

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 clicking on your name to open the user menu (shown here at right in Figure 1):

- In the upper right-hand corner of your Moodle screen where you see your log-in information.
- Anywhere else in Moodle that your name appears.



Figure 1: Open Profile

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 (Figure 3) 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 2: Edit 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](https://support.sou.edu) 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 if you'd like.

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. This information 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.

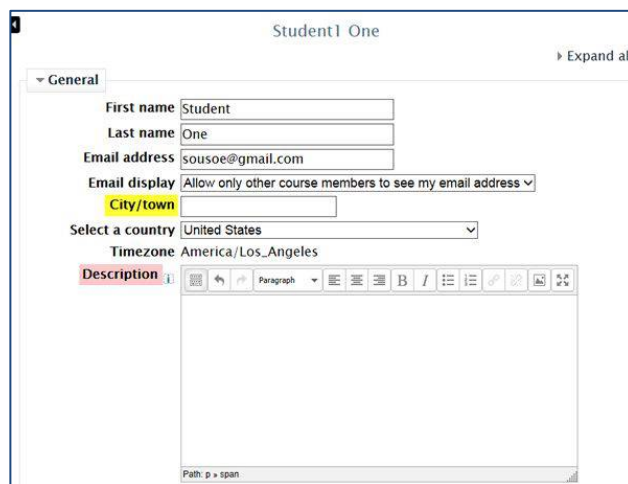


Figure 3: Profile Options

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 **Add file** icon at the top of the box (Figure 4, above) and browsing for it.

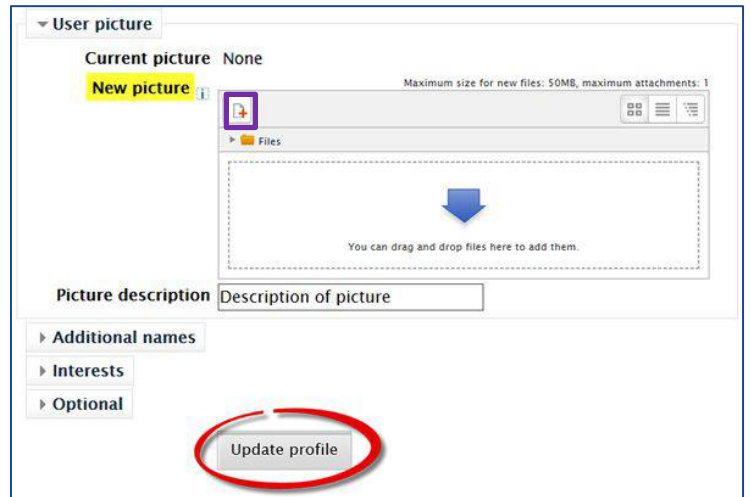


Figure 4: Add Photo to Profile

Other Fields

The other option areas on this page (Additional names, Interests, and Optional) represent data that is not visible to other users in the system, 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 page (Figure 5, right), then selecting **Profile**.



Figure 5: Profile Link in User Menu

Forum Preferences

This section applies only to faculty teaching at SOU prior to Spring term 2015. If you began teaching for the first time in Spring 2015 or later, you can leave your account **Forum Preferences** set to the system defaults. If you came to SOU prior to March 2015, check the forum settings in this option area. By default, you may have been automatically "subscribed" to forums: once you make a post in a discussion forum, you will receive email copies of all future posts made to the forum. That's a lot of email! We recommend using these settings for forums:

- **Forum auto-subscribe** – No: *don't automatically subscribe me to forums.*
- **Forum tracking** – Yes: highlight new posts for me.

The "highlight new posts" setting will indicate on your course home page that there are posts in a forum that you have not yet read (Figure 6).

With **Forum auto-subscribe** turned off, you may still subscribe to individual forums (such as a course Q&A forum). If you are subscribed to any forums **prior** to resetting this function, you can opt out of those subscriptions by opening each forum and clicking on the link labeled "Unsubscribe from this forum."



Figure 6: Unread Post Notice