

How to...

Modify your Profile on SWAPBox

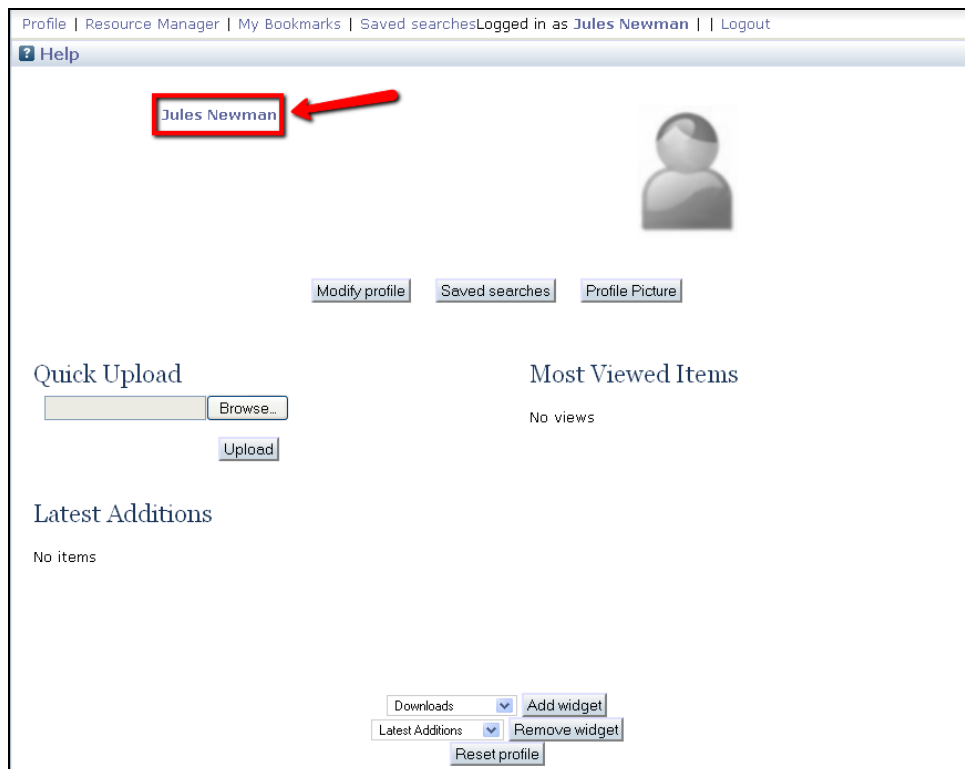
This guide covers:

- Entering and amending your profile details on SWAPBox
- Benefits of setting up a full profile on SWAPBox

Other guides you might be interested in: *Finding and downloading resources, Using an OER in your teaching and learning, Uploading your own OERs*

To enter your profile details on SWAPBox

Immediately after registration, your profile page will look like this:



Profile | Resource Manager | My Bookmarks | Saved searches Logged in as Jules Newman | | Logout

Help

Jules Newman

Modify profile | Saved searches | Profile Picture

Quick Upload

Browse... | Upload

Most Viewed Items

No views

Latest Additions

No items

Downloads | Add widget

Latest Additions | Remove widget

Reset profile

As you can see, the name details you entered during registration rather than your username have been copied over to become your profile name. If you would prefer a different display name for your profile, you can amend this by selecting 'Modify Profile' and amending the details in the name fields. Your username and log in will not be affected by you making these changes.



After making the changes in the text fields, click on the 'save' button. The amendments will be visible immediately in your user profile.

