

My Moodle Profile

Once you have successfully logged in with your username and password, the upper-right corner of the screen should now have a message similar to the picture below.



All Moodle users - participants and staff - have an editable profile. As well as information displayed to other Moodle users, your profile includes a number of settings that affect how Moodle functions and how it is displayed to you.

Edit Your Profile

You can begin to edit your profile at any time by just clicking on your name at the upper-right corner of the screen or by selecting **Edit Profile** located under the **My Profile Settings** heading within the **Settings** block. This is similar to profiles used in social networking sites like Facebook. As other people can see your profile by clicking on your name you should be careful what information you enter.

The screenshot shows the Moodle user interface. At the top is the Moodle logo and 'North Metropolitan Health Service'. On the right, it says 'You are logged in as User 1 (Logout)' and 'Welcome'. Below the header is a navigation menu with 'Home', 'My home', 'Site pages', 'My profile', and 'My courses'. The 'Settings' block is highlighted with a red circle and contains 'My profile settings', 'Edit profile', 'Change password', 'Messaging', and 'Blogs'. The main content area has a welcome message and a 'Resources for Participants' section. On the right, there is a 'Calendar' for February 2012 and a 'My courses' section listing 'Advanced Nursing Concepts Continuing Education Program' and 'All courses ...'.

Note you can also change your password under the Settings block.

Profile Fields

Moodle user profiles are divided into a number of categories:

- **General:** Standard user fields
- **User Picture:** Image of the user
- **Interests:** Tags for social networking activities
- **Optional:** Additional user information

You may need to click the **Show Advanced** button on the right to see all the settings.

General Category

The following screenshot shows the profile fields of the **General** category.

The screenshot shows the 'General' category settings for a Moodle user profile. The fields are as follows:

- 1** First name* (User) and Surname* (1)
- Email address (user1@gmail.com)
- 2** Email display (Allow only other course members to see my email address)
- Email format (Pretty HTML format)
- Email digest type (No digest (single email per forum post))
- 3** Forum auto-subscribe (Yes: when I post, subscribe me to that forum)
- Forum tracking (No: don't keep track of posts I have seen)
- 4** When editing text (Use HTML editor (some browsers only))
- 5** AJAX and Javascript (No: use basic web features)
- 6** Screen reader (No)
- City/town* (Perth)
- 7** Select a country* (Australia)
- Timezone (Server's local time)
- Preferred language (English (en))
- 8** Description (with a rich text editor toolbar)

1 First name and surname: These are compulsory fields for users.

2 Email information: By default, there are three entries dictating how Moodle and other users communicate with you through email.

- **Email address:** This is a compulsory field and has to be unique in Moodle. It is important that the address is correct, as Moodle makes regular use of it; for examples, to notify when new posts have been added to a forum.

- Email display: Choices can be made as to who exactly can see your email address. course coordinators will be able to see email addresses even if they are hidden.
- Email format: This setting dictates whether emails sent from Moodle are formatted using pretty HTML (default) or in plain text.

③ **Forum information:** There are three forum-related entries:

- Email digest type: This setting determines how you receive posts from forums to which a subscription exists.
- Forum auto-subscribe: This setting dictates whether you are automatically subscribed to forums in which you post.
- Forum tracking: If enabled, posts that have not yet been read will be highlighted, which improves forum navigation.

④ **When editing text:** This option determines whether to use plain text or the native HTML text editor in Moodle. It can usually be left to **Use HTML** editor (some browsers only), which allows for text formatting options. If you are experiencing difficulties when editing text, the setting should be changed to **Use standard web forms**.

⑤ **AJAX and JavaScript:** Moodle has a drag-and-drop interface that is used at various places making use of AJAX and JavaScript. If your web browser does not support these technologies, the option should be set to **No: use basic web features**.

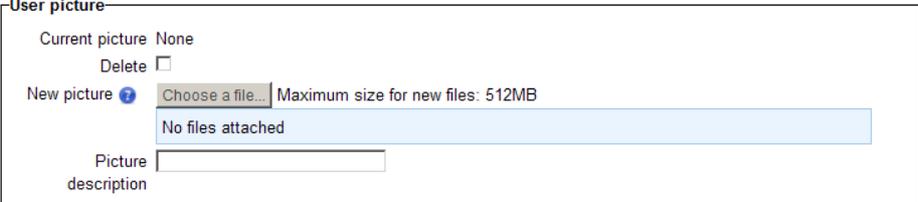
⑥ **Screen reader:** If enabled, pages will be rendered accessible via screen readers that are used by visually-impaired users.

