What to do if your photo is not posting properly

Are you trying to update your profile on Moodle but your photo can either not be uploaded at all or part of the photo is cropped out by Moodle?

Here are some of the key requirements for uploading a picture properly:
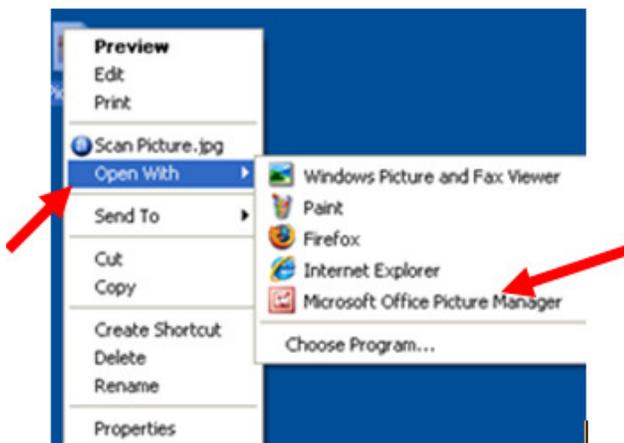
1. The maximum default size is 25 MB. Make sure that the file is not larger than the maximum size listed, or it will not be uploaded.
2. The profile avatar needs to be 100 x 100 pixels for it to fit properly and not 'crop' off other bits.
3. The picture must be in JPG or PNG format (ie the names will usually end in .jpg or .png).

To upload the image, click the "Browse" button on the editing page in your profile, and select the image from your hard disk.
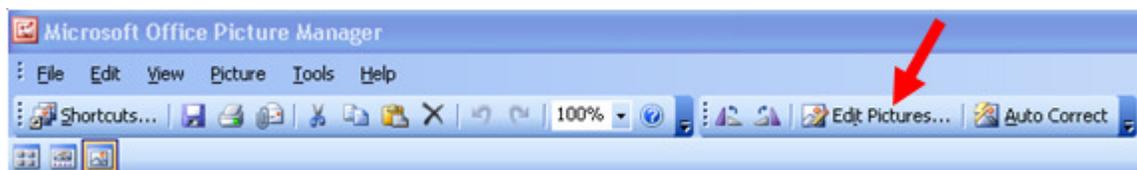
After uploading your picture, you are taken back to your profile page but the image might not appear to have changed. If this is so, just use the **Reload/Refresh** button in your internet browser.

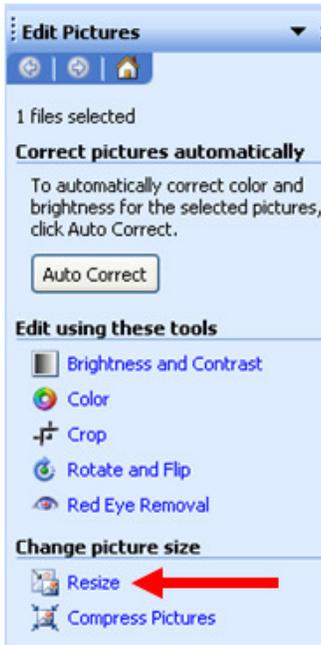To **crop your picture on a PC,** proceed as follows:

Right-click on the picture (.jpg or .png), select **Open with** and choose **Microsoft Office Picture Manager.**
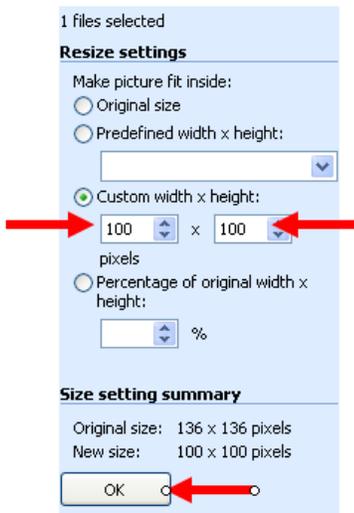

Select **Edit Picture.**

Select **Resize.**

Set the **custom width and height** at **100 pixels each** and press **OK.**

Save your resized picture under **File, Save As….**