How do you look online?

You would probably agree that the way you present yourself to your students in class has an impact on their engagement with you and, as a result, their learning. In a similar way, how you present yourself online also impacts on how connected your students are to you, and their online learning.

So how do you present yourself online?

The first presentation consideration, and the focus of this *Guide*, is your learn**online** profile. If yours looks like this – it is time to update.
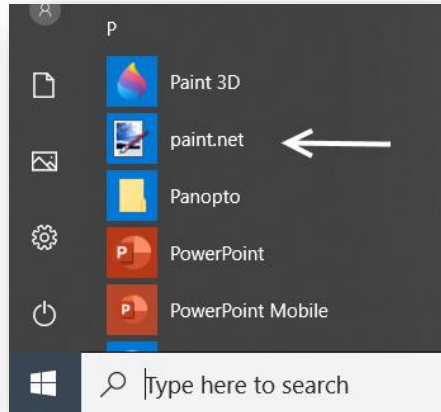
Your profile contains the basic information about you. The good news is this profile is independent of courses, so if you update for one course, it will update in all.
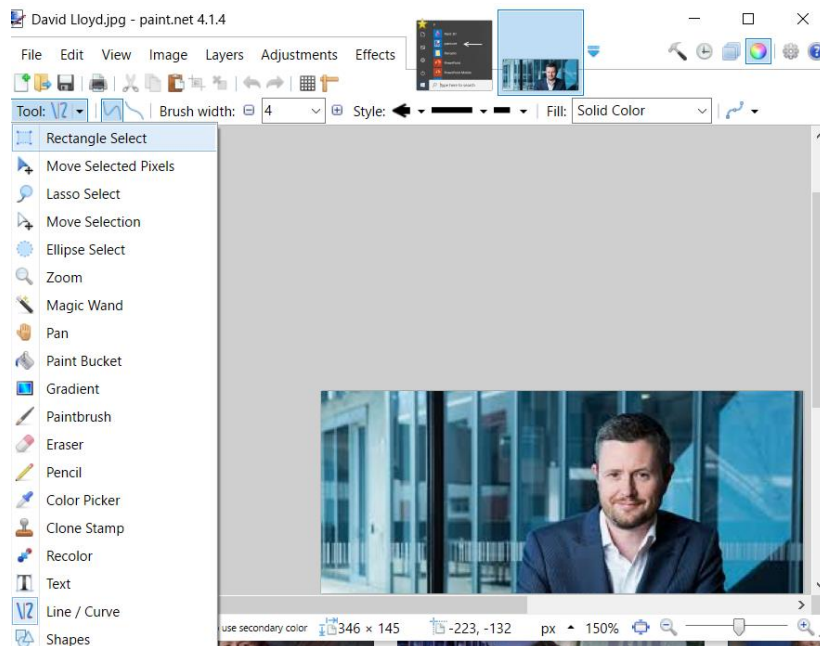
Updating is relatively easy, but you will first need to find a square (Instagram-like) photo of yourself to include.
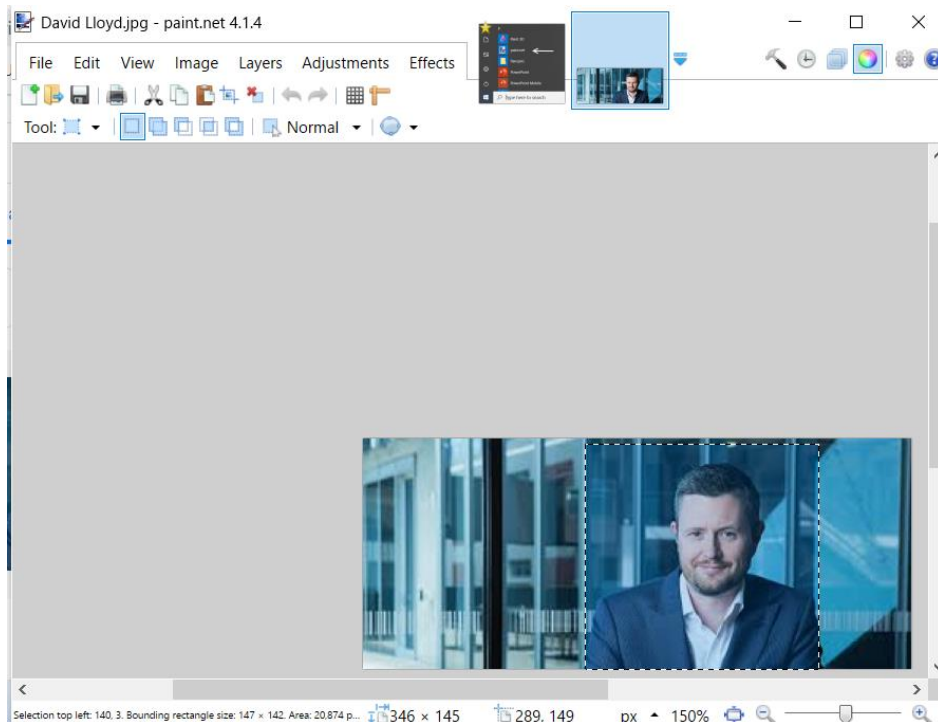
Making a square image

