

My Teacher

The **My Teacher** menu contains the profile information of the teachers in any given course.



The Lead Teacher's name will appear at the top of the profile.



How Information is Set Up

There are four requisite fields, two of which are configured in ADLC's LMS and two which are configured in the Student Information System (SIS).

Configured within the LMS	Configured within SIS
Mobile	Email
Skype	Phone

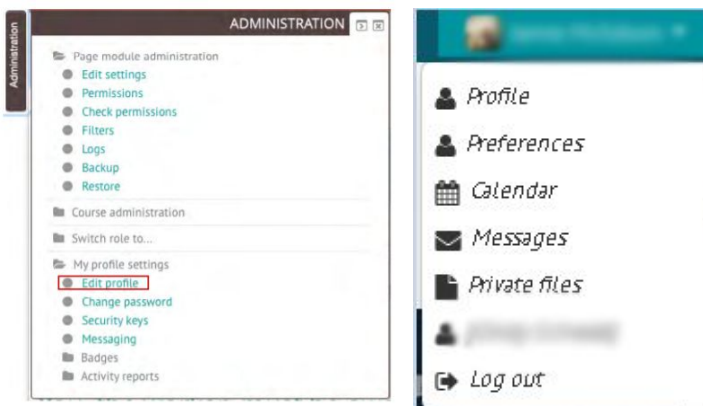
Note: Lead Teachers can modify the requisite fields in their own profile only. They cannot modify the profile of another teacher (that is a privilege reserved for Super Users).

Changing your Mobile Number and Skype Handle

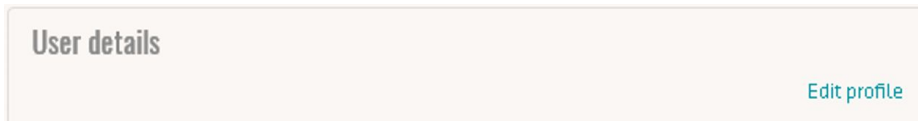
1. Select or hover over the **Administration** tab to reveal the **Administration** menu.



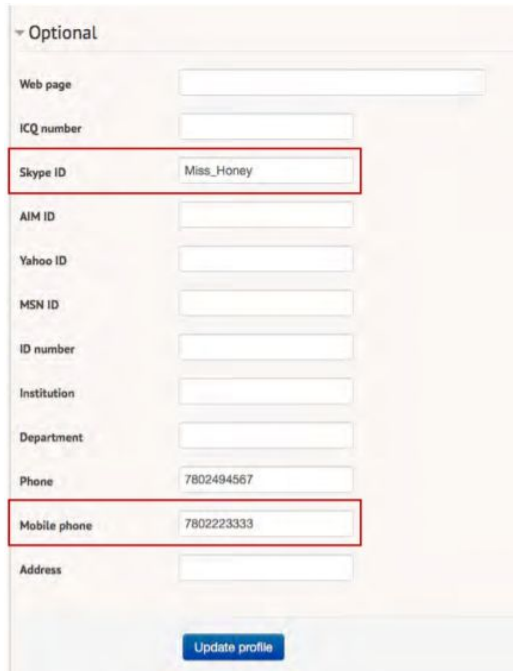
2. From the navigation bar on the right-hand side of the page, select the drop-down arrow and choose **Profile**.



3. Scroll over to User Details and select **Edit Profile**.



4. Scroll down to the bottom of the page and click on the **Optional** section to expand it.
5. Make the necessary changes to the **Skype ID** and **Mobile phone** fields.

A screenshot of the 'Optional' profile section. It contains several input fields: 'Web page', 'ICQ number', 'Skype ID' (with the value 'Miss_Honey'), 'AIM ID', 'Yahoo ID', 'MSN ID', 'ID number', 'Institution', 'Department', 'Phone' (with the value '7802494567'), 'Mobile phone' (with the value '7802223333'), and 'Address'. The 'Skype ID' and 'Mobile phone' fields are highlighted with red boxes. At the bottom, there is a blue button labeled 'Update profile'.

6. Click **Update Profile** when you've finished making your changes.
7. Return to the homepage of your course and select the **My Teacher** menu to confirm that your changes have been applied correctly.

