶ course\_image
- ▼ Uploaded Media
- ▼ Learning Canvas - 2021 - Lecturer Orienta
- ▶ 2 | Getting to Know Your Course
- ▶ course\_image
- ▶ Glossaries

| Name ▲         | Date created | Date modified | Modified by | Size |   |
|----------------|--------------|---------------|-------------|------|---|
| course_image   | Yesterday    |               |             | --   | ✓ |
| Uploaded Media | Tuesday      |               |             | --   | 👁 |

0% of 524.3 MB used

# Subfolder Creation

Search for files  0 items selected + Folder Upload ⋮

| Name ▲                                    | Date created | Date modified | Modified by | Size |
|---|--------------|---------------|-------------|------|
| <input type="text" value="Readings"/> ✓ ✕ |              |               |             | --   |
| course_image                              | Yesterday    |               |             | --   |
| Uploaded Media                            | Tuesday      |               |             | --   |

0% of 524.3 MB used

Insert the folder name in the box and click on the ✓ to save it.

# Upload Files

Search for files  0 items selected + Folder Upload

- My Files
- Sandbox - CLM
- CLM Rapid Online Teaching Toolkit
- Sandbox - Canvas Fundamentals
- CLM Canvas Demo
  - course\_image
  - Readings ←
  - Uploaded Media
- Learning Canvas - 2021 - Lecturer Orientation

Drop files here to upload  
or choose files

| Name ▲               | Date created | Date modified | Modified by | Size |
|----------------------|--------------|---------------|-------------|------|
| This folder is empty |              |               |             |      |

You can drag and drop files (documents, images, videos etc.) into this area

0% of 52.4 MB used

# Upload Files

The screenshot shows a file management interface. At the top, there is a search bar with the text "Search for files" and a magnifying glass icon. To the right of the search bar, it says "0 items selected". Further right are buttons for "+ Folder", "Upload" (with an upward arrow icon), and a three-dot menu icon. Below the search bar is a list of folders on the left side, including "My Files", "Sandbox - CLM", "CLM Rapid Online Teaching Toolkit", "Sandbox - Canvas Fundamentals", "CLM Canvas Demo" (with sub-folders "course\_image", "Readings", and "Uploaded Media"), and "Learning Canvas - 2021 - Lecturer Orientati...". The main area is a large dashed box containing an upward arrow icon and the text "Drop files here to upload" and "or choose files". The "or choose files" link is highlighted with a red rectangular box. Below this area is a table header with columns: "Name", "Date created", "Date modified", "Modified by", and "Size". The table content shows "This folder is empty". At the bottom left, there is a progress bar showing "0% of 52.4 MB used".

Search for files   0 items selected

- ▶ My Files
- ▶ Sandbox - CLM
- ▶ CLM Rapid Online Teaching Toolkit
- ▶ Sandbox - Canvas Fundamentals
- ▼ CLM Canvas Demo
  - ▶ course\_image
  - ▼ Readings
  - ▶ Uploaded Media
- ▶ Learning Canvas - 2021 - Lecturer Orientati...

Drop files here to upload  
[or choose files](#)

| Name ▲               | Date created | Date modified | Modified by | Size |
|----------------------|--------------|---------------|-------------|------|
| This folder is empty |              |               |             |      |

0% of 52.4 MB used

Or you can click on the **choose files** link to upload the files from your device.



# Further File Uploads

To upload more files click on the Upload button



Search for files   0 items selected + Folder Upload ⋮

- CLM Canvas Demo
  - course\_image
  - Readings
  - Uploaded Media

| Name ▲   | Date created | Date modified | Modified by      | Size   |   |
|--|--------------|---------------|------------------|--------|---|
|  Heutagogy and self determined learning a review of the ... | Monday       | Monday        | Fiona Macalister | 1.6 MB |  |

... or drag and drop files into this area.



0% of 524.3 MB used

All my files

# Settings



Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Global announcements



## Fiona Macalister's Settings

Full name:\* Fiona Macalister  
This name will be used for grading.

Display name: Fiona Macalister  
People will see this name in discussions, messages and comments.

Sortable name: Macalister, Fiona  
This name appears in sorted lists.

Pronouns: MISS  
This pronoun will appear after your name when enabled

Language: System default (English (United Kingdom))

Time Zone: Pretoria

This area can be edited by clicking on the **Edit Settings** button

### Ways to contact

#### Email addresses

fiona.macalister@wi... ★

+ Email address

#### Other contacts

| Other contacts | Type    |
|----------------|---------|
| cognitivelode  | twitter |

+ Contact method

Edit settings

Download submissions

## Web services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other services" to see what we mean.

Let fellow course/group members see which services I've linked to my profile

## Registered services

Google Drive  
view your profile a0044408@wits.ac.za ↗

Twitter  
view your profile ↗

## Other services

Click any service below to register:

Skype

Delicious

Diigo

# Settings



Notifications

Profile

Files

Settings

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## Fiona Macalister's Settings

Full name:\*   
This name will be used for grading.

Display name:   
People will see this name in discussions, messages and comments.