Windows users can make a square image using a program like Paint.net that is included in most UniSA computers. If you can't find Paint.net in your programs, you can install it through the software center.
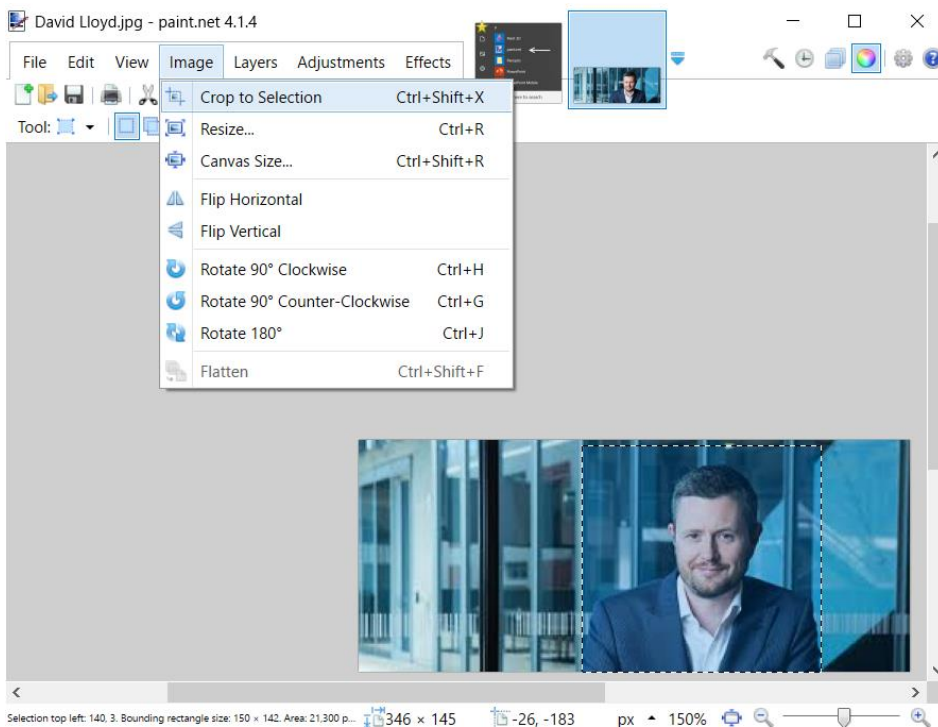
To make a square image with Paint.net open your image and select the rectangular select tool.

Then place the crosshairs on one corner of the image and drag across **holding down the shift key at the same time**. This makes a square selection. When it is the right size, let go, and you should see a square of marching white ants (well that is what it looks like).

