

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.

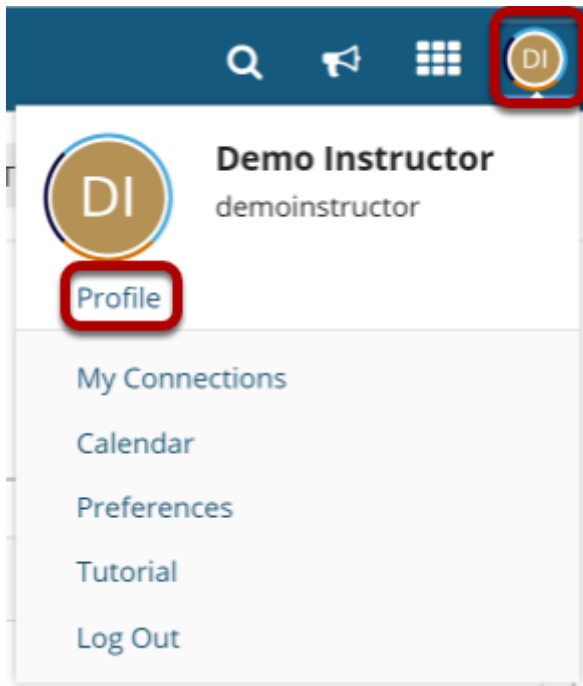
To access this tool, select Profile from the Home Tool Menu.

 Overview

 Profile

 Membership

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



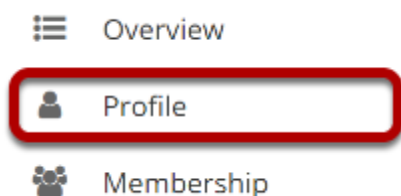
When the dropdown menu appears, click on **Profile**.

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.

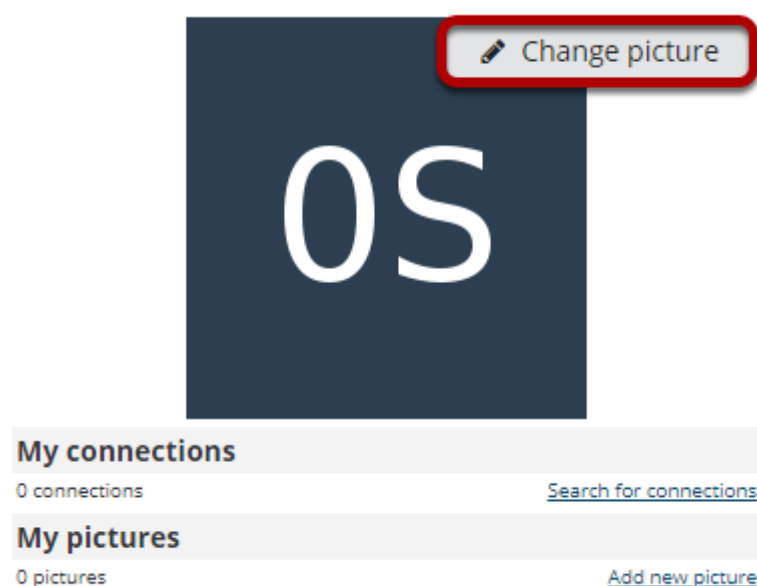
Note: Some Profile options may be locked or unavailable depending on institutional settings.

Go to Profile.



