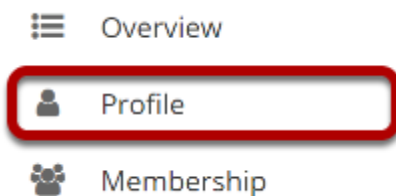


How do I set up my profile?

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. Some institutions update fields in the Profile tool automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional.

Note: Some Profile options may be locked or unavailable depending on institutional settings.

Go to Profile.



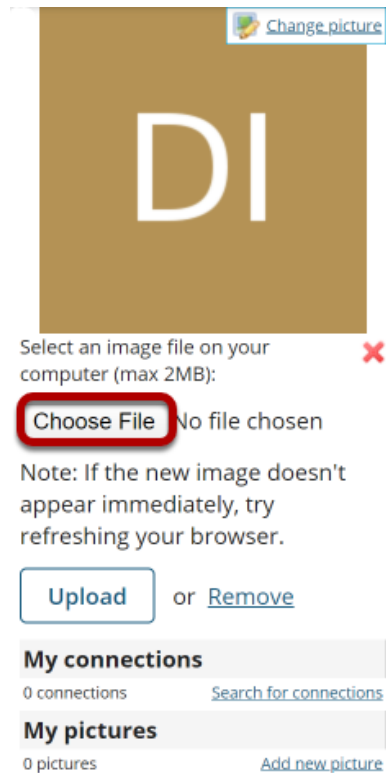
Select the **Profile** tool from the Tool Menu in the Home area.

Changing Your Picture



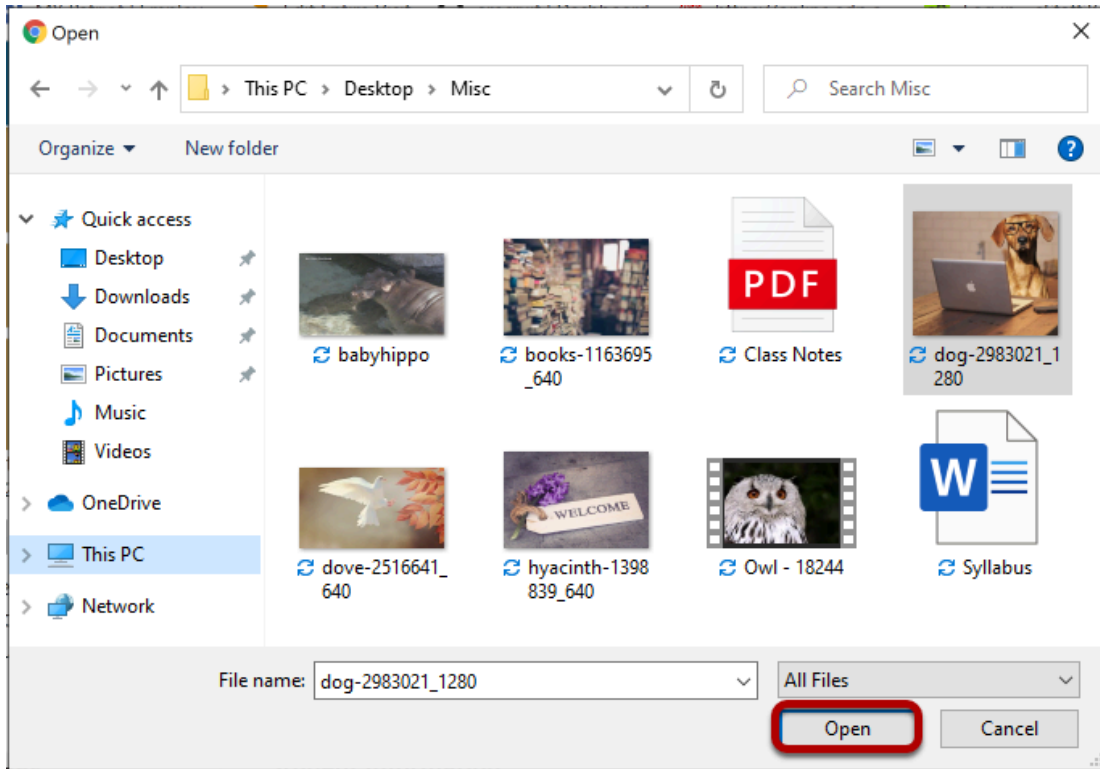
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



Click the **Choose File** button to browse your computer for a new image.

Select your new picture.



Once you have located the image you would like to use, select it and click **Open**.

Note: Your image must be in a web-friendly format (such as .jpg, .gif, or .png) and 2 MB or less in file size.

Upload your new picture.



Select an image file on your computer (max 2MB): ✖

Choose File dog-2983...1280.jpg

Note: If the new image doesn't appear immediately, try refreshing your browser.

Upload or [Remove](#)

My connections

0 connections [Search for connections](#)

My pictures

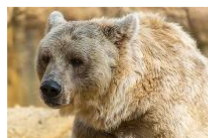
0 pictures [Add new picture](#)

The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.

Picture updated.

PROFILE

My profile Pictures Privacy Preferences



My pictures
0 pictures [Add new picture](#)

Jay Southerly

Say something

SAY IT

Profile

Basic Information

You haven't filled out any information yet

Name Pronunciation

You haven't filled out any information yet

Contact Information

Email jsoutherly@mailinator.com

Staff Information

You haven't filled out any information yet

Student Information

You haven't filled out any information yet

Social Networking

You haven't filled out any information yet

Personal Information

You haven't filled out any information yet

Your profile picture has been updated! This is the image that will display throughout Sakai when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.

Example of Profile Image Display in Roster

ROSTER

Link

Help



Overview

Role All

Overview

Search

FIND

Clear

Print

Export

Layout



Cards

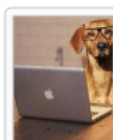


Photo Grid



List

Currently showing 5 participants - 4 in **access** role, 1 in **maintain** role



Name
User ID
Role

Instructor, Demo
demoinstructor
maintain



Name
User ID
Role

Student 1, Demo
demostudent01
access



Name
User ID
Role

Student 2, Demo
demostudent02
access



Name
User ID
Role

Student 3, Demo
demostudent03
access

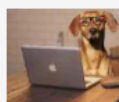
Example of profile image in Forums.

FORUMS

[Link](#)[? Help](#)[Reply to Initial Message](#)[Mark All as Read](#)

[Forums](#) / [TEST 003 015 Summer Forum](#) / [Introductions](#) / [Hello there!](#)

View

[< Previous Conversation](#)[Next Conversation >](#)[Go to first new message](#)

New! [Hello there!](#)

Demo Instructor (demostructor) (Feb 26, 2020 2:59 PM) - Read by: 1

[Mark as Read](#)[Reply](#)

Hi there,

I am your professor and I've been working in higher education for the last 10 years. My favorite novels include The Awakening, Jude the Obscure, and anything by Edgar Allen Poe.

Editing Your Information

PROFILE

[My profile](#)[Pictures](#)[Connections](#)[Messages](#)[Search](#)[Privacy](#)[Preferences](#)

My connections

0 connections

[Search for connections](#)

My pictures

0 pictures

[Add new picture](#)

Demo Student 1

[SAY IT](#)[Profile](#)

Basic Information

You haven't filled out any information yet

[Edit](#)

Contact Information

Email demostudent01@longsight.com

Mouse over the right side of information each section near the horizontal rule to display the editing option.



Click on the **Edit** link to modify or add your information.

Basic Information






Profile

Basic Information

Nickname

Birthday  

Personal summary

B ***I*** **U**     Source | 

I enjoy bird watching, pushing items off of tables, and sleeping on top of whatever you're trying to read.

body p

Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then click **Save changes**.

The [Rich Text Editor](#) is available to you here in case you would like to format your text.

Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.

Name Pronunciation

Name Pronunciation

Allows you to provide written phonetic pronunciation and/or audio recordings of your name.

This pronunciation will be visible to instructors / students enrolled in your course sites.

Phonetic Pronunciation



Examples:

kris-TEEN BEAR-it (Christine Berret)

uh-JEET CHOW-lah (Ajeet Chawla)

Name Recording



1. Enter the phonetic pronunciation of your name (i.e. "how it sounds").
2. Select the **Record** button to record the pronunciation of your name.

Contact Information

Contact Information

Email

Home page

Work phone

Home phone

Mobile phone

Facsimile





Often the user's college email address is automatically populated in this area. If it is not, or if you prefer an alternate email address, you may enter it here.

You may also choose to enter your phone and/or fax numbers if desired.

Be sure to click **Save changes** to save any changes.

Staff Information.

Staff Information

Position	<input type="text" value="Teaching Assistant"/>
Department	<input type="text" value="English"/>
School	<input type="text"/>
Room	<input type="text"/>
Staff profile	<div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i> <u>U</u>     Source</p><p><i>I</i>_x</p><div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div></div>

If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Click **Save changes** to save any changes.

Student Information





Student Information

Degree/Course	<input type="text" value="BA/MA"/>
Subjects	<input type="text" value="English"/>
<input type="button" value="Save changes"/> <input type="button" value="Cancel"/>	

If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save changes** to save any changes.

Social Networking

Social Networking

Facebook URL	<input type="text"/>	
LinkedIn URL	<input type="text"/>	
MySpace URL	<input type="text"/>	
Skype username	<input type="text"/>	
Twitter URL	<input type="text"/>	

You may also include links to your social media accounts or contact information on social networking sites. Click **Save** to save any changes.

Personal Information

Personal Information

Favorite books	<input type="text" value="1984, Fahrenheit 451"/>
Favorite TV shows	<input type="text" value="The Office, The Walking Dead"/>
Favorite movies	<input type="text" value="Waiting, Get Out"/>
Favorite quotes	<input type="text"/>

You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save changes** to save any changes.

Tip: Users can search for connections in Profile based on common interests.