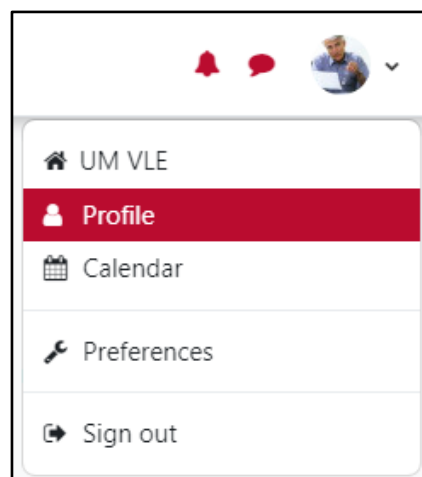


Editing your profile

You are encouraged to set your profile as soon as you start using the VLE.

To edit your profile:

1. Click on your **User** menu (upper right corner).
2. Click **Profile**.
3. Click the **Edit profile** link within the *User details* section.
4. Set your **City/town**.
5. Select your country from **Select a country**.
6. In the **Description** field type some information such as study/research interests, hobbies, office contact hours (*tutors only*), etc.



 A screenshot of the 'Edit profile' form for a user named 'Dummy Tutor'. The form is titled 'Preferences / Edit profile' and includes a profile picture and a 'Message' button. The form is divided into sections: 'General' (expanded) and 'Description'. The 'General' section contains fields for: First name (Dummy), Last name (Tutor), First name - phonetic (empty), Email address (dummy.tutor@um.edu.mt), Email visibility (Hidden), City/town (Msida), Select a country (Malta), and Timezone (Server timezone (Europe/Malta)). The 'Description' section has a rich text editor with a toolbar and a text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque iaculis tristique libero eget blandit. Cras elementum vestibulum sapien ut fermentum. Donec eget posuere libero.' Below the text area, there are two lines of text: 'Office location: Room 125, Level 1, IT Services Building' and 'Student contact hours: 09:00 - 11:00 (Mon, Wed, Fri)'. A '43 words' counter is visible at the bottom right of the description field.

7. Click the **Update profile** button.

Note:

- If there are errors in your name and surname, please contact:
 - the Office for Human Resources Management & Development (**Tutors**), or
 - your Faculty Office (**Students**).
- Some fields have a *Help* button . Click this button to view context sensitive help.

By default, a profile's display picture is the user's initials. To upload your picture:

1. Click on your **User** menu (upper right corner).
2. Click **Profile**.
3. Click the **Edit profile** link within the *User details* section.
4. Scroll down to the *User picture* section.
5. Click the **Add...** button.



▼ User picture

Current picture: None

New picture ? Maximum file size: 50 MB, maximum number of files: 1

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Files

↓

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

This will display the *File picker* dialog box.

6. Select **Upload a file** from the menu on the left-hand side.

File picker ✕

Recent files

📁 Upload a file

Google Drive

Attachment

📄 Choose file | No file chosen

Save as

Author

Choose licence ?

📄 All rights reserved ▼

Upload this file

7. Click the **Choose File** button.
8. Browse to the location where your picture file is stored.

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IT Services, University of Malta
www.um.edu.mt/itservices

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9. Double-click the picture file to upload.
10. Click the **Upload this file** button.
11. Type a description in the **Picture description** field for the benefit of visually impaired users who make use of a screen reader. You can type your name and surname.
12. Click the **Update profile** button.

Note:

- Instead of steps 5-10, you can locate your picture file and drag it to the designated drag-and-drop area marked with a grey arrow.
- Use a JPG or PNG file format for your picture. The VLE will crop your picture and shrink it to 100 by 100 pixels.
- Once uploaded, your picture will appear in your profile, in the *Participants* page and next to all your forum postings. The same picture will appear for all your VLE areas in the VLE.

To delete your profile picture:

1. Click on your **User** menu (upper right corner).
2. Click **Profile**.
3. Click the **Edit profile** link within the *User details* section.
4. Scroll down to the *User picture* section, and tick the **Delete picture** checkbox below your picture.
5. Click the **Update profile** button.