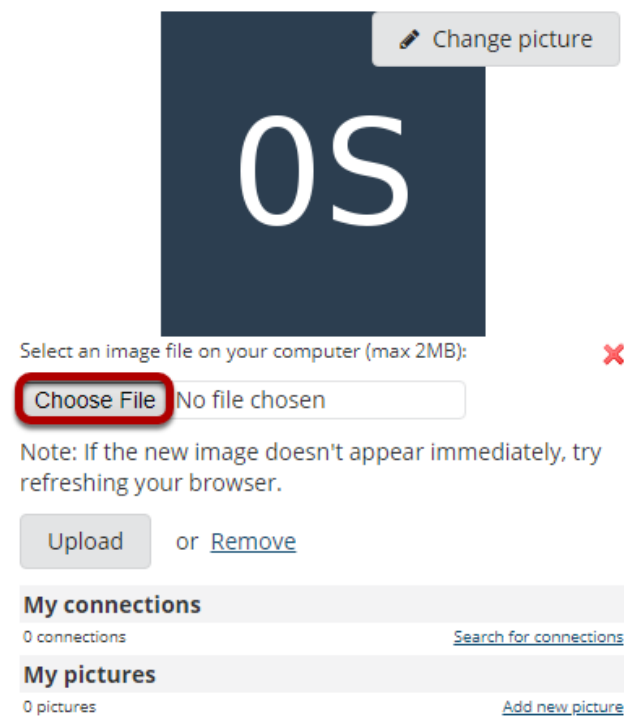
Select the **Profile** tool from the Tool Menu in the Home area.

Changing Your Picture



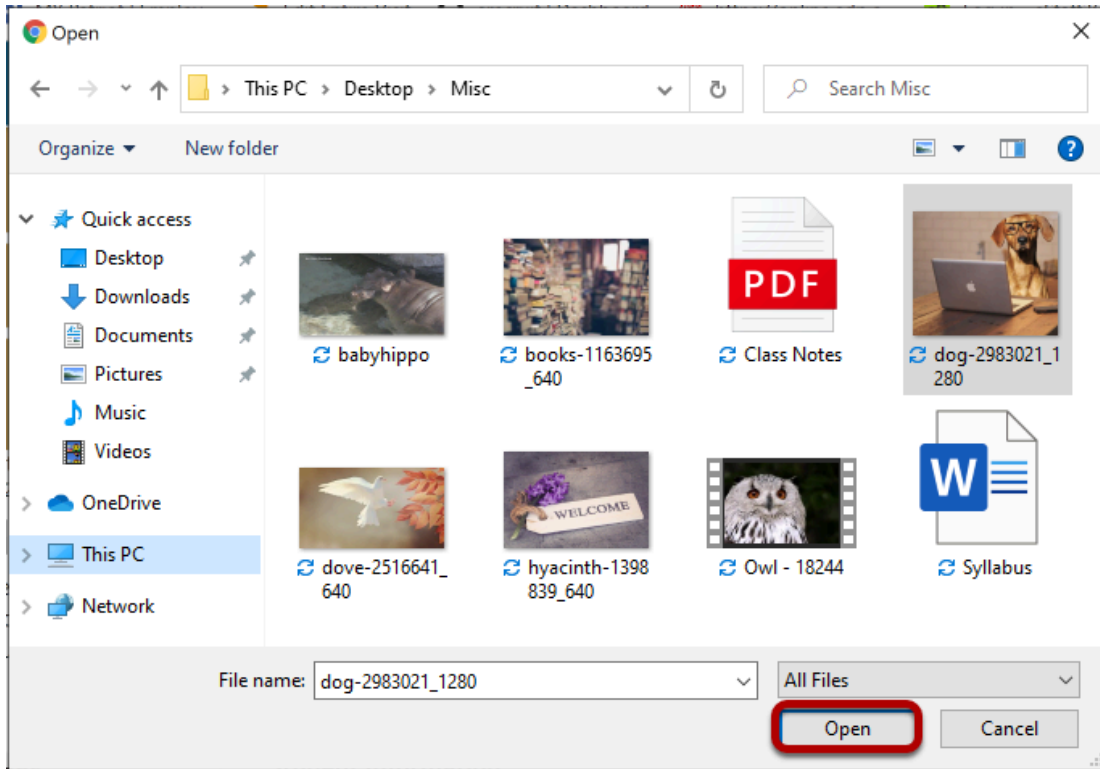
Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



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

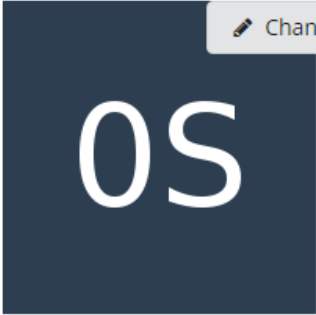
Select your new picture.



