

Best Practices for Using the My Profile Tool

Overview

iLearn's **My Profile** tool offers a rich interface for managing your personal academic profile. Students and instructors can post status updates, find people with common academic and personal interests, and create academic networks. The tool also contains a comprehensive set of privacy controls.

Steps for Using the My Profile Tool

Step 1 Access your profile

Log in to iLearn.marist.edu and select "**My Workspace**". Under "**My Settings**" in the navigation bar on the left side of your screen, click "**My Profile**"

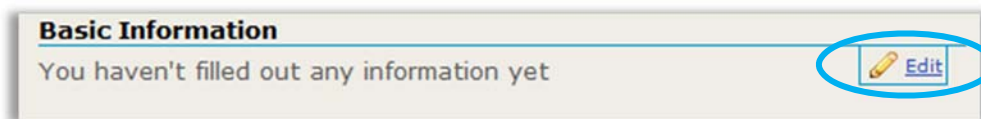
At this point you will be able to create and edit your information listed in your profile.

Step 2 Start or change a profile

Fields in the profile tool have been broken into several areas: basic information, contact information, academic information, and personal information.



To create or edit your profile, scroll over any of the areas you would like to edit. An "Edit" button will appear. Select the "Edit" button and fill in the in desired information.



This includes a nickname, a birthday that may be selected from the calendar pop-up box and a personal summary. Click "Save Changes"

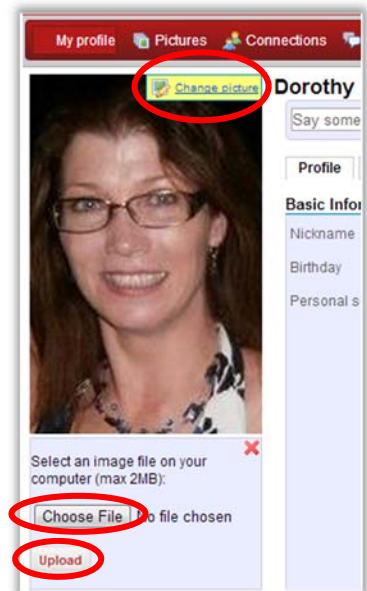


Step 3: Changing or adding profile picture

To change the profile picture, scroll over the profile picture (generic system image or one of your choice), a “Change Picture” selection will appear. When you click “Change Picture”, a “Choose File” button will appear below the picture.

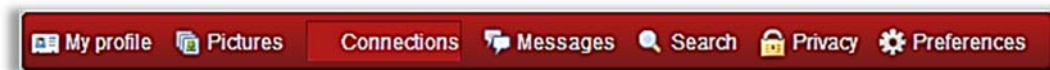
Once clicked, a file browser window will open. Locate and open your personal photograph from your computer. Then click “Upload”.

To upload other pictures, select “Pictures” from the top menu. Click “Choose File” from the Add Picture area and select “Upload chosen file”. **NOTE:** This “Pictures” space is NOT the same space you store your profile picture.



Step 4: Your Connections, Privacy and Preferences

Along the My Profile toolbar are buttons for viewing your connections, privacy and preferences along with a search button to locate new connections.



Clicking the “**Connections**” button will list your current connections and allow you to view your connection requests. To confirm another’s request, select the green icon  next to their name

- To ignore the requests, select the red  icon next to their name.

The “**Search**” button allows you to locate people by name, email address or a shared interest.

- To search by name or email, type in the person’s name and click the “search by Name or email” button
- Locate the proper person from the results displayed and click the “add as a connection” button. Select again to verify that connection.

When a message is received from a connection, a number will appear on the “**Messages**” button.

- To read the email, click the subject line. Reply to the message by typing in the reply box
- Create a message by clicking “compose”, filling in the “to:”, “Subject” and “Message”.

