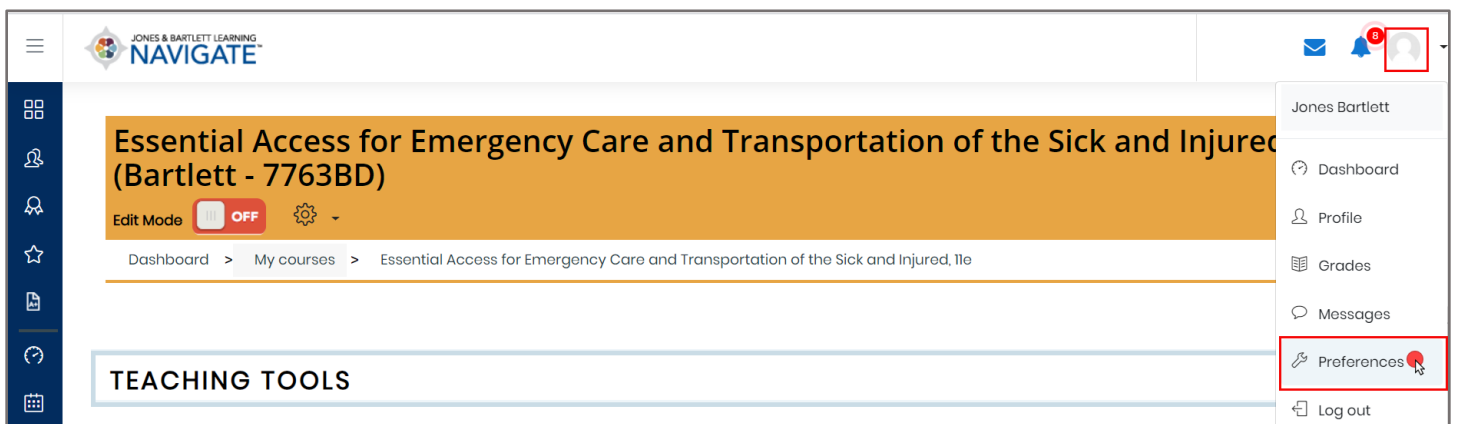


How to Change My Time Zone

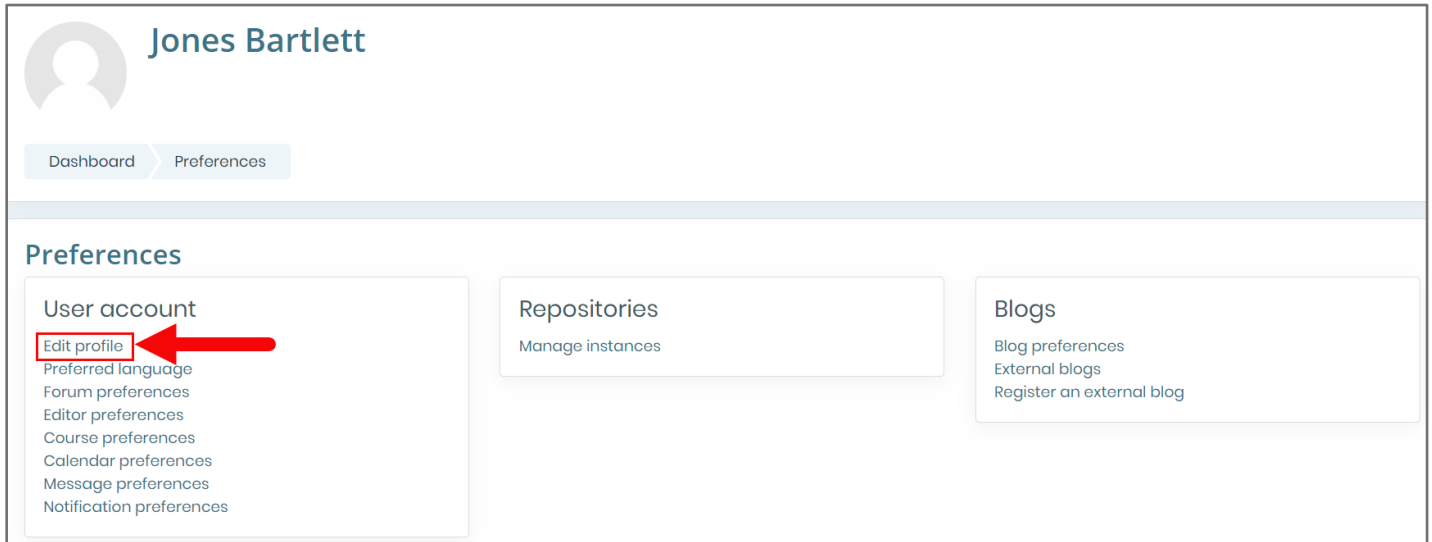
This document contains instructions for how to change the time zone setting of your profile to ensure that the course clock is in sync with your local time. **Please note:** The default time zone setting for your profile is set to Eastern Standard Time (US).

