Transcript
LibGuides Tutorial 1: How to Create Your Profile

Once you have logged in, you will be taken to the LibApps Dashboard. Using the control menu, you can edit your profile by clicking on My Profile.

First you will want to enter a title for your profile box. Click on the entry next to Profile Box Title to change your title. I am going to call mine “Kim Wick’s Profile.” If you do not have a profile image or you would like to change your profile image, click in the radial next to Upload a New Profile Image.

Next, click on Select New Image.

Find the image that you would like to upload and click on Open. If your selected image does not immediately display in your profile box, click in the radial next to Display My Current Profile Image.

As you can see, the profile picture you have selected is now displayed. It does not have to be a picture of you. In this case, I used a picture I had taken of rows of shelves full of library materials. Under Contacts & Social, open the content for General. Enter your office address, office phone number and your IUP e-mail address. The website can be the Library’s website (http://www.iup.edu/library) or the website for your department. The website must begin with http or https.

You can edit anything that is underlined with a blue dotted line by clicking on the words above the blue dotted line. After you have made your edits, make sure to click on the blue box with the white check mark to accept the changes.

As you can see, as you make the edits and accept them, your profile will automatically update with the changes. If you would like students and anyone else to contact you via Twitter or Facebook, go ahead and enter your handles. However, for safety and privacy reasons you may not want to do that.

How to Change a Profile on a LibGuide

The profile that appears may not be your profile, or it could have a different name. For instance my profile always appears with “Kim Wick’s Profile” at the top of it. To change the profile title, click on the pencil icon.

Delete the Box Name and enter what you would like to call your profile. I am going to name mine “Instructional Design Intern’s Profile.” Then click on Save and refresh your browser if an error appears.
Now you can see that the title for your Profile Box has changed. However, at times you may want to change whose profile box is assigned to the Guide. If you want to change the profile, click on the **gear icon** inside the profile box.

A list of profiles available at IUP Libraries will appear. Select the profile that you would like to appear, then click on **OK**. Then you will need to refresh your browser if an error appears. You will also need to change the title of the box to the name of the person whose profile you had selected. You will need to change the title of the box since another librarian now appears in the profile box. Click on the **pencil icon** and make your changes on the pop-up box that appears.

**How to Add an Additional Profile to a LibGuide**

Sometimes librarians collaborate on LibGuides and therefore, both of their profiles should appear on the LibGuide. To add an additional profile, click on **Add Box** in the same column where the other profile box is located.

Enter a name for the profile box in the **Box Name** field. Select **Profile** from the **Type** dropdown menu. Determine if you would like for the new profile to appear above or below the profile that has already been added to the LibGuide. Then click on **Save**.

Your profile will automatically appear in the newly created profile box, instead of another librarian’s. To change the profile, you will need to click on the **gear icon** and select another profile.

**How to Delete a Profile Box**

To delete a profile click on the **X** in the box header. Then click on **Delete** to confirm that you want to delete the profile from the Guide.