


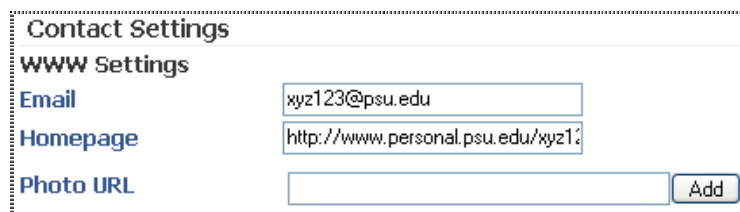
## Add Photo to Personal Information

June 9, 2009

You may choose to add a photo of yourself in the **Personal Information** area. The photo would be visible in all of your ANGEL courses and groups.

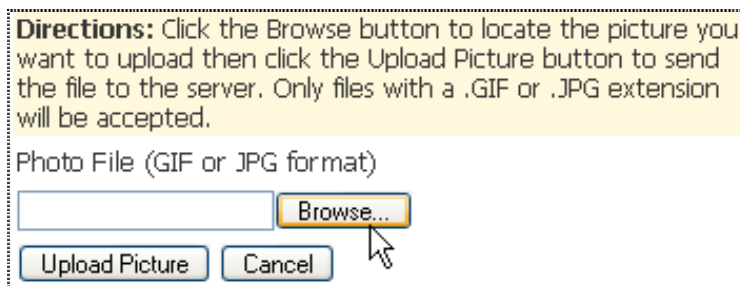
### To add your photo

1. Click on the **Preferences** button  in the left toolbar.
2. Click on the **Personal Information** link.
3. Scroll down to **Contact Settings** and find the **Photo URL** field.



The screenshot shows a 'Contact Settings' window with a 'WWW Settings' section. It contains three fields: 'Email' with the value 'xyz123@psu.edu', 'Homepage' with the value 'http://www.personal.psu.edu/xyz123', and 'Photo URL' which is currently empty. An 'Add' button is located to the right of the Photo URL field.

- If the photo is on the Web, enter its full URL in the text box, including the **http://** prefix, for example: **http://www.personal.psu.edu/xyz123/images/photo.jpg**
- If the photo is a picture file on your local drive:
  - A. Click the **Add** button to the right of the **Photo URL** field.
  - B. In the **Upload Photo** window that opens, click the **Browse** button.



The screenshot shows the 'Upload Photo' dialog box. It has a title bar and a text area with the following text: 'Directions: Click the Browse button to locate the picture you want to upload then click the Upload Picture button to send the file to the server. Only files with a .GIF or .JPG extension will be accepted.' Below the text is a label 'Photo File (GIF or JPG format)' followed by an empty text box and a 'Browse...' button. At the bottom are 'Upload Picture' and 'Cancel' buttons. A mouse cursor is pointing at the 'Browse...' button.

- C. Locate the photo file on your local drive and double-click its name.
- Note:** For best results, use a photo no more than 1,000 pixels in height or width.
- D. Click the **Upload Picture** button.



The screenshot shows the 'Upload Photo' dialog box with the file path 'C:\Pictures\photo.jpg' entered in the text box. The 'Browse...' button is now disabled. The 'Upload Picture' button is highlighted with a mouse cursor.

- E. If the photo displayed is the one you want to use, click the **Use Photo** button.



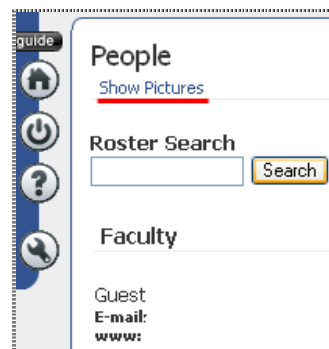
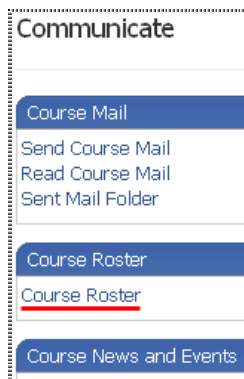
- F. Click the **Close** button to close the **Upload Photo** window.
4. Navigate back to the *User Profile Editor* page. By default, the picture is visible to users with student access rights or higher. Scroll to the bottom of the screen and **Save**.

## Display user photos/How other users view your photo

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### *Under Class Roster*

1. Enter a course or a group you are involved in on ANGEL.
2. Click on the course **Communicate** tab.
3. Click on the **Course Roster** link and select **Show Pictures**. Since



### *In Discussion Forum*

When you read the posts, you may click on the name of the author to see his or her profile picture. If no picture is displayed, it could be because restricted viewability set up by the user, the absence of a profile picture, or the viewability of personal profile set up by the course instructor.