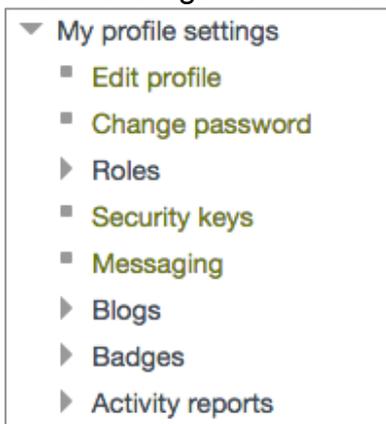# CREATING YOUR MOODLE PROFILE

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

You are logged in as Elizabeth Lovegrove (Log out)

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

▼ My profile settings
- ▪ Edit profile
- ▪ Change password
- ▶ Roles
- ▪ Security keys
- ▪ Messaging
- ▶ Blogs
- ▶ Badges
- ▶ Activity reports

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. You will need to click on section names to expand them and show the settings. 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. If you already have a Gravatar account with the email address associated with your Moodle account, Moodle will pick up your existing user picture; otherwise you can upload a picture here. (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

First name* Elizabeth

Surname* Lovegrove

Email address* ejlovegrove@brookes.ac.uk

1

2

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

Text editor Default editor

City/town Oxford

Select a country United Kingdom

Timezone Server's local time

Preferred language English (en)

Preferred theme Default

Description ⊘

3

	Paragraph ▼	**B** *I*	☰ ☷	🔗 ✂ 🔗	🖼 ▶ 📋

Path: p

▼ User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture None

New picture ⊘

4

Maximum size for new files: Unlimited, maximum attachments: 1

▶ 📁 Files

You can drag and drop files here to add them.

Picture description

▼ Interests

List of interests Enter tags separated by commas
⊘

3

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 January 2015