

## Uploading Your Picture to Educator

**Note:** Each of the courses you have in Educator has a *separate* profile. So if you want your picture to be in all of your courses, you will have to put it in each course.

1. Log into the DDP (ddp.alverno.edu) and click on your name to bring up your DDP student information.
2. Right click on your picture and choose **Save As**.
3. Save your picture to your A:drive, or home directory – just make sure you **know where you have saved it. Make sure the file has a .jpg extension**
4. Log onto Educator and enter the course you want to upload your picture to.
5. Click on **Course Materials** and then click on **My Folders**. **Click on the Folder with your name on it** to open it.
6. To upload your image click on **Upload to this Folder**, click the **Browse button** and locate the file and click the Upload **File Button**. Your file (picture) will be uploaded to your student folder
7. From the next screen, look directly under your picture. You will see a check box and Display this picture in my profile. **Click in the check box Display this picture in my profile**. Scroll down to the bottom of the page and click **Submit**. Now you will need to make your profile available to the class.

Display this picture in my profile

[E-MAIL THIS FILE](#)

[CLICK HERE](#) to remove this file

[GRANT ACCESS TO SPECIFIC CLASSMATES/GROUPS](#)

Locked files will only be viewable by you and your instructor. Unlocked files are viewable to all other students.

File Name	car.gif
Label	
Object ID	s1037 (Use the command <object:s1037> to embed object)
My Comments	<div style="border: 1px solid #ccc; height: 40px;"></div>
	<input type="checkbox"/> Spell Check
Status	Locked (All folders above this must be unlocked before this can be changed)
File Type	GIF Image
"ALT" Tag	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

8. Click on **Grades/Profile** and then **Modify Profile** on the left. In your **Profile Privacy** (it should say **Keep Private**), change the option to **Show to Everyone**.

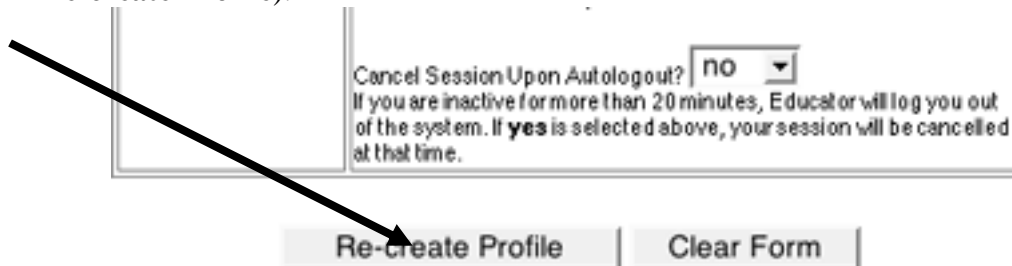


**IMPORTANT NOTE:** The E-Mail Address above is **NOT** the address where mail will automatically forward to. You need to [CLICK HERE](#) to set forwarding options.

<b>Year in School:</b>	<input type="text"/>
<b>Hometown:</b>	<input type="text"/>
<b>Major:</b>	<input type="text"/>
<b>Profile Privacy</b>	Show to Instructor Only <input type="text"/> Your name and e-mail address are displayed regardless of privacy option

A black arrow points from the right side of the page to the 'Show to Instructor Only' dropdown menu in the Profile Privacy section.

9. Scroll down to the bottom of the screen and click scroll down the screen and click on **Re-create Profile**).



Cancel Session Upon Autologout?   
If you are inactive for more than 20 minutes, Educator will log you out of the system. If **yes** is selected above, your session will be cancelled at that time.

A black arrow points from the left side of the page to the 'Re-create Profile' button.

10. Check out your picture and profile by clicking on **Click Here to see your newly recreated profile**. A separate window will appear with your picture. Now you can look up any student in the class by clicking on the **Student** navigation area and then clicking on a student's user name.