

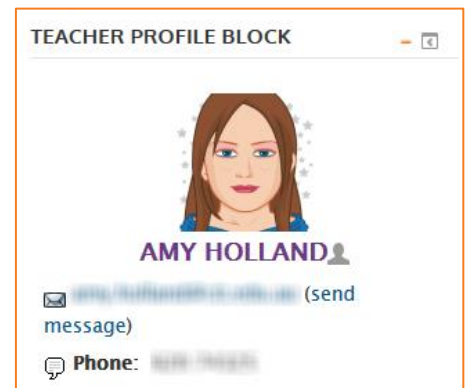
Teacher Profile Block

The Teacher Profile block is a block in all eLearn courses and displays the course teacher/s information.

The default settings for this block have been set to show all users in the course with the role of Teacher. If there are multiple teachers in the course, you can change this to show only specific teachers.

The block takes the information from the users' eLearn Profile to generate this block. It is set to display the teachers name, profile picture, email address (if set to display in profile) and phone number. It can also show when the teacher is online, when they were last online, and a quick link to message the teacher.


See [Updating your Profile](#) below for how to update your eLearn profile.




Note:

Does your Teacher Profile block show up like the image on the left, displaying all teachers in your course? Do you only want one or two teachers displayed? If so, you will need to hide this and add your own block. When you add your own block you can then edit the settings however you like. Instructions on the next page.

Hiding the Teacher Profile Block

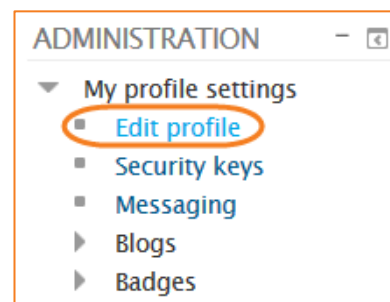
1. In your course, **Turn editing on**.
2. Scroll down to find the Teacher Profile block, and click on , then **Hide Teacher Profile Block**.
3. The block is now hidden from student's view.

Adding and Editing your own Teacher Profile Block

1. With editing turned on in your course, scroll down to find **Add a block** towards the bottom right of your course page.
2. In the dropdown menu, select **Teacher Profile Block**.
3. Scroll down to find the Teacher Profile block, and click on , then **Configure Teacher Profile Block**.
4. Here you can change the **Block Title** and **Display message** as well.
5. Expand the section **Visible user 1 information**.
6. Under here you can choose a **Role** to display (Note: Choosing Teacher will display all users who are listed as a teacher in the course. Or you can enter a **Username**. The username will be the users' CIT number, including the letters CIT).
7. You can edit all the other settings, and even add a second user if you choose to.
8. In the last 2 sections of this page, **Where this block appears**, and **On this page**:
 - a. For the option of **Display on page types**, we suggest **Any type of course main page**. This means the block will just show on the course home page, rather than on all page.
 - b. **Default region** is where the block sits. You will not be able to change this.
 - c. **Default weight** gives the location of the block. -10 is the block at top, and 10 is the block at the bottom.
9. **Save changes** and your block settings will have changed.

Updating your profile

1. From your eLearn home page, in the *Administration* block on the right, expand *My profile settings* and click on *Edit profile*.
2. From this screen you can edit your email address, add a preferred name, make your email address visible to your students and other teachers, and give yourself a description and picture.



 A screenshot of the 'Edit profile' form. The form contains several input fields and a dropdown menu. The 'Preferred name' field, 'Email address*' field, and the 'Email display' dropdown menu are highlighted with orange circles. The 'Email display' dropdown menu is open, showing four options: 'Allow everyone to see my email address', 'Hide my email address from everyone', 'Allow everyone to see my email address' (highlighted in blue), and 'Allow only other course members to see my email address'.

- Add in your preferred name to the *Preferred name* box.
 - Type your email address into the *Email address* box.
 - Click the down arrow next to *Email display* and choose to either hide your email address (this will mean in the teacher profile block, your email address will not display), allow all users to see it, or allow only course members to see it.
 - Scroll down and add a *Description* of yourself.
 - Scroll down to *User picture*, click on the *Add* icon next to *New picture*. This will bring up the File picker. Click on *Upload a file* on the left, *Browse* and find your image. To add this file, click Upload this file. and browse to find your image.
 - If you would like your phone number displayed in the profile block, add in your phone number under the phone field.
3. Now click *Update profile* and you have finished. You may get a message about your email address verification; this is just the system making sure you have put the correct address in. Click on the link in your email to confirm.