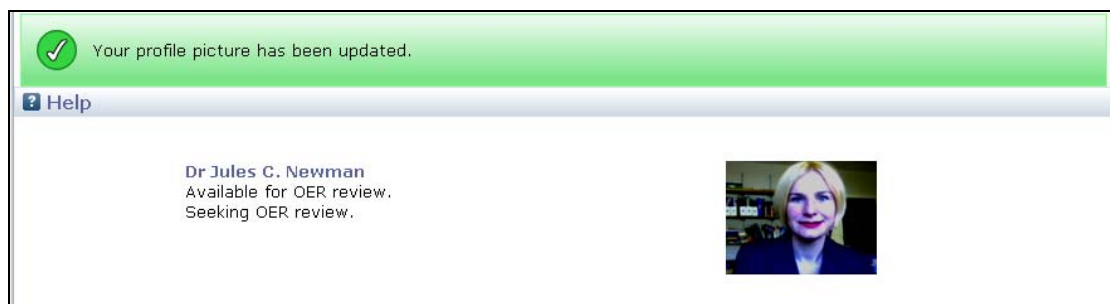


	Title	Given Name / Initials	Family Name
Name:	Dr	Jules C.	Newman
Organisation:			

To add a profile picture, select Profile Picture, to attach and upload an image.

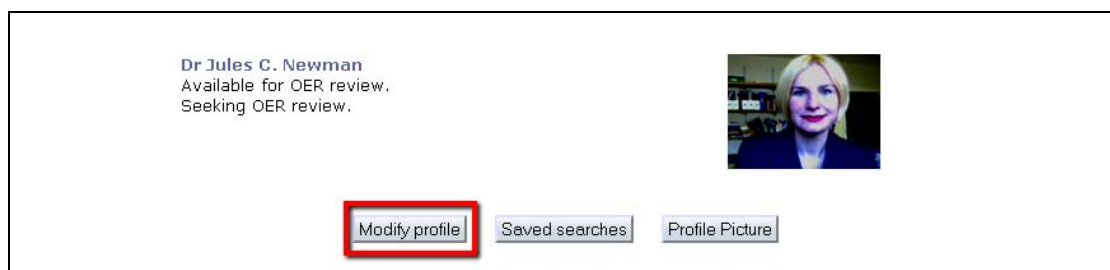


You should now be able to see the picture you have uploaded on your profile page.



There are a number of options to further personalise your profile page, such as adding in a short biography, specifying your occupation and indicating your interests. You can also add 'widgets' detailing your most downloaded or viewed items or a newsfeed to your profile.

To make changes to your profile page, select 'Modify Profile'.

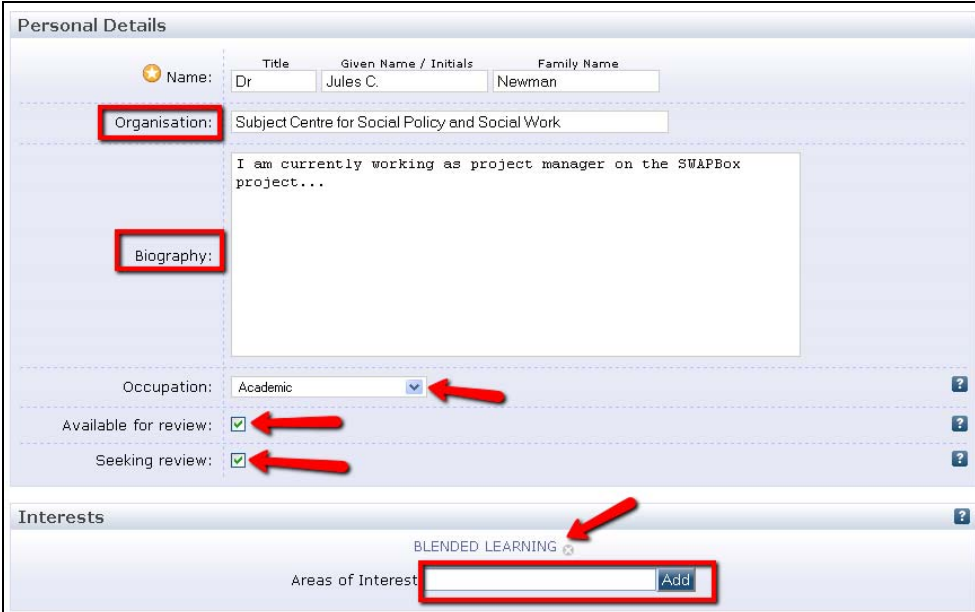


You will now see a number of fields under 'Personal Information' and 'Interests' that allow you to add information about yourself, your research/teaching interests and also indicate whether you would be happy to be contacted to add comments to other members' resources

or are looking for comments from other members on your own materials. Remember to click save to all the changes you make.

