



Personal Profile

The **Profile** tool allows you to upload a picture and provide information about yourself that other users can access through the **Classlist**.

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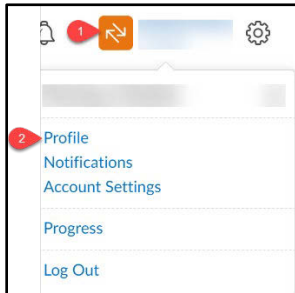
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Tutorial Video(s)

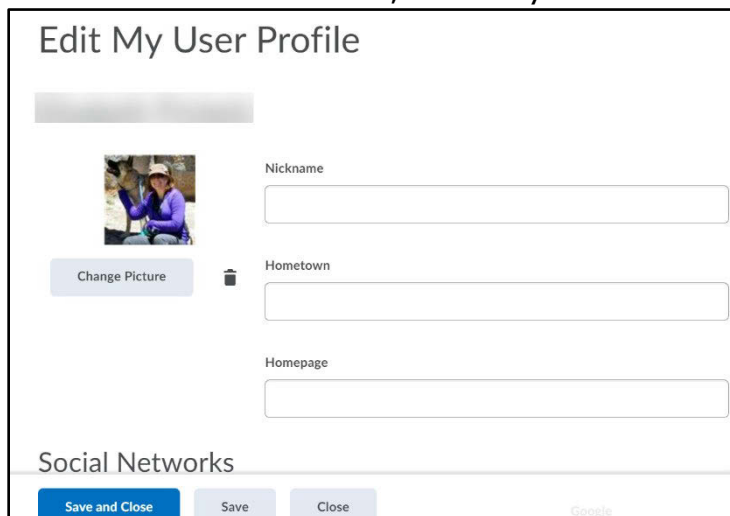
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Creating a Personal Profile

1. In the upper right corner of the screen, click on your name to show the dropdown menu.
2. Select **Profile**.



3. Provide as much or as little information as you want by filling in the text boxes. You are not required to provide social, contact, education, work, or personal information.
4. To assign a photo to your profile, click **Change Picture**. Click Upload to find the photo on your computer. The following file types can be used: .jpg; .jpeg; .gif; .bmp; .png; .ico; .mac; .pic; .pict; .pnt; .pntg; .tif; or .tiff.
5. Click **Add**.
6. When you have finished entering information into your profile, click **Save** to remain on the page or **Save and Close** to exit. Note: Your picture will appear to other users in **Classlist**, beside your name.

A screenshot of a web form titled 'Edit My User Profile'. At the top is a search bar. Below it is a placeholder for a profile picture. To the left of the form is a 'Change Picture' button with a trash icon. The form contains three text input fields labeled 'Nickname', 'Hometown', and 'Homepage'. At the bottom, there is a 'Social Networks' section with a 'Save and Close' button, a 'Save' button, and a 'Close' button. A 'Google' logo is visible in the bottom right corner.