

## How to Edit Profile Pages

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## Update Profile Information

The screenshot shows the UAL profile update interface. At the top, there is a navigation bar with tabs: Workflow, Content, Portfolio, Groups, and Administration. Below this is a sub-navigation bar with tabs: Profile, Profile pictures, Files, Journals, CV, Plans, and Notes. The main content area has a header with the UAL logo and the word 'Profile' with an information icon. Below the header are four tabs: About me, Contact information, Social media, and General. The 'Contact information' tab is selected. The main content area contains a profile picture placeholder, a message about profile information, and several input fields: First name (Jane), Last name (Russell), Student ID, and Display name. Below these is an 'Introduction' section with a rich text editor containing a paragraph of text and a text box with an email address. At the bottom left is a 'Save profile' button. Red arrows point from numbered instructions to these elements: 1. Click Content and Profile (points to Content and Profile tabs); 2. Enter information into the relevant fields (points to the input fields); 3. Work your way through the profile tabs filling out any information (points to the tabs); 4. Click Save profile (points to the Save profile button).

Workflow Content Portfolio Groups Administration

Profile Profile pictures Files Journals CV Plans Notes

1. Click Content and Profile

3. Work your way through the profile tabs filling out any information

2. Enter information into the relevant fields

4. Click Save profile

## Update Profile Pictures

You may upload up to five profile pictures here and choose one to be displayed as your default picture at any one time. Your pictures must be between 16x16 and 1170x1170 pixels in size.

The screenshot shows the 'Profile pictures' management page in the UAL system. The top navigation bar includes 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a sub-navigation bar has 'Profile', 'Profile pictures', 'Files', 'Journals', 'CV', 'Plans', and 'Notes'. The 'Profile pictures' sub-page is titled 'Profile pictures' with a green information icon. It features a table with columns for 'IMAGE', 'IMAGE TITLE', 'DEFAULT', and 'DELETE'. The table contains two rows: one with a profile picture and the title 'Profile picture.3', and another with a standard avatar icon and the title 'Standard or external avatar'. Below the table are 'Set default' and 'Delete' buttons. The 'Upload profile picture' section includes instructions on file size and a 'Profile picture \*' field with a 'Choose file' button. Below this is an 'Image title' field and an 'Upload' button. Three red callout boxes with white text and black borders point to the 'Content' and 'Profile pictures' menu items, the 'Choose file' button, and the 'Upload' button.

1. Click Content and Profile pictures

IMAGE	IMAGE TITLE	DEFAULT	DELETE
	Profile picture.3	<input type="radio"/>	<input type="button" value="Delete"/>
	Standard or external avatar	<input type="radio"/>	<input type="button" value="Delete"/>

2. Click Choose file

3. Click Upload

## Upload Files

Here are your images, documents and other files for inclusion in pages.

The screenshot shows the UAL Files upload interface. At the top, there is a navigation bar with tabs for Workflow, Content, Portfolio, Groups, and Administration. Below this, there is a sub-navigation bar with links for Profile, Profile pictures, Files, Journals, CV, Plans, and Notes. The 'Files' link is highlighted in green. A red arrow points from a box labeled '1. Click Content and Files' to the 'Content' and 'Files' tabs. Below the navigation, the 'Files' section is titled 'Files' with a small information icon. A message reads: 'Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.' The main area is titled 'Upload file' and contains several input fields: 'License' (set to 'None selected'), 'Licensor', and 'Original URL'. To the right, there is a 'File' section with a 'Choose Files' button and a 'Drop files here to upload' area. A red arrow points from a box labeled '2. Click Choose Files' to the 'Choose Files' button. Below the 'Drop files here to upload' area, there is a checkbox for 'Automatic resizing of images larger than 1200x1200'. A red arrow points from a box labeled '3. File will appear in the list below' to the bottom of the upload area. At the bottom left, there is a 'Create folder' button.

1. Click Content and Files

2. Click Choose Files

3. File will appear in the list below

## Create a Journal or Add an Entry

A Journal allows you to enter information similar to a diary.

The screenshot displays the UAL user interface. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary navigation bar includes 'Profile', 'Profile pictures', 'Files', 'Journals', 'CV', 'Plans', and 'Notes'. The 'Journals' tab is highlighted in green. A red arrow points from the 'Content' tab to the 'Journals' tab, with a callout box containing the text '1. Click Content and Journals'. Below the navigation, the 'Journals' section is visible, featuring the UAL logo and the heading 'Journals'. A card titled 'UAL Course Journal' is shown with the text 'No entries yet' and a '+ New entry' button. A red arrow points from this button to a callout box containing the text '2. Add a New Entry to an existing Journal'. To the right of the 'Journals' section, there is a '+ Create journal' button. A red arrow points from this button to a callout box containing the text '3. Create a new Journal'. In the bottom right corner of the interface, it says '1 journal'.

## Update your CV

The General Information fields in My CV includes:

- **Introduction** – Use this space to create a Cover Letter related to the purpose and audience with whom you are sharing your CV and Personal Information to allow you to include additional information about yourself.
- **Education & Employment** – Enter past and recent education and employment details.
- **Achievements** – This will include Certifications, Accreditations, Awards, Books, Publications and Professional Memberships.
- **Goals & Skills** – The My Goals area is divided into Personal, Academic and Careers sections, my Skills area is divided into Personal, Academic and Work sections.
- **Interests** – Here you can detail personal and/or professional interests.

