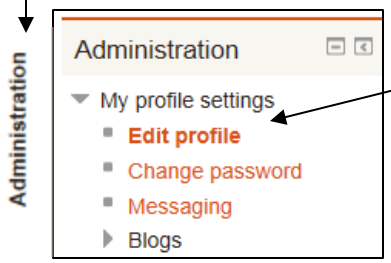
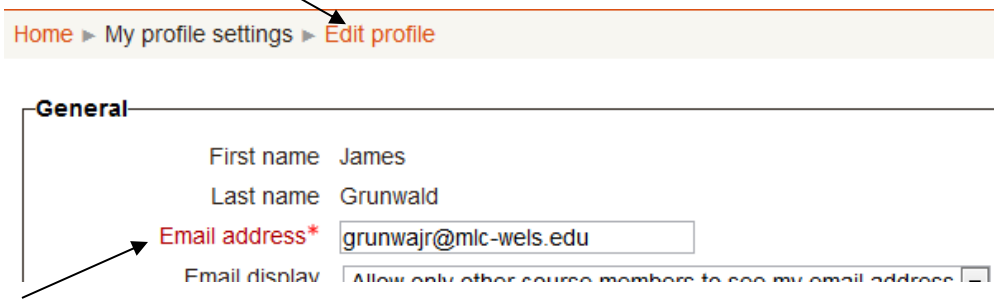
# Editing Your Profile in Moodle 2.x: (for online students and instructors)

**The following is a strongly suggested listing of how profiles should be set for online participants.**

Once you login to Moodle, on the left edge of the screen, you can click on the **Administration** tab, and under the **My profile settings**, click on the **Edit Profile** link.




An ***Edit profile*** window should appear:



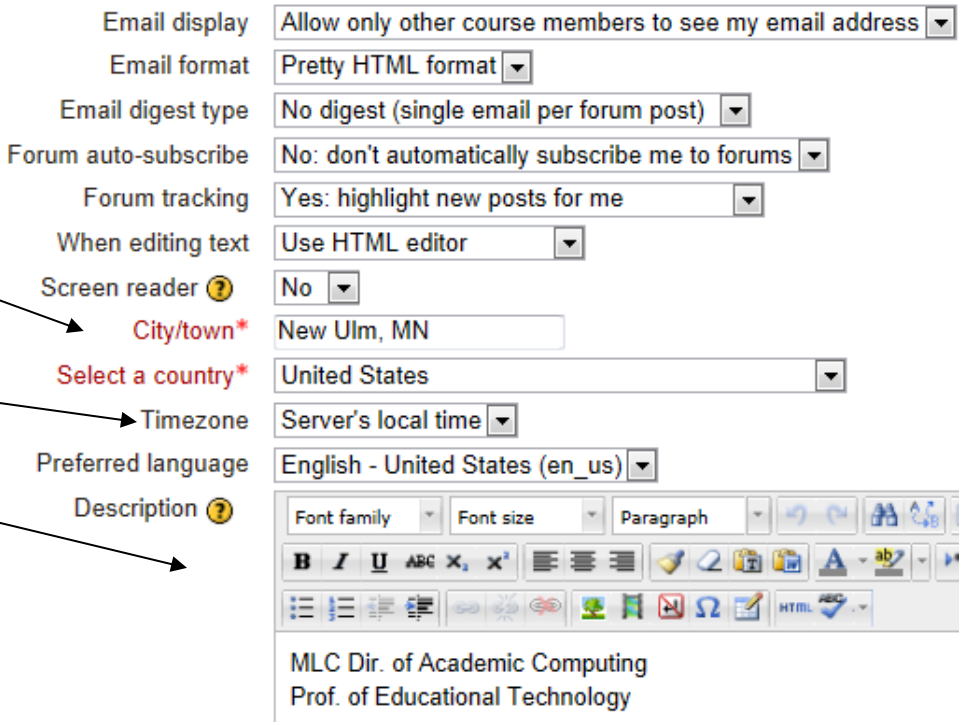

It is suggested that you <u>use the same settings as shown on the right side of these pages</u>. (Fields in red are must-fill fields.)

• **Email address** –This is the address that will be used to send all mail to you <u>from within Moodle</u> and is set by default to xxxxxxxx@mlc-wels.edu.

***Online off-campus participants,*** set this to <u>your preferred email address</u>.

(**Note:** It is still important to setup your <u>MLC email account</u>, since it will be used by MLC to send you other important information. You can set this account so it will auto-forward to your preferred account. See the document "**<u>Accessing your MLC Gmail Account</u>**", which is located on the **Moodle Tips** page <u>http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/</u> for additional instructions.)

• **Other General** settings
It is suggested that you use the settings displayed at the right.




• **City/town** & **Country**– These boxes ***must be filled in*** with something or your other changes will not be accepted.

• **Timezone** – Set to Server's local time

**Description** – Simply fill in <u>a very short description of your position at your school, congregation, or place of work</u>, <u>NOT</u> a paragraph of information. This same description will appear in all online courses you take.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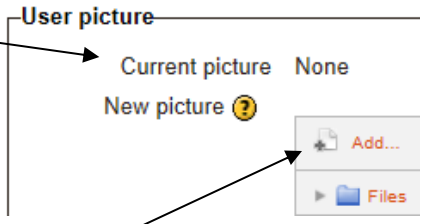
• **User picture –** Off-campus users, if you do not have an ID-type picture being displayed for your "**Current picture:**" please upload a recent ID type picture of yourself.




CAUTION: Do NOT upload a picture of your family, pets, fictitious person, etc. in this area, but an ID-type picture of yourself only. If you need assistance with your picture, please contact Dr. Grunwald, grunwajr@mlc-wels.edu Your picture must be in a JPG or PNG format, and should have a small initial file size. Once uploaded it will automatically be cropped to a square and resized to 100 x 100 pixels.

Once you have an ID-type picture stored on your computer, click on the **Add...** icon

A **File picker** window will appear.

Select **Upload a file.**

Select **Browse** and locate the picture you would like to upload, and click on "Open."

The path to the picture will appear in the ***Attachment:*** box. Select **Upload this file**.

The picture should appear in the **New Picture** area.

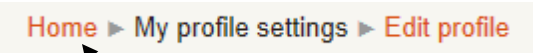
• **Interests –** It is suggested that you ignore this item.

• **Optional –** It is suggested that you ignore these items.

**Final step:**
**When you are finished with all changes**, scroll to the bottom of the screen and click on the **Update profile**.

**If an error message appears**, read the message and complete the missing information.

Once you have updated your profile successfully, a screen similar to the one at the right should appear.




Click on **Home** in the upper-left area of the screen to return to your Moodle home page

**If you need help or have questions, please contact:**
Dr. Jim Grunwald
grunwajr@mlc-wels.edu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