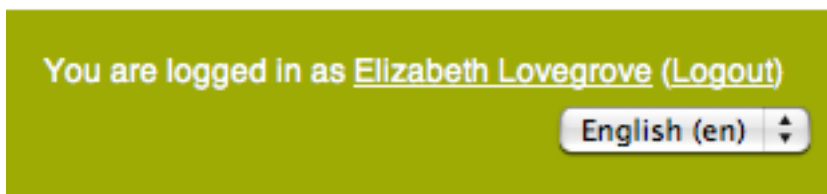
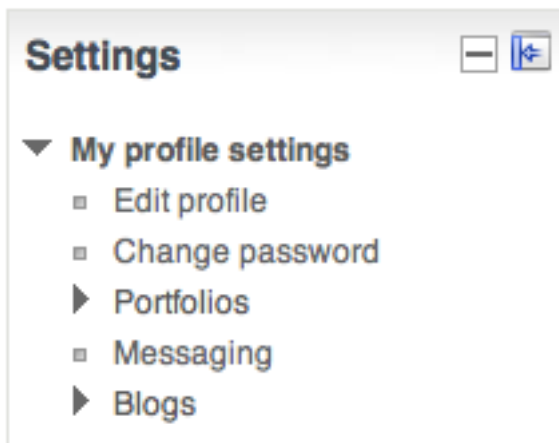


# CREATING YOUR MOODLE PROFILE

Log into Moodle ([moodle.brookes.ac.uk](http://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  1

Surname

Email address

Email display

Email format  2

Email digest type

Forum auto-subscribe

Forum tracking


When editing text

City/town\*

Select a country\*

Timezone


Preferred language

Description 


Path: p 3

**USER PICTURE**

Current picture None

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


Files



You can drag and drop files here to add them.

Picture description

**INTERESTS**

List of interests 3  Enter tags separated by commas

**OPTIONAL**

Web page  5

ICQ number

Skype ID

AIM ID

Yahoo ID

MSN ID

ID number

Institution

Department

Phone

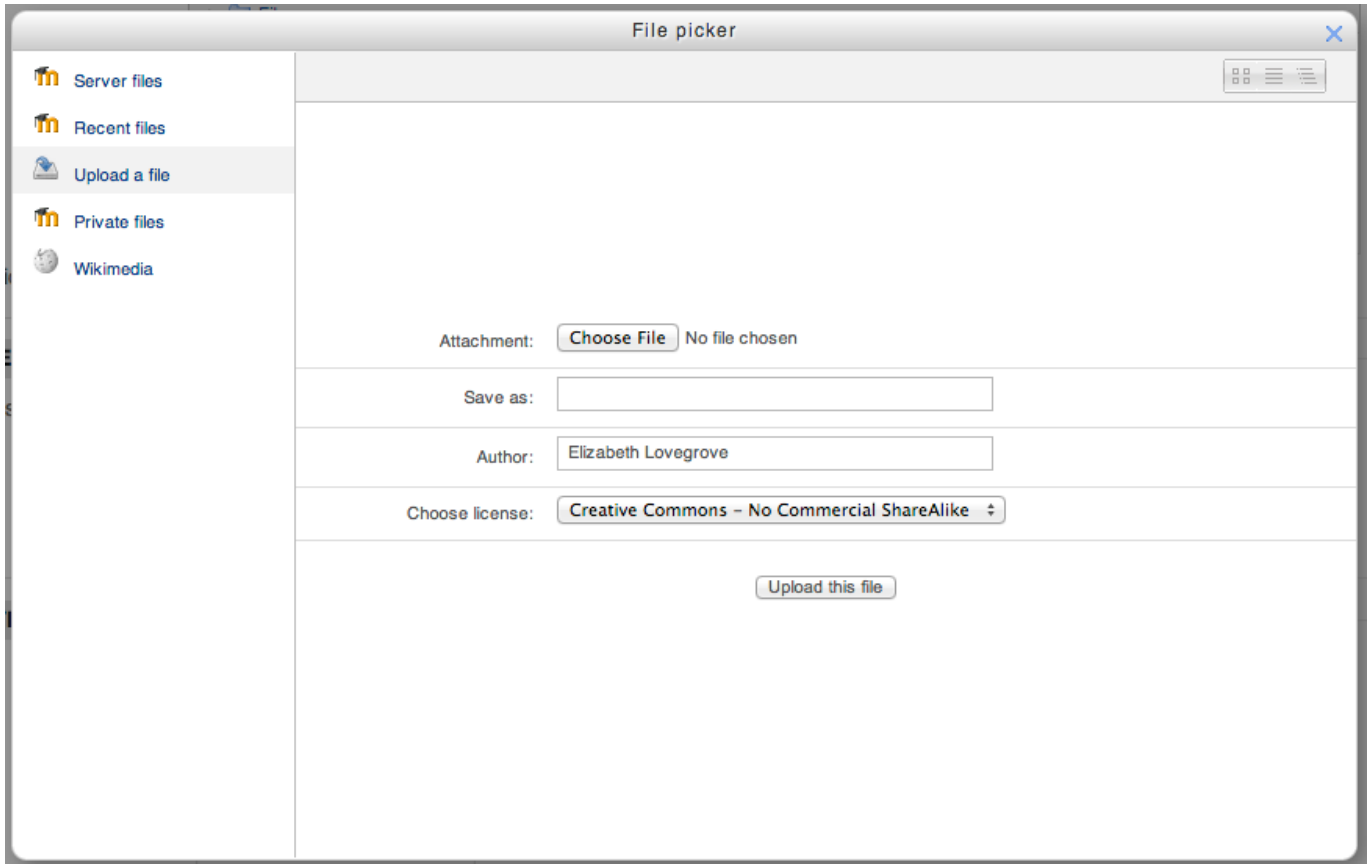
Mobile phone

Address

5

## 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.

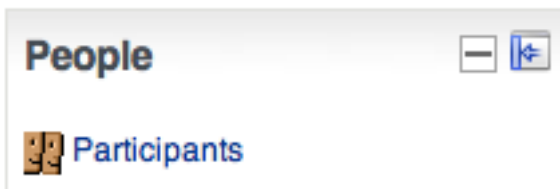


## Save your profile

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