Then go to **Image** in the toolbar and select, **Crop to Selection.**

Now save the file with a new name (File > Save As...). Something like David Lloyd – square, will work.
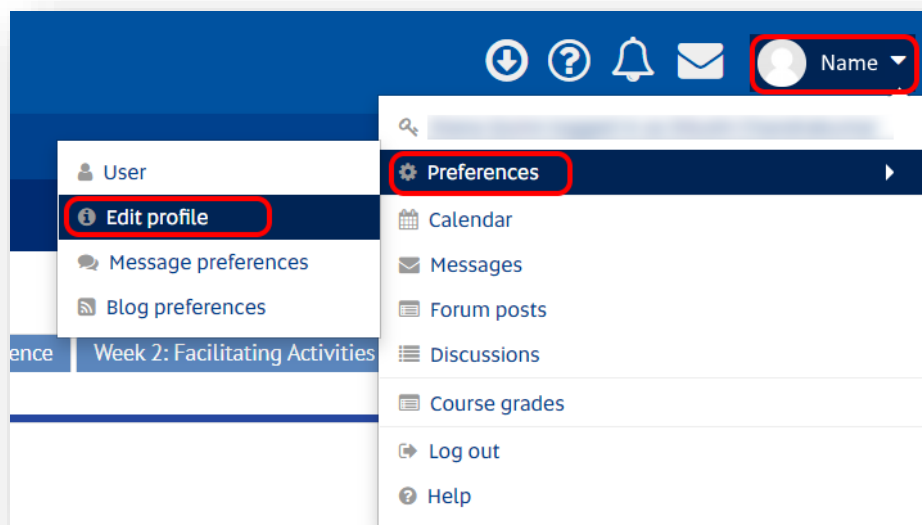
You can find out more things that you can do with Paint.net to edit images
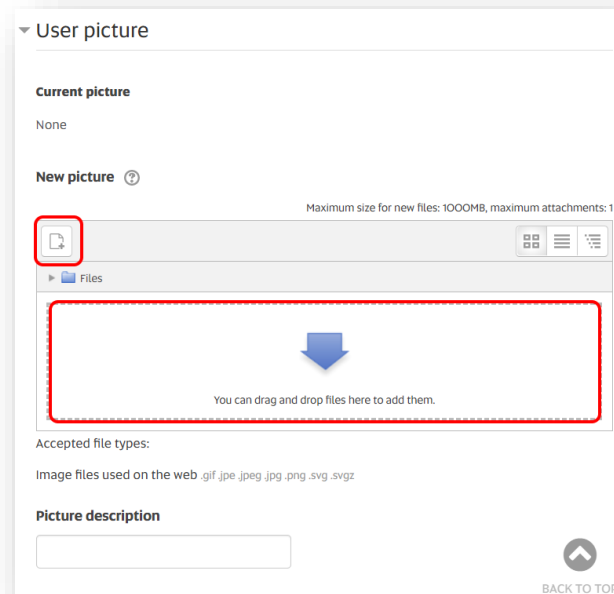https://www.getpaint.net/doc/latest/

Updating your profile

To update your profile first log into any course website that you are associated with and go to the top right-hand corner where you see your name and click on it.

Using the menu that pops-up, select **Preferences** and **Edit profile**.

Scroll down to the section called User picture and attach your new square-shaped image file by using the Add file button (top left) or dragging the file onto the blue arrow.
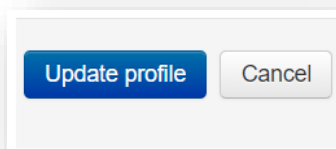
Add your name in the box called **Picture description**.

You can also add some text about yourself in the **Description field**, but remember your profile is the same in all the courses in which you teach.

Finish by selecting the **Update profile** at the bottom of the screen.

Now you have updated your profile – what happens? You will see that every time that you post something to a forum, dialogue, chat in your course website - not only will your name display to students, but allow a small image of you. This will help improve your presence in the website for students. You can also encourage students to do the same with their learn**online** profiles, helping their online class members get to know each other a little better.

If you would like to ask online teaching and learning questions related to your course, you can look through our FAQs, write to TIU@unisa.edu.au, have an

online consultation with a member of the TIU or complete the online modules as part of *Introduction to Engaging Learners Online.*