KODIAK QUICK GUIDE - Profile

Overview
The profile tool allows you to upload a picture and provide information about yourself that your students can access through the Classlist. If you upload a picture, students will be able to see it both in the Classlist and next to all your posts in Discussions. Students can access your full profile by clicking your picture in the Classlist, and you can do the same for students.

How to Access Your Profile
On the minibar, click the drop-down arrow next to your name, and choose Profile.

Set up your Profile
1. Click the icon to the left of your name in the top minibar. A drop-down menu will open (Figure 1).
2. Click **Profile** (Figure 2).
3. Enter as much or as little information as you want in the text boxes.

Add a Profile Picture
1. Click **Change Picture** (Figure 3).
2. Click **Upload**.
3. Select the file for the photo you want to use. Accepted file types include: .jpg; .jpeg; .gif; .bmp; .png; .ico; .mac; .pic; .pict; .pnt; .pntg; .tif; and .tiff.
4. Click **Add**. You will return to the "Edit my User Profile" page, and the photo you added will now appear.
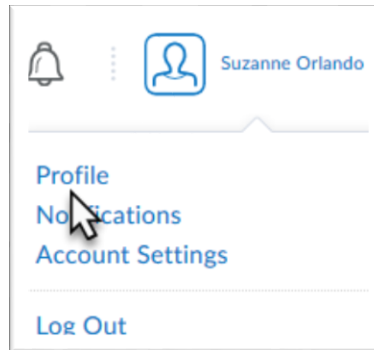
Save your Profile
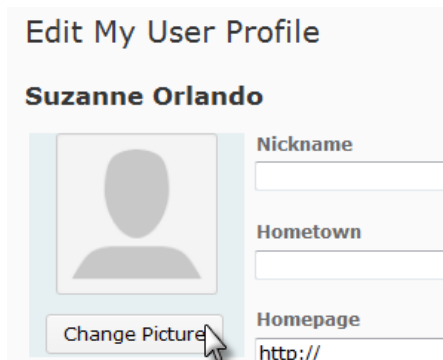1. Click **Save and Close** at the bottom of the screen when you have finished entering information into your profile.

Figure 1

Figure 2

Figure 3