Profile

What is the Profile tool?

The Profile tool contains basic user information, including names, and other optionally displayed information.

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 (e.g., Twitter integration), connections, notification preferences, 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.

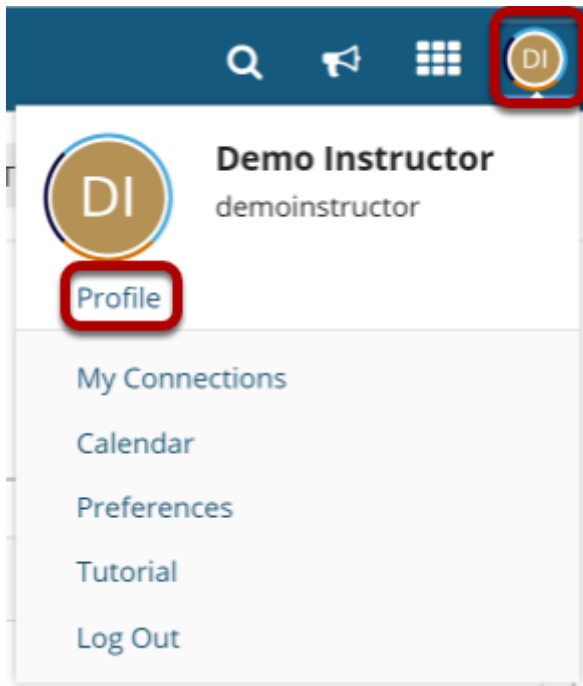*Note: Some Profile options may be locked or unavailable depending on institutional settings.*

To access this tool, select Profile from the Home Tool Menu.

Or select your username/photo in the top right corner.


When the dropdown menu appears, click on **Profile**.

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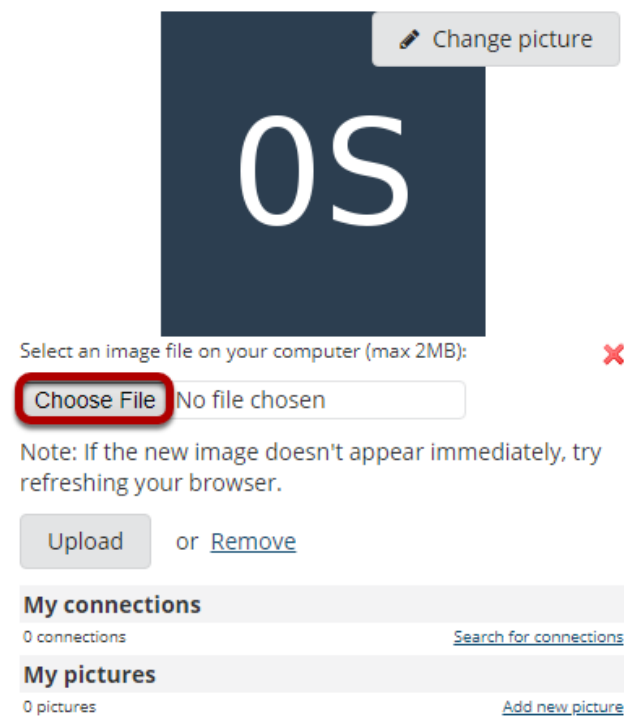
Go to Profile.
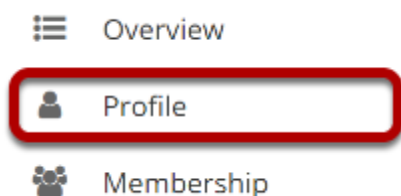
Select the **Profile** tool from the Tool Menu in the Home area.

