Global Settings
(Set once for all your courses on a particular server)

1. Log in and click My Settings (upper right corner of screen) and then the My Tool Options tab.

2. Scroll about half way down to HTML Creator, and check the box to start it by default.

3. Scroll all the way down to the Paging options, and change the default number of records shown from 10 to 999.
4. To avoid bugs, do not change any other settings.

5. To change your password, click My Settings again. Click Change Password (toward bottom of screen).