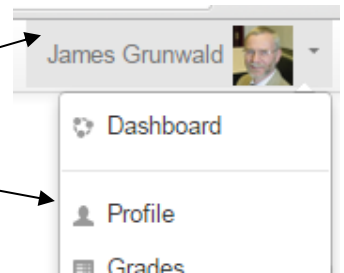


# Editing Your Profile in Moodle: (for online students and instructors)

The following are strongly suggested settings for participant profiles.

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 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'. An arrow from the text points to 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 (which is a Google account) since it will be used by MLC to send you other important information. How to setup your MLC email account (Goggle Account) is covered in a different document, [Getting Started: Your MLC Google Account](#), 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.

**Email display**

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

**City/town**

**Select a country**

**Timezone**

- **Description** –Fill in a very short description of your position at your school, congregation, or place of work.

**Description**

Do NOT write a paragraph of information here about you or your family since right now we are simply setting up your general Moodle profile. (All online courses will have a separate introductory activity where you may write more about yourself and your family.)

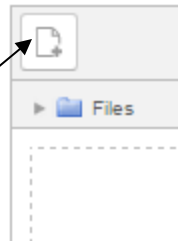
• **User picture** – Click on the words to expand the section.

▶ **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.

▶ **Current picture** None

**New picture** ?



**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](mailto: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.

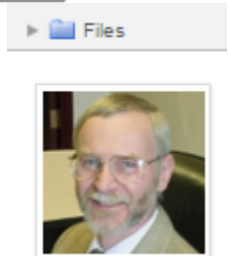
Select **Upload this file.**

▶ **Upload this file**

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

You may ignore the remaining settings for ...

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



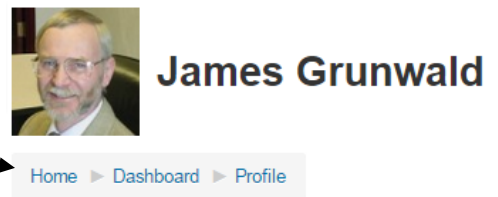
**Final step:**

**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



**If you need help or have questions, please contact:**

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