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.



✎ Change picture

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

Choose File

dog-2983021_1280.png

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

Emailjsoutherly@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

RoleAll

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

Footer

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 [by Conversation](#)

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

New! [Hello there!](#)

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

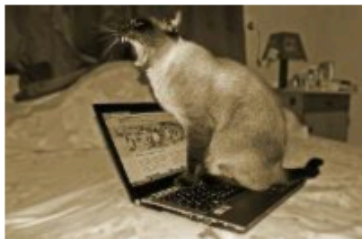
[Mark as Read](#)[Reply](#)

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 each information section near the horizontal line to display the edit option.

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

Footer

Basic Information

Profile

Basic Information

Nickname

Birthday

Personal summary

B

I

U

=

:

Source

T_x

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

body p

Save changesCancel

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


1

Examples:

kris-TEEN BEAR-it (Christine Berret)

uh-JEET CHOW-lah (Ajeet Chawla)

Name Recording

Record 

2

Save changes

Cancel

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

demostudent01@longsight.com

Home page

Work phone

Home phone

Mobile phone

555-555-5555

Facsimile

Save changes

Cancel

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.

Footer

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

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>B <i>I</i> <u>U</u> ¹/₂ [•]/₌ Source I_x</div> <div></div>

Student Information

Student Information





Degree/Course

Subjects

Footer

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"/>

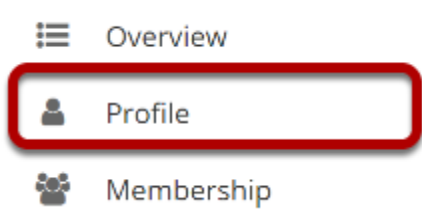
You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save changes** to save any changes.

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

How do I post a status message to my profile?

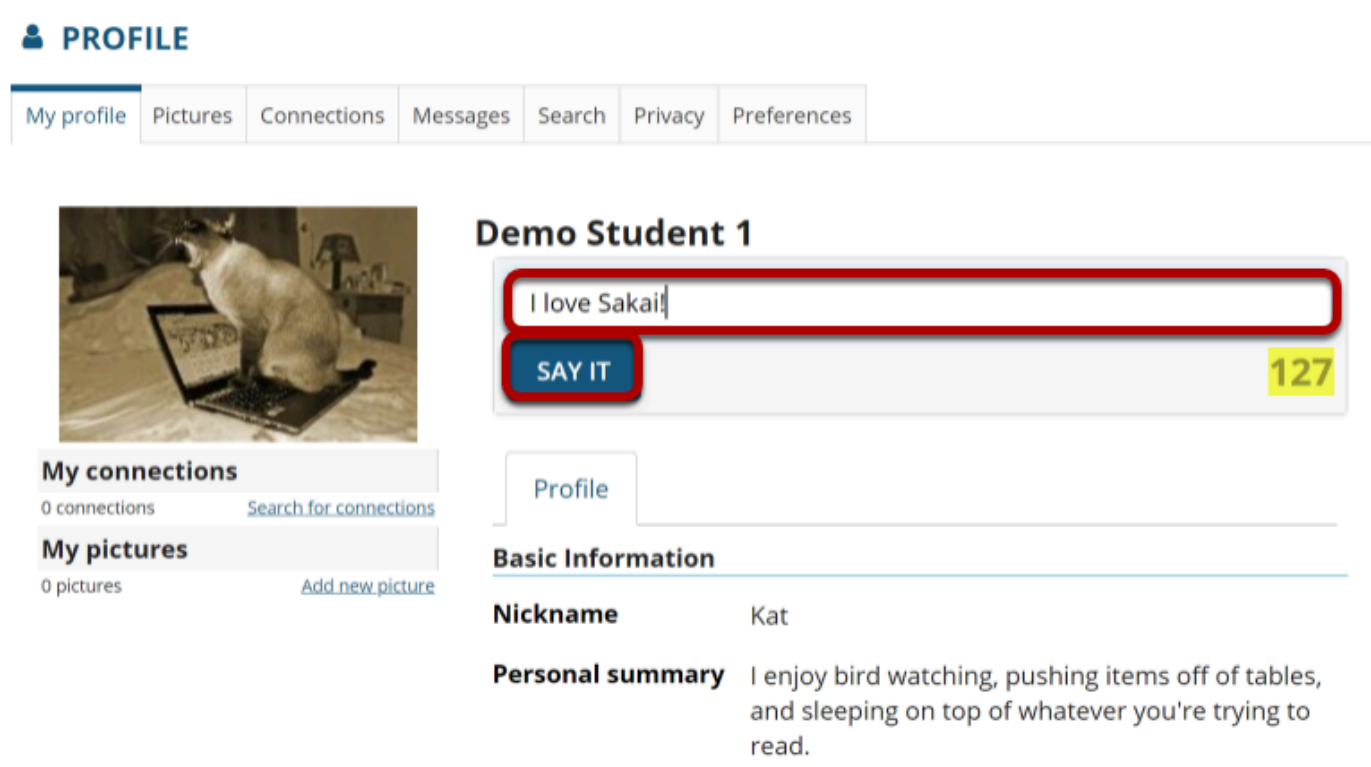
You can post to your wall in the Profile tool by entering a status message, or by posting directly to your wall.