**Note:** Once you have prepared a CV, you will need to add it to a Page in order to share it with other people, such as potential employers.

The screenshot shows the UAL My CV interface. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, there is a sub-navigation bar with tabs for 'Profile', 'Profile picture', 'Files', 'Journals', 'CV', 'Plans', and 'Notes'. The 'CV' tab is highlighted in green. Below the navigation bar, there is a green header with the UAL logo and the text 'university of the arts london'. The main content area is titled 'Introduction' and contains a 'Cover letter' section with a text input field and an 'Edit' button. Below this is a 'Personal information' section with several input fields: 'Date of birth' (with a hint 'Use the format YYYYMMDD'), 'Place of birth' (with a dropdown menu showing 'UK'), 'Citizenship' (with a dropdown menu showing 'British'), 'Visa status', 'Gender' (with radio buttons for '(Not specified)', 'Female', and 'Male'), and 'Marital status' (with a dropdown menu showing 'Married'). At the bottom left, there is a 'Save' button. Red arrows point from numbered text boxes to various elements: '1. Click Content and CV' points to the 'Content' and 'CV' tabs; '2. Enter all relevant information in the boxes provided' points to the 'Date of birth', 'Place of birth', 'Citizenship', and 'Marital status' fields; '3. Work your way through all the tabs above filling out all your information in the boxes provided' points to the 'Introduction', 'Education and employment', 'Achievements', 'Goals and skills', 'Interests', and 'Licenses' tabs; and '4. Click Save' points to the 'Save' button.

## Add Plans

The Plans section allows you to add any future plans that you have on your agenda.

The screenshot shows the UAL website interface. At the top, there is a navigation bar with 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary navigation bar includes 'Profile', 'Profile pictures', 'Files', 'Journals', 'CV', 'Plans', and 'Notes'. The 'Plans' tab is highlighted in green. A red arrow points from a box labeled '1. Click Content and Plans' to the 'Content' and 'Plans' tabs. On the right side of the page, there is a '+ New plan' button and a set of icons for editing, deleting, and refreshing. A red arrow points from a box labeled '2. Add a New plan' to the '+ New plan' button. Another red arrow points from a box labeled '3. Edit, Manage or Delete a plan' to the icons. The main content area shows 'Plan 1' with the text 'Information about the Plan goes here...'. At the bottom right, it says '1 Plan'.

## Edit Notes

These are the HTML notes you have created inside note blocks on your pages.

The screenshot shows the UAL website interface. At the top, there is a navigation bar with 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary navigation bar includes 'Profile', 'Profile pictures', 'Files', 'Journals', 'CV', 'Plans', and 'Notes'. The 'Notes' tab is highlighted in green. A red arrow points from a box labeled '1. Click Content and Notes' to the 'Content' and 'Notes' tabs. Below the navigation, the page title is 'My notes'. The main content area shows a list of notes with columns for 'NOTE TITLE', 'BLOCK TITLE', and 'CONTAINED IN'. The first note is 'How to Create a Page'. A red arrow points from a box labeled '2. Edit or Delete a Note' to the edit and delete icons for the first note. The second note is also 'How to Create a Page'.

## Add Content to you Profile Page

As with any other page in workflow, you can drag and drop content around your page, delete existing content blocks or add new ones by dragging them on to your page preview area.

The screenshot shows the UAL system interface. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, there is a sub-navigation bar with 'Pages' highlighted in green, along with other options like 'Collections', 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. The main content area displays the 'Pages' section with the UAL logo and a search bar. A search bar contains the text 'Title, description, tags' and a 'Search' button. Below the search bar, there is a 'Results' section. The first result is 'Profile page' with the description 'Your profile page is what others see when they click on your name or profile picture:'. To the right of the 'Profile page' result, there is an 'Edit' icon (a pencil) which is highlighted by a red arrow. A red box with the text '2. Click the Edit icon next to the Profile page' is positioned next to this icon. Another red box with the text '1. Click Portfolio and Pages' is positioned above the 'Portfolio' and 'Pages' menu items, with red arrows pointing to them.

1. Click Portfolio and Pages

2. Click the Edit icon next to the Profile page



The screenshot shows the 'Jane Russell's Profile | Edit content' page in the UAL system. At the top, there are navigation tabs for 'Workflow', 'Content', 'Portfolios', 'Groups', and 'Administration'. Below these are sub-tabs for 'Pages', 'Collections', 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. The main header includes the UAL logo and a search bar for users. The page title is 'Jane Russell's Profile | Edit content' with a help icon. Below the title are links for 'Display page' and 'Share page'. A toolbar contains 'Edit content', 'Edit layout', and 'Choose skin' buttons. A central preview area shows a page layout with a red arrow pointing to it from a callout box. On the left, a sidebar menu lists various profile sections, with a red arrow pointing to 'Personal info' from another callout box. The callout boxes contain the following text:

- 3. Drag and drop blocks from under the Personal info section
- 4. Edit the layout and choose a skin if required

**Note:** Always remember to think about your own personal security before releasing contact information on a publicly available page.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [dlsupport@arts.ac.uk](mailto:dlsupport@arts.ac.uk)