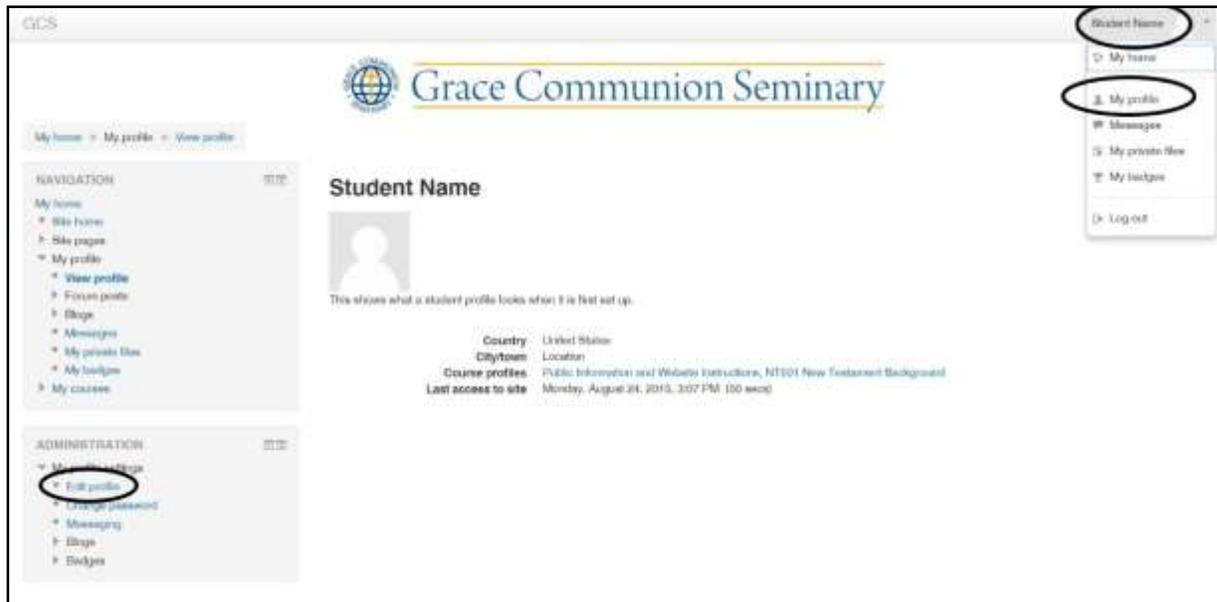## Managing your profile

Please begin by updating your profile. After you log in, you will see your name in the upper-right corner of the page. 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 left column, under "Administration,"[1] 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 on the next page:

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[1] Items in the left column can be moved to tabs in a "dock" in the left margin, and if all the items have been moved to the dock, the left column itself disappears. The default is for the left column to be shown, but if you moved these blocks to the "dock," these items will be hidden in tabs in the upper left margin.

Here you can edit your name, email address, and choose how you want to receive emails from GCS. In "Description," you can tell people a bit about yourself – your family, occupation, ministry, etc.

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."
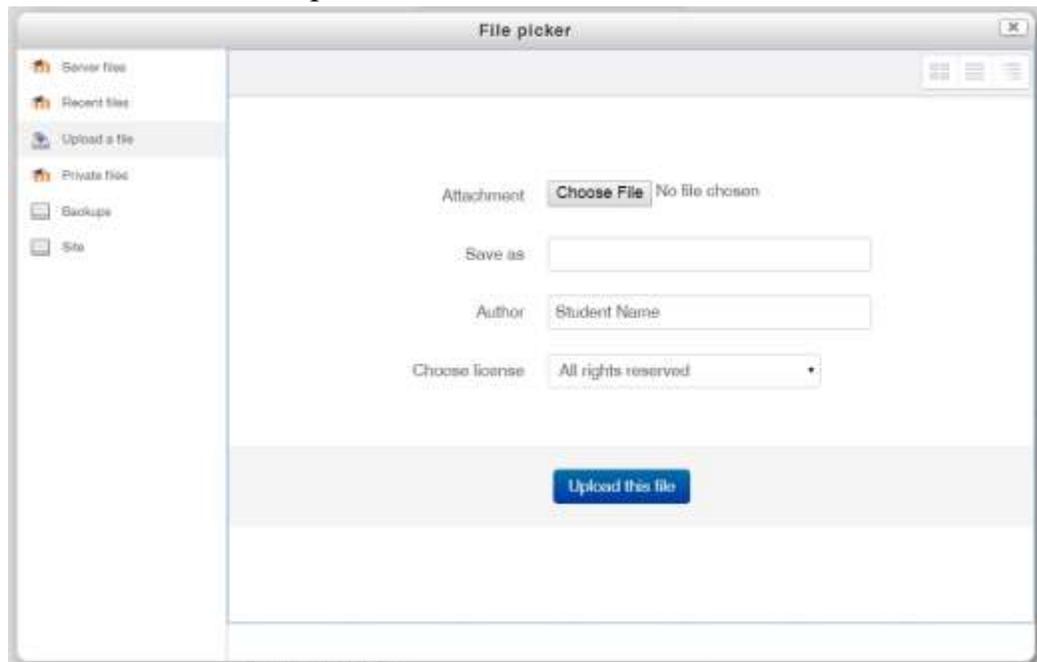
4. Click "Choose File."

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,[2] 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, Safari, 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.

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[2] 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.