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 set it up once and update it as needed.

Edit Your Profile

Access your profile by clicking on the user menu in the upper right-hand corner of any Moodle page (Figure 1). Then:

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 save by clicking on the **Update profile** button.

5. Click on **My courses** in the top red border to access your courses.
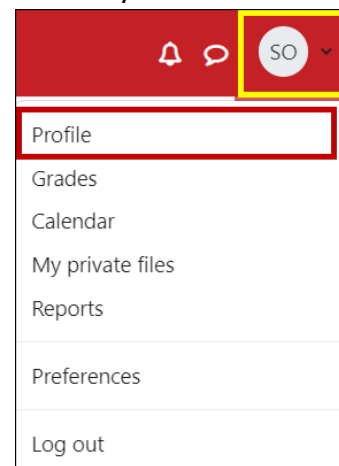

Figure 1: Open Profile

General Profile Fields

Information shared with other Moodlers is shown in Figure 3 below right.

System Data

Name—Your name will appear as it does in SOU records. Learn about changing your name.

Email address—Your profile is linked to your SOU email address. You can forward your email to another account using these instructions.

Figure 2: Edit Profile

Personal Information

Email visibility—Choose who can see your email address in Moodle: only the people in your classes or anyone who logs into 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—The **description box** provides a place to tell your instructors and classmates a little about yourself. This information goes with you into each course you are enrolled in, so be sure to keep it somewhat generic and update it periodically if you wish.
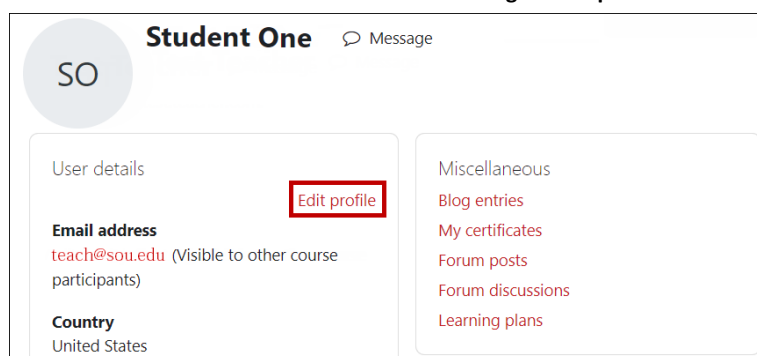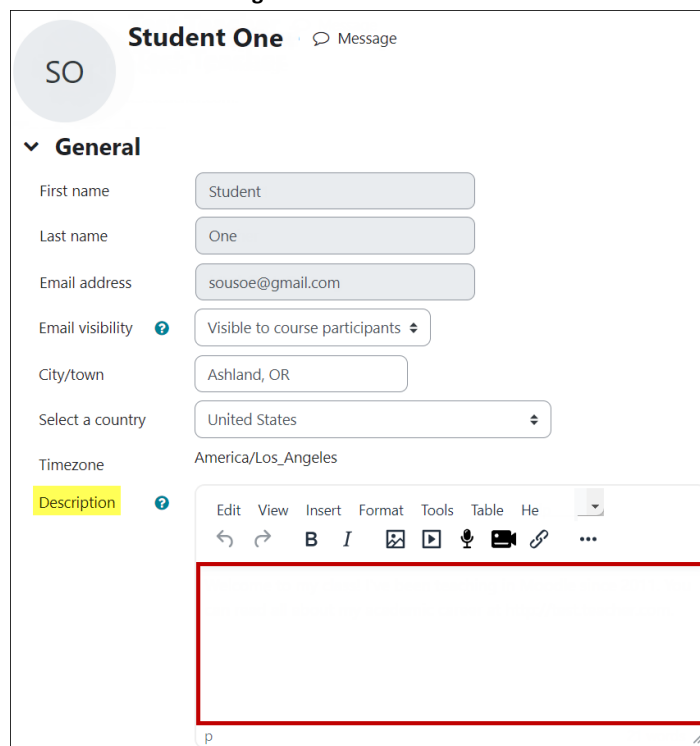

Figure 3: Profile Options

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.

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. Avatars are acceptable in lieu of personal images.

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) and browsing for it. Add a brief description in the **Picture description** field. Besides your name, consider adding your personal pronouns or a phonetic spelling of your name if it might be helpful to other Moodlers.
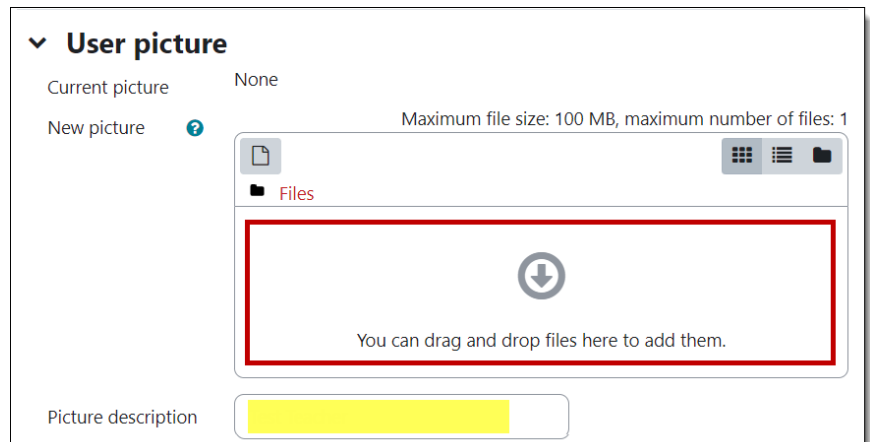

Figure 4: Add Photo to Profile

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 opening the user menu in the upper right corner of any Moodle course and selecting **Profile**.