Sortable name:   
This name appears in sorted lists.

Language:   
This will override any browser or account settings.

Time Zone:

Cancel

Update settings

The **Ways to contact** sidebar allows you to select the various ways in which you want to receive communications within Canvas.

### Ways to contact

#### Email addresses

fiona.macalister@wi... ★

+ Email address

#### Other contacts

#### Type

+ Contact method

Download submissions

# Update Settings



Notifications

Profile

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Time Zone:

Cancel

Update settings

You can add another email address by clicking on + Email address

### Ways to contact

#### Email addresses

fiona.macalister@wi... ★

+ Email address

#### Other contacts

#### Type

+ Contact method

Download submissions

# Update Settings



Notifications

Profile

Files

Settings

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Full name:\*

Fiona MacAlister

This name will be used for grading.

Display name:

Fiona MacAlister

People will see this name in discussions, messages and comments.

Sortable name:

MacAlister, Fiona

This name appears in sorted lists.

Language:

System default (English (United

This will override any browser or account settings.

Time Zone:

Pretoria (+02:00)

Cancel

Update settings

Click on + Contact method to add your mobile number to receive SMS notifications.

Ways to contact

Email addresses

fiona.macalister@wi... ★

+ Email address

Other contacts

Type

+ Contact method

Download submissions

# Update Settings



Notifications

Profile

Files

**Settings**

ePortfolios

Shared Content

Global announcements



## Fiona Macalister's Settings

Full name:\*   
This name will be used for grading.

Display name:   
People will see this name in discussions, messages and comments.

Sortable name:   
This name appears in sorted lists.

Language:   
This will override any browser or account settings.

Time Zone:

Once you have made any required edits, click on **Update Settings** to save your changes.

### Ways to contact

#### Email addresses

fiona.macalister@wi... ★

+ Email address

#### Other contacts Type

+ Contact method

# Services



Notifications

Profile

Files

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Global announcements



## Fiona Macalister's Settings

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This name will be used for grading.

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|----------------|---------|
| cognitivelode  | twitter |

+ Contact method

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Let fellow course/group members see which services I've linked to my profile

### Registered services

Google Drive  
view your profile a0044408@wits.ac.za

Twitter  
view your profile

### Other services

Click any service below to register:

Skype

Delicious

Diigo

Web services allows you to add services like Google Drive and Twitter to your Profile.

# Profile

Notifications

Profile


Files

Settings

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Fiona Macalister

Contact

Biography

Fiona Macalister hasn't added a bio

Links

Fiona Macalister hasn't added any links

[Edit profile](#)

Some of the info that is available for editing in **Profile** is dependent on some of the items you have chosen in **Settings**.

Click on the **Edit profile** button to edit your profile.



# Editing Your Profile



Notifications

Profile

Files

Settings

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Name:

Fiona Macalister

Cancel editing

Pronouns:

MISS

Title:

Project Manager: Online Learning

**NB:**

Your name is populated by info on the Wits system and is not editable. If changed it will revert to what is on the system.

**Title** is editable.

Contact



Check the contact methods you'd like to be visible to others on your profile.

Manage registered services

Biography

Empty text area for biography

Links

Title

URL

|  |   |  |   |
|--|---|--|---|
|  | → |  | × |
|  | → |  | × |

Add another link

Cancel

Save profile

# Editing Your Profile



Notifications

Profile

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Name:

Fiona Macalister

Pronouns:

MISS

Title:

Project Manager: Online Learning

Contact



Check the contact methods you'd like to be visible to others on your profile.

Manage registered services

Biography

Links

Title

URL



Add another link

Cancel

Save profile

Cancel editing

In this area you can choose to display the services you have registered for.

In this case Twitter has been enabled.

# Editing Your Profile



Notifications

Profile

Files

Settings

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Global announcements



Name:

Fiona Macalister

Pronouns:

MISS

Title:

Project Manager: Online Learning

Cancel editing

## Contact



Check the contact methods you'd like to be visible to others on your profile.

Manage registered services

## Biography

## Links

Title

URL



Add another link

Cancel

Save profile

Biography and Links are editable.

# Editing Your Profile



Notifications

Profile

Files

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Global announcements



Name:

Fiona Macalister

Pronouns:

MISS

Title:

Project Manager: Online Learning

Cancel editing

## Contact



Check the contact methods you'd like to be visible to others on your profile.

Manage registered services

## Biography

Empty text area for biography.

## Links

| Title                |   | URL                  |   |
|----------------------|---|----------------------|---|
| <input type="text"/> | → | <input type="text"/> | × |
| <input type="text"/> | → | <input type="text"/> | × |

Add another link

Cancel

Save profile

Don't forget to click on **Save profile** when you're done.

# Edited Profile



Notifications

Profile

Files

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Fiona Macalister (*MISS*)

Project Manager: Online Learning

Contact



Biography

Links

Fiona Macalister hasn't added any links

Edit profile

Note that the Twitter logo is now displayed in the **Contact** section of your profile. Clicking on the logo will take people to your Twitter account.



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*Thank you*