

Editing/changing your profile information and image

View/Access your personal information/profile

To access your profile and information on the UCL eXtend platform (Image 1) click your name top right of screen and select 'Profile' from the drop-down menu (Image 2)

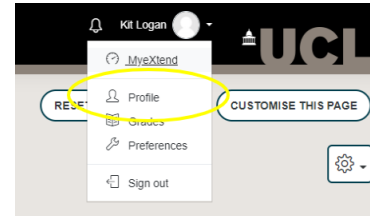


Figure 2

Figure 1: Location of your personal profile information on UCL eXtend.

Your personal information page should look very similar to the screengrab below (Image 3).

Useful note: much of this is NOT visible to other users. What profile information is shared will look very similar to the second image (Image 4).

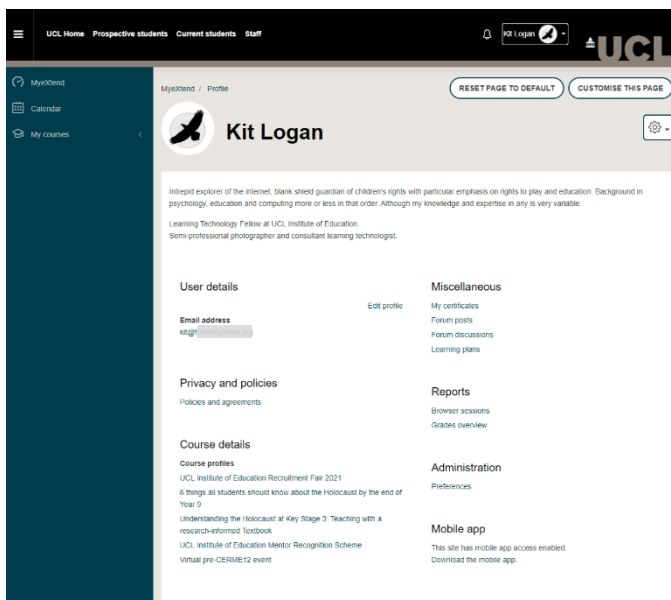


Image 3 - Example personal profile summary page

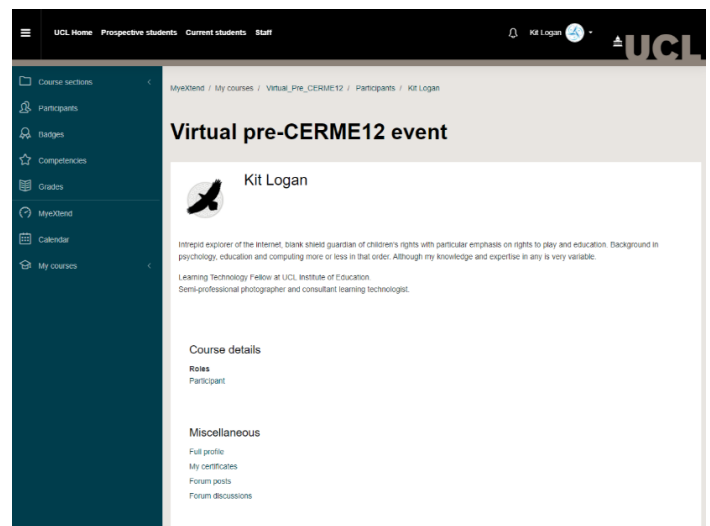


Image 4 - Example of some profile detailing information shared with other users. Viewable profile information (NB link to [Full Profile](#) shows same information)

Changing/Editing your profile

To edit your profile select the 'Edit profile' (Image 5) on your personal profile summary.

You can edit information such as name, email address, image, additional details, etc.

(Useful note: If you have accessed UCL eXtend via a UCL single sign-on account you will not be able to change name or email, but you can edit all other information.

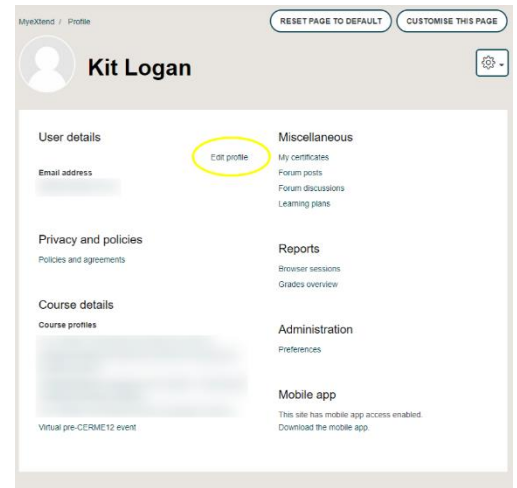


Image 5

A screenshot of the Moodle 'Edit profile' form for 'Kit Logan'. The form is titled 'Kit Logan' and has an 'Expand all' link. It is divided into several sections: 'General' (First name: Kit, Surname: Logan, Email address, Email display, City/town, Select a country: United Kingdom, Timezone: Server timezone (Europe/London)), 'User picture' (Current picture: None, New picture: A file upload area with a 'Files' icon and a dashed box for dropping files. Below it, it says 'Accepted file types: Image files used on the web: gif, jpe, jpeg, jpg, png, svg, svgt'), 'Additional names', 'Interests', and 'Optional'. At the bottom, there are 'Update profile' and 'Cancel' buttons. A note at the bottom left says 'There are required fields in this form marked with a red circle icon'. Red arrows point from text boxes to the 'First name', 'Surname', and 'Email address' fields, and from a text box to the 'Description' field.

To add a profile picture select the 'Files' icon or drag and drop the desired image into the drop zone. Images that are already square work best as Moodle does not provide any ability to select what part of the image you want.