

## How to Create and Edit Your Personal Profile

Anywhere in your online class where you see your name, you can click on the link and it will take you to your profile page. This works the same for anyone in your online course. You can also open your profile by clicking on the “**Profile**” link in the **Administration block**.

Moodle has the ability to send you a copy of messages to your Webmail account that you have sent, as well as those sent to everyone in the class. In the edit mode on the profile page you can set the features so that you do not receive unwanted messages.

The settings below represent an example. At any time you can change any of the settings to test how they appear or work for you in your online course. *You need not worry about any options that are grayed out.*

Anything in **red** on the profile screen is a **required field** that must be completed. So that includes your name, email address, city/town, and country.

<b>Field</b>	<b>Suggested/Example Setting</b>
<b>First Name</b>	(Required) Enter your first name
<b>Last Name</b>	(Required) Enter your last name
<b>Email address</b>	(Required) Enter SC email/Webmail address
<b>Email display</b>	How your email is displayed or not kept in view for others to see is up to you.
<b>Email activated</b>	“This email address is enabled”
<i>After “Email activated” there are advanced features that you can only see when you click the “Show Advanced” button at the top right. Those features are shown and discussed below.</i>	
<b>Email format</b>	“Pretty HTML format”
<b>Email digest type</b>	This option allows you to receive one email digest per day in your SC Webmail account of all emails instead of receiving every single email separately. So make your choice carefully. You can also choose not to receive emails from Moodle to your SC Webmail account.
<b>Forum auto-scribe</b>	“No don’t automatically subscribe me to a forum” – This is what you should select if you don’t wish to see all the back and forth emails. You will need to make that determination.
<b>Forum tracking</b>	“Yes highlight new posts for me”
<b>AJAX and Javascript</b>	“Yes use advanced web features” – This should always be selected.
<b>Forum view</b>	“Expandable “ (allows more options when viewing)
<b>Screen reader</b>	“No” – “Yes” if needed.
<b>Time zone</b>	“Server’s local time”
<b>Preferred language</b>	“English (en_us)”
<b>Description</b>	Type your 30 to 50 word profile description in the box provided.

You can hide the advanced options sections by clicking the “**Hide Advanced**” button. This handout will not cover the advanced features at this time.

### **How to Post a Photo**

Make sure the photo is the correct size for uploading. It should not exceed 240.7MB. If it is too large, it will not upload.

Enter a description of the photo describing yourself. For example, “Determined” or “Witty.”

To complete the profile page editing process, click the “**Update profile**” button.

When you click on any of the remaining tabs at the top of the profile page, you can explore the content of those screens. Your profile tabs build based upon the types of forums you select for your course. For example, “Advanced forums” is not a default forum.

Spend some time exploring the other tabs at the top of the profile page.