

## ADDING A PROFILE IMAGE

The documentation below will provide instructions for accessing your personal profile and posting a picture. Every user created within the learning environment will have a public profile, an account settings section and a notification section. Adjusting or setting up these sections will change your experience with the learning environment and also help set up your virtual persona.

### Setting Up Your Public Profile

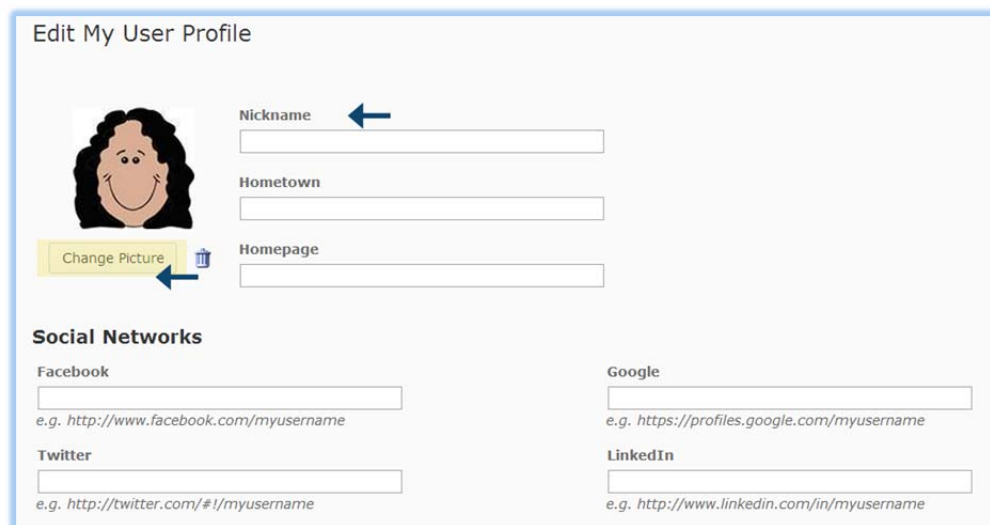
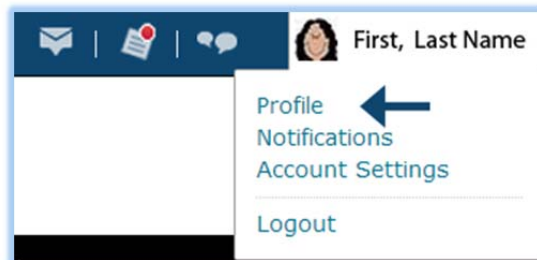
Your profile is available for all users to view from the classlist and discussions area. You are able to add your image to your profile, give contact information and also give links to your social accounts like; Facebook, Google+, Twitter and LinkedIn. Adding these items to your profile will give others the chances to learn more about you.

Your profile is not required and is public for anyone in your courses to view.

### INSTRUCTIONS:

**STEP 1:** Login to D2L and locate the drop down menu at the top right of the minibar (next to your name).

**STEP 2:** Select the **Profile** option

A screenshot of the 'Edit My User Profile' form. The form has a light blue border and a white background. At the top left, there is a placeholder profile picture of a woman with dark curly hair. Below it is a yellow 'Change Picture' button with a trash icon. To the right of the picture are three text input fields: 'Nickname', 'Hometown', and 'Homepage'. A blue arrow points to the 'Nickname' field. Below these fields is a section titled 'Social Networks' with four input fields: 'Facebook', 'Twitter', 'Google', and 'LinkedIn'. Each field has a small example URL below it: 'e.g. http://www.facebook.com/myusername', 'e.g. http://twitter.com/#!/myusername', 'e.g. https://profiles.google.com/myusername', and 'e.g. http://www.linkedin.com/in/myusername'.

Click the **[Change Picture]** button.

Use **[UPLOAD]** option to search for the photo on your computer. Then ADD.

Make any additional changes or additions to your personal information and then **[Save]** to save your changes.

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### **Deleting Your Profile Picture**

Deleting your current picture can be done from the Remove Picture (trash can) icon next to the Change Picture button.