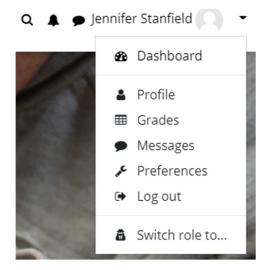## How Do I Change My Profile Settings

Profile

Login to Moodle.

Locate your name in the right hand corner of the screen.

Click on the down arrow next to your name.

Select Profile.
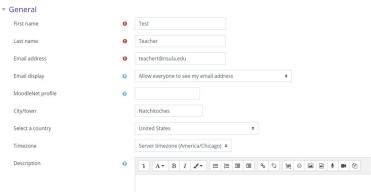
Under User Details, click on Edit Profile.

General Settings

First name and Last Name—you will not be able to change this information.
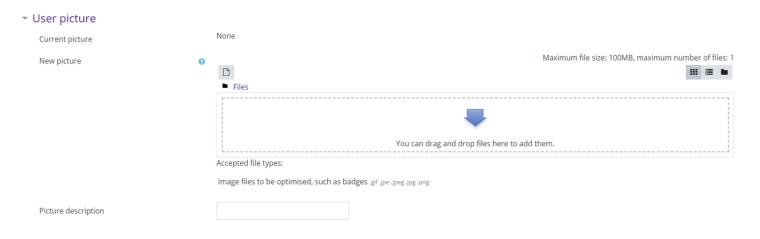
City/town and Select a country—customize your profile by changing this information.

Time zone—please leave the time zone to Server's local time.
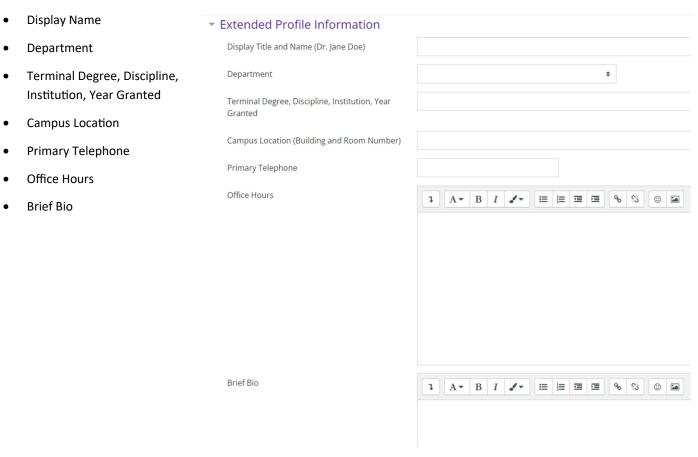
Description—you can choose to enter information about yourself here.

User Picture—you can add a picture of yourself by using the drag and drop feature or by clicking on the "Add" icon.

▾ User picture

Current picture   None

New picture   ❓   Maximum file size: 100MB, maximum number of files: 1

🞑 Files

You can drag and drop files here to add them.

Accepted file types:

Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

Extended Profile Information—Customize your profile further by adding:

- Display Name

- Department

- Terminal Degree, Discipline, Institution, Year Granted

- Campus Location

- Primary Telephone

- Office Hours

- Brief Bio

▾ Extended Profile Information

Display Title and Name (Dr. Jane Doe)

Department

Terminal Degree, Discipline, Institution, Year Granted

Campus Location (Building and Room Number)

Primary Telephone

Office Hours

Brief Bio

Update profile   Cancel   Make sure to click on the "Update Profile button to save changes.