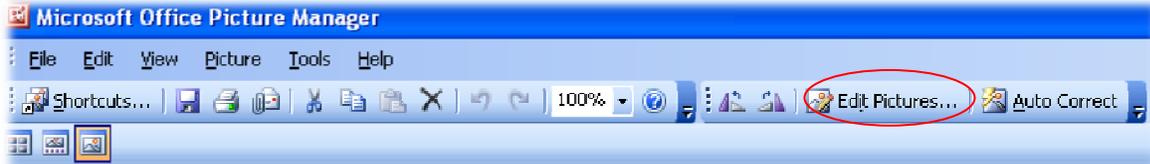


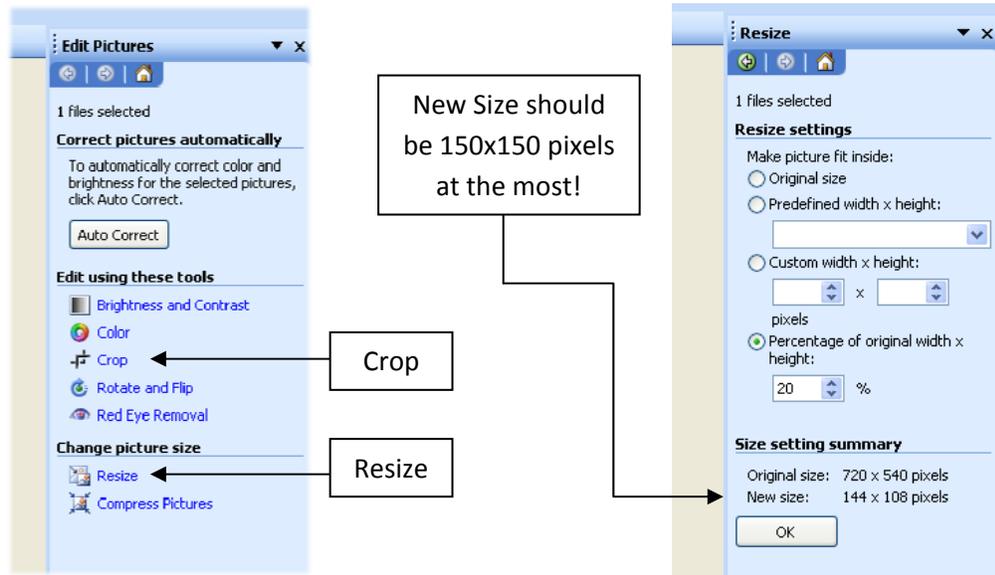
Moodle How-To: Upload a Profile Picture

1. You need to get your picture ready:

- ✓ Find your picture on the computer.
- ✓ Right click and 'Open With' Microsoft Office Picture Manager



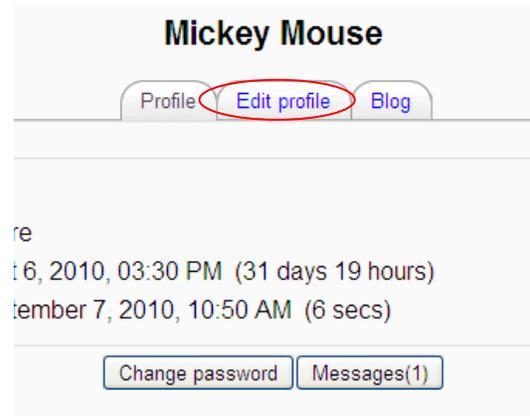
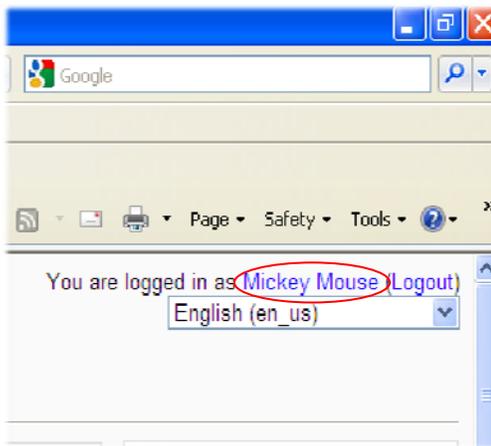
- ✓ If you need to 'Crop' your picture, click 'Edit Pictures' in the top toolbar. Then click 'Crop' in the right hand toolbar. You may then crop your picture however you'd like.



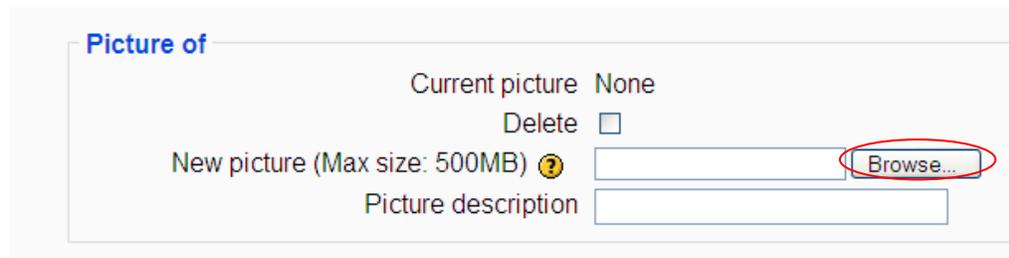
- ✓ The next step is to resize the picture. You then click 'Edit Pictures' in the top toolbar again. Then click 'Resize' in the right hand toolbar.
- ✓ In the 'Resize Settings' on the right, select the option 'Percentage of original width x height.' Lower the percentage until the 'New Size' is 150x150 pixels at the most.
- ✓ You must then save your picture as one, all lowercase word with no numbers, spaces, or special characters (for example, 'mickeymouse'). You must save the picture as a JPEG, GIF, or a PNG.

2. The next step is to upload the picture to Moodle:

- ✓ Login to Moodle using your SBU username and password.
- ✓ Click on your own name in the top right hand corner to bring you to your profile settings.



- ✓ Click on 'Edit Profile.'
- ✓ Scroll down to 'Picture of.'



- ✓ Click 'Browse...'
- ✓ Find your picture and click 'Open'
- ✓ Scroll to the bottom and click 'Update Profile'

Congratulations! You should now have a profile picture on Moodle!