



## Educational Technology Student Orientation to D2L

### Updating Your Profile from the Classlist

**Step 1** From your Course Home page, CLICK the **Classlist** link in the navigation bar.

ROSALIND FRANKLIN UNIVERSITY OF MEDICINE AND SCIENCE My Home Email Locker Calendar FAQ Links Quizzes Help Surveys Logout

**D2L103F - Basic D2L Training** LIFE IN DISCOVERY

Course Home Content Discussions Chat Dropbox **Classlist** Glossary Checklist Grades Welcome, Brian Friday August 18, 2006

**Welcome**

Welcome, Brian!

My Settings:

- My Preferences
- My Personal Homepage
- My Profile

**Events**

No Events

Open my **Events**

**Updates**

- 5 [New Email Messages](#)
- 0 [Unread Discussion Messages](#)
- 0 [Quizzes Available](#)

**Search** News

**Welcome** - Jun 20, 2006

This is a news item specific to this course. It is totally controlled by the course management team.

**Step 2** The Classlist main page will open. CLICK the **Edit My Profile icon (?)** beside your name in the Classlist.

D2L103F - Basic D2L Training

Staff Students

Search for:  Search

Paging: Show  users per page

	L.Name ▲, F.Name	Email
Student		<a href="mailto:Brian.Brown@d2l.rosalindfranklin.edu">Brian.Brown@d2l.rosalindfranklin.edu</a>
		<a href="mailto:Brett.Comfort@d2l.rosalindfranklin.edu">Brett.Comfort@d2l.rosalindfranklin.edu</a>
	<a href="#">director, master</a>	<a href="mailto:master.director@d2l.rosalindfranklin.edu">master.director@d2l.rosalindfranklin.edu</a>
<b>?</b>	<b>Formacandy, Brian</b>	<a href="mailto:brian.formacandy@d2l.rosalindfranklin.edu">brian.formacandy@d2l.rosalindfranklin.edu</a>
	<a href="#">Franklin, Assistant</a>	<a href="mailto:assistant.franklin@d2l.rosalindfranklin.edu">assistant.franklin@d2l.rosalindfranklin.edu</a>


[Email everyone on this page](#)  
[Email everyone in the Classlist](#)

**Step 3** *The Edit Profile page displays.*

First Name: Brid  
Last Name: For  
Nick Name:  
Job Title:  
Company:  
Home Phone:  
Business Phone:  
Mobile Phone:  
Fax Number:  
Email:  
Address 1:  
Address 2:  
City:  
State/Province:  
Country:

ENTER only the information you feel comfortable sharing.

ENTER your **information** in the text fields.

- To upload a picture, CLICK the **Browse...** button and locate the image. CLICK Open.
- When you are finished entering the information you feel comfortable sharing, CLICK the **Save Changes** button (  ) at the bottom right.