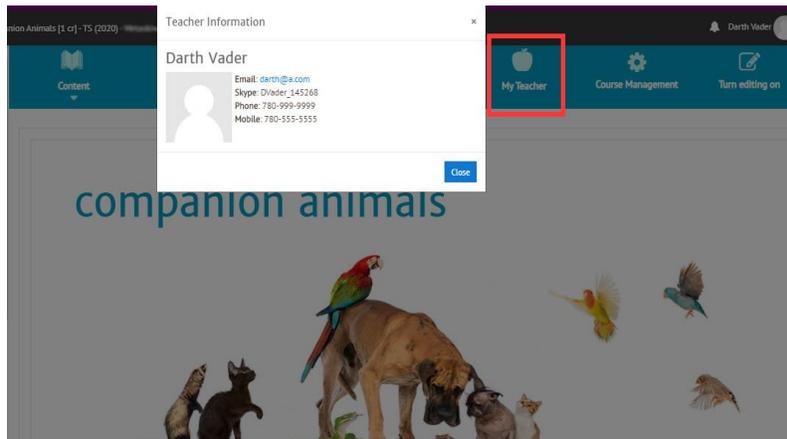
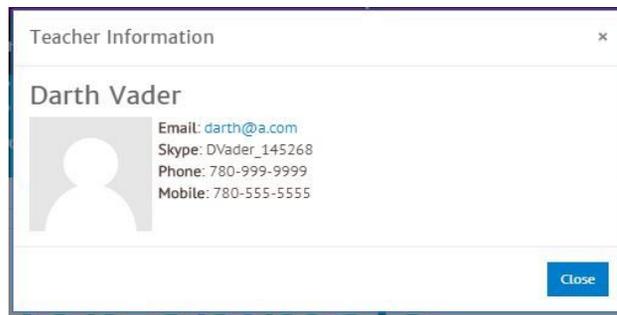


### My Teacher

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

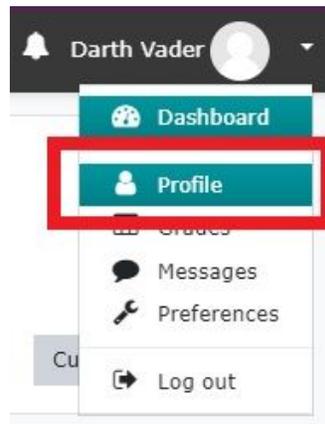
There are four requisite fields, two of which are configured in ADLC's Learning Management System (LMS) and two which are configured in the Student Information System (SIS).

Configured within the LMS	Configured within SIS
Mobile	Email
Skype	Phone

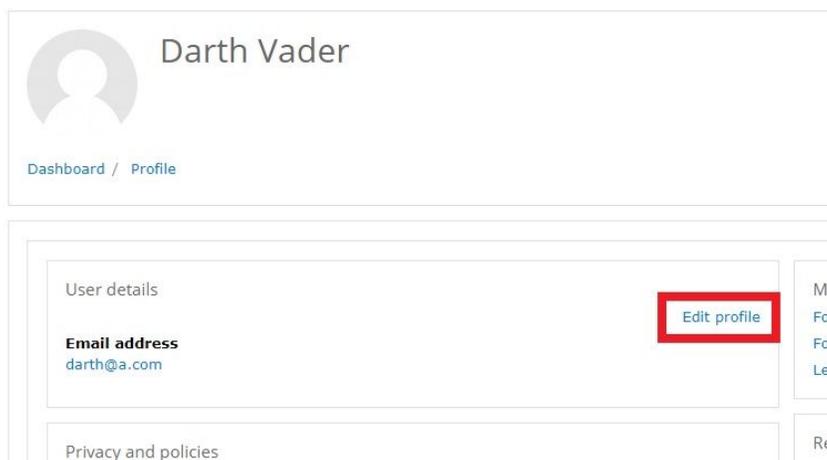
*Note:* Lead Teachers can modify the requisite fields in their *own profile only*. They cannot modify the profile of another teacher (can be done by Super Users).

## Changing your Mobile Number and Skype Handle

1. Select **Profile** from the drop-down under your name in the upper right corner.



2. Click **Edit profile** in the User details area



3. Scroll down to the bottom of the page and click on the **Optional** section to expand it.

4. Make the necessary changes to the **Skype ID** and **Mobile phone** fields.

Optional

Web page

ICQ number

Skype ID: DVader\_145268

AIM ID

Yahoo ID

MSN ID

ID number: 326009

Institution

Department

Phone: 780-999-9999

Mobile phone: 780-555-5555

Address

Update profile Cancel

5. Select **Update Profile** when you've finished making your changes.
6. 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 ADLC 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 ADLC 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.



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

13. Log back into Moodle 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**

To add another teacher to your course, following the [Teacher - Adding a Secondary Teacher](#) instructions provided on the [SIS Technical Help and Training](#) page of the ADLC website.

### **Changing a Teacher's Email Address and Telephone Number**

Please have the secondary teacher log into their SIS profile and follow the steps above to update their information or contact your school's Super User.

### **Changing Your Name or a Secondary Teacher's Name**

If you or one of your secondary teachers undergo 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 about Moodle?**

Give us a call at 1-866-774-5333, ext. 5256 or email [moodlesupport@adlc.ca](mailto:moodlesupport@adlc.ca)