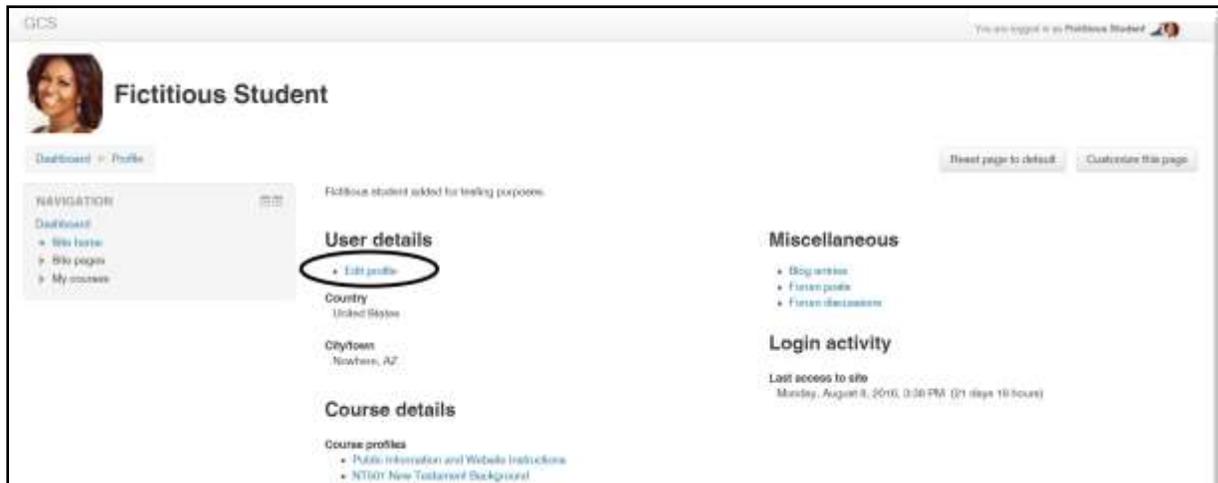


Managing your profile

Please begin by updating your profile. In the upper-right corner of the page, you will see your name. Click on that, and one option will be to see your profile. Click there and you will see a page that tells other people about who you are. It looks like this:



In the center column, under “User details,” click on “edit profile.” (We have circled it in the image above.)

Then you’ll see the top part of the Edit Profile page. To see it all, click on “Expand all” in the upper right corner. We show the expansion below:



Fictitious Student

Dashboard > Profile > User account > Edit profile

NAVIGATION

- Dashboard
- + My books
- + My pages
- + My courses

Fictitious Student

Expand all

- General

First name:

Last name:

Email address:

Email display:

City/town:

Select a country:

Timezone:

Description



Fictious student asked for testing program

- User picture

Current picture



Delete

New picture



Maximum size for new files: 10MB. Maximum dimensions:



General

First name:
 Last name:
 Email address:
 City/Area:
 Select a country:
 Timezone:
 Description:
The maximum length is 255 characters. You can use HTML tags.

Preferences

Email display: Show my profile name and address in my email address
 Email format:
 Email digest type: **Selected**
How often would you like to receive emails?
 Profile visibility: For other users (includes search function) Disabled
 Profile linking: No, I don't want to link to my profile
 Your avatar:
 Preferred language:

User picture

Current picture:
 New picture:
 Picture description:

Additional names

First name - alternate:
 Surname - alternate:
 Middle name:
 Alternate email:

Interests

List of interests:

Optional

Web page:
 AOL screen name:
 Skype ID:
 MSN:
 Yahoo ID:
 ICQ number:
 Institution:
 Department:
 Phone:
 Address:
 Zip code:

Other fields

Phone number:

Here you can edit your name and email address. In “Description,” you can tell people a bit about yourself – your family, occupation, ministry, etc.

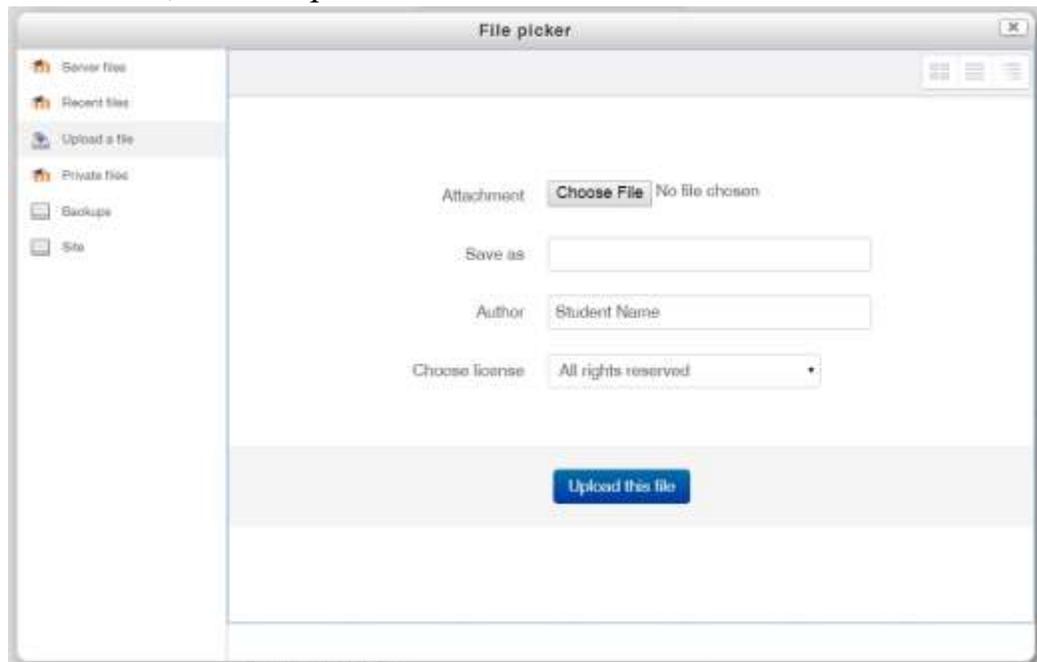
We’d also like a photo, so that we and other students can see who you are. This is not a place for your baby photos, or your dog. This is so that other students can put a face to the comments they will see on the discussion forums.

There are two ways to share a photo of yourself. Here's the first method:

1. Go down the profile page until you get to the "User picture" section.



2. Click the "Add" icon in the upper left. (The name of an icon appears if you hold the mouse pointer over it for one or two seconds.)
3. On the left, click "Upload a file."



4. Click "Choose File."
5. Navigate through the folder and file structure in your own computer until you find the file you want to upload. Then double-click on the file. You can use the "Save as" box to give it a new name, if you want to.
6. Click "upload this file."

The second method of uploading a photo is to use Windows Explorer to

“drag and drop” a digital image into the User Picture box:

1. In Windows File Explorer,¹ navigate to the folder that contains the file you want to upload. You can also do this from an “Open File” dialog box in Microsoft Word.
2. Click on the file you want to upload *and keep holding the mouse button down*.
3. “Drag” the file to the tab for your browser (Internet Explorer, Firefox, Chrome, etc.) that is in the taskbar at the bottom of the screen. Keep the mouse button down.
4. When you position the mouse over the browser icon, the computer will display the browser. Continue holding the mouse button down and drag the file up to the “New Picture” box, where you want the photo to be.
5. Now let go of the mouse button (“drop”) and the file will be uploaded and a thumbnail displayed.

Fill in other fields of the user profile as you wish, and – **very important** – at the bottom of the page, click “Update profile.” Students and teachers will then be able to see a small photo of you whenever you make a comment in the discussion forum, send a message, or upload an assignment. That helps make the website a little less impersonal.

¹ In some versions of Windows, this is called Windows Explorer. You may need to click the start icon in the lower left corner of the screen, then click on Documents. The icon looks like a manila file folder.