1. Your default course time zone is set to Eastern Standard Time. If you teach in a different time zone, you must adjust the time settings within your course to accurately apply any timing restrictions within the course.
2. On the course homepage, begin by clicking on the **profile picture button** at the top right of the screen. This will drop down a menu of options from which you should click **Preferences**.



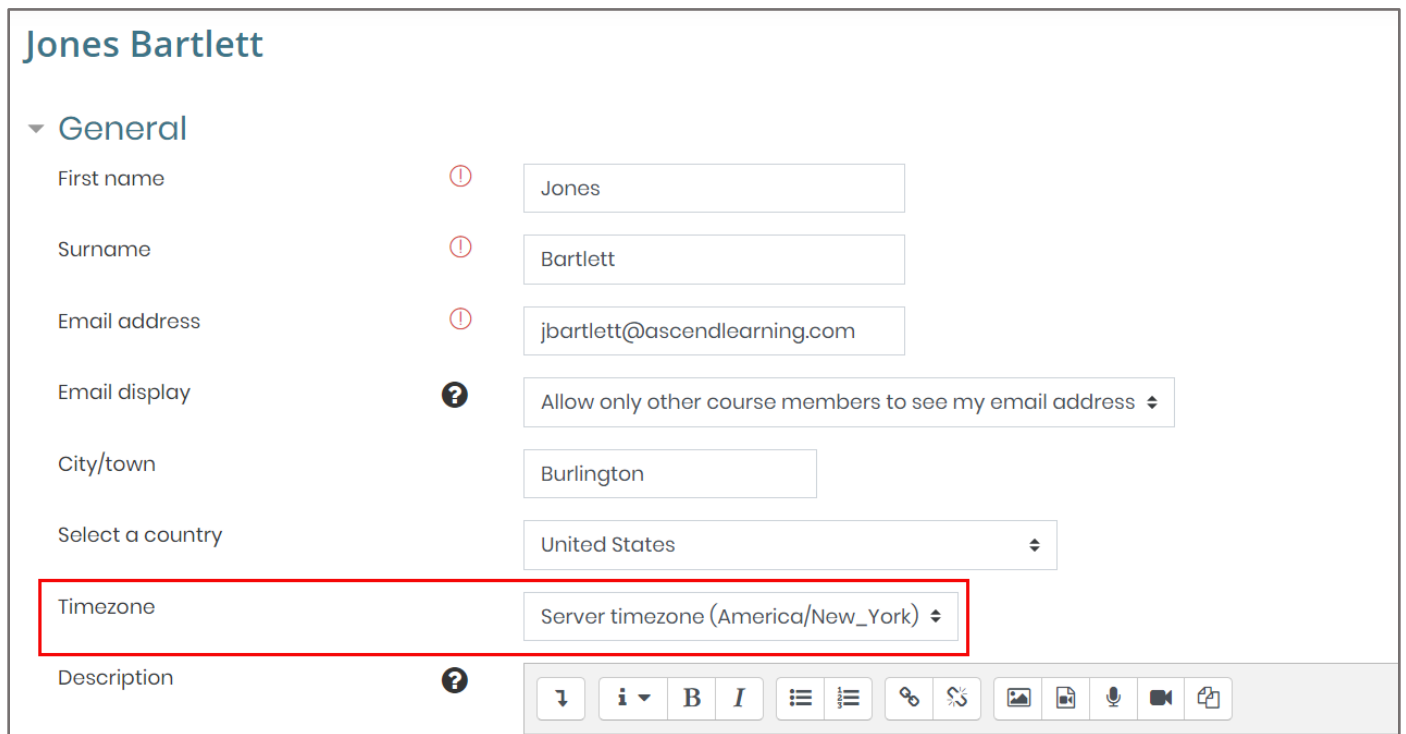
The screenshot shows the course homepage for "Essential Access for Emergency Care and Transportation of the Sick and Injured (Bartlett - 7763BD)". The user profile menu is open, showing options: Dashboard, Profile, Grades, Messages, Preferences (highlighted with a red box), and Log out. The "Edit Mode" is currently OFF. The breadcrumb trail is: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 1le. A "TEACHING TOOLS" section is visible at the bottom of the page.

3. On the following page, look for the **User account** section and click on the first option here of **Edit profile**.



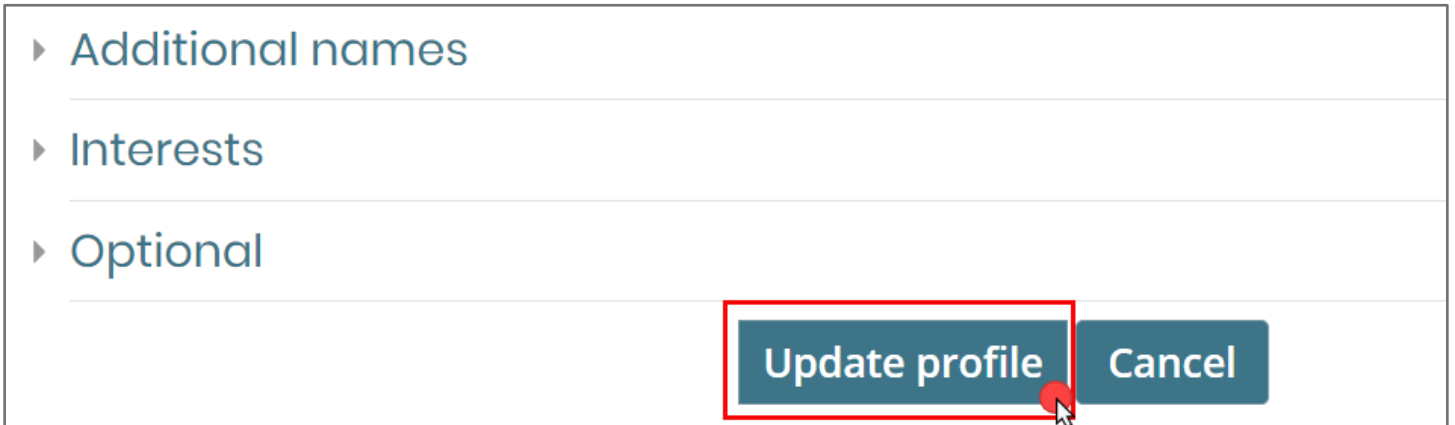
The screenshot shows the user profile page for Jones Bartlett. At the top, there is a navigation bar with 'Dashboard' and 'Preferences'. Below this, the 'Preferences' section is displayed. The 'User account' section is highlighted with a red box, and a red arrow points to the 'Edit profile' link. Other sections include 'Repositories' (Manage instances) and 'Blogs' (Blog preferences, External blogs, Register an external blog).

4. On the Edit profile page, scroll down until you find the **Timezone** setting. Click on the dropdown menu to the right of this label and select a location that matches your local time. **Hint:** *The options in this dropdown menu are in alphabetical order. Select a geographic location from this list that matches your local time zone.*



