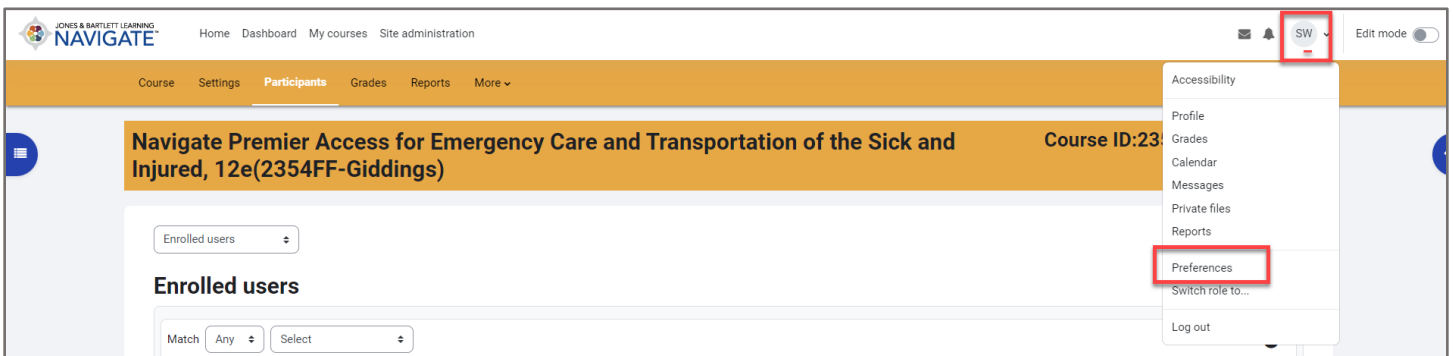


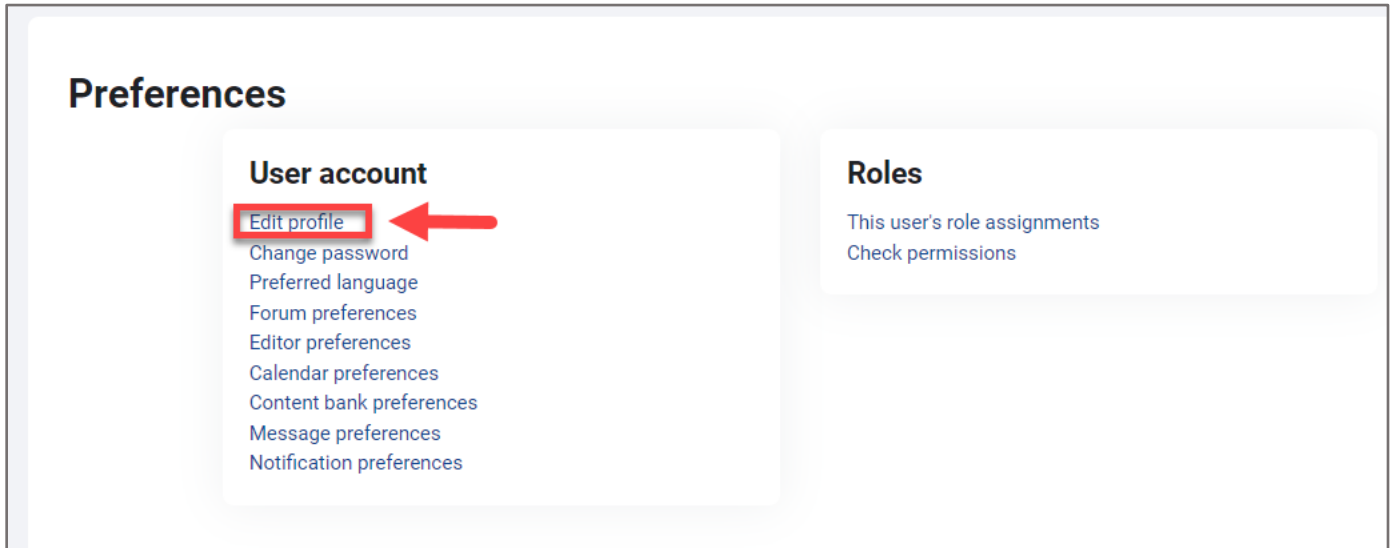
## How to Change My Time Zone

*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**.



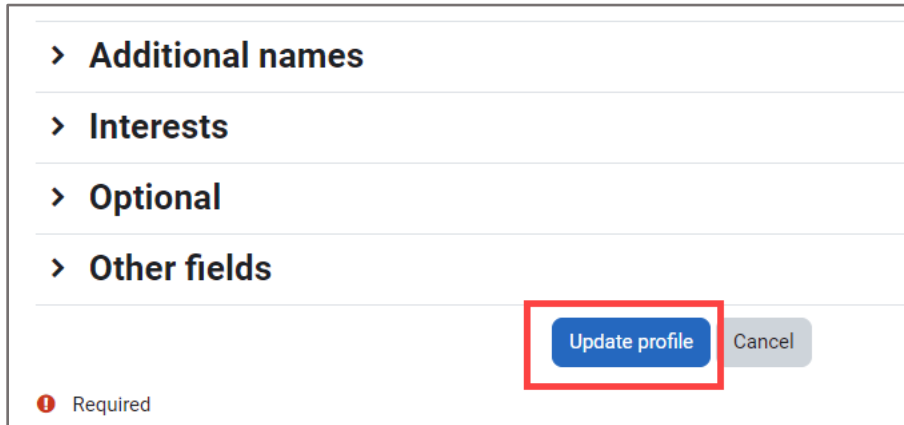
3. On the following page, look for the **User account** section and click on the first option here of **Edit profile**.



4. On the Edit profile page, scroll down to 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 'General' section of the 'Edit profile' page. It contains several form fields: 'First name' (Steve), 'Last name' (Webster), 'Email address' (swebster@jblearning.com), 'Email visibility' (Visible to course participants), 'City/town', 'Select a country' (Select a country...), and 'Timezone' (Server timezone (America/New\_York)). The 'Timezone' field is highlighted with a red rectangular box. Below the 'Timezone' field is a rich text editor for the 'Description' field, which includes a toolbar with various icons for text formatting and media insertion.

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



A screenshot of a profile update form. The form contains four expandable sections: 'Additional names', 'Interests', 'Optional', and 'Other fields'. At the bottom right, there is a blue 'Update profile' button and a grey 'Cancel' button. The 'Update profile' button is highlighted with a red rectangular box. In the bottom left corner, there is a red circle with an exclamation mark and the text 'Required'.

6. Hover your mouse pointer over the **My courses** button in the **Menu** to return to your course.