Go to Profile.



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


Enter a status message.



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.



My connections

0 connections [Search for connections](#)

My pictures

0 pictures [Add new picture](#)

My profile

Pictures

Connections

Messages

Search

Privacy

Preferences

Demo Student 1

I love Sakai!

Just then [Clear](#)

Say something

SAY IT

Profile

Basic Information

Nickname

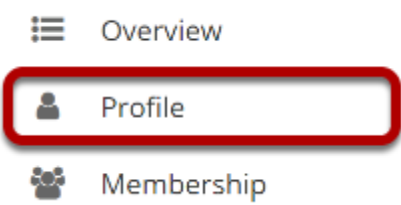
Kat

Personal summary

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

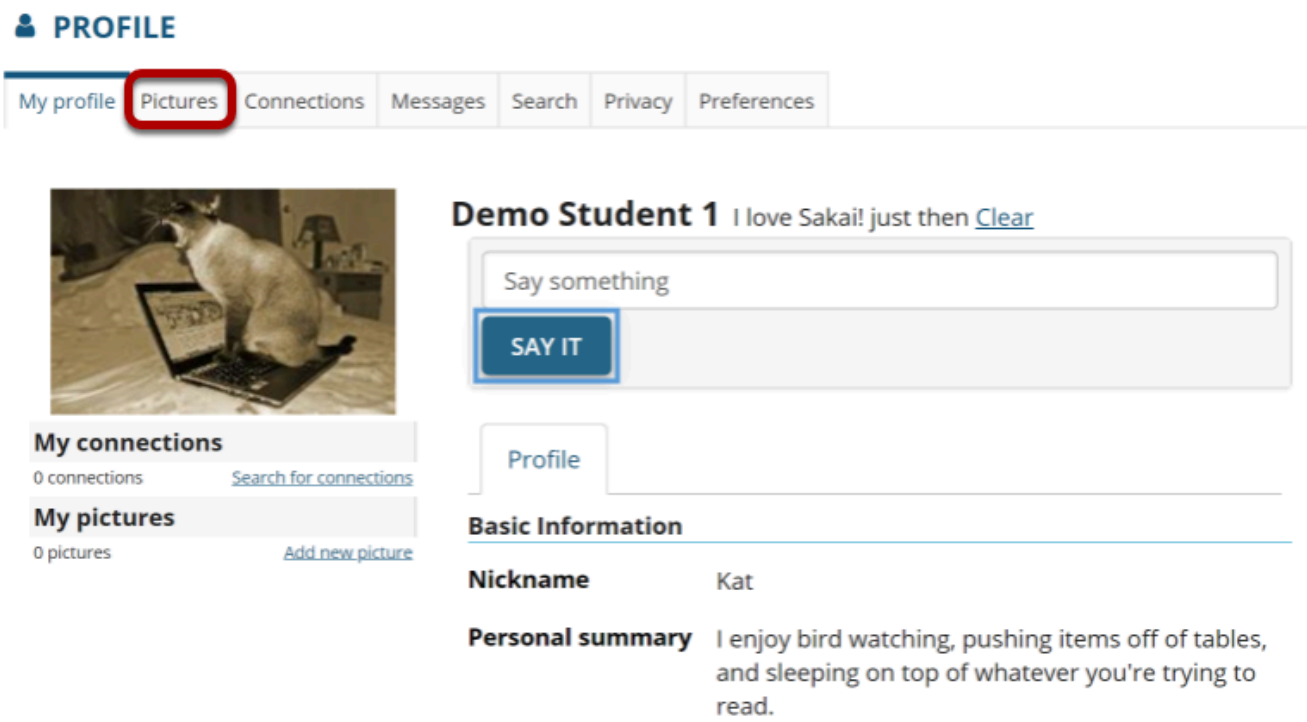
How do I add pictures to my profile picture gallery?

