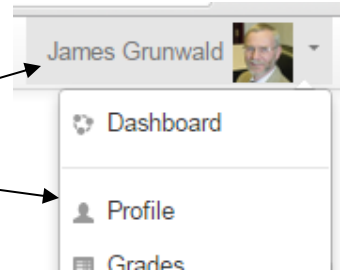


Editing Your Profile in Moodle 2.9: (for online students and instructors)

The following is a strongly suggested listing of how profiles should be set for online participants.

Once you login to Moodle, on the top-right edge of the screen, click on your name and from the drop-down menu select **Profile**.



Once your profile page appears, select **Edit profile** under the "User details" column.

An **Edit profile** window should appear with the **General** section expanded:

It is suggested that you use the same settings as shown on the right side of these pages. (Fields with a red asterisk are must-fill fields.)

A screenshot of the 'Edit profile' window in Moodle, showing the 'General' section expanded. It contains three input fields: 'First name' with the value 'James', 'Last name' with the value 'Grunwald', and 'Email address*' with the value 'grunwajr@mlc-wels.edu'. Arrows from the text above point to the 'General' section header and the 'Email address*' field.

- **Email address** – This is the address that will be used to send all mail to you from within Moodle and is set by default to xxxxxxxx@mlc-wels.edu.

It is suggested that you leave the Email address set to your MLC address, but it is possible to set it to some other preferred email address. Either way, you still need to setup your MLC email account

since it will be used by MLC to send you other important information. How to setup your MLC email account is covered in a different document, [Portal and Email Account Access](#), and can be completed at a different time.

Other General settings

It is suggested that you use the settings displayed at the right.

- **City/town** – Fill in with your city, state.

A screenshot of the 'Other General settings' section in the Moodle 'Edit profile' window. It includes: 'Email display' set to 'Allow only other course members to see my email address', 'City/town' set to 'New Ulm, MN', and 'Select a country' set to 'United States'. An arrow from the text above points to the 'City/town' field.

- **Timezone** – Leave set to Server timezone (America/Chicago)

A screenshot of the 'Timezone' setting in the Moodle 'Edit profile' window, showing a dropdown menu with 'Server timezone (America/Chicago)' selected. An arrow from the text above points to this dropdown.

- **Description** – Simply fill in a very short description of your position at your school, congregation, or place of work, NOT a paragraph of information about you or your family. This same description will appear in all online courses you take.

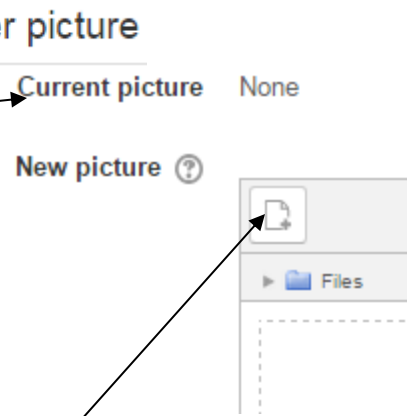
A screenshot of the 'Description' field in the Moodle 'Edit profile' window. It features a rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, image, and video. Below the toolbar, the text 'MLC Dir. of Academic Computing' and 'Prof. of Educational Technology' is entered. An arrow from the text above points to the description text.

• **User picture** – Click on the words to expand the section. → **User picture**

If you do not have an ID-type picture being displayed, or you wish to replace the "**Current picture**" please upload a recent ID type picture of yourself by following the instructions below.

CAUTION: Do NOT upload a picture of your family, pet, fictitious person, etc., but an ID-type picture of yourself only. If you need assistance with your picture, please contact Dr. Grunwald, grunwajr@mlc-wels.edu Your picture must be in a JPG or PNG format. Once uploaded it will automatically be cropped to a square and resized to 100 x 100 pixels.

Once you have an ID-type picture of yourself stored on your computer, you can drag and drop the image file into large area, or you can click on the **Add...** icon.



A **File picker** window will appear.

Select **Upload a file.**

Select **Browse** (or **Choose File**) and locate the picture you would like to upload, and click on "Open."

The path to the picture will appear in the **Attachment:** box.

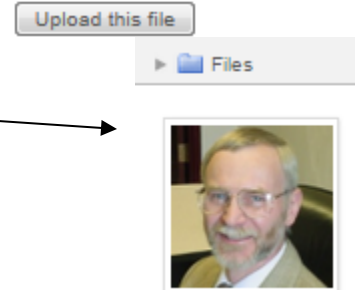
Select **Upload this file.**



The picture should appear in the **New Picture** area.

You may ignore the remaining settings for ...

- ▶ **Additional names**
- ▶ **Interests**
- ▶ **Optional**



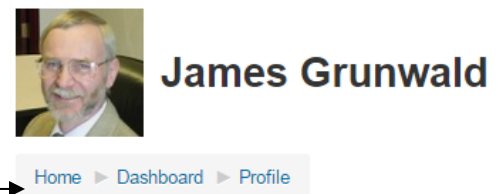
Final step:

When you are finished with all changes, scroll to the bottom of the screen and click on the **Update profile**.

If an error message appears, read the message and complete the missing information.

Once you have updated your profile successfully, a screen similar to the one at the right should appear.

Below your picture you can click on **Home** to return to your Moodle home page



MLC Dir. of Academic Computing
Prof. of Educational Technology

If you need help or have questions, please contact:

Dr. Jim Grunwald
grunwajr@mlc-wels.edu