



eLearn – Update Your Profile

This learning guide covers how to edit your profile. The following are reasons to update your profile:

- Allow emails regarding student activity in eLearn to come to your preferred email address
- To give the students contact information about the teacher
- To establish a teacher presence in the online subject

Updating your profile

1. Log into eLearn and where ever you see your name you can click on it and it will take you to your profile or go to the admin block and click on profile.
2. Click **profile** in the Administration block.

Administration

-  Turn editing on
-  Settings
-  Assign roles
-  Grades
-  Outcomes
-  Groups
-  Backup
-  Restore
-  Import
-  Reset
-  Reports
-  Questions
-  Files
-  Profile

3. Your current profile will come up, to edit your profile click on **edit profile** tab.
4. From this screen you can edit your email address and make it visible to the students



PENELOPE NEUENDORF

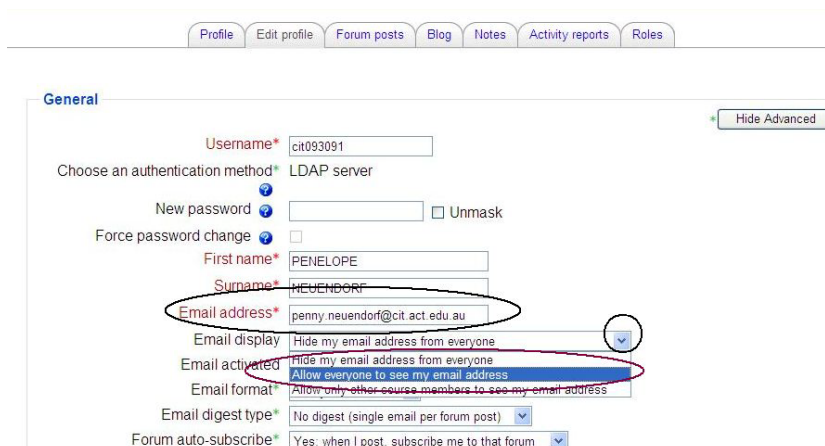
Profile **Edit profile** Forum posts Blog Notes Activity reports Roles

Email address: penny.neuendorf@cit.act.edu.au

Courses: WORK WITH DIVERSE COLLEAGUES AND CUSTOMERS, PROVIDE QUALITY CUSTOMER SERVICE FOR HOSPITALITY, DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE, OCCUPATIONAL HEALTH, SAFETY AND SECURITY PROCEDURES, BAR OPERATIONS, COACHING SKILLS, CLUB AND GAMING OPERATIONS, SERVE FOOD AND BEVERAGE TO CUSTOMERS, PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE, RESTAURANT SERVICES, ADVANCED FOOD AND WINE KNOWLEDGE, HOSPITALITY STOCK CONTROL, HOSPITALITY WORKPLACE SAFETY, HOSPITALITY LEADERSHIP, ADVANCED BAR OPERATIONS, INTERPRET FINANCIAL INFORMATION, ORGANISE HOSPITALITY EVENTS AND FUNCTIONS, RESEARCH AND PRESENTATIONS FOR HOSPITALITY, HOSPITALITY HOUSEKEEPING, HOSPITALITY GUEST SERVICES, ...

First access: Thursday, 13 May 2010, 02:54 PM (158 days 22 hours)
Last access: Tuesday, 19 October 2010, 02:04 PM (50 secs)
Roles: Teacher

Messages



Profile Edit profile **Forum posts** Blog Notes Activity reports Roles

General Hide Advanced

Username* cit093091

Choose an authentication method* LDAP server

New password Unmask

Force password change

First name* PENELOPE

Surname* NEUENDORF

Email address* penny.neuendorf@cit.act.edu.au

Email display

Email activated

Email format*

Email digest type* No digest (single email per forum post)

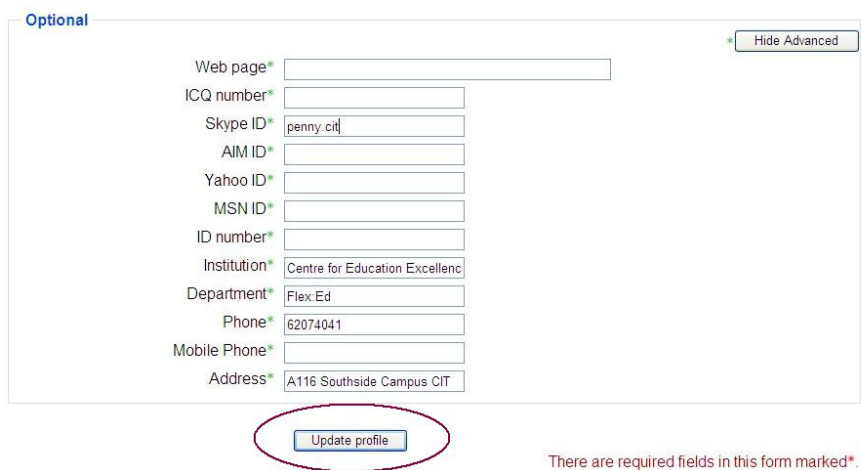
Forum auto-subscribe* Yes: when I post, subscribe me to that forum

- Type your preferred email address into the email address box

- Click the down arrow next to Email display
- Click on **Allow everyone to see my email address or Allow only course members to see my address.**
- Scroll down and add a description of yourself. I am going to add that I am an educational Designer working in Flex:Ed.
- Scroll down to **Picture of**
 - Find a picture that you would like to represent yourself to the students. (I am going to use a picture of me as some students I only see online and it will enhance my presence in the online course if they have a face to go with the name.) Save this picture where you will be able to find it again.
 - Click on **Browse** and select your picture
 - Make sure you put a picture description in the area provided, this helps with accessibility, if a person is blind and using appropriate software it will read out the description



- Scroll down to **Optional** and click **Show Advanced**
 - In this area you can add your office location so the students know where to find you
 - You can add a telephone contact, if you are really keen you can also add Skype or MSN information



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.

Go into your email and follow the instructions on the email.