Go to Profile.



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

Click Pictures.



Click Browse to select your image files.

My pictures

Your gallery doesn't contain any pictures yet.

Add picture

Add new picture files to the gallery

Choose File

No file chosen

Files (maximum 10):


Upload chosen files

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

View selected files.

PROFILE

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

My pictures

Your gallery doesn't contain any pictures yet.

Add picture

Add new picture files to the gallery

Choose File

No file chosen

Choose File

dove-2516641_640.png

Choose File

dog-2983021_1280.png

Files (maximum 10):

dog-2983021_1280.png

Delete

dove-2516641_640.png

Delete

Upload chosen 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.

Upload chosen files.

PROFILE

LinkHelpClose

My profilePicturesConnectionsMessagesSearchPrivacyPreferences

My pictures

Your gallery doesn't contain any pictures yet.

Add picture

Add new picture files to the gallery

Choose FileNo file chosen

Choose Filedove-2516641_640.png

Choose Filedog-2983021_1280.png

Files (maximum 10):

dog-2983021_1280.pngDelete

dove-2516641_640.pngDelete

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.

PROFILE

LinkHelpClose

My profilePicturesConnectionsMessagesSearchPrivacyPreferences

My pictures



Add picture

Add new picture files to the gallery

Choose FileNo file chosen

Files (maximum 10):

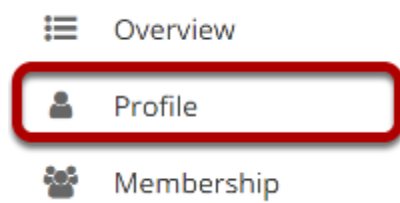
Upload chosen files

Footer

Once your images have been uploaded, they will display under "Pictures."

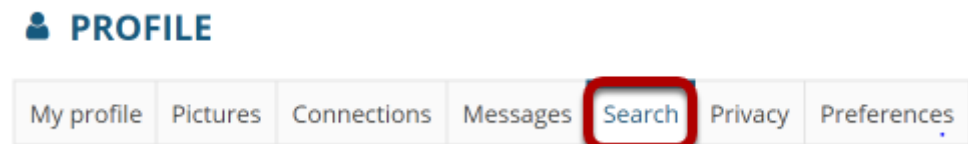
How do I search for and add connections?

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**.

Enter your search terms.

PROFILE

Link

Help

My profile

Pictures

Connections

Messages

Search

Privacy

Preferences

Search profiles

Search terms

Enter search terms depending on whether searching by name/email or by interest

demostudent02

Person's name or email

Enter a name or e-mail address to find people

Common interest

Enter an interest, eg 'cycling' to find people with similar interests

Include connections in search results

Include connections in search results

Limit search to selected worksite

Limit search to selected worksite

Limit search to selected worksite

Discussion 1 SMPL101

Search

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.

