

HDF 190- FLITE Leadership
Spring 2010
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Tutorial: Uploading your “profile” picture to your Sakai profile

*Responding to Sakai posts is an important aspect of the course. It would be helpful for everyone to upload a **professional style** (a “faceshot”) picture of themselves to the Sakai site. This way everyone will be able to “put a name to a face”, so that you can know who you are talking to virtually. This is an easy process, and below is the guide to doing this task.*

Step 1

Log on to: <https://sakai.uri.edu/portal/> and sign in (user ID, password)

Step 2



Click on our classes (*HDF 190: FLITE*) tab.
(If not there, check under “Active Sites” tab)

Step 3

Using the side navigation column, click on
“Discussion and Private Messages”



Step 4

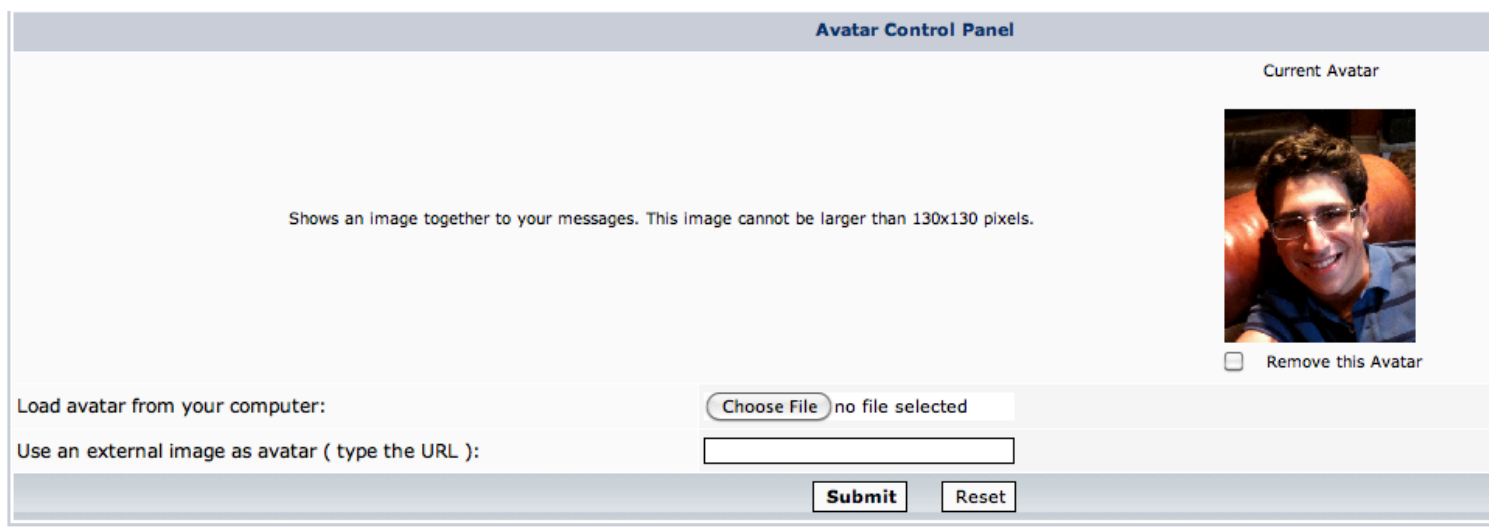
Now on this page, click on *My Profile* at the top of the toolbar options.



The screenshot shows a course interface. On the left is a vertical navigation menu with links: Home, Syllabus, Schedule, Announcements, Resources, Assignments, Gradebook, Site Info, Discussion and Private Messages, Messages, Modules, and Help. The main content area is titled "Discussion and Private Messages". At the top of this area is a toolbar with icons for Discussion Home, Search, Recent Topics, My Profile, My Bookmark, and Private Messages. An arrow points to the "My Profile" icon, which is circled. Below the toolbar, it shows the user's last visit and current time. The "Discussion List" section is divided into "Main" and "Other" categories. Under "Main", there are "Questions" and "Class Discussions". Under "Other", there is "Student Lounge". At the bottom right, there are message status indicators: "New Messages", "No new messages", and a lock icon.

Step 5

Once on this page scroll all the way down to the bottom of the page to find the *Avatar Control Panel* (below):



The "Avatar Control Panel" section is shown. It includes a "Current Avatar" section with a photo of a man and a "Remove this Avatar" checkbox. Below this, there is a text box with the instruction: "Shows an image together to your messages. This image cannot be larger than 130x130 pixels." The panel has two main options: "Load avatar from your computer:" with a "Choose File" button and "no file selected" text; and "Use an external image as avatar (type the URL):" with an empty text input field. At the bottom are "Submit" and "Reset" buttons.

Step 6

Avatar Control Panel

Current Avatar

Shows an image together to your messages. This image cannot be larger than 130x130 pixels.

Load avatar from your computer: no file selected

Use an external image as avatar (type the URL):

Remove this Avatar

This page might look slightly different (whether you are using a Mac/Pc), but click on the “*Choose File*” button (1), and then it will prompt you to choose a file from your computer.

*Suggestion-- have a photo ready on your desktop, so you can easily find it.

Once you have done this select *Submit* (2), and you will then have successfully updated your Sakai avatar, so that your classmates can now see your pictures when commenting/reading posts on Sakai.

**Any problems along the way/ questions feel free to contact your peer leaders (that’s what we’re here for) or me directly at rplrusty@my.uri.edu. **