Uploading an Avatar

An avatar is an image that is used to visually represent a user throughout Blackboard. Avatars appear in the discussion board, blogs, journals, wikis, and at the top of the global navigation menu.

1. After logging in to Blackboard, click to expand the global navigation menu in the upper right hand corner, and choose Settings, at the bottom of the menu.

2. Select ‘Personal Information.’
3. Select ‘Personalize My Settings.’

4. Select the ‘Use custom avatar image’ setting and click ‘Browse My Computer’ to locate an image.
   **Note:** Blackboard recommends a pixel size of 150 X 150.

   1. **Avatar image**

      Select a personal avatar to display. Note: If your administrator has enabled user profiles, the
      Display Options
      * Do not display avatar image
      * Use custom avatar image

      Recommended pixel size for an avatar is 150 by 150. Larger image:

      Attach File
      Selected File
      File Name
      Browse My Computer
      Do not attach

5. Click Submit to upload.

   The avatar should now display: