How to Edit Your Profile Information on BRIDGE-RI

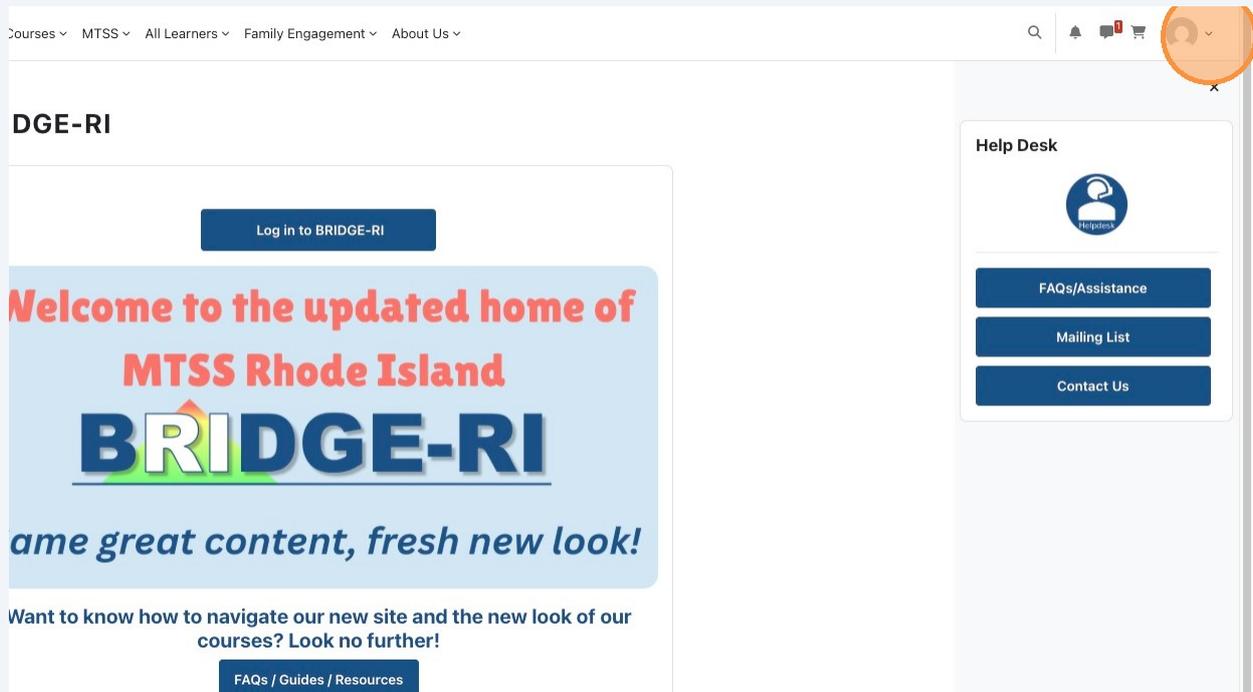THE HOME OF MTSS RHODE ISLAND
BRIDGE-RI

Learn how to update your personal profile on the BRIDGE-RI platform. This guide will walk you through changing your picture and specifying your educational institution, district, and department.

1 Log in to BRIDGE-RI

Log in to BRIDGE-RI

FAQs/

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Welcome to the updated home of MTSS Rhode Island

BRIDGE-RI

Same great content, fresh new look!

Want to know how to navigate our new site and the new look of our courses? Look no further!

FAQs / Guides / Resources

BRIDGE-RI, the home of MTSS in RI, is designed to increase school and district implementation of MTSS and evidence-based practices with fidelity by providing resources and effective learning opportunities for educators. BRIDGE-RI aims to strengthen collaboration, communication, and leadership to promote outcomes that serve all learners.

Course Catalog and Enroll in a Course

If you are looking for a course you are already working on, please visit "My courses" on the
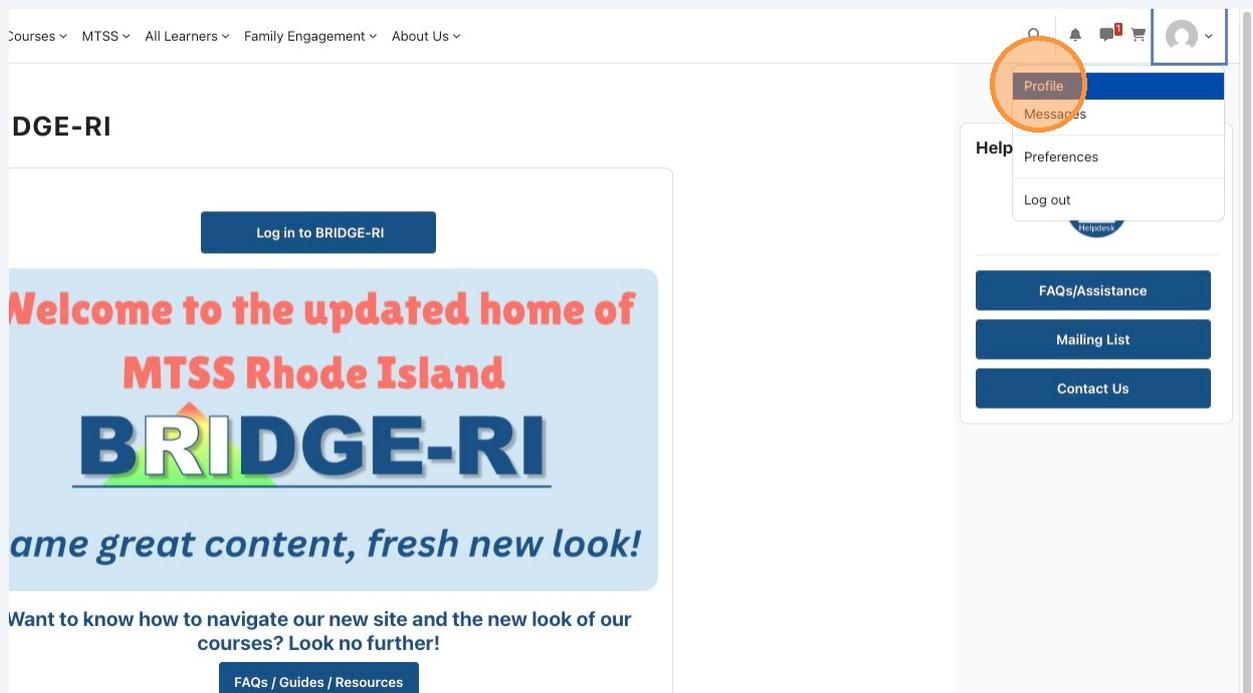
2 At the top right of the window is a placeholder for your profile image. Click the downward arrow to access the drop-down menu.

3 In the drop-down menu, click "Profile".

Profile
Messages
Preferences
Log out

4 You are brought to your profile page. Click "Edit profile"

5 Collapse the "General" section for now.

6 The next section is "User picture". Here you will add a profile image. This can be any image such as a picture of yourself, an avatar or a picture of your pet.

7 Your profile image can be added to the "New picture" box by drag and drop from your desktop. You can also add an image by clicking on the "+" button at the top left of the "New picture" box. This brings you to the "File picker".

General

∨ User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture   None

New picture   ❓   Maximum file size: 5 GB, maximum number of files: 1

⊞ ☰ ⊟

■ Files

⬇

You can drag and drop files here to add them.

Accepted file types:

Image files to be optimized, such as badges .gif .jpe .jpeg .jpg .png

Picture description   [   ]

> Additional names

> Interests

> Optional

∨ Other fields

Help Desk
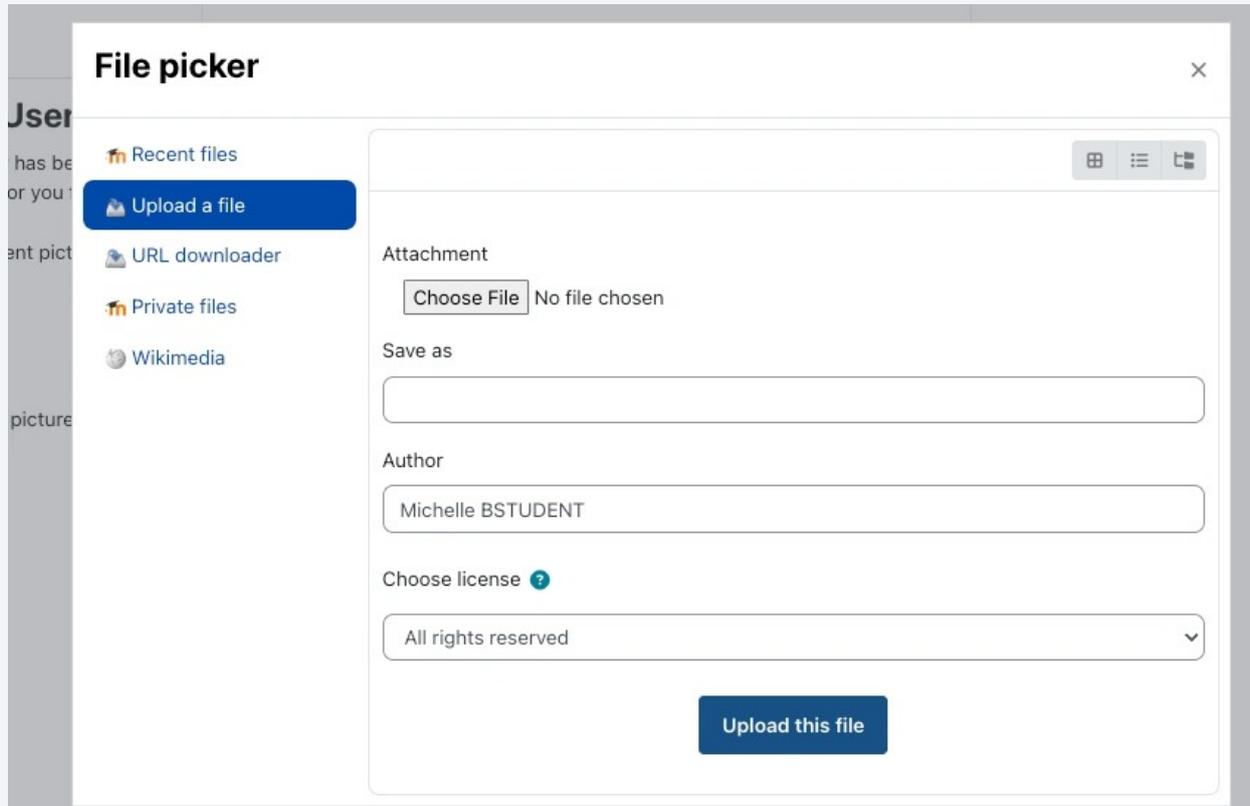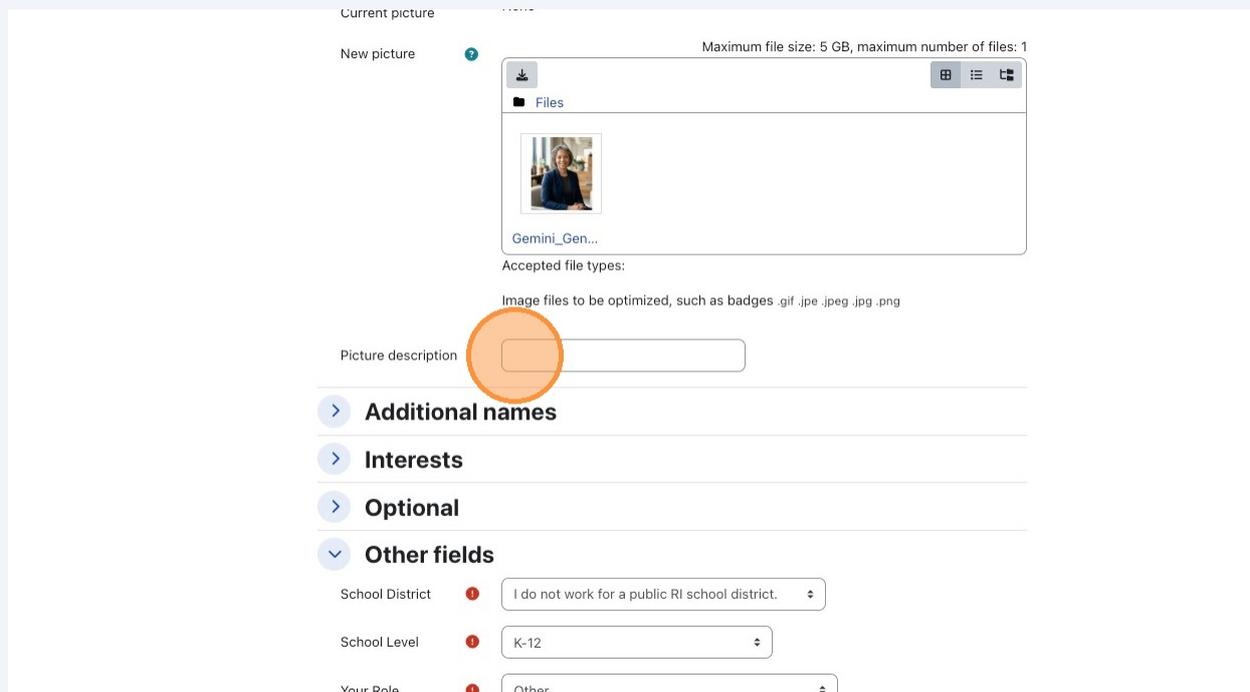
FAQs/Assistance

Mailing List

Contact Us

8   In the "File picker" select "Upload a file" then under "Attachment" select "Choose a file" which will bring you to your desktop and other locations on your computer to select a file. Once you have selected your desired file, click, "Upload this file".

File picker   ✕

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picture

Recent files	Attachment
Upload a file	Choose File No file chosen
URL downloader	Save as
Private files	
Wikimedia	Author
	Michelle BSTUDENT
	Choose license ❓
	All rights reserved ⌄

Upload this file

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9   Once the image has been uploaded, complete the "Picture description" field. In this example, the description will read "Self-Portrait".

Current picture

New picture   ❓   Maximum file size: 5 GB, maximum number of files: 1

⬇   ⊞ ☰ ⊟

📁 Files

Gemini_Gen...

Accepted file types:

Image files to be optimized, such as badges .gif .jpe .jpeg .jpg .png

Picture description   [   ]

❯ **Additional names**

❯ **Interests**

❯ **Optional**

⌄ **Other fields**

School District   ❗   [I do not work for a public RI school district.   ⇕]

School Level   ❗   [K-12   ⇕]

Your Role   ❗   [Other   ⇕]

10 If you want to provide other names you are known by, such as a nickname, click "Additional names".

11 Providing personal interests is optional.

12   Expand the "Optional" section.

First name – phonetic

Last name – phonetic

Middle name

Alternate name

⌄ **Interests**

List of interests   ❓   No selection

Enter tags...

› **Optional**

⌄ **Other fields**

School District ❗ I do not work for a public RI school district. ⇅

School Level ❗ K-12 ⇅

Your Role ❗ Other ⇅

Website

Update profile   Cancel

❗ Required

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13   Provide the name of your institution and your department.

Alternate name

⌄ **Interests**

List of interests   ❓   No selection

Enter tags...

⌄ **Optional**

ID number

Institution   Name of your school

Department

Phone

Mobile phone

Address

⌄ **Other fields**

School District ❗ I do not work for a public RI school district. ⇅

School Level ❗ K-12 ⇅

Your Role ❗ Other ⇅

14 Next, it is important to provide the information requested in the "Other fields". Select from the drop down menus your School District; School Level; and Your Role.

ID number	
Institution	Name of your school
Department	Your department
Phone	
Mobile phone	
Address	

∨ Other fields

School District	❗	I work for a RI private school.
School Level	❗	K-12
Your Role	❗	Other
Website		

Update profile Cancel

❗ Required

?

15 Click "Update profile"

ID number	
Institution	Name of your school
Department	Your department
Phone	
Mobile phone	
Address	

∨ Other fields

School District	❗	I work for a RI private school.
School Level	❗	K-12
Your Role	❗	Special Educator
Website		

Update profile Cancel

❗ Required

16 You will be brought back to your profile page.

17 If you need assistance or have questions, submit a Help Desk ticket. There is a link to the Help Desk form on every page in our courses in the right drawer.