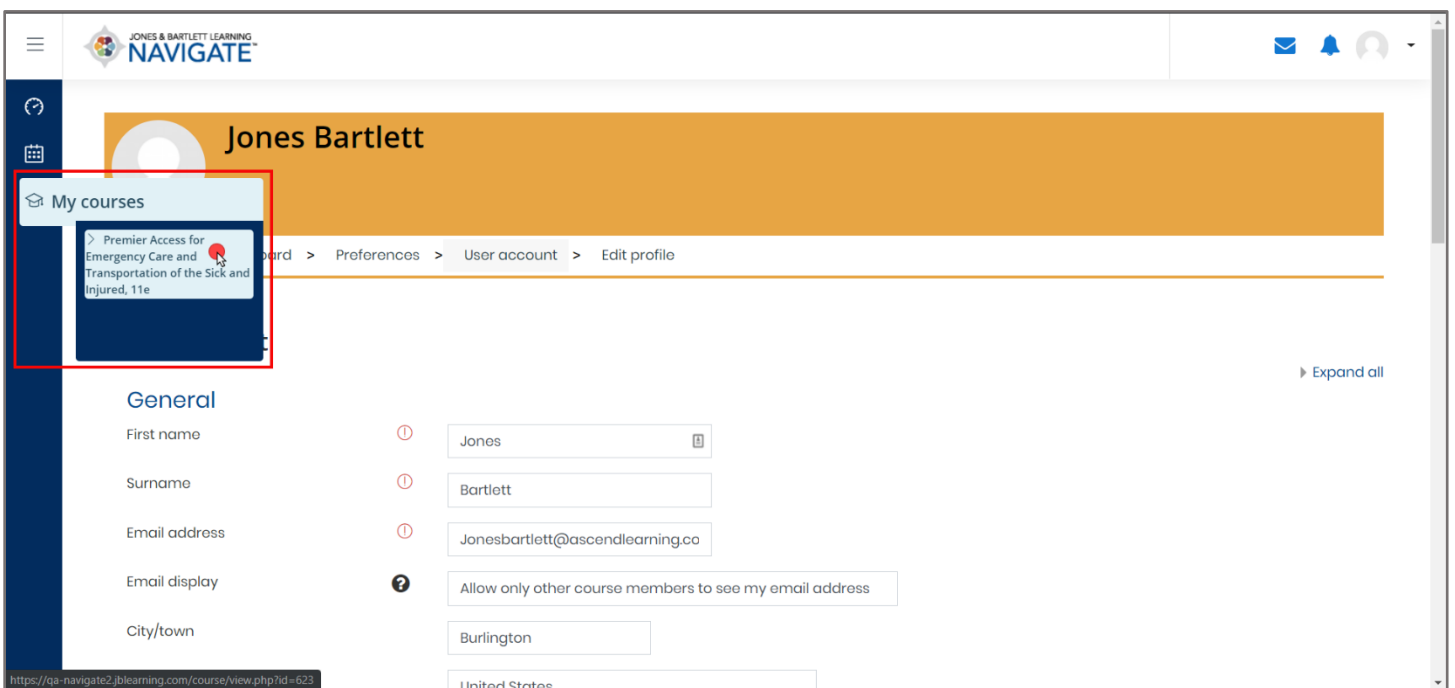
The screenshot shows the 'Edit profile' page for Jones Bartlett. The 'General' section is expanded, showing various fields: First name (Jones), Surname (Bartlett), Email address (jbartlett@ascendlearning.com), Email display (Allow only other course members to see my email address), City/town (Burlington), Select a country (United States), and Timezone (Server timezone (America/New_York)). The 'Timezone' field is highlighted with a red box, and the dropdown menu is open, showing 'Server timezone (America/New_York)'. Below the fields is a rich text editor for the 'Description' field.

- When satisfied with your selection, scroll to the bottom of the page and click the **Update profile** button to save your changes.



The screenshot shows a form with three sections: 'Additional names', 'Interests', and 'Optional'. At the bottom right, there are two buttons: 'Update profile' and 'Cancel'. The 'Update profile' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

- Hover your mouse pointer over the **My courses** button in the **Navigation drawer** to the left of the page and click the name of your course in the dropdown menu to return to the course homepage.



The screenshot shows the user profile page for 'Jones Bartlett'. The navigation drawer on the left is open, and the 'My courses' button is highlighted with a red box. A dropdown menu is visible, showing a course titled 'Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e'. The main content area shows the 'Edit profile' form with fields for 'First name' (Jones), 'Surname' (Bartlett), 'Email address' (Jonesbartlett@ascendlearning.co), 'Email display' (Allow only other course members to see my email address), and 'City/town' (Burlington). The URL at the bottom is https://qa-navigate2.jblearning.com/course/view.php?id=623.