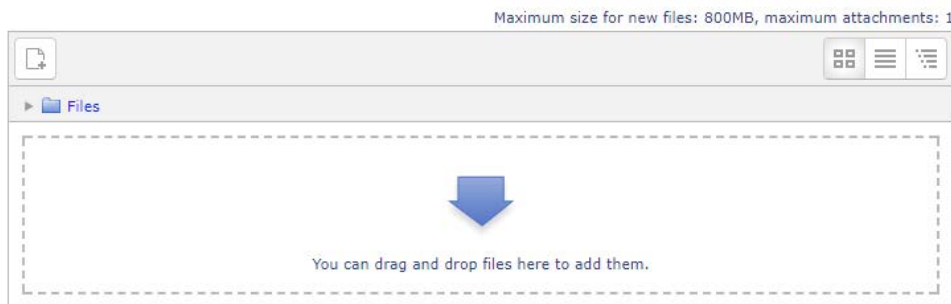


1. Log onto Cougar Courses, and in the upper right corner, hover over your name and select **Preferences**, and from the dropdown list click **Edit profile**.
2. You will be redirected to your profile. **Note:** though it appears you can change your name and email address from this page, you actually cannot. Any changes will be overridden upon your next login.
3. **Description:** This is where you can provide notes about yourself that will be visible on your profile page across the site. Profiles are not course-specific, so information here should be more generic.

New picture ?

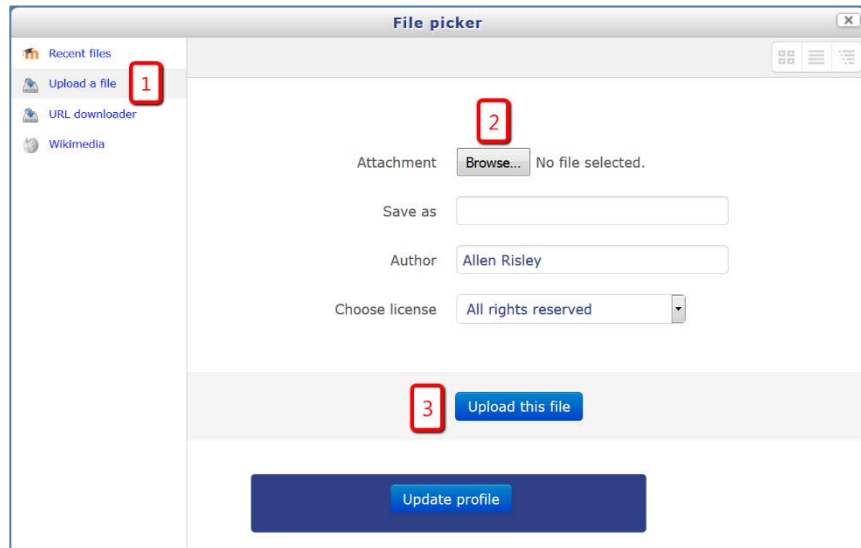


Picture description

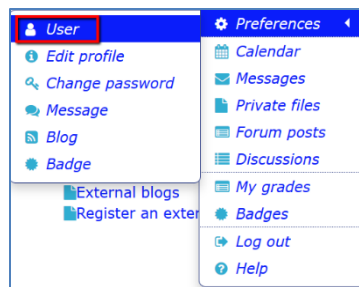
4. **User picture:** Add your picture in the **User Picture** section. You can add a picture which will display on your profile page and next to your name in any course activity (forum posts, assignment submissions, etc.). This profile picture is site-wide and thus viewable by your students and members outside of courses, so use

good judgment when selecting your picture.

- a. If your picture is larger than 1MB, use an image editor to **resize your image** to less than 1MB.
- b. In some Internet browsers you will be able to drag and drop your image onto the area provided. If not, click the **Add** symbol.
- c. When the File picker opens: 1) Select **Upload a file**. 2) Click the **Browse** button and locate the image file on your computer. 3) Click **Upload this file**. Your image should appear in the **New picture** field. 4) Scroll to the bottom and select **Update profile**.



5. You can also adjust your profile to modify the way you receive notifications from Forums. Once again, hover over your name in the upper right hand corner of the screen and select **Preferences**, but this time from the dropdown list click **User**. On the **Preferences** page under **User account**, choose **Forum preferences**. On the Forum preferences page you can make the following adjustments:



Forum preferences

Email digest type ?

No digest (single email per forum post) ▾

Forum auto-subscribe

No: don't automatically subscribe me to forum discussions ▾

▾ Forum tracking

Forum tracking

Yes: highlight new posts for me ▾

When sending forum post notifications ?

Mark the post as read ▾

- a. *Email digest type*: If you want to reduce the number of emails received from Cougar Courses, you can receive just one email per day with the combined set of messages for the day.
- b. *Forum auto-subscribe*: Forum subscription means you will receive email copies of posts to the forums. This is forced in some situations (like the News Forum used by instructors) but is optional for other forums. This profile setting controls the default behavior upon posting in a forum.
- c. *Forum tracking*: Forum tracking will indicate whether new posts have been made in forums since your last visit/login. This is only tracked if enabled here in your profile setting.
- d. *When sending forum post notifications*: you can choose to have it mark posts as read or not.