⑦ **Location, Timezone, and Language:** All can be edited to your preferences.

⑧ **Description:** This is used to provide additional information about yourself, for example what your job description is, or where you work.

User Picture Category

As the name suggests, this deals with the image attached to the user profile.



The screenshot shows the 'User picture' section of a Moodle user profile. It includes a 'Current picture' field set to 'None' with a 'Delete' checkbox. Below that is a 'New picture' section with a blue 'Choose a file...' button, a 'Maximum size for new files: 512MB' label, and a blue bar indicating 'No files attached'. At the bottom is a 'Picture description' text input field.

To upload a new picture, click on the **Choose a file ...** button and upload or select the image from the file picker. The image cannot be larger than the maximum size listed (512MB) or it will not be uploaded. It is your responsibility to ensure you have the appropriate copyright clearances. This image should also be appropriate for a classroom setting.

The **Picture description** field is used as alt tag, to conform to accessibility guidelines.

Once the picture has been assigned, it will be shown in the place of the **None** label. Moodle will automatically crop the image to a square and resize it to 100 x 100 pixels for the larger view, and 35 x 35 pixels for the smaller thumbnail view.

The screenshot shows the 'User picture' section of a Moodle profile. It includes a 'Current picture' field with a thumbnail of a woman, a 'Delete' checkbox, and a 'New picture' section with a 'Choose a file...' button and a file upload area showing 'No files attached'. Below this is a 'Picture description' text input field containing the text 'User 1'.

To remove the picture, check the **Delete** checkbox and the picture will be removed when the profile information is updated.

Interests Category

Interests, such as hobbies or professional activities, can be entered and have to be separated by commas. Your interests will be displayed on your profile page as tags.

The screenshot shows the 'Interests' section of a Moodle profile. It features a 'List of interests' label and a text input field with the placeholder 'Enter tags separated by commas'. The field contains the text 'Moodle, Greek cuisine, red wine, holidays'.

Optional Category

More personal details are grouped under the Optional category.

The screenshot shows the 'Optional' section of a Moodle profile, which contains a vertical list of text input fields for various personal details: Web page, ICQ number, Skype ID (with 'Lovestotalk' entered), AIM ID, Yahoo ID, MSN ID, ID number, Institution, Department, Phone, Mobile phone, and Address.

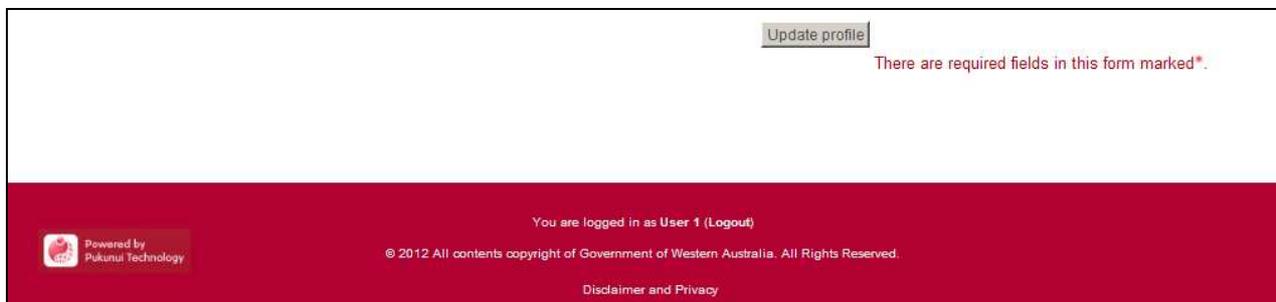
Moodle supports a range of popular messenger services, such as Skype, AOL Instant Messenger, Yahoo Messenger and Microsoft's MSN. When entering any of the services'

IDs, Moodle will make use of their functionalities, if possible (for instance, displaying the user's Skype status information in their profile).

Contact details allow you to enter your phone number and postal address.

Confirming Your New Profile

Remember to click on **Update profile** button at the bottom of the page to ensure all your changes are applied to your profile.



Your new profile will look something like the screenshot below.

