Update Your Profile – Faculty

moodle

Profiles help to build a sense of community with your students. 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. 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 save by clicking on the **Update profile** button.

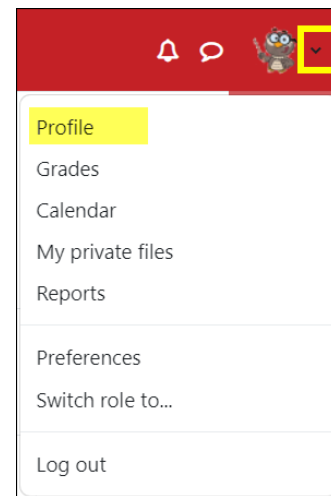5. Click on **My courses** in the top red border to access your courses.

General Profile Fields

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

System Data

Name—Your name will appear in Moodle as it is entered in Banner. To change your name in SOU records, contact Human Resources and submit an employee name change form, then submit an IT request to update your network and email accounts.

Email address—All Moodle accounts are linked to SOU email addresses. To use an alternate address, set up message forwarding.

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.

Select a country—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.
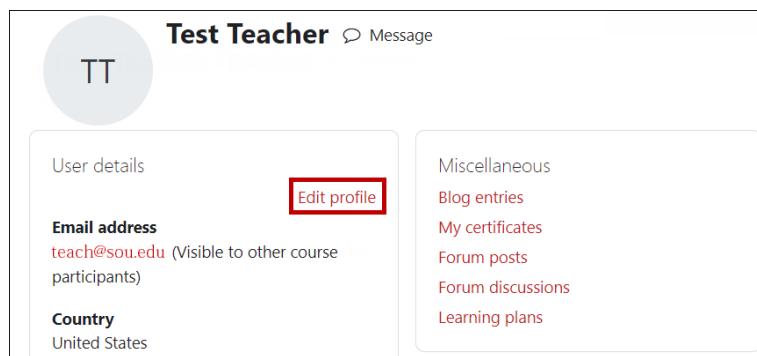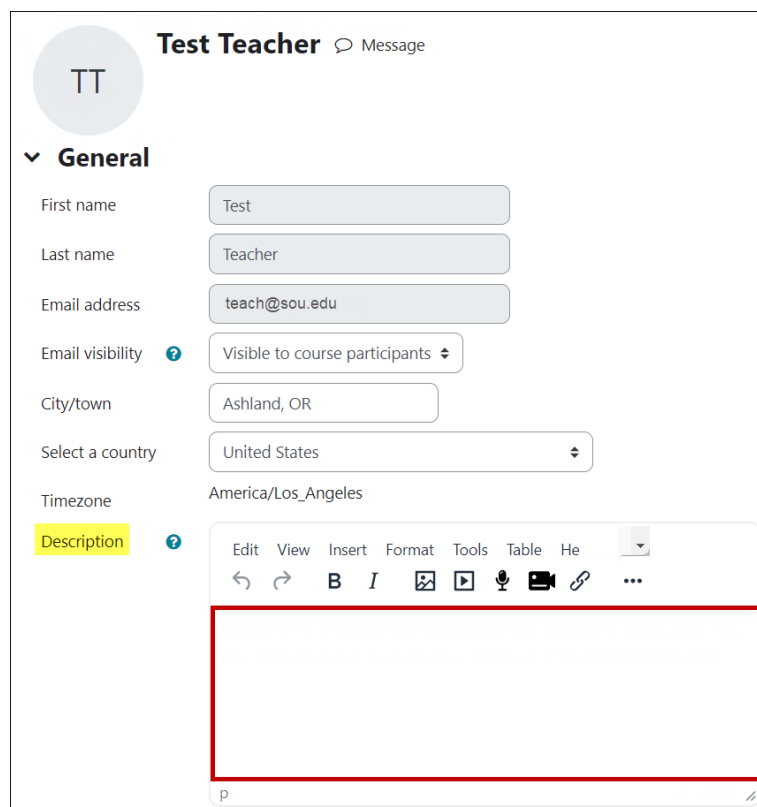

Figure 1: Open Profile

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. 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 **Files** 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.
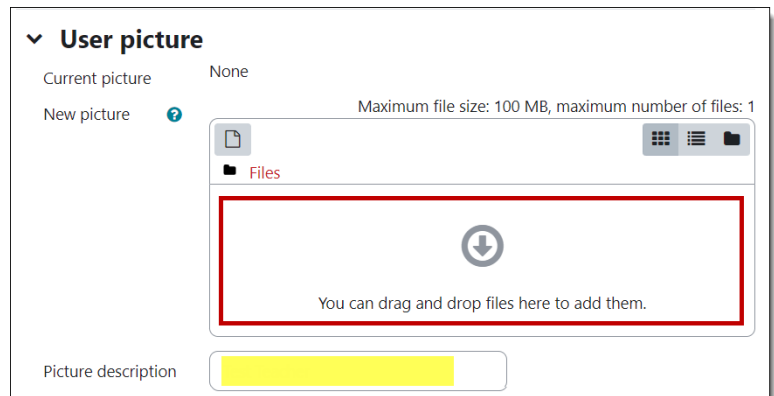
Figure 4: Add Photo to Profile

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

Viewing Student Profiles

Clicking on a student's name in the Participants list or a forum will bring up their profile. Encourage your students to update their profiles as a contribution to SOU's learning community.