

Profiles help to build a sense of community in your class. Your profile will be accessible in any course in which you are enrolled, so you need only customize it once and update it as needed.

In Moodle, you can access your profile by opening the user menu in the upper right corner of any page (Figure 1).

Edit Your Profile

1. Click on **Profile** in the user menu (Figure 1).
2. Click on the **Edit profile** link under **User details** (Figure 2).
3. Fill in fields in the form as described below.
4. Scroll down and click on the **Update profile** button at the bottom of the page when you are finished.
5. Return to your Moodle home page after updating your profile by clicking on **Home** in the upper left corner of the page.

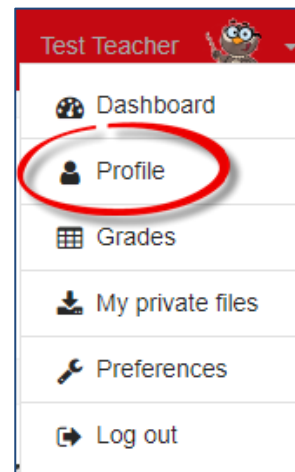


Figure 1: Open Profile

General Profile Fields

First and Last Name. Your name will appear in Moodle as it is entered in Banner. To change your name in SOU records, contact the Human Resources department and submit an employee name change form. Once you have done this, you can submit a request to have your network and email accounts updated. The request form is available at <https://inside.sou.edu/it/it-forms.html>. (The student version of this article includes information on how students can change their name.)

Email Address. Your profile is linked to your SOU email address. If you prefer to use an alternate address, you can forward messages to that account (see [Forwarding Your SOU Gmail Account](#) at <https://support.sou.edu>).

Email display. With this box, you can choose who can see your email address in Moodle. Your choices are to allow only the people in your classes to see it or display it for anyone who logs in to Moodle.

City/town. Enter your hometown in this field.

Select a country. Use the pull-down menu to choose a different country if you are not from the U.S.

Timezone. Moodle's time zone reflects Pacific time in Ashland.

Description. Provide information about yourself—background and experience, phone number, office hours, best way to contact you, etc.—in the **Description** field. Your profile will be the same in all your courses, so be sure to keep it somewhat generic and update it each term if your office hours change.

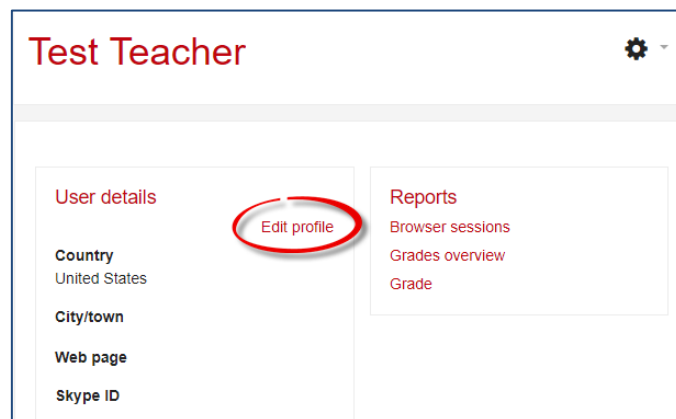


Figure 2: Edit Profile

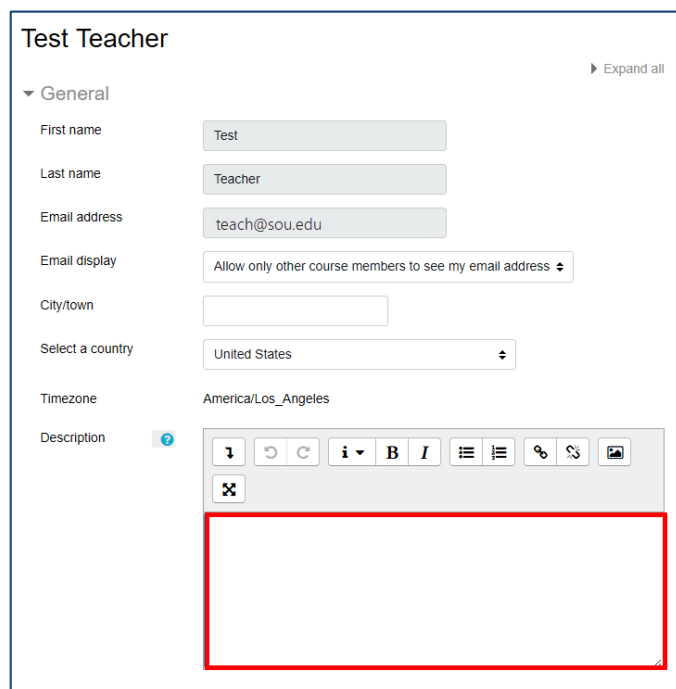


Figure 3: Enter Description

User Picture

We encourage you to include a picture in your profile. A smaller version of your picture will appear next to your forum postings and announcements.

The image must be saved on your computer in .jpg or .png format. It will automatically be cropped and resized to 100 x 100 pixels (about one inch square in your profile, a third that size elsewhere in Moodle). Be sure to use a close-up of your face, not a full-length photo.

In the **User picture** options area, upload your photo by dragging and dropping it into the **file selection box** or by clicking on the **Files** icon at the top of the box (Figure 4) and browsing for it.

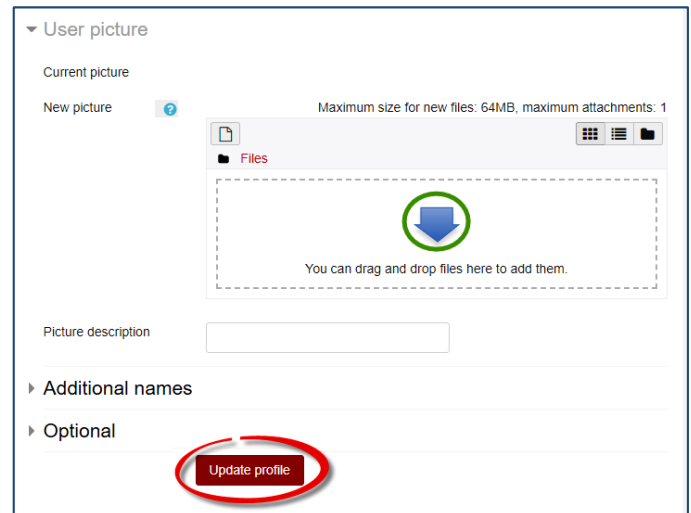
The screenshot shows the 'User picture' settings page in Moodle. At the top, there is a 'Current picture' section. Below it is the 'New picture' section, which includes a 'Files' icon and a dashed box for file selection. A blue arrow icon is centered in the dashed box with the text 'You can drag and drop files here to add them.' Below the dashed box is a 'Picture description' text box. At the bottom of the page, there is an 'Update profile' button circled in red.

Figure 4: Add Photo to Profile

Optional Fields

The other fields on this page (in the **Additional names** and **Optional** areas) represent data that may or may not be visible to other users in the system (Web page and Skype ID are visible, but the rest are not), so you may safely ignore them.

Viewing Your Profile

After you have updated and saved your profile, you can view it by clicking on your name in the upper right corner of any Moodle course and selecting **Profile**.