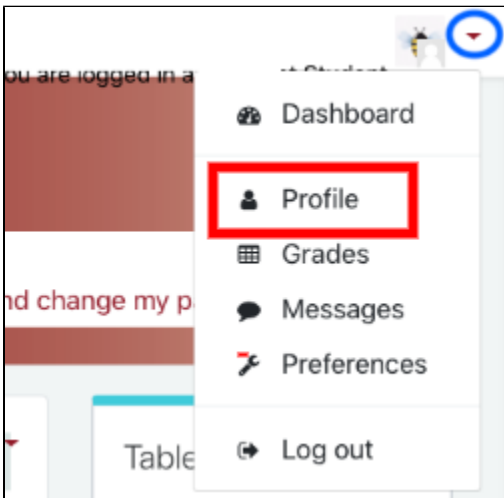


# Updating "My Profile" (Moodle)

**My Profile** is divided into blocks that include: "**User details**", "**Miscellaneous**", "**Reports**" and "**Login activity**". By updating your Moodle profile preferences you can set how you receive forum posts, choose how you communicate with other students on course related topics, upload a graphic or picture, etc.

<b>User details</b> <a href="#">Edit profile</a>	<b>Reports</b> <a href="#">Browser sessions</a>
<b>Miscellaneous</b> <a href="#">Forum posts</a> <a href="#">Forum discussions</a>	<b>Login activity</b> Last access to site Wednesday, 20 July 20

1. To manage profile settings, including your grades (if the instructor has enabled this function) click on the drop down menu adjacent to your name in the breadcrumb bar at the right side of your screen and select "**Profile**".



2. Any field with a red asterisk is required information. You will not be able to save this screen if any of the required fields are empty. Click on **Edit Profile** to manage the following:
  - **Email:** Select who will see your email address.

**Note:** Leave your email address as [xxxx@edu.selkirk.ca](mailto:xxxx@edu.selkirk.ca). The College has provided this email address for your course work and this is how your instructors will be sending course-related communications.

- **City/Town:** required field. Enter your city/town name.
- **Select a country:** required field. Select the country in which you reside.
- **Timezone:** accept the default.
- **Description:** enter information about yourself which will then be displayed on your profile page for others to view.
- **User Picture:** optional. You may upload a graphic or picture here. Click on "**Add...**" to select an appropriate image/graphic from the files on your computer or drag and drop your image into the area surrounded by a dotted line.
- **Additional Names:** complete this section if appropriate.
- **Optional:** add your Student Number. Selkirk College does not recommend students entering personal ID, phone numbers or addresses in these fields.

3. Click "**Update profile**" to save changes.

## Related Articles:

- [Navigating the Moodle Site\(s\)](#)
- [Course Topic Displays \(Moodle\)](#)
- [Student Resources - Moodle](#)
- [Dashboard, My Courses and Home \(Moodle\)](#)
- [Using the Activities Block \(Moodle\)](#)
- [Changing My Moodle Password](#)
- [Updating "My Profile" \(Moodle\)](#)
- [Student Information \(Moodle\)](#)
- [Learning Tools and System Requirements](#)
- [Moodle Links By Program](#)
- [Quick Start Guide For Respondus \(Student\)](#)
- [Respondus](#)
- [Overview: Respondus LockDown Browser](#)
- [Using iPad Edition of Respondus LockDown Browser](#)