Displaying 1 result for: **demostudent02**

Clear search



Demo Student 2

Add as a connection

View connections

Email

Search results will display at the bottom of the screen.

Add connections.

Displaying 1 result for: **demostudent02**

[Clear search](#)



Demo Student 2

Add as a connection


View connections

Email

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

Connection Request Confirmation

Add Demo Student 2 as a connection?




Demo Student 2 will have to confirm your request.

Add connection

Cancel


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**.


Pending Requests



[Demo Student 2](#)

Connection requested

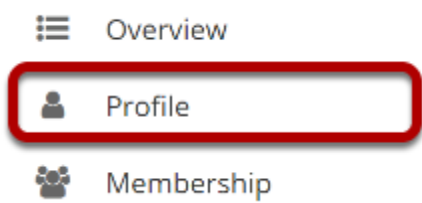
 [View connections](#)

 [Email](#)

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.

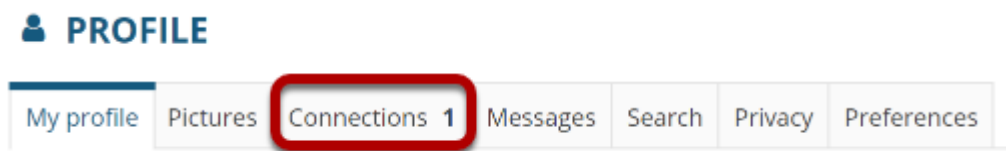
How do I accept a connection request?

Go to Profile.

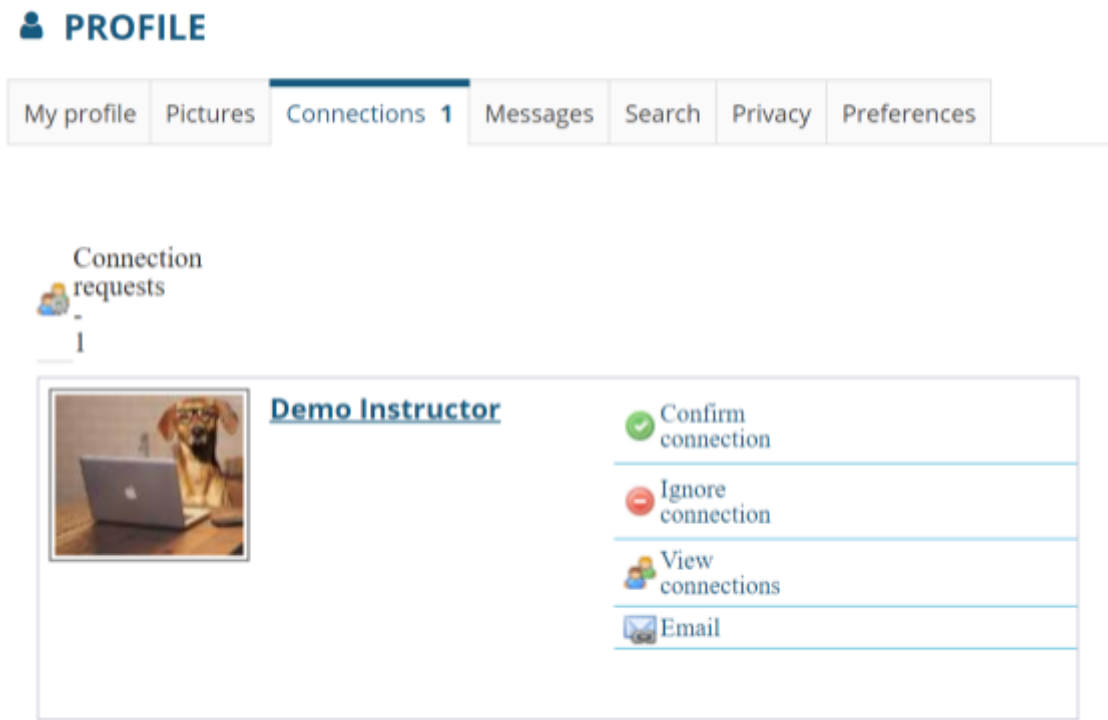


Select the **Profile** tool from the Tool Menu in your Home area.

Click Connections.



View connection requests.



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

Select Confirm connection to accept the request.

PROFILE


- My profile
- Pictures
- Connections 1**
- Messages
- Search
- Privacy
- Preferences


Connection requests
1

	<u>Demo Instructor</u>	<div></div> <div> Ignore connection</div> <div> View connections</div> <div> Email</div>
---	-------------------------------	--

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

Select Confirm connection request again to verify your selection.

Confirm Demo Instructor's connection request? 



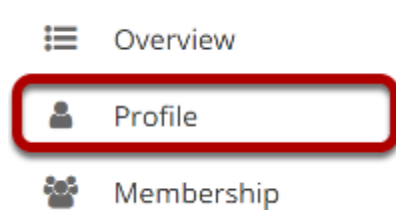
This will confirm **Demo Instructor's** connection request.

Confirm connection request

Cancel

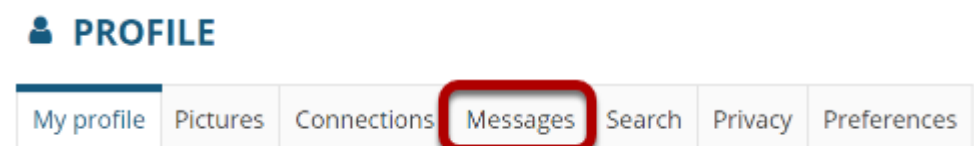
How do I send a message to a connection in Profile?

Go to Profile.

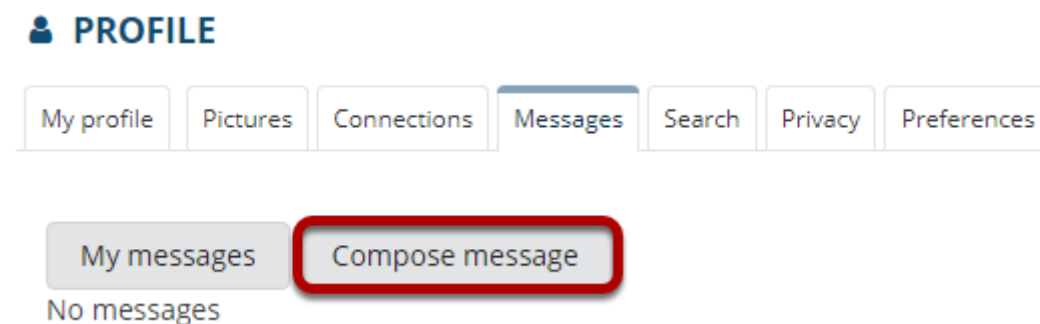


Select the **Profile** tool from the Tool Menu in your Home area.


Click Messages.



Click Compose message.



Enter your message and send.

 **PROFILE**


My profile	Pictures	Connections	Messages	Search	Privacy	Preferences
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My messages

Compose message

1

To

Demo Instructor 

2

Subject

3

Message

Hi there!


How are you?

4

Send Message

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**.

Sent message will display.

 PROFILE

Link

Help

My profile

Pictures

Connections

Messages

Search

Privacy

Preferences

My messages

Compose message

To

Demo Instructor

Subject

Hi there!

Message

Hi there!

How are you?

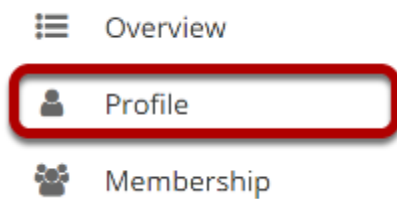
Send Message

☒ Message sent

How do I change my privacy settings?

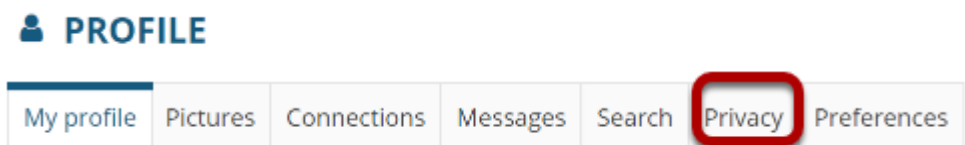
On your privacy page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

Go to Profile.



