SUMMIT ☉ UNIVERSITY®

Student Orientation
Step 4: Update your Moodle profile.
Video script text (rev. 7-18-16)

In addition to checking your SU student profile in Orbund, you will also need to make a few changes to your Moodle profile.

To update your Moodle profile information, first login to the SU Student Portal through Orbund at online.summituniversity.org. Click on **Classes** and then on **SU 101 Student Orientation**. **Scroll down** to the bottom of the page and click on **Moodle Sandbox**, which will show you the link to this Moodle course. **Click on this link** to access Moodle.

If you have taken classes with us before, simply login to the SU Student Portal through Orbund and **click on any Moodle link** inside one of your classes to access your Moodle account.

Once in Moodle, look in the upper right-hand corner of the screen to make sure that your name is listed there. If you don't see your name and you are a new student, please go back to the SU Student Portal through Orbund and access the Moodle link in the **SU 101 Student Orientation** class. You may want to rewind this video to see how to do this.

Once you are correctly logged into your Moodle account via the SU Student Portal in Orbund, **click on your name** to open your **user menu** in the upper right-hand corner of the screen. Click **Profile** and then in the **User details** box click **Edit profile**. This will take you to your Moodle profile.

Once in your profile, you will want to look at and update four items: your name and email address, time zone, profile description, and your photo.

1. First, **check to make sure that your name and email address are correct.** This should be the email address where you want to receive important messages and communications from Moodle. Note that if you update your email address in your Student Profile in Orbund, you will also need to update it here in Moodle.
2. Next, **scroll down to Timezone and change the time zone** from "Server's local time" to your location. This will ensure that all of the dates and times you see in Moodle (including assignment due dates) are displayed correctly in your time zone time. You may need to scroll up to view additional time zones in the list.
3. Next, add a short description of yourself by typing in the **Description** box. You can include things like what you do for a living and what you are studying at SU.
4. Finally, add a **profile photo** by clicking on the **User picture** link. Your photo should be approximately 100px by 100px and will appear next to your forum posts and in other places in Moodle. Click **Add…** → **Upload a file** → **Browse** and then select the file on your computer. Click **Open**, then **Upload** this file and the image will appear in your profile. Then click **Update profile**.

This will take you to your **Public Profile** page in Moodle where you can see your profile description. Your profile image should now appear in the upper right-hand corner next to your name.

And with that you're ready for the final step of orientation!