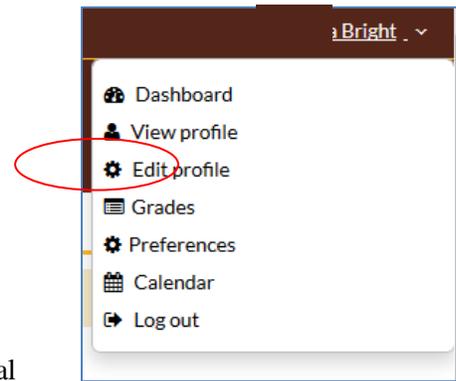


How to Manage my Profile

Moodle How-To: Upload a Profile Picture

1. Login to Moodle using your SBU username and password.
2. Click **“Edit profile”** under the user panel on the top right of the screen next to your name



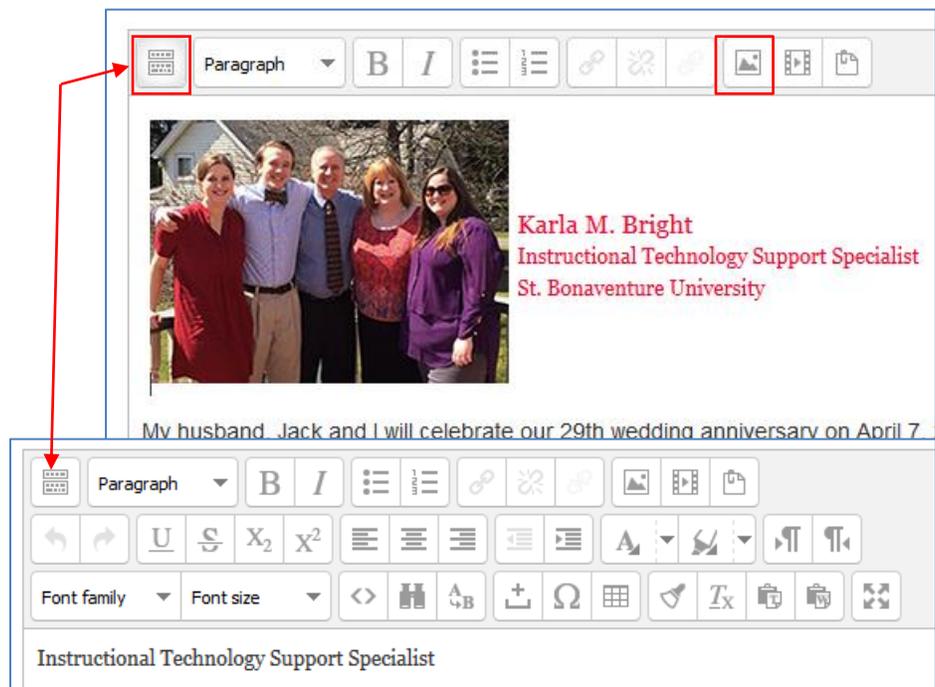
Adding Your Biography

1. Scroll down to the **Description** section – you can add your biographical information in the text box

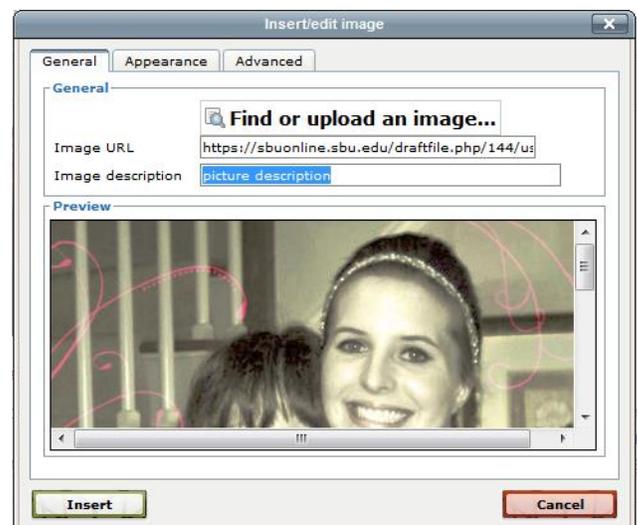
2. You can type directly in the text box to add the info.

3. Click the **“expand”** icon to access more formatting tools

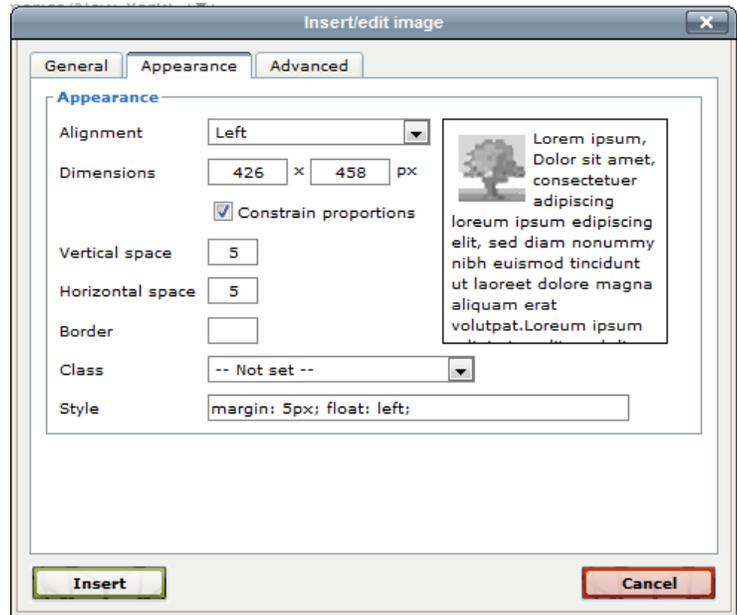
4. You can add pictures to your profile page by clicking on the **“insert/edit image button”**



5. Click the **“Find or upload an image”**
6. Locate the image on your computer and upload it.
(you should make the image smaller before you upload it)
7. Fill in the **“Image description”**



8. On the “**Appearance**” tab you can set the alignment and change the size.
9. The vertical and horizontal space section will add blank space around the image so that the text is not so close to the image.
10. Click the **Insert** button to add the image to your page.
11. To change the image settings, select the image and click on the “**insert/edit image button**” again.



Adding a Picture (this image appears very small, next to your discussion posts, etc...)

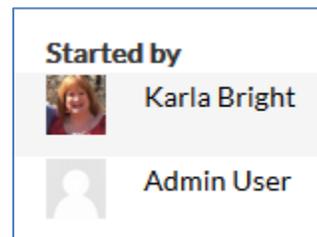
3. Scroll down to the **User Picture** section (this image should be a small image 100 to 150 px square)
4. You can drag and drop you image into the upload box

or

5. Click ‘**Add...**’ under new picture



6. On the left hand side, select ‘**Upload a file**’
7. In the center, select ‘**Choose file/Browse**’
8. Find your picture and click “**Open**”
9. Click “**Upload this file**”



10. Fill out any of the other information that you wish to appear on your profile page
11. Click the “**Update profile**” button to save your information