Oncourse: Profile, In-Depth

Created By: IT Training

This document contains the following how to guides

- Profile: Managing Your Info
- Profile: Social Media

We hope you find the information in the document to be useful.

For more information

For the latest Oncourse information and resources online, see:
http://oncourse.iu.edu/info

There you'll find recent announcements, a getting started guide, short online demonstrations, short "least-you-need-to-know" documents, self-study step-by-step materials, help documentation and more. You'll also find contact information for your campus teaching and learning center.
Profile: Managing Your Info

The Profile tool allows you to enter and choose to display public and personal information, including a profile picture.

Uploading a Profile Picture

The Profile tool opens with a default silhouette in your Profile. The procedure for uploading a new picture is the same as changing a current picture.

1. In the list of tools on the left, Click Profile.
2. Move the mouse cursor over the default silhouette. A small box with the option Change Picture appears in the upper right corner of the silhouette. See Figure 1.
3. Click Change picture. The Change Picture option box allows you to browse for and upload your new Profile picture.
4. In the Change picture option box, Click Browse. See Figure 1.
5. Select the desired file from your local computer and then click Open. Note: You may only upload files of the types PNG, JPEG, or GIF. Maximum file size for Profile pictures is 2 MB. The location of the file will appear in the text box next to the Browse button.
6. To finish the procedure, Click Upload. The new picture appears.

Note: To use your official institutional image in your profile, use the Preferences tool. See Figure 4.

Adding and Updating Information in the Profile tool

You may utilize the Profile tool for sharing or storing personal information. To add or update information other than your Profile Picture, follow the steps below.

1. Move the mouse cursor over the category of information you would like to change. A small box appears in the right side of the area with the Edit option link. See Figure 2.
2. Click Edit.
3. Type or otherwise fill in the information in the supplied fields.
4. Click Save changes. The supplied information will appear on your Profile page.

Managing Privacy Settings

The Privacy settings page allows you to control access to your profile information. You may choose to display the various parts of your profile to everyone, only your connections, or only yourself.

1. Click Privacy at the top of the Profile page.
2. Adjust the Privacy settings for each category of information using the drop-down menus. See Figure 3.
3. Click Save settings.
Managing Email Notifications

Use the Preferences settings to change how you receive updates. You may choose to be alerted by email when other users request to form a Connection with you, or when other users confirm your Connections requests.

1. Click Profile.
2. Click Preferences at the top of the Profile page.
3. To choose whether you are alerted by email, Click on the appropriate radio button. See Figure 4.

   Note: the alerts will be sent to the email address listed in the Profile tool.

To learn about using Twitter integration and other social media options, see Profile: Social Media.
Profile: Social Media

Users can make connections and share status updates via social media using the Profile tool.

Making Connections

You can see the profiles of other Oncourse participants and add them as connections. Your connections might include friends, classmates, colleagues, or anyone else with whom you share some relationship.

1. In the list of tools on the left, Click Profile.
2. Click Connections.
3. To add a new person, Click Search for connections.
4. Type in a username, name, or IU email address in the “Person’s name or email” field.
   Note: If searching by full name, you may not get accurate results. Try the person’s last name or username if needed.
5. Click “Search.”
   A list of users with matching records appears.
   Note: You can also search for connections by interest.
   You can Limit your Search to a selected worksite by selecting a value in the drop down list.
6. Click “Add as a connection” next to the appropriate user.
   A pop-up confirmation window opens. See Figure 1.

   ![Figure 1](image1.png)
   Figure 1

7. Click Add connection.
   A Connection request will be sent to the user. When the other user confirms the Connection request, he or she will appear in your list of Connections.

Confirming a Connection Request

Users must confirm Connection requests. When you have pending Connection requests, you will see a bold number next to the Connections link at the top of the Profile page. See Figure 2.

   ![Figure 2](image2.png)
   Figure 2

The number will indicate how many pending connection requests you have

1. To confirm a connection request, Click Connections.
   Connection requests will appear above your current Connections. There are two options.
   • To confirm the Connection request, Click confirm connection next to the person’s name. Click Confirm connection request.
   • To ignore the Connection request, Click Ignore connection next to the person’s name.

Ignoring a Connection

You may ignore any connection in the list of your Connections.

1. To remove a connection, Click next to the person’s name.
2. In the pop-up confirmation box, Click Ignore connection request.
   The Connection will disappear from your Connection List immediately.
Posting a Status Message

You may post a status message using the Profile tool to share items of importance with your connections. Status messages are limited to 140 characters.

1. Click My Profile.
2. In the “Say something” field, Type in a status message. See Figure 2.
3. Click “Say it.”
   The status message appears next to your name. See Figure 2.

Removing a Status Message

You may delete your status message without supplying a new status message.

1. Click Clear next to your current status message. See Figure 2.
   Your status message will disappear on your Profile page and will no longer appear to your Connections.

Linking your Profile to Twitter

You can authorize the Profile tool to post your status messages to your Twitter account.

Note: You will need an active Twitter account to use this feature.

1. Click Preferences.
2. Click Link Twitter account. See Figure 3.

   An authorization page for using an application in Twitter will open in your Web browser.

3. Sign in using your Twitter username and password. See Figure 4.
4. Click Authorize app.
   Once you sign in you are supplied with a PIN Number.
5. Return to the Profile tool.
6. Enter the PIN supplied in step 4 in the text box next to the “Link Twitter account” link.
   Note: If the text box is greyed out, click Link Twitter account again and switch back to your Oncourse tab.
7. Click Link.
   Your Twitter account is now linked to the Profile Tool. When you post a status message the message will be added to both your Oncourse Profile and your Twitter account.

To learn about changing your preferences, see Profile: Managing Your Info.