

## Working With Profiles

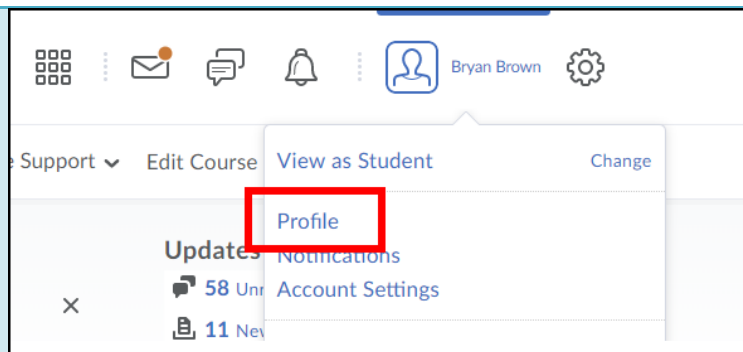


### Editing Your Profile

Desire2Learn allows you the option to edit your profile whenever you desire.

1. Login to Desire2Learn (<https://online.brazosport.edu>).

2. Click on the down-ward facing triangle next to your name (in the top right-hand corner of the page) and click on the **Profile** link.



3. Enter or edit any information on this page you would like. Do not provide private information since it is viewable to all course members. Entering profile information is optional. If you need to edit your profile picture proceed to the next Step. If not skip to **Step 8**.

### Edit My User Profile

Bryan Brown



Change Picture

Nickname

Hometown

Homepage

#### Awards Showcase

#### Social Networks

Facebook

e.g. <http://www.facebook.com/myusername>

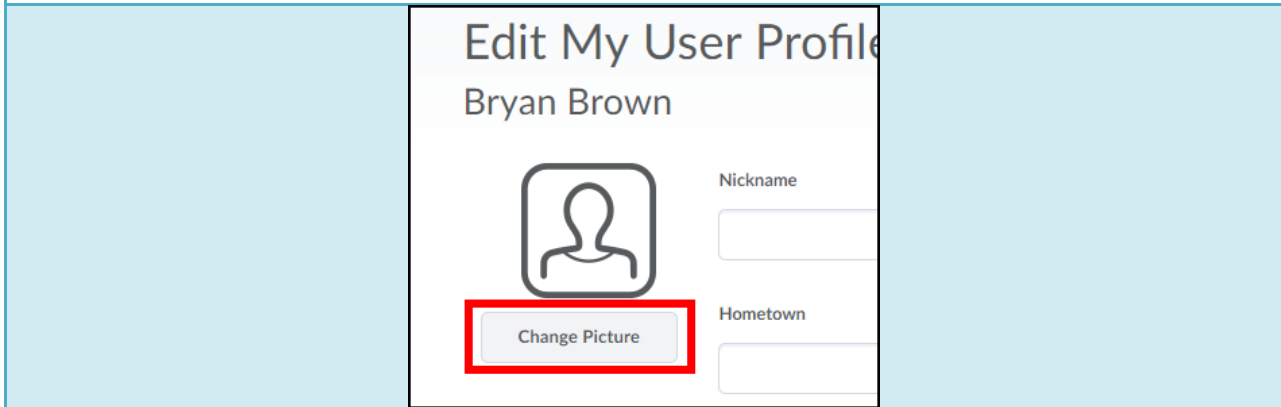
Google

e.g. <https://profiles.google.com/myusername>



4. Click the **Change Picture** button. You must already have an image saved on your computer. For best results the picture should be a headshot of yourself.

*[IMPORTANT: The image you use MUST BE APPROPRIATE for viewing.]*



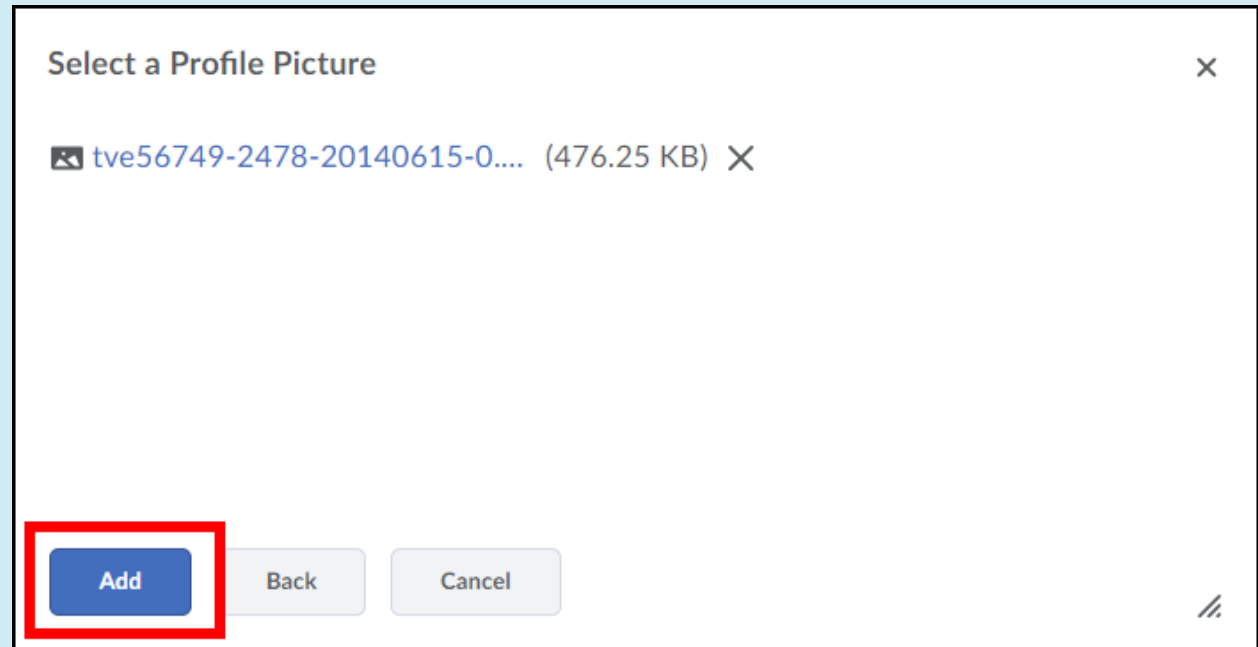
5. Click on **My Computer** (1), then click on the **Upload** button (2), locate your image file (3), and then click on it once to select it and click the **Open** button (4).