Why should I specify my occupation or add information about my interests on SWAPBox?

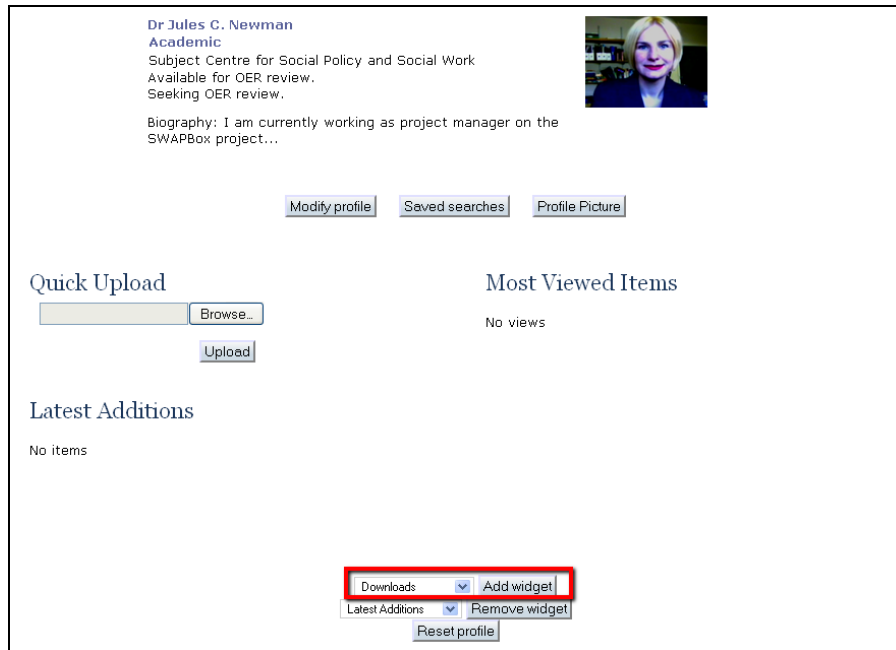
While a basic profile (registered username and password) gives you access to the upload and commenting functions and lets you view members-only resources, the OER repository is only one aspect of SWAPBox. One of the key aims of SWAPBox is the creation of an online community of educators, who interact on site. In order to help you find others with similar interests or job roles, the Browse section lets you search for members by these criteria. To ensure that your profile can be found through the Browse section, please select your occupation from the drop-down box, and add a few keywords to Interests section.



The screenshot shows the 'Personal Details' form with the following fields and highlights:

- Name:** Title (Dr), Given Name / Initials (Jules C.), Family Name (Newman)
- Organisation:** Subject Centre for Social Policy and Social Work
- Biography:** I am currently working as project manager on the SWAPBox project...
- Occupation:** Academic
- Available for review:**
- Seeking review:**
- Interests:** BLENDED LEARNING, Areas of Interest (with an 'Add' button)

To add a widget (for example, to display information on which of your uploaded OERs have been most viewed or downloaded, or to create a news feed) select the relevant widget from the drop-down list and click 'add widget'.



Dr Jules C. Newman
Academic
Subject Centre for Social Policy and Social Work
Available for OER review.
Seeking OER review.

Biography: I am currently working as project manager on the SWAPBox project...

