Updating Your Profile

Your Moodle Profile allows your classmates and instructors to know more about you.

Accessing Your Profile Page

- Visit moodle.mlc-wels.edu and enter your username and password.
- Click the arrow in the top right corner of the screen next to your username and photo or photo placeholder and choose **Profile**.

User Details

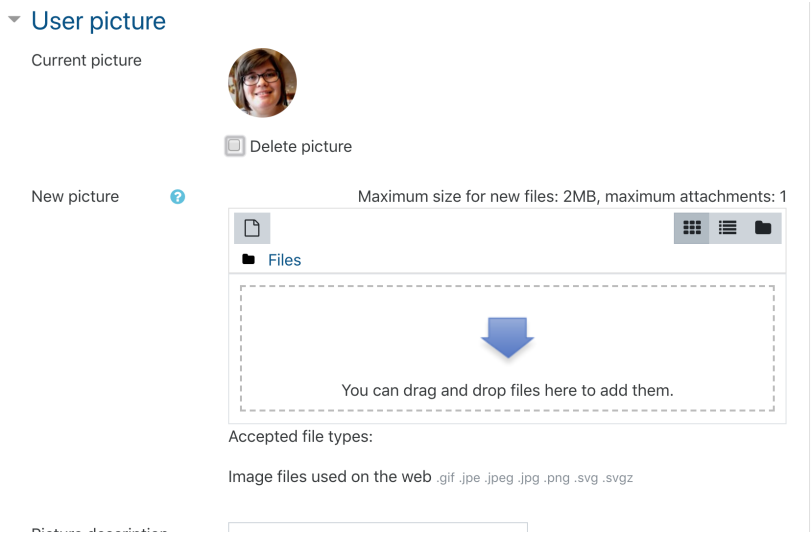
- This section shows the user information that is currently in your profile.
- Click **Edit profile** to edit the information in your profile.
- Continue reading below for more information about each of the profile sections.
- The settings in the **Additional names, Interests, and Optional** sections do not need to be adjusted.
- When you are finished updating your profile, scroll to the bottom of the screen and click **Update profile**.

General

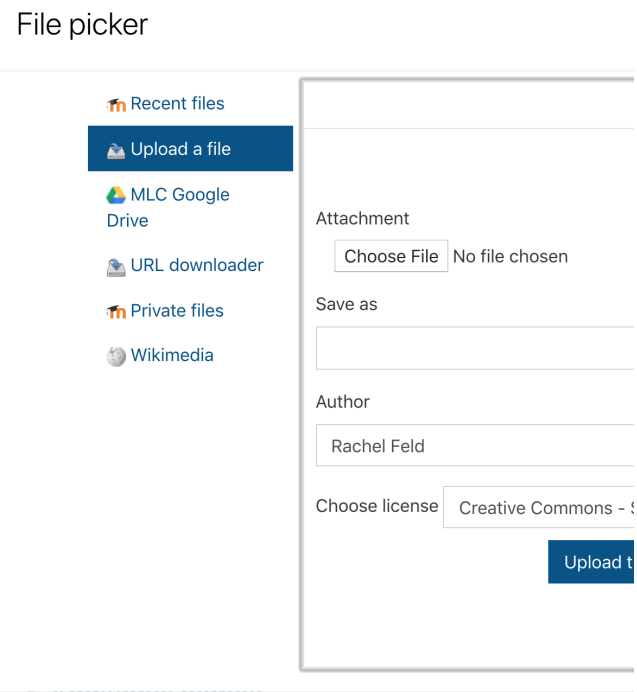
- **First Name/Last Name:** This information is populated from the MLC database upon student registration. If you would like to add a nickname or a pronunciation of your name, please scroll down to the **Additional names** section.
- **Email address:** Moodle will use this email address for all notifications and announcements. The default setting is your MLC email account.
  - If you are a first-time student, please see these instructions to activate your MLC email account.
- **Email Display:** By default, this is set to *Allow only other course members to see my email address.* It is suggested that you keep this setting.
- **City/Town:** Fill in with the city and state where you are located.
- **Timezone:** Leave this set to *Server timezone (America/Chicago)*, which is the timezone for MLC.
- **Description:** You may fill in a short description of your professional work history or education. Please do not write a paragraph of biography information here. All online courses should have a separate introductory activity where you will share more information about yourself.

User (Profile) Picture

- If this section is not already expanded, click the words **User picture** to expand it.
- Please only use ID-style pictures in this section, not pets, logos, etc.
- **To Add/Edit Your Profile Picture:**
  - Locate an ID-style picture of yourself on your computer. For best results, make sure the image is less than 2000 x 2000 pixels. The file size cannot be larger than 2MB.
  - If you have an existing picture you wish to replace, check the **Delete picture** box underneath your existing picture.



  - To upload a new picture, either drag and drop the file into the box with the blue arrow or click the **Add** icon.
  - If you click the **Add** icon, a file picker window will appear. Select **Upload a file**, then **Choose File**, locate the picture you would like to upload, and click **Open.** The path to the picture will appear in the **Attachment** box. Select the blue **Upload this file** button at the bottom.



- The new picture should appear in the **New Picture** area.

Miscellaneous

- This section is a quick way to view all of your blog entries, forum posts, or forum discussions across all of the classes you're currently enrolled in.

Reports

- **Grades Overview:** Shows the current grades across all of the classes you're currently enrolled in.

Mobile App

- Provides a link to the Moodle mobile app. For more information on using that app, please see this page.

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