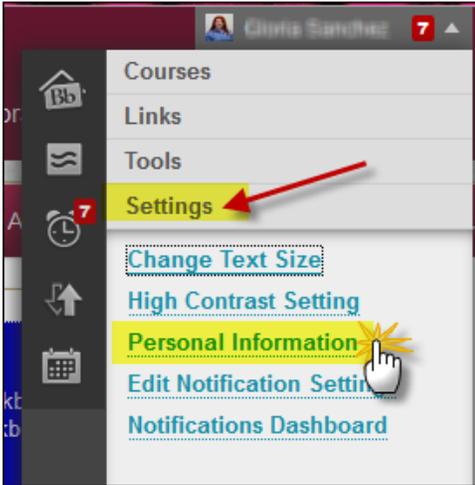


How to Upload an Avatar on Blackboard

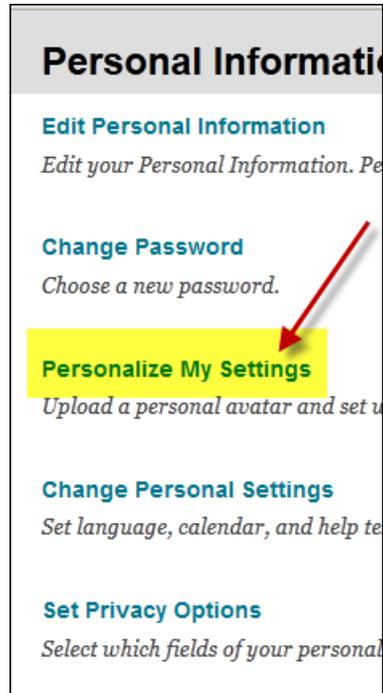
1. Click on the Global Navigation Menu (where your name is located on the top right corner).



2. Click on Settings and select Personal Information.



3. Click on Personalize My Settings.



4. Select Use custom avatar image and Browse My Computer to select your image. Submit.

AVATAR IMAGE

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed.

Display Options

Do not display avatar image

Use custom avatar image



Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

Attach File

MY SETTINGS LINKS

Choose links to display in My Settings

My Courses Show only courses visited since: days

My Organizations Show only organizations visited since: days

Click **Submit** to proceed. Click **Cancel** to go back.