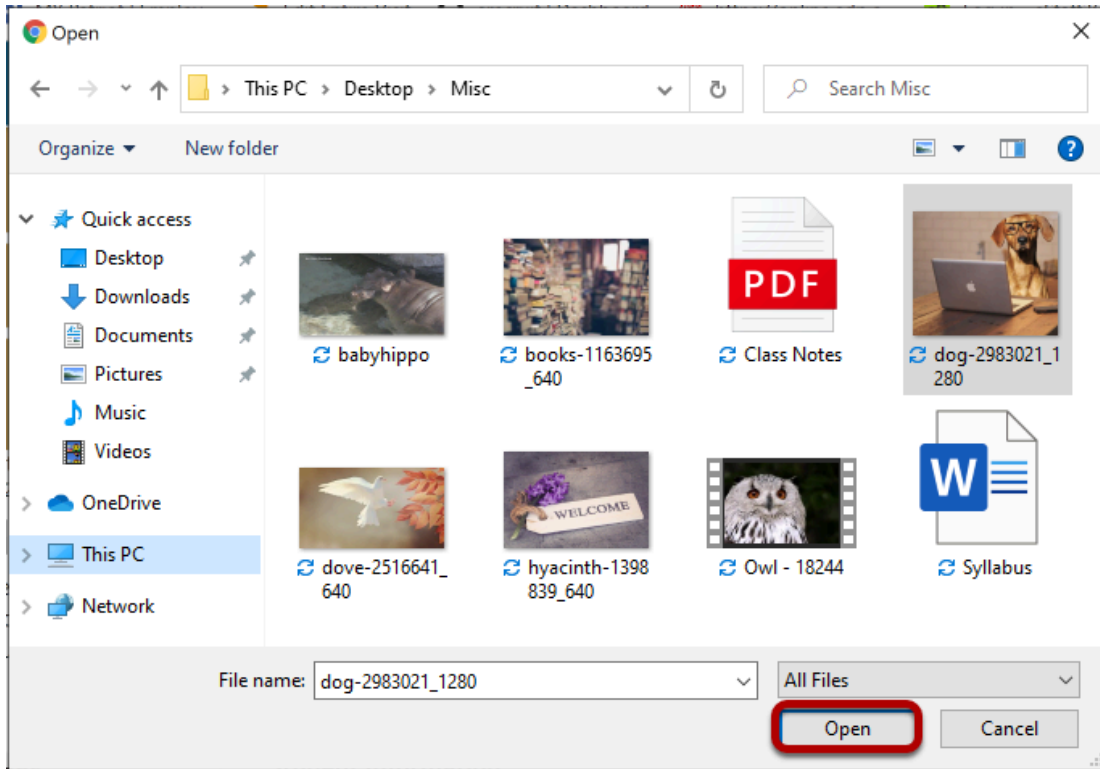## Changing Your Picture

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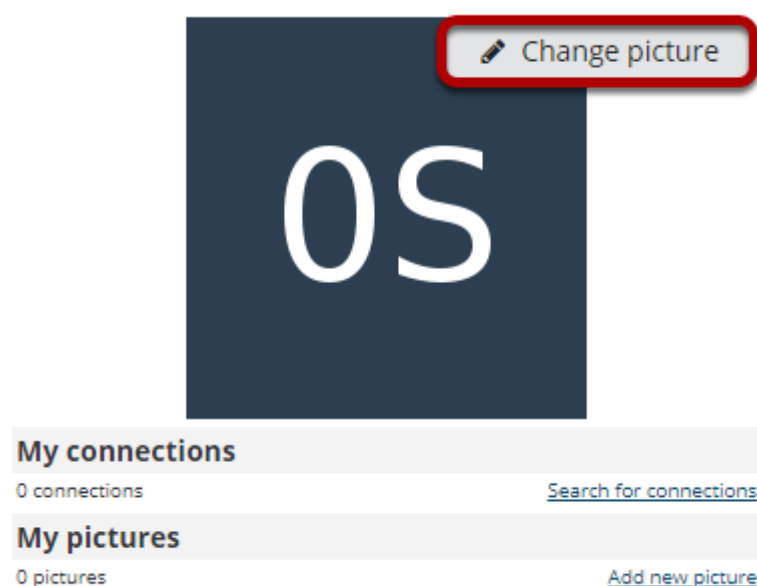
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.

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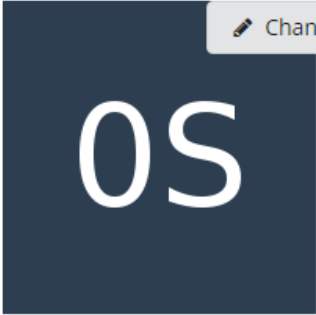
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Select your new picture.

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.

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Upload your new picture.

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

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Picture updated.

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

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Example of profile image in Forums.

Editing Your Information

Mouse over the right side each information section near the horizontal line to display the edit option.

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

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Basic Information

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.

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Name Pronunciation

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

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.

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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.

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

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.

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Social Networking

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

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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.

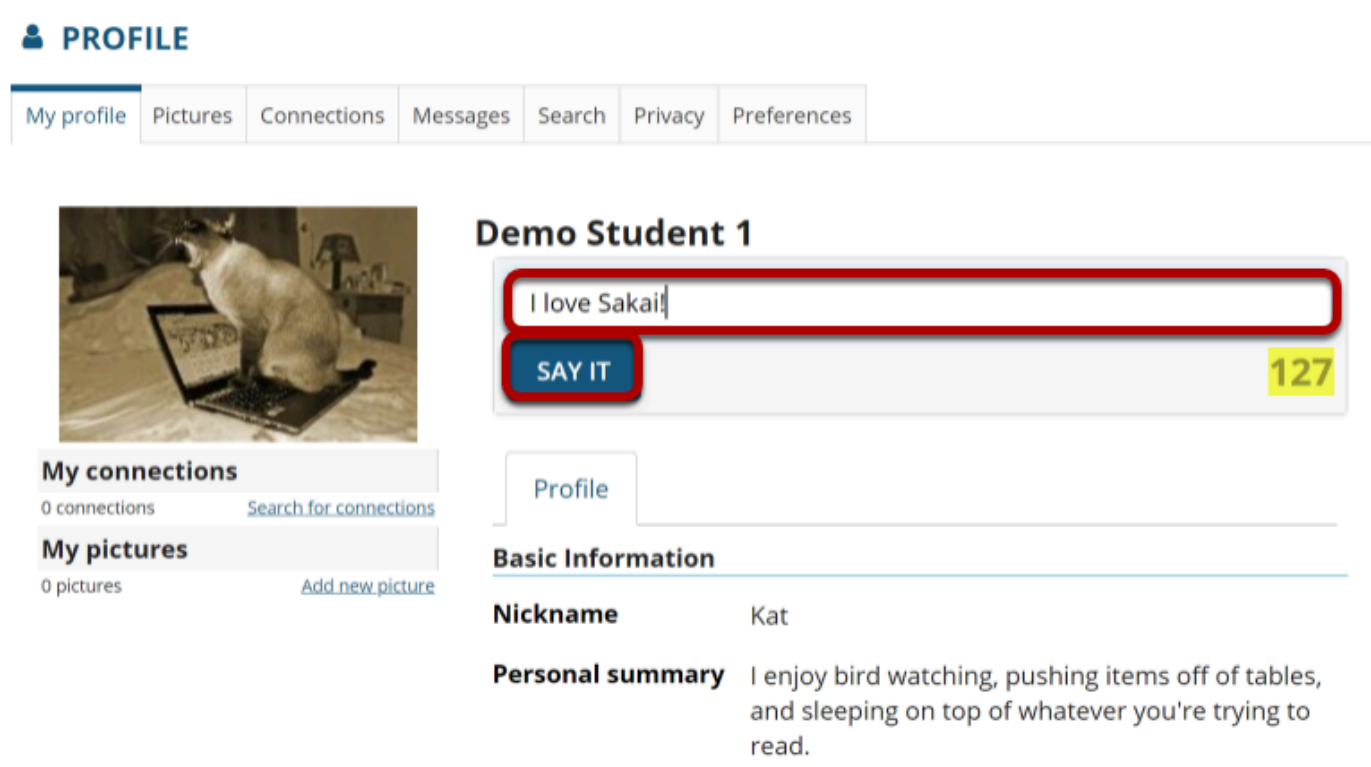# How do I post a status message to my profile?

You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

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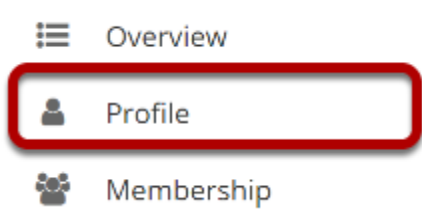
Select the **Profile** tool from the Tool Menu in your Home area.

Enter a status message.

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Enter your message into the text box provided and then click the **Say It** button.

Note: Status messages are limited to 140 characters. You will see a counter to the right of the text box that tells you how many characters you have remaining.

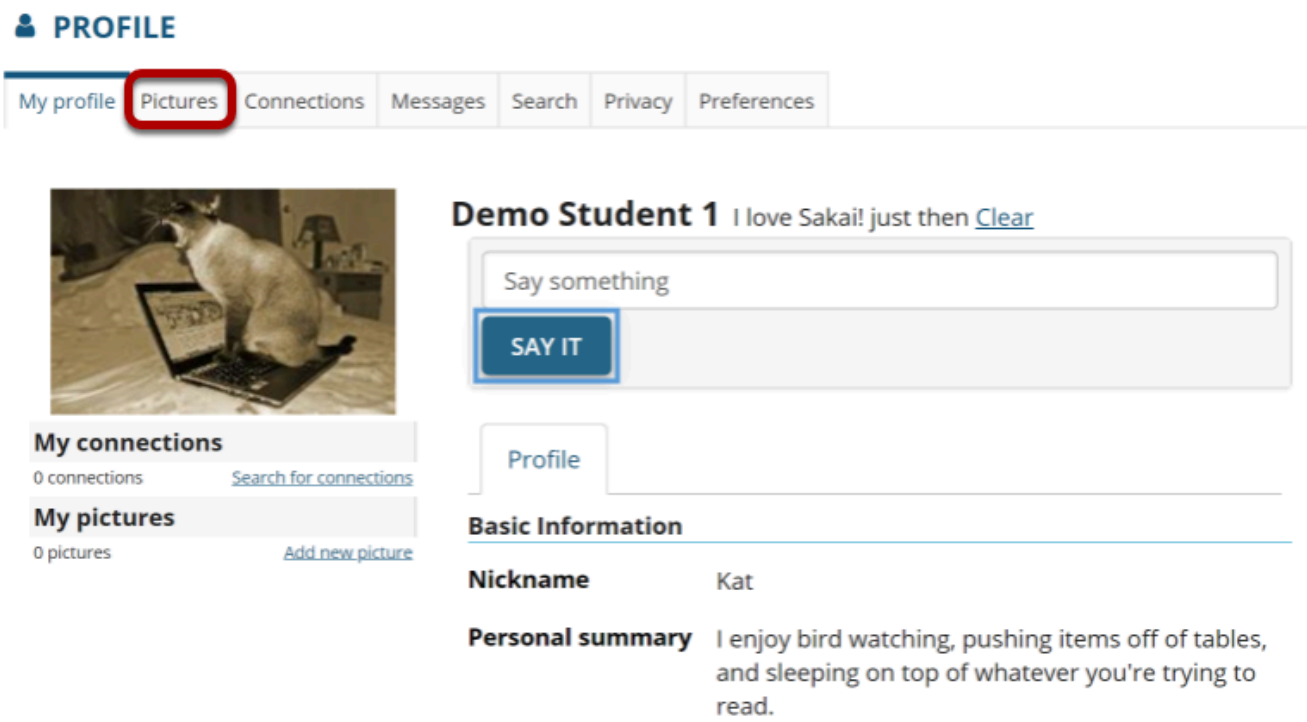## The message will appear at the top next to your name.

How do I add pictures to my profile picture gallery?

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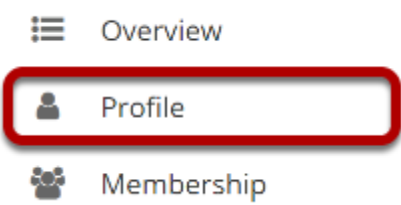
Select the **Profile** tool from the Tool Menu in your Home area.

Click Pictures.

Click Browse to select your image files.

You may select more than one image if you like. The maximum number of profile gallery images is 10.

View selected files.

1. Selected files will appear listed below the **Choose File** button.
2. If you decide not to upload a given image, you can click **Delete** to remove a file from the list.

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Upload chosen files.

Once you have selected your file/s, click the **Upload chosen files** button.

Note: The combined file size of all images to upload should not exceed 20MB.
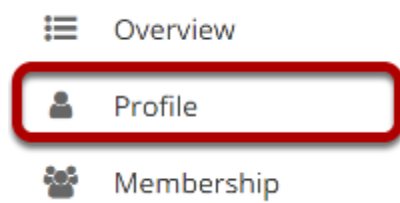
View picture gallery.

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Once your images have been uploaded, they will display under "Pictures."
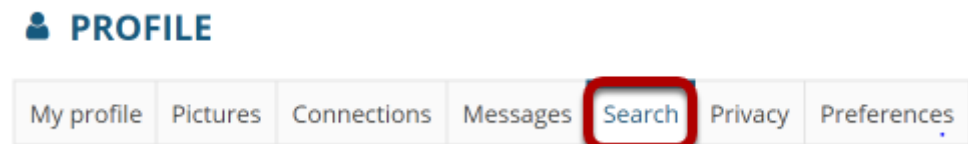
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How do I search for and add connections?

Go to Profile.

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

Click Search.

Or you can also go to Connections to view/search from there.

1. Click **Connections**.
2. Then click **Search for Connections**.

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Enter your search terms.

Enter a name or keyword to search for, and then click the **Search** button.

Note: Optionally, you can choose to search by name/email, or common interest. You may also include current connections, or limit the search to a particular course by selecting it from the drop-down menu.

View search results.

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Search results will display at the bottom of the screen.

Add connections.

Click the **Add as a connection** link to send a connection request to the selected user.

Connection Request Confirmation

You will receive a notice letting you know that the user you have contacted will have to confirm the request before being added as your connection. To proceed with the connection request, click **Add connection**.
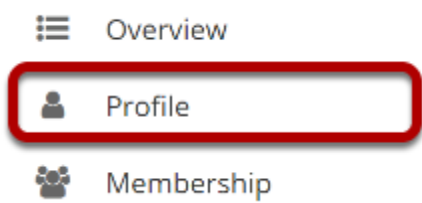
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Pending Requests

Note: Once you have sent a connection request to someone, you will see the text "Connection requested" displayed for that user until he or she accepts or ignores the request.
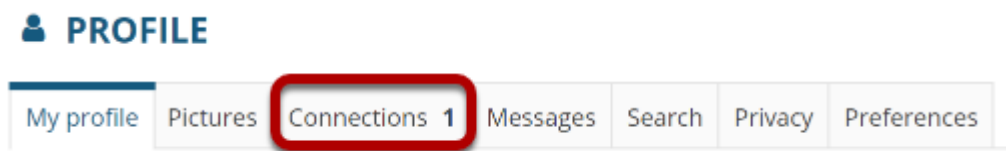
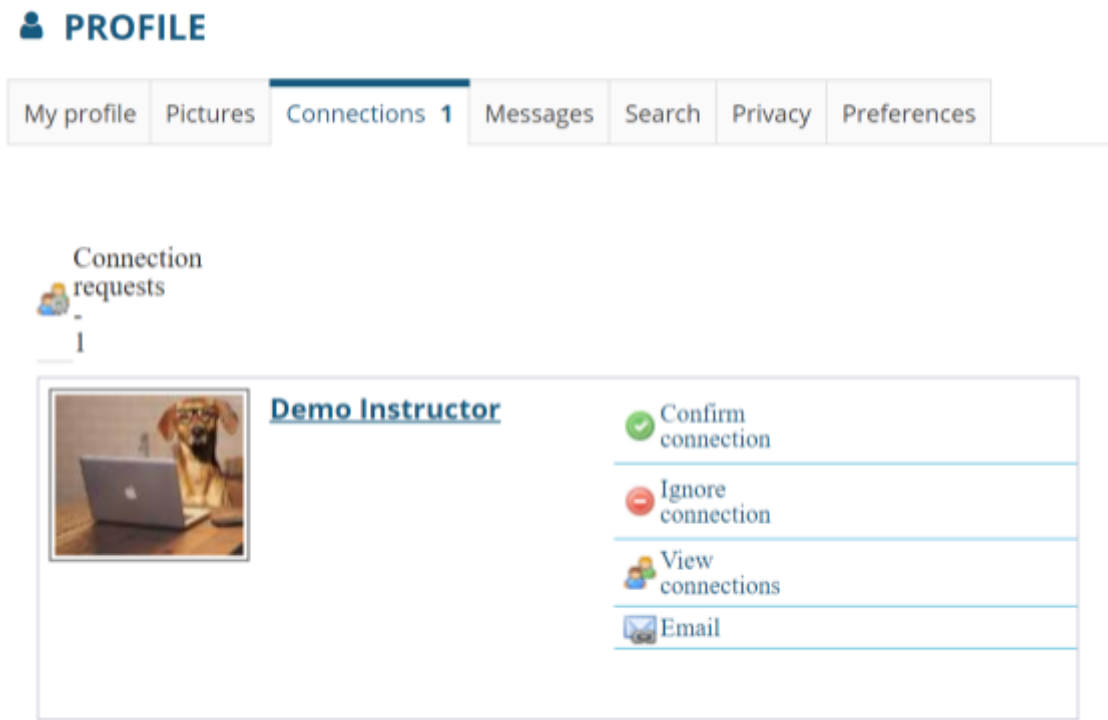# How do I accept a connection request?

Go to Profile.

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

Click Connections.

View connection requests.

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Any pending connection requests that you have received will be listed here.

Select Confirm connection to accept the request.

Click **Confirm connection** to accept the connection request from the selected user.

Select Confirm connection request again to verify your selection.

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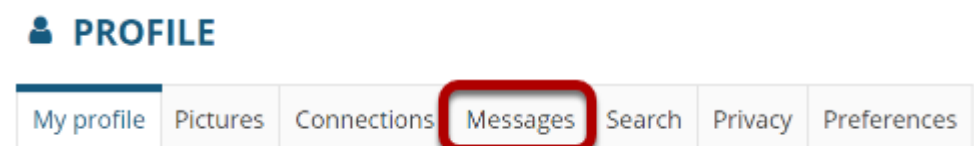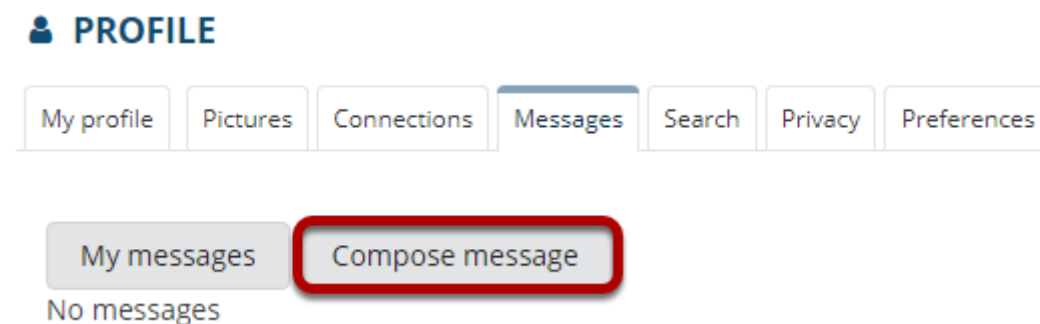# How do I send a message to a connection in Profile?

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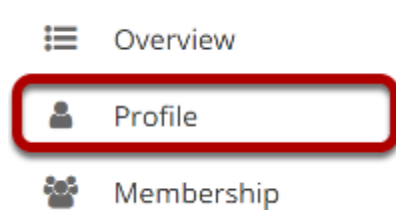
Select the **Profile** tool from the Tool Menu in your Home area.

Click Messages.

Click Compose message.

Enter your message and send.

1. Start typing the name of one of your connections to get a list of connections you can send a message to; then select them from the list.
2. Enter a subject.
3. Enter a message.
4. Click **Send Message**.

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Sent message will display.

👤 PROFILE

My profile | Pictures | Connections | **Messages** | Search | Privacy | Preferences

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My messages	Compose message

To   Demo Instructor ✖

Subject   Hi there!

Message   Hi there!

How are you?

[Send Message]

☑ Message sent

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How do I change my privacy settings?

On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

Go to Profile.

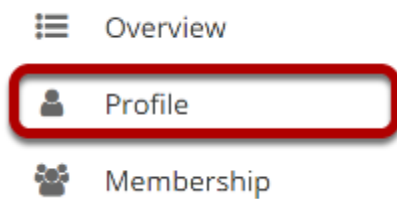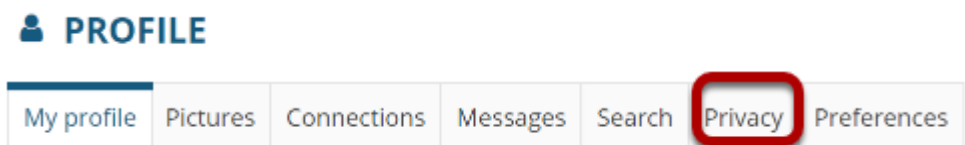Select the **Profile** tool from the Tool Menu in your Home area.
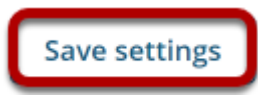
Click Privacy.

Modify your privacy settings.

You may use the drop-down menus to change the privacy settings for each of the items listed.

Note: Depending on your institutional Profile settings, some of these privacy settings may be locked or unavailable.

Click Save settings.

If you make any changes, be sure to click **Save settings** to save your changes.

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How do I set my notification and other profile preferences?

On your preferences page, you can control what emails are sent you when various actions occur, choose what widgets are shown on your profile, manage your preference to an officially provided image (if configured), as well as manage the Twitter integration for your status updates. All changes in preferences are optional.
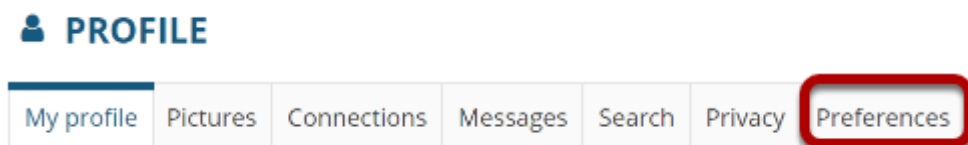
Note: Depending on institutional settings, some of these options may not be available in your local instance.

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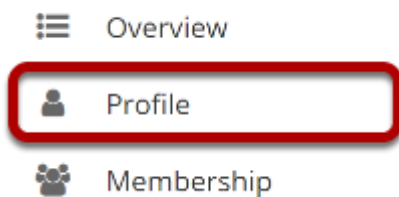
Select the **Profile** tool from the Tool Menu in your Home area.

Click Preferences.

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Manage email notifications.

Click the radio buttons to adjust the settings to be on or off for each email notification preference.

Manage Twitter integration.

If you have an existing Twitter account, you may link it to your Sakai profile if desired.

Click **Link Twitter account** and a new window will open and connect to Twitter.

Note: The Twitter integration will post your Sakai status updates to your Twitter account. However, it does not post your other Tweets to Sakai.

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Grant access.

Log in with your Twitter username and password, and then click the **Authorize app** button to grant Profile2 access to post status updates.

You'll be presented with a PIN code.

Enter the PIN and click Link.

Back on the preferences page, enter the PIN code in the box and click **Link**. Your details will be verified with Twitter.

Note: You can disable the Twitter integration by clicking Unlink.

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Manage profile image settings.

Profile image settings

Configure settings related to your profile image

☑ Use my gravatar as my profile image

If you have an existing gravatar and you would like to use that as your profile image, you may check the box here.

Manage widget settings.

Widget settings

Control which widgets appear on your profile

Show my kudos rating	☑	ⓘ
Show my pictures	☑	ⓘ
Show my online status	☑	ⓘ

Save settings

Check the box next to any of the available widgets to show them on your profile.

- **Show my kudos rating**: This will display your kudos rating on your profile once it has been calculated.
- **Show my pictures**: This will display pictures from your image gallery on your profile if selected.
- **Show my online status**: This will show whether or not you are currently online. If enabled, you can further control this in your privacy settings. If disabled, you will appear to be offline.

Click Save settings.

Save settings

If you have made any changes to your preferences, be sure to click **Save settings** to save your changes.

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