Changing your Email Address and Telephone Number

By default, information from the **Email** and **Phone** fields are auto-populated by the SIS, but you can go in at any time to modify those fields. The changes will automatically be transferred over to the LMS.

7. Go to the SIS <https://sis.adlc.ca/>
8. Enter your SIS username and password.
9. Click **Login**.

10. Select **Edit Account**.



11. In the **User Information** section, make the appropriate changes to the fields.

The screenshot shows the 'User Information' form. The 'Email' field is highlighted with a red box, and the 'Phone' field is also highlighted with a red box. The form includes fields for 'Last Name', 'First Name', 'Email', and 'Phone', along with a 'Save' button at the bottom.

12. Click **Save** when you have finished making your changes.

13. Log back into the LMS and return to the homepage of your course.

14. Select the **My Teacher** menu to confirm that your changes have been captured correctly.

Adding a Secondary Teacher

If you'd like to add another teacher to your course, you can do so by following the "Teacher - Adding a Secondary Teacher" instructions provided on the Technical Help and Training page of the ADLC website.

Changing a Secondary Teacher's Email Address and Telephone Number

Note: The steps below are reserved for Super Users only. If you're a teacher who would like to request a change on your Secondary Teacher's behalf, please contact your school's Super User or Partner Support at ADLC.

1. Go to SIS at <https://sis.adlc.ca/>
2. Enter your SIS username and password.

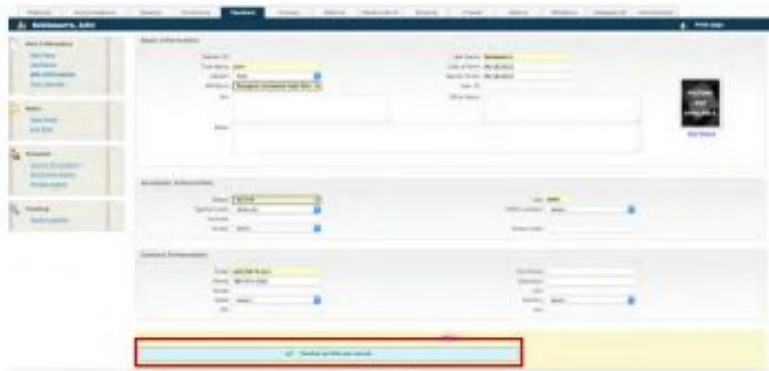
3. Click **Login**.
4. Select the **Teachers** tab from the top.



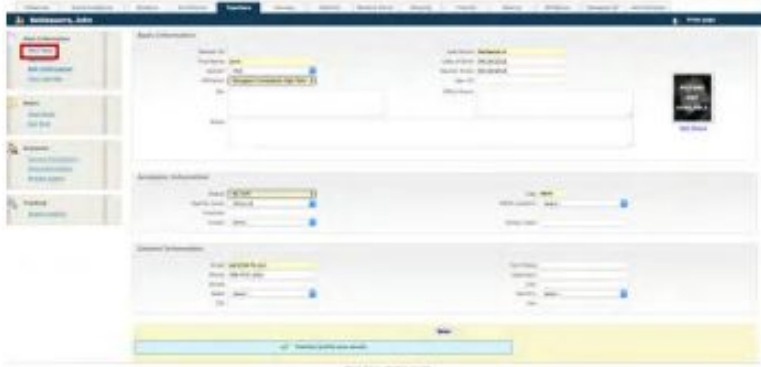
5. Enter part of the Secondary Teacher's name into the field provided. A list of matching search items will appear. Select the appropriate name from this list.
6. Click **Go**.
7. From the **Main Information** menu, select **Edit Information**.



8. Make the necessary changes in the appropriate name fields.
9. Click **Save**. A confirmation message will appear beneath the **Save** button.



10. From the **Main Information** menu, select **Main Page**.



11. Confirm that the changes have been applied to the **Basic Information Section** and select the **Sync with Moodle** button when you're finished.



12. Ask the teacher who requested the change(s) to confirm that the changes have been applied correctly to the LMS.

Changing your Name or a Secondary Teacher's Name

If you or one of your secondary teachers undergoes a legal name change and you would like to have that updated in the system, please contact your school's Super User or Partner Support at ADLC for assistance.

Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca