

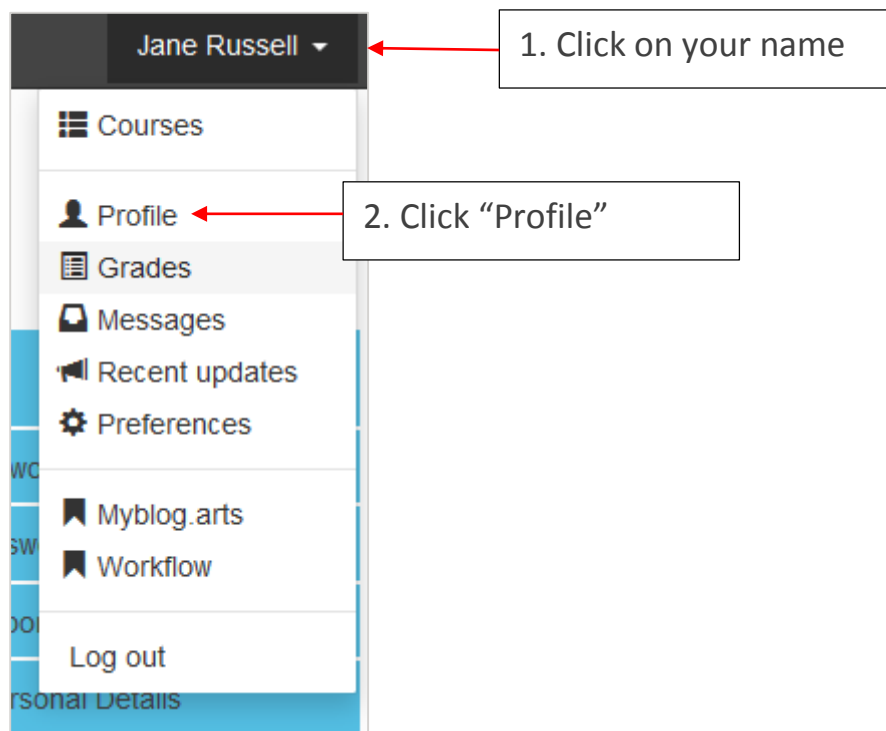
## Update and Manage your Moodle Profile

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### What is the Moodle user profile?

Every user in Moodle has their own unique user account and this account has a profile associated with it. The Moodle user profile shows you all of the Moodle areas you have access to and also allows you to display certain information to other students and staff within Moodle.

Some of the information in your profile is added automatically from other UAL systems and you cannot change this, for example your name and email address. Other information, such as your interests and personal contact information like a web page (e.g. a Facebook profile), can be added and edited yourself.



## Edit your Moodle Profile

### Step 1: Update user profile summary

#### Jane Russell

As the VLE Support, Training and Development Officer, I am responsible for supporting staff and students with problems and queries regarding the VLE and any e-learning issues. I am responsible for training all staff across the University individually or within groups, and help develop the VLE and maintain its functionality.

Please email [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk) to contact me.

#### User details

[Edit profile](#)

3. Click "Edit profile"

**Email address**

[j.a.russell@arts.ac.uk](mailto:j.a.russell@arts.ac.uk)

**Country**

United Kingdom

**City/town**

London

**Workflow**

[Workflow profile page](#)

**myblog.arts**

[myblog.arts blog posts](#)

**Office 365 Connection**

User is not connected to Office 365. [Connect to Office 365](#)

**OpenID Connect**

User is not using OpenID Connect to log in. [Start using OpenID Connect to log in.](#)

**Page colour**

Default

#### Course details

**Course profiles**

[Introduction to Moodle](#)

[Introduction to Moodle - 05/04/2016](#)

#### Miscellaneous

[Blog entries](#)

[Notes](#)

[Forum posts](#)

[Forum discussions](#)

#### Reports

[Today's logs](#)

[All logs](#)

[Outline report](#)

[Complete report](#)

[Browser sessions](#)

[Grade](#)

#### Login activity

**First access to site**

29/10/12 (3 years 298 days)

**Last access to site**

22/08/16 (1 sec)

**Last IP address**

195.195.80.215

▼ General

First name\*

Surname\*

Alternate name

Email address\*

City/town

Select a country

Timezone

Description ?

Paragraph **B** *I*

4. You can add some general information about yourself. This could include the course you are studying, any options you are taking, any societies you are a member of, etc. Do not include personal details such as your home address or telephone numbers.

Path: p

## Step 2: Add a picture

Remember that the picture will be visible to all Moodle users and must not breach copyright legislation or UALs acceptable use policies. SO... keep it simple and upload a picture of yourself – JPG or PNG format only. The image will be cropped to a square and resized to 100x100 pixels.

▼ User picture

Current picture None

New picture ?

Maximum size for new files: Unlimited, maximum attachments: 1

5. Click here or drag the file here

Files

You can drag and drop files here to add them.

Picture description

## Step 3: Add additional information

▼ **Additional names**

First name - phonetic

Surname - phonetic

Middle name

6. You can put  
"Additional names"

▼ **Interests**

List of interests

7. Add a list of interests  
(tags) – Separate each of the  
items with a comma

► **Optional**

Other services

► **Accessibility**

8. Click "Update Profile"

## Further Support

Additional support is on hand should you require help. Contact the Technology Enhanced Learning team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



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