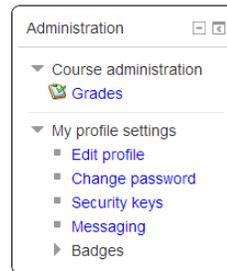
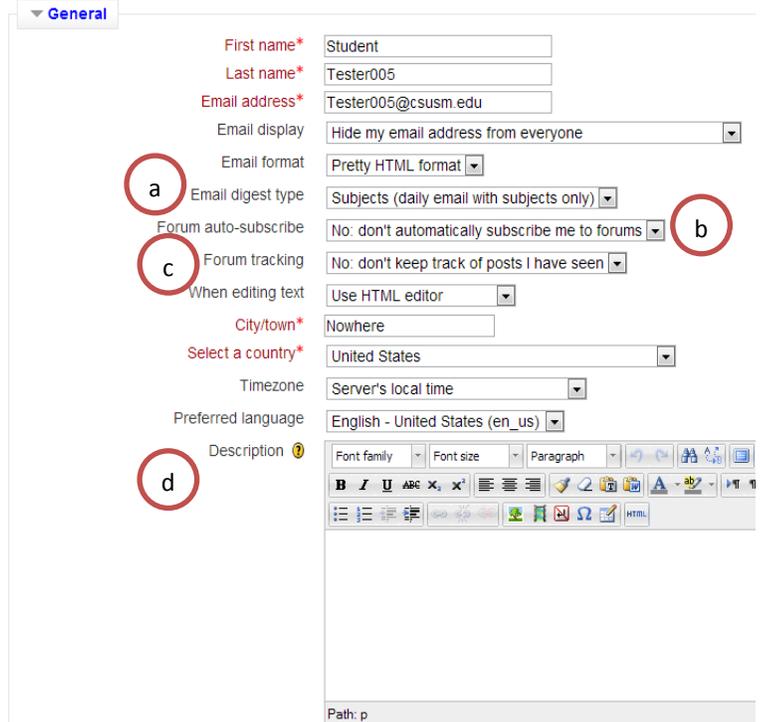


1. Log onto Cougar Courses, and click into any of your available courses.
2. In the Administration block click **My Profile Settings**.
3. From the dropdown list, click **Edit profile**.



4. You will be redirected to your profile. On this page you can edit your account settings, such as:
 - a. *Email digest type*: If you want to reduce the number of emails received by 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 you to control at the time you setup the forum,(forum settings). 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 forum activities since your last visit/login. **This is only tracked if enabled here in your profile setting.**
 - d. *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. Add your picture in the *User Picture* field below, not in this field.

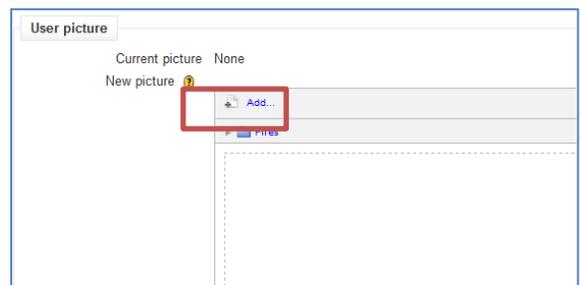


Note: Though it appears you can change your name and email address from your profile page, you can't. These changes will be overridden upon your next login.

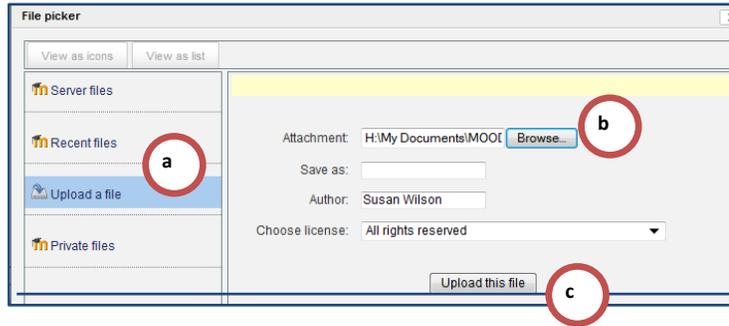
User Picture

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 instructors and members outside of courses, so use good judgment when selecting your picture. Inappropriate pictures will be removed and you may be called in to the Dean of Students Office.

5. If your picture is larger than 1MB, use an image editor to **resize your image** to less than 1MB.
6. In some Internet browsers you will be able to drag and drop your image into the *New picture* field. If not, click the **Add** button.



7. When the File picker opens:
 - a. Select **Upload a file**.
 - b. Click the **Browse** button and locate the image file on your computer. Verify the file location/name appear in the Attachment field.
 - c. Click **Upload this file**. (or drag and drop into the upload field on most browsers)



8. Verify your file is uploaded to the *New picture* field.
 9. Scroll to the bottom and click the **Update profile** button.
- Your selected image will now be shown in Cougar Courses mail, your profile, and forum posts.