**You can drag and drop the file into the specified outline area, instead of clicking the Browse or Upload button to add it.**

The composite image illustrates the steps for selecting a profile picture. On the left, a 'Select a Profile Picture' dialog box is shown with 'My Computer' (1) and 'Upload' (2) buttons highlighted. On the right, a Windows 'Open' file explorer window is shown with a profile picture file (3) selected and the 'Open' button (4) highlighted. A callout box explains that the file can be dragged and dropped into the specified outline area.



6. Click the Add button.

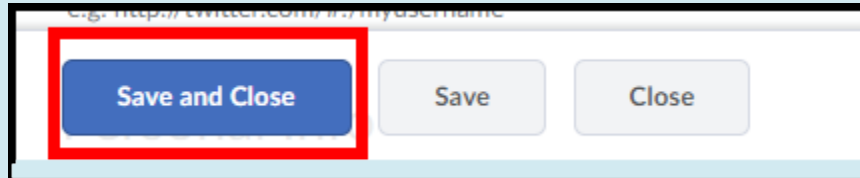


7. Your new image will appear on the left side of the page.

A screenshot of the "Edit My User Profile" page for a user named "Bryan Brown". The page features a profile picture placeholder on the left with a "Change Picture" button and a trash icon. To the right, there are three input fields labeled "Nickname", "Hometown", and "Homepage".



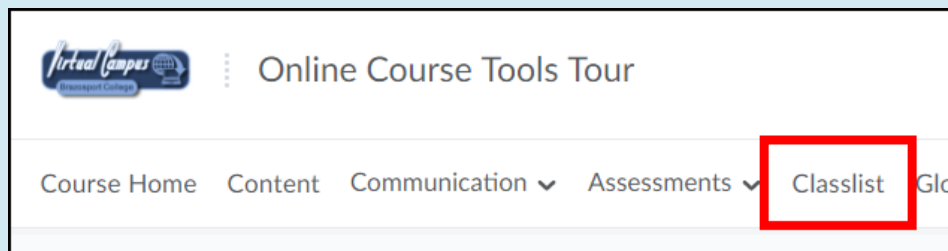
8. Click the **Save and Close** button once you have edited and/or entered all your information.



### Viewing Another Student's profile

Desire2Learn now allows you to view the profiles of other students in your online course.

1. Click on **Classlist** from the navigation bar.



2. A list will be populated showing all the students in the course.

A screenshot of the "Classlist" page. At the top right, there are "Print" and "Help" icons. Below the title "Classlist" is an "Email Classlist" button. There are tabs for "Students", "Tutors", "SI Leader", "Mentors", and "All", with "Students" selected. Below the tabs is a "View By:" dropdown menu set to "User" and an "Apply" button. There is a search bar with "Search For..." and a "Show Search Options" link. Below the search bar are icons for "Email", "Page", and "Print". The main content is a table with four columns: "Image", "Last Name ▲, First Name", and "Role". The table is highlighted with a red rectangular box.




	Image	Last Name ▲, First Name	Role
<input type="checkbox"/>		Ahrens, Lacey ▼	Student
<input type="checkbox"/>		Brewer, Jennifer ▼	Student
<input type="checkbox"/>		Brown, Alisha ▼	Student



3. To view the profile for a specific student, click on the image or image icon to the left of the student's name.

## Classlist

✉ Email    💬 Page    🖨 Print

	Image	Last Name ▲, First Name	Role
<input type="checkbox"/>		Ahrens, Lacey ▾	Stu
<input type="checkbox"/>		Brewer, Jennifer ▾	Stu
<input type="checkbox"/>		Brown, Alisha ▾	Student

**NOTE:**


A Green dot ● next to a student's name indicates that they are currently online and logged into Desire2Learn.

4. The page that appears will be the student's profile.

## View User Profile

[← Go Back](#)

### Chayton Herbst



Nickname

Hometown

Homepage

### Awards Showcase

### Personal Info

Tagline

Interests/Hobbies

Favorite Music



