

Setting Your Moodle Profile

- 1) Log into Moodle at <http://moodle.njit.edu>.
- 2) After logging in users will be taken to the “My Moodle” screen where they see their courses. To enter a course locate the “Courses Available To You” block. **Note:** Make sure the block is expanded. See Figure 1.

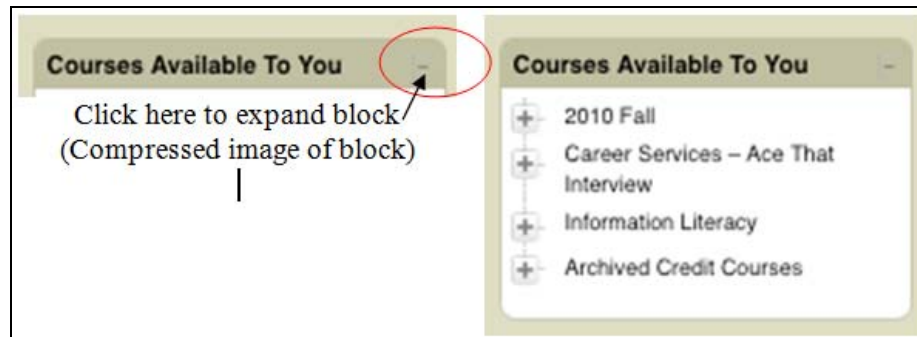


Figure 1: Expanding the compressing block

- 3) Enter a course by clicking on the course title. For example, “2010F-COM 350001” in figure 2. **Note:** Clicking on the “+” sign will expand the folder for that specific semester.



Figure 2: Expanding a folder

- 4) After entering the course, click on the “Profile” link under the “Administration” block. See Figure 3.

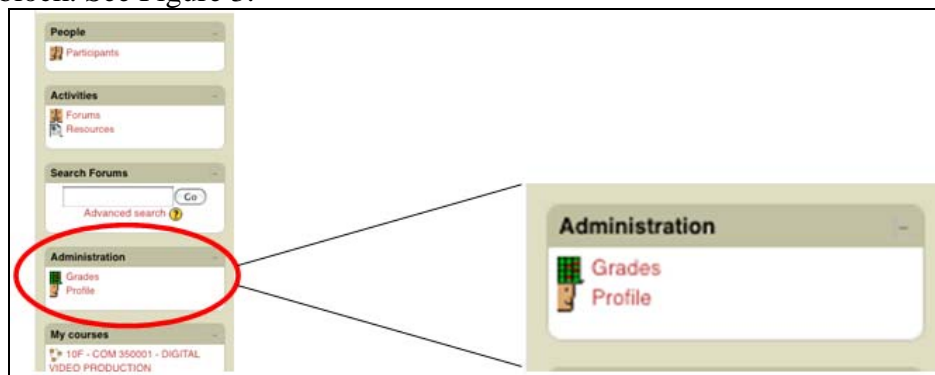


Figure 3: “Profile” link

- 5) Click on the “**Edit profile**” tab. It is the second of five tabs. See Figure 4.



Figure 4: “Edit profile” tab

- 6) The “**Edit Profile**” page has four areas: “**General**”, “**Picture of**”, “**Interests**”, and “**Optional**”. In order to see all the settings that can be adjusted click on the “**Show Advanced**” button (see figure 5).



Figure 5: Show Advanced

- 7) The most important field to review under the “**General**” area is your email address (Moodle will use this for all email notifications).

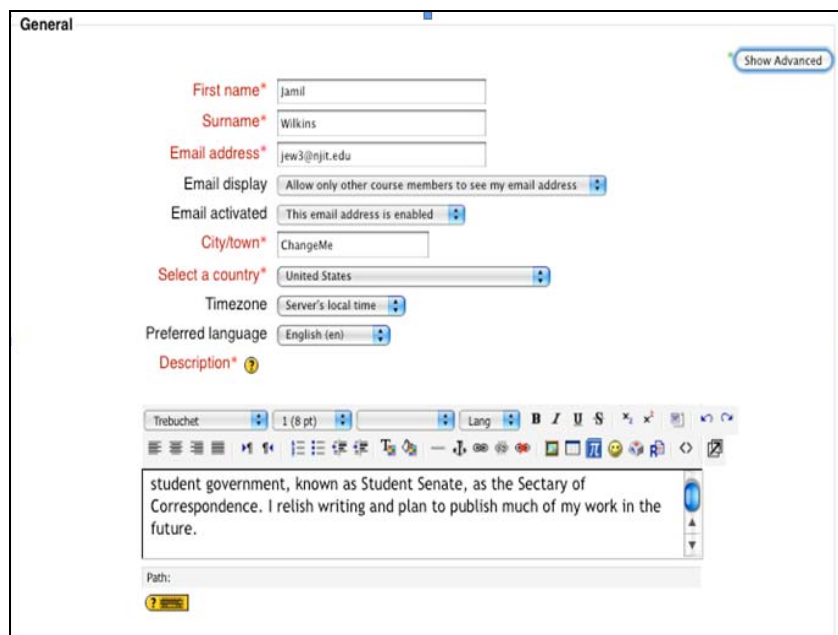


Figure 6: “General” settings

- 8) “**Picture of**” allows you to change your profile picture (this picture is called an “**Avatar**”). First make sure that you have a picture of yourself. The file size cannot exceed 500MB and must be in a jpeg format. Select the “**Browse**” button and upload the image. See figure 7.

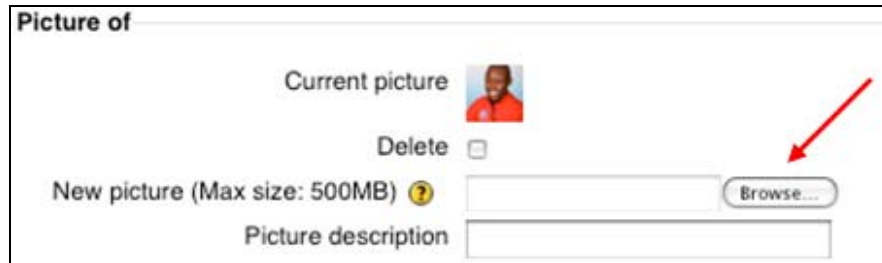
The screenshot shows the 'Picture of' section of a Moodle profile page. It includes a 'Current picture' with a small thumbnail of a person in a red shirt. Below it is a 'Delete' button with a square icon. The 'New picture (Max size: 500MB)' section has a text input field and a 'Browse...' button. A red arrow points to the 'Browse...' button. Below the input field is a 'Picture description' text area.

Figure 7: Changing your Avatar

- 9) The first time that you make any changes to your profile Moodle will require you to add some text to the “**Description***” text box (under the “**General**” section). This can be a sentence about yourself or something as basic as one letter or period.
- 10) When you are done scroll to the bottom of the page and click the “**Update profile**” button to save your changes. See figure 8

The screenshot shows the bottom of the Moodle profile update form. It features an 'Update profile' button on the left and a red error message on the right that reads: 'There are required fields in this form marked*.'

Figure 8: “Update profile”

Congratulations! You have successfully updated your Moodle profile.