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

Click Privacy.



Modify your privacy settings.

PROFILE

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

Privacy settings

Profile Image

Choose who can see your profile picture.

Everyone

Basic Info

Choose who can see your basic information like nickname and birthday.

Everyone

Contact Info

Choose who can see your contact information like your email addresses and phone numbers.

Everyone

Staff Info

Choose who can see your staff information

Everyone

Student Info

Choose who can see your student information

Everyone

Social Info

Choose who can see your social networking information, such as your Facebook, LinkedIn and MySpace profiles.

Everyone

Personal Info

Choose who can see your favorite books and tv shows etc.

Everyone

Show Birth Year

☒ Choose whether or not to show or hide your birth year. Ticked means visible.

Who can view my connections?

Choose who can view your list of connections.

Everyone

Who can see my online status?

Choose who can see your online status.

Everyone

Who can see my status updates?

Choose who can see your status updates.

Everyone

Who can view my pictures?

Choose who can see your picture gallery.

Everyone

Who can send me messages?

Choose who can send you messages.

Only my connections

Who can see my kudos rating?

Choose who can see your kudos rating (if enabled in Preferences).

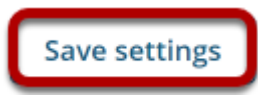
Everyone

Save 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.



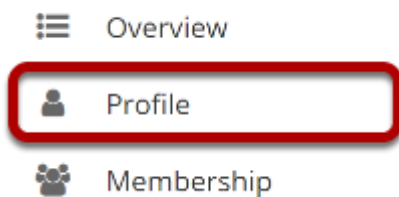
If you make any changes, be sure to click **Save settings** to save your changes.

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.

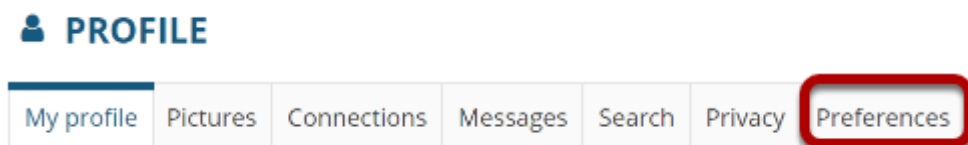
Note: Depending on institutional settings, some of these options may not be available in your local instance.

Go to Profile.



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

Click Preferences.



Manage email notifications.

Email notifications

Email me at **demoinstructor@longsight.com** when someone:

	On	Off
Adds me as a connection	<input checked="" type="radio"/>	<input type="radio"/>
Confirms my connection request	<input checked="" type="radio"/>	<input type="radio"/>
Sends me a new message	<input checked="" type="radio"/>	<input type="radio"/>
Replies to one of my messages	<input checked="" type="radio"/>	<input type="radio"/>
Adds me to a new worksite	<input checked="" type="radio"/>	<input type="radio"/>

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

Manage Twitter integration.

Twitter integration

Your status updates can also update your Twitter account

 [Link Twitter account](#)

Link

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.

Grant access.

Authorize Profile2 to use your account?

Authorize app


Cancel

This application will be able to:

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

Will not be able to:

- Access your direct messages.
- See your Twitter password.



Profile2
By Sakai Foundation
confluence.sakaiproject.org/display/PRO...
Profile2 is a social networking application for the Sakai collaborative learning environment.

You can revoke access to any application at any time from the [Applications tab](#) of your Settings page.

By authorizing an application you continue to operate under [Twitter's Terms of Service](#). In particular, some usage information will be shared back with Twitter. For more, see our [Privacy Policy](#).


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.

Twitter integration

Your status updates can also update your Twitter account

 [Link Twitter account](#)

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.

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	<input checked="" type="checkbox"/>	
Show my pictures	<input checked="" type="checkbox"/>	
Show my online status	<input checked="" type="checkbox"/>	

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.