D2L Profile: Adding Image and Updating Personal Information

One way to make a connection with your students is to add your photo to your Desire2Learn profile. This can be especially helpful when you are offering your course to distance learners. Adding your photo allows your students to place a face with your name. Complete the following steps to update your profile and add your photo. Once the upload is complete, the image will now appear in the Classlist, Discussion Board posts, and Homepage. Before starting, we recommend that you reduce the resolution of your image to a web-ready size.

Resizing Image - Windows | Resizing Image - MAC | Adding Image/Updating Personal Info
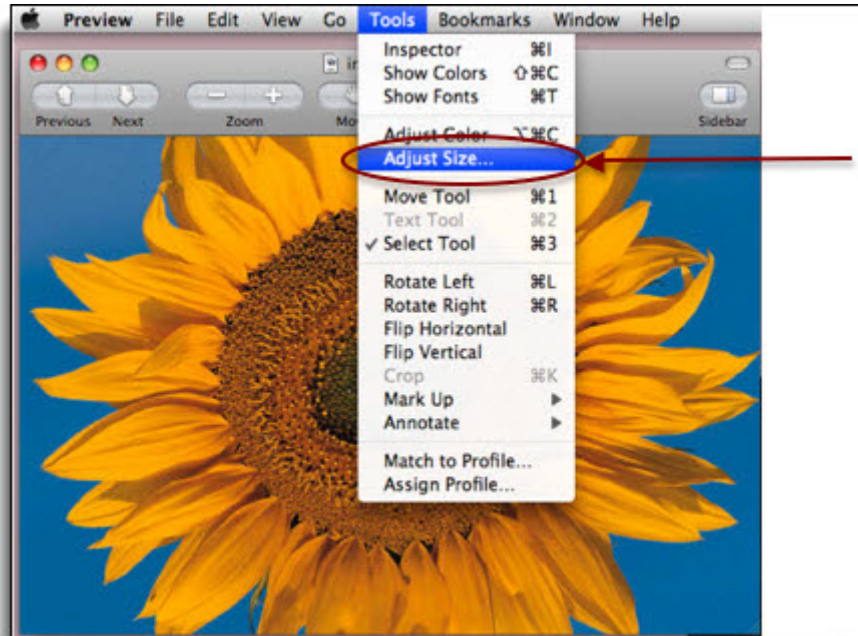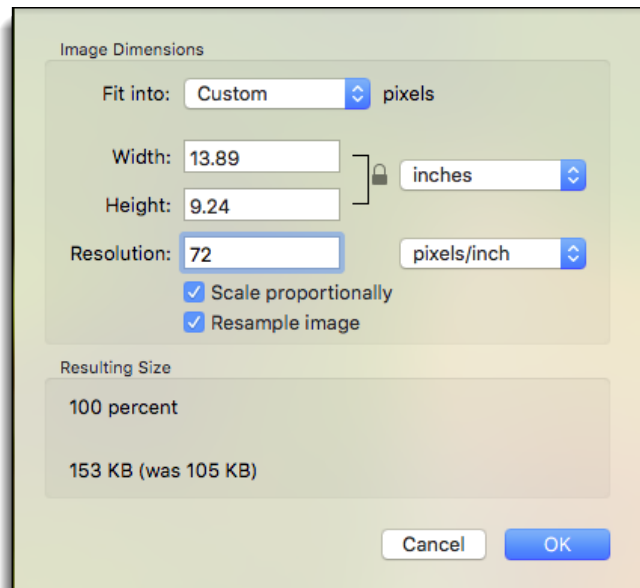
Windows Picture Resizing Instructions

1. In Windows, open the **Paint** application

2. Click the **Paint** button, click **Open**, click the picture you want to   resize, and then click **Open**

3. On the **Home** tab, in the **Image** group, click **Resize**.

4. In the **Resize and Skew** dialog box, select the **Maintain aspect ratio** check box so that the resized picture will have the same aspect ratio as the original picture.

5. If the **Maintain aspect ratio** check box is selected, you only need to enter the horizontal value (width) or vertical value (height). The other box in the **Resize** area is updated automatically.

6. Do one of the following in the **Resize** area, and then click **OK**:
    a. To resize your picture by a certain percentage, click Percentage, and then enter a percentage to reduce the width by in the Horizontal box or a percentage to reduce the height by in the Vertical box. You may need to do this more than once.
    b. To resize the picture so it's a specific size, click **Pixels**, and then enter a new width in the **Horizontal** box or new height in the **Vertical** box

7. Click the **Paint** button, point to **Save as**, and then click the picture file type for the resized image.

8. Type a new file name in the **File name** box, and then click **Save**.

Mac Picture Resizing Instructions

1. Open the image using the default Preview application.

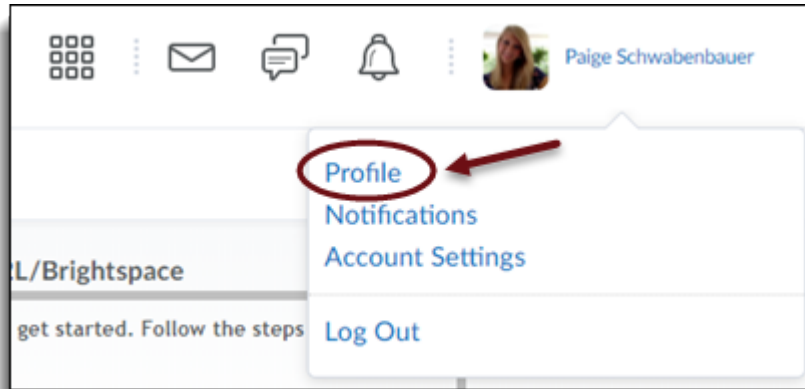2. Click Tools on the toolbar and select Adjust Size.

3. The Image Dimensions property box will open. Change the resolution to 72, and then click the OK button.

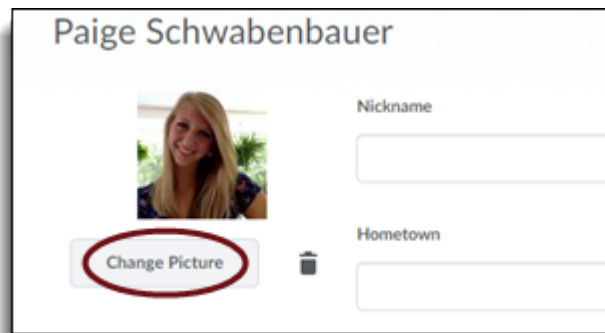4. Click File, Export, Save, and give the image a new name.

5. Close the application.

Center for Computing Services | Clarion University of PA

Adding Image and Updating Personal Information

1. Select the drop-down box containing your name in the upper right hand corner of the page and select the profile link.

2. Click the Change Picture button.

3. Click the Browse button to search for the photo on your computer.

4. Once you locate the photo that you want to use, click on the file from the list and then click Open.

5. Click Upload from the Select a Profile Picture window.

6. Make any additional changes or additions to your personal information and then click Save to save your changes.

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