[Modify profile](#) [Saved searches](#) [Profile Picture](#)

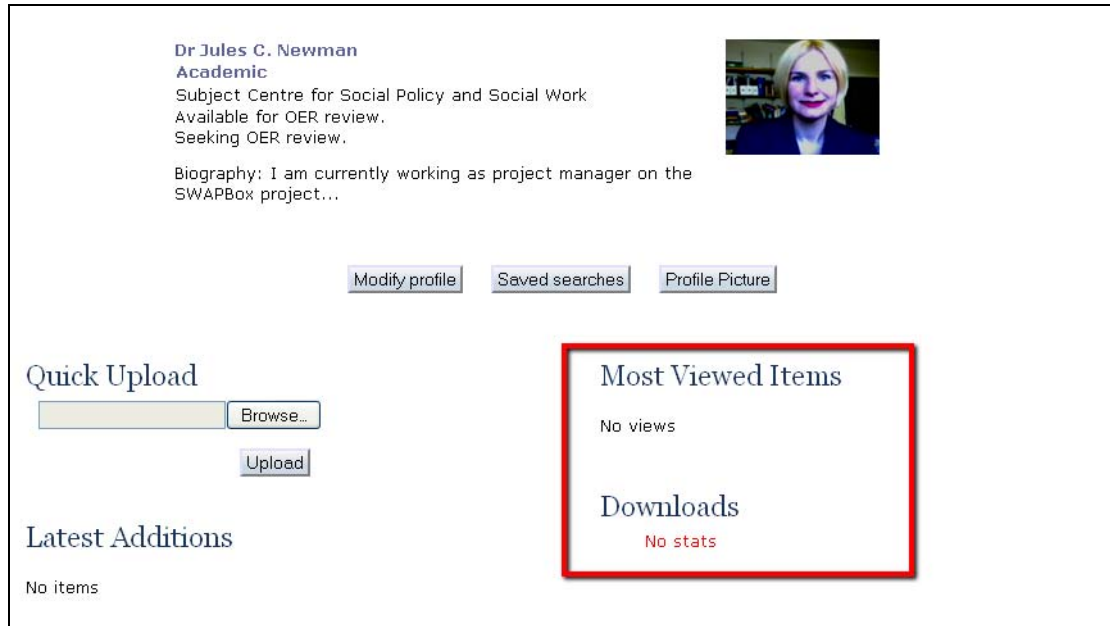
Quick Upload
 [Browse...](#)
[Upload](#)

Most Viewed Items
No views

Latest Additions
No items

[Downloads](#) [Add widget](#)
[Latest Additions](#) [Remove widget](#)
[Reset profile](#)

The selected widgets will then appear on your profile.



Dr Jules C. Newman
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[Modify profile](#) [Saved searches](#) [Profile Picture](#)

Quick Upload
 [Browse...](#)
[Upload](#)

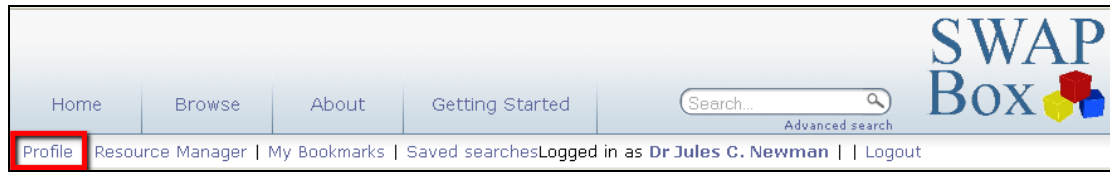
Latest Additions
No items

Most Viewed Items
No views

Downloads
No stats

To modify your profile details on SWAPBox:

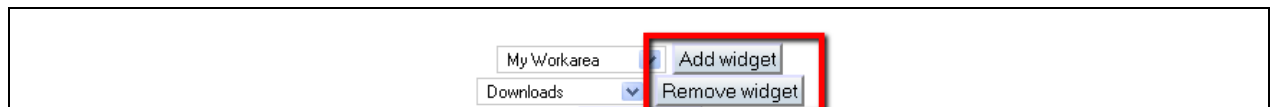
You can easily amend all your profile details on SWAPBox. Once your signed in, go to the 'Profile' section.



From here, you can access the 'Modify Profile' and 'Profile Picture' links to make changes to any details previously entered.



You may also add further widgets or remove those currently selected.



Where do I go from here?

For information on how to search for existing resources, using OERs in your teaching and how to upload your own materials, please see the guides on 'Finding and Downloading Resources', 'Using an OER in your Teaching and Learning' and 'Uploading your own OERs'.