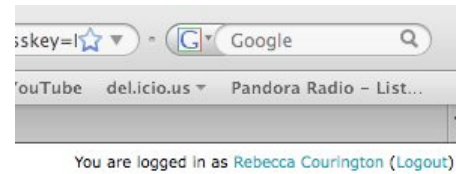


Getting Started using the LMS

Editing your Profile

Click on your name in the upper right hand corner.



Next, click Edit Profile.

A screenshot of the LMS profile editing page. At the top, there are three links: "Profile", "Edit profile", and "Blog". The "Edit profile" link is circled in red. Below the links is a "Required" section with a "Show Advanced" button. The "Required" section contains several form fields: "First name" (Christine), "Surname" (Moran), "Email address" (cmoran@colum.edu), "Email display" (Allow everyone to see my email address), "Email activated" (This email address is enabled), "City/town" (Chicago), "Select a country" (United States of America), "Timezone" (GMT-0.5), and "Preferred language" (English (en)). Below these fields is a rich text editor with a toolbar and a text area containing a greeting: "Greetings Future Broadcasters! I am a professional in the Industry and a Long termer at Columbia, celebrating my 25th year of teaching in 2009 and my 34th year in Radio. I have a lot to offer and a lot to give. I ask you come to my class on time. Ask you to be quiet when I am talking or when someone". Below the rich text editor is a "Picture of" section with a "Current picture" (a smiley face), a "Delete" button, a "New picture (Max size: 2MB)" field with a "Browse..." button, and a "Picture description" field. A red arrow points to the "Browse..." button. Below the "Picture of" section is an "Optional" section with a "Show Advanced" button. A red arrow points to the "Show Advanced" button. At the bottom of the page, there is an "Update profile" button, which is circled in red.

Enter your desired and required profile information. The open text box allows you to add any text you want to share with the class.

You may add your photo in the picture section. Click on the Browse button to locate your digital picture file on your hard drive or storage device. Your picture should be saved as a .JPG or .PNG format and not larger than 40 MB.

To add additional information, click on the show advanced box in the upper right hand corner.

Optional

* Hide Advanced

Web page*

ICQ number*

Skype ID*

AIM ID*

Yahoo ID*

MSN ID*

ID number*

Institution*

Department*

Phone*

Mobile Phone*

Address*

Click on the Update box located at the bottom of the Update Profile Page when you are finished.

Finally, click on Home in the upper left corner to return to the main screen.

