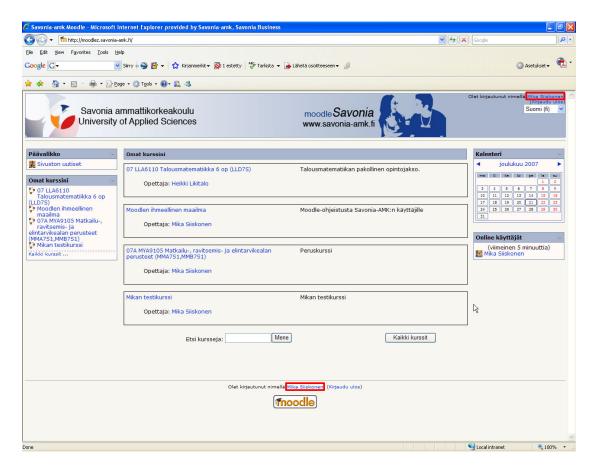## 2.1   Editing your Moodle profile

- Every user in Moodle has a profile of his/her own. The same profile can be viewed in Moodle in every course you participate.

- You can start editing your own profile by clicking your name at the upper right cornet in Moodle window, look at the red boxes in picture 12 below.

Picture 12. You start editing your profile by clicking your name in Moodle

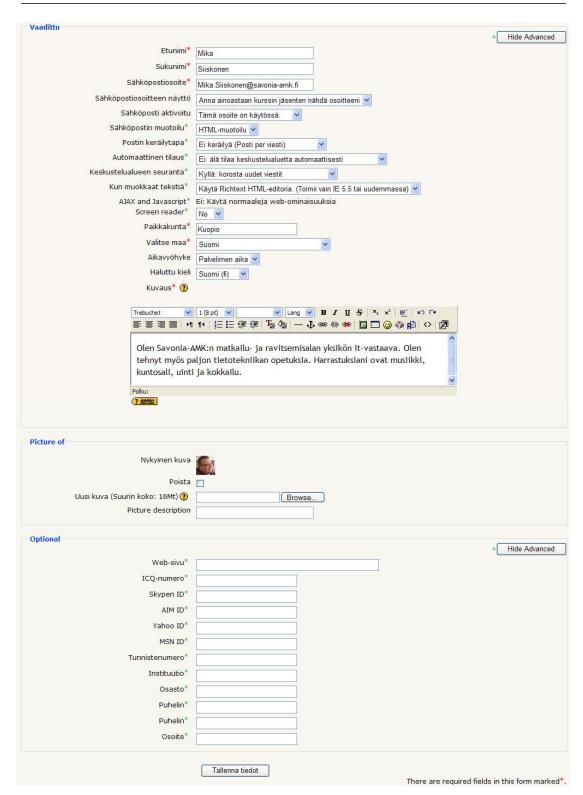- In next window you are in **Profile**-tab, picture 13 below.

Picture 13. User information

- Click **Edit profile**-tab.
- Fill in your information, picture 15 in next page.
- The fields marked with red asterisk have to be filled. You should also add your picture in Moodle. The picture should be 100 pixels wide and 100 pixels high. You add the picture by clicking **Browse**-button in *New picture* -line.
- You should also select **Yes: highlight new posts for me** in *Forum tracking* –line. This is how you get a message besides the discussion forum if there are new unread discussions in that discussion forum, picture 14 below.

Picture 14. There are new discussions in MATKAKOHDEKESKUSTELU forum

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Kuva 15. Muokkaa tietoja-välilehden tiedot

- When finished editing your profile browse to the bottom of the page and click **Update profile**-button.