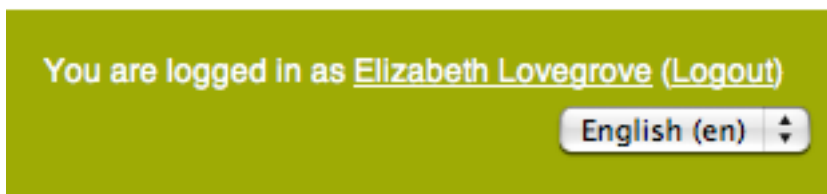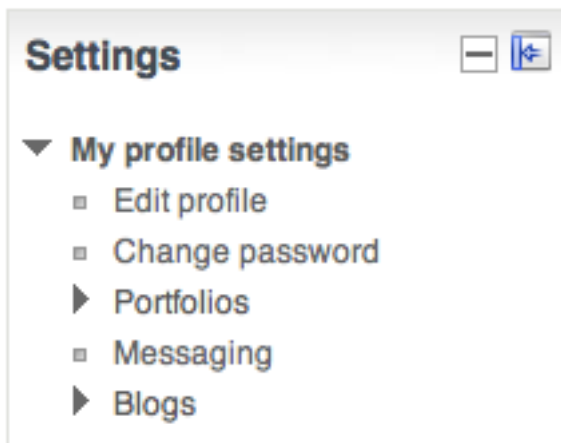# CREATING YOUR MOODLE PROFILE

Log into Moodle (moodle.brookes.ac.uk), and click on your name in the top right corner of the screen:

In the 'Settings' box in the bottom left corner, click 'Edit profile'

This brings up the full profile edit screen, which also includes some account settings, such as your email notification settings. You can ignore any settings you don't understand. The sections of the page you might want to pay attention to are:

1. Check your name and email address are correct
2. Decide who can see your email address, and how often you wish to receive email notifications
3. Use the 'Description' and 'Interests' fields to share some information about yourself
4. Choose a picture which will be attached to your posts in the discussion boards (you don't need to use a photo of yourself unless you want to)
5. A link to your website, and your institution/department information

GENERAL

First name: Elizabeth

Surname: Lovegrove

Email address: ejlovegrove@brookes.ac.uk

Email display: Allow only other course members to see my email address

Email format: Pretty HTML format

Email digest type: Complete (daily email with full posts)

Forum auto-subscribe: Yes: when I post, subscribe me to that forum

Forum tracking: Yes: highlight new posts for me

When editing text: Use HTML editor

City/town*: Oxford

Select a country*: United Kingdom

Timezone: Server's local time

Preferred language: English (en)

Description:

Font family | Font size | Paragraph
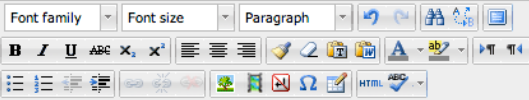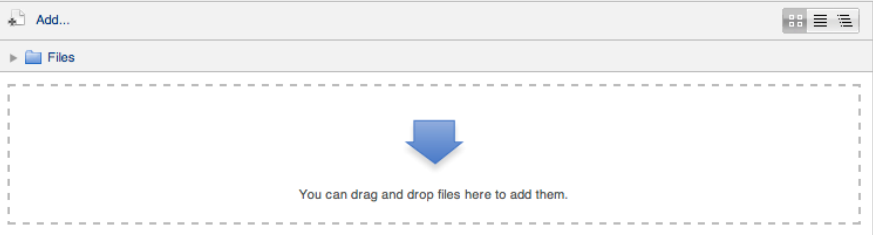
Path: p

USER PICTURE

Current picture: None

New picture:

Maximum size for new files: 100MB, maximum attachments: 1

Add...

Files

You can drag and drop files here to add them.

Picture description:

INTERESTS

List of ... : Enter tags separated by commas

OPTIONAL

Web page:

ICQ number:

Skype ID:

AIM ID:

Yahoo ID:

MSN ID:

ID number:

Institution:

Department:

Phone:

Mobile phone:

Address:

Choosing a picture

In the user picture settings you can either use drag-and-drop to add a file from your computer to the box with the blue arrow, or click 'add' to bring up the file picker. This offers you various ways of choosing an image, including uploading a file from your computer, or searching publically-available images on Wikimedia.
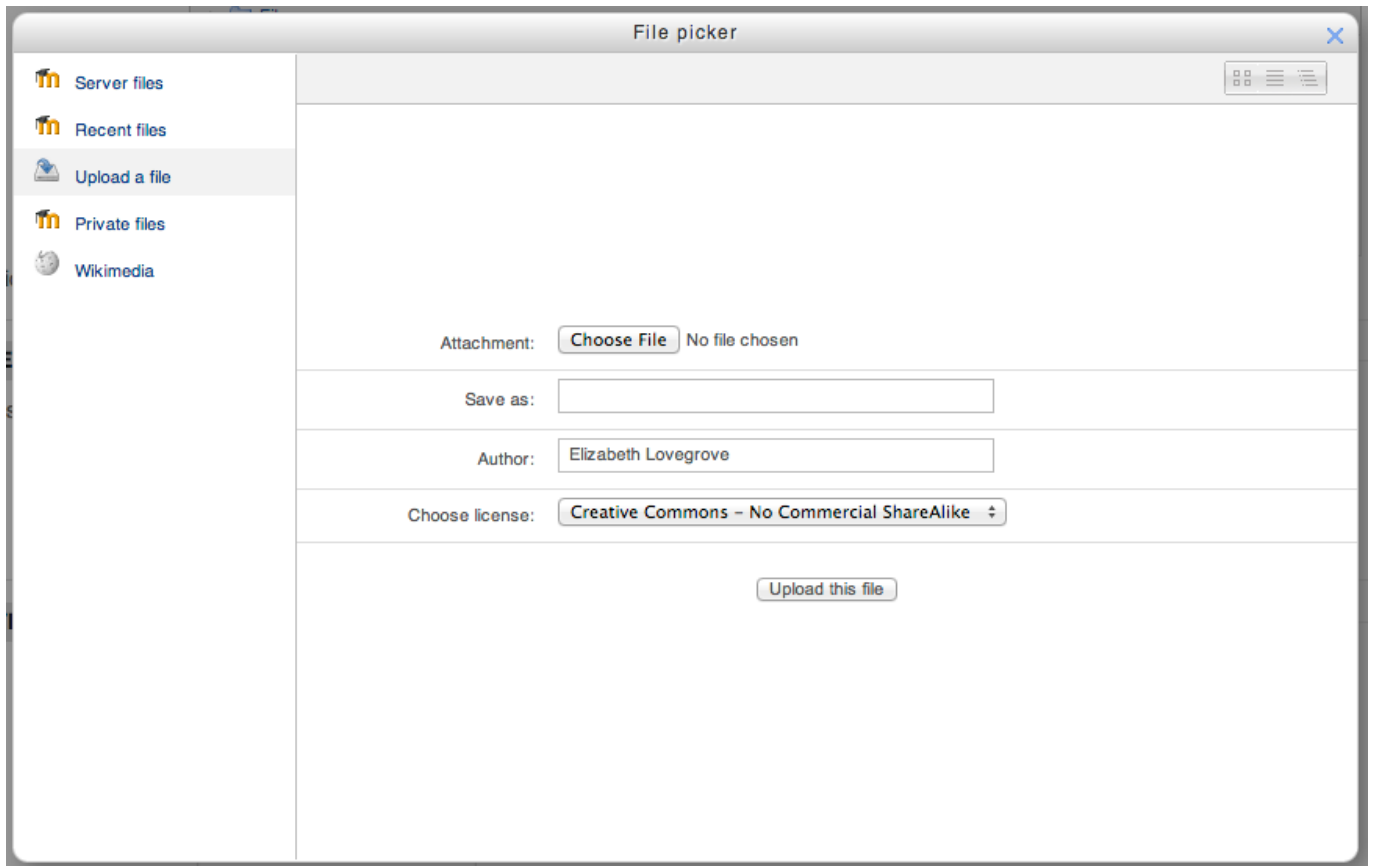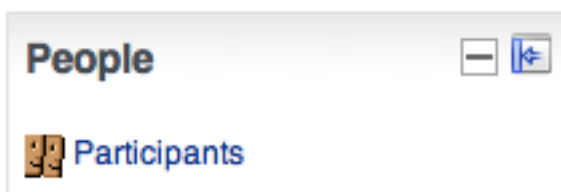

Save your profile

When you have finished entering information and selecting a picture, click on 'Update profile' at the bottom of the page to save this information.

See other people's profiles

From the course home page, you can click on the 'Participants' link on the right-hand-side to see a list of all course participants, with links to their profiles. You can also click on someone's name from a discussion board post to see their profile.

EJL updated May 2014