

## Overview

Updated 08/18/2016. Version 10.6.x

The Profile tool allows you to upload a picture and provide information about yourself that your students can access through the Classlist. If you upload a picture, students will be able to see it both in the Classlist and next to all your posts in Discussions. Students can access your full profile by clicking your picture in the Classlist, and you can do the same for students.

## How to Access Your Profile

On the D2L homepage, click on your name in the top navigation bar, and then click **Profile**.

For more D2L resources, go to <http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/>.

## Editing Your Profile

The profile tool allows you to provide a variety of information, but many of the fields are more appropriate for students. It is recommended that you at least fill in your contact information and add a picture.

### Set up your Profile

1. Click your name in the top navigation bar (Figure 1). A drop-down menu will open.
2. Click **Profile** (Figure 2).
3. Enter as much or as little information as you want in the text boxes.

**Note:** There is no dedicated field for listing office hours, but you can list your office location in the “Address 1” field and your office hours in the “Address 2” field.

### Add a Profile Picture

1. Click **Change Picture** (Figure 3).
2. Click **Upload**. The “Select a Profile Photo” window will open.
3. Select the file for the photo you want to use. Accepted file types include: .jpg; .jpeg; .gif; .bmp; .png; .ico; .mac; .pic; .pict; .pnt; .pntg; .tif; and .tiff.
4. Click **Open**.
5. Click **Add**. You will return to the “Edit my User Profile” page, and the photo you added will now appear.

### Save your Profile

1. Click **Save and Close** at the bottom of the screen when you have finished entering information into your profile.



Figure 1

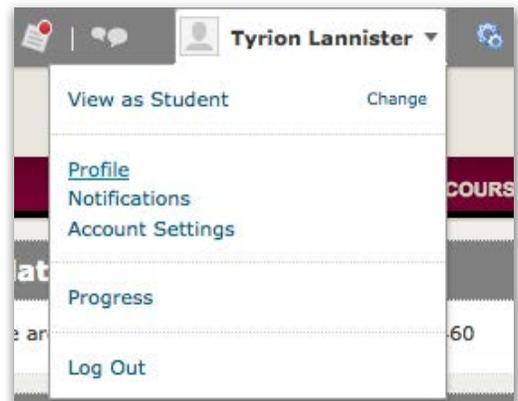


Figure 2



Figure 3

