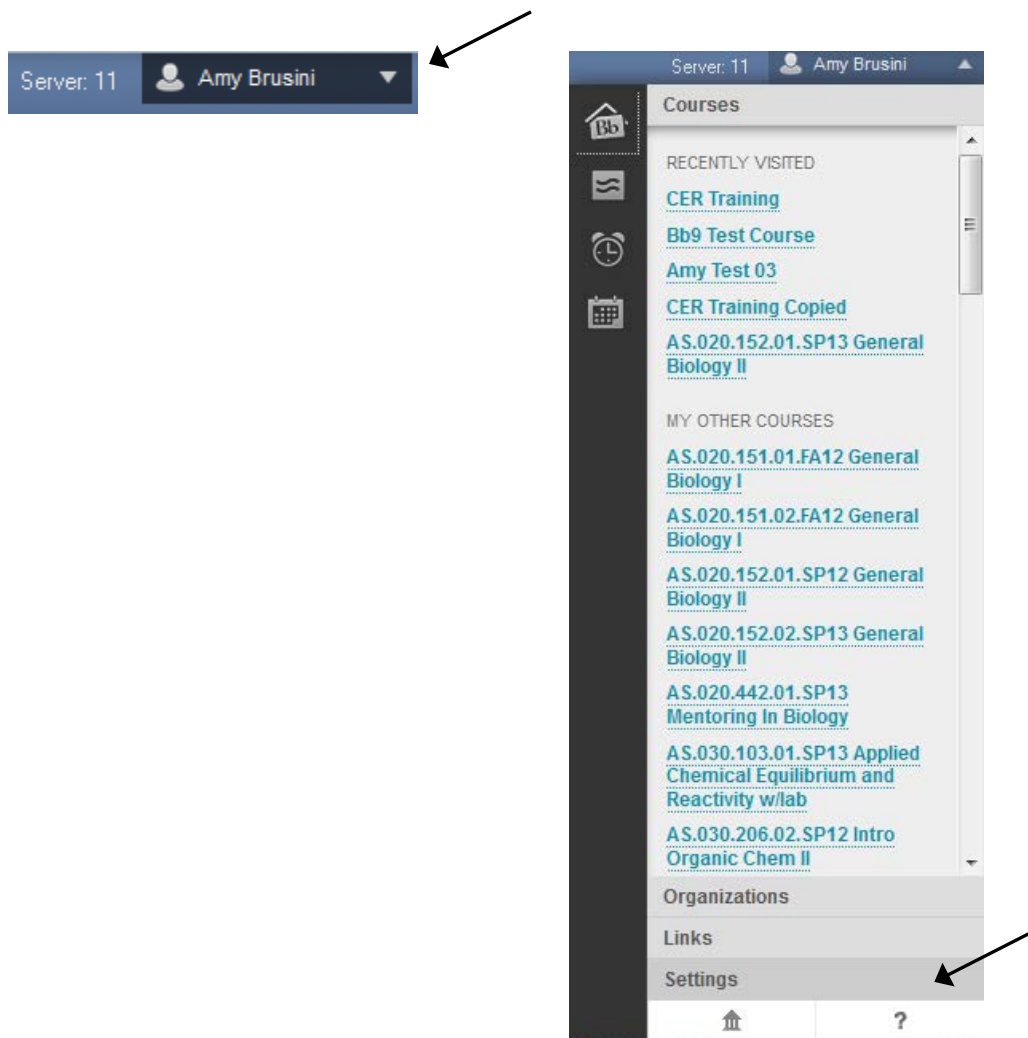


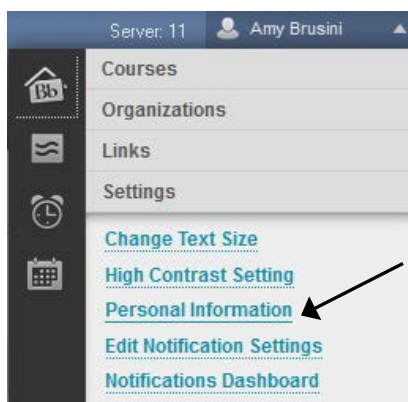
Uploading an Avatar

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.'

Personal Information

Edit Personal Information

Edit your Personal Information. Personal Information is your contact information, name, address, and your Personal Information.

Change Password

Choose a new password.

Personalize My Settings

Upload a personal avatar and set which links appear on your My Settings navigation menu.

Change Personal Settings

Change Personal Settings. From this page you can control Help, text, and language options.

Set Privacy Options

Select which fields of your personal information can be seen by others.

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 images will be cropped.

Attach File

Browse My Computer

Selected File

File Name

Moon 2059.jpg

Do not attach

5. Click Submit to upload.

Submit

The avatar should now display:

Server: 11  Amy Brusini ▼