

Creating an Avatar for your Personal Profile

This lesson details the steps to uploading an image that you can associate with your Blackboard user name.

1. Click on either the Welcome tab or the Courses tab.



NOTE: You will not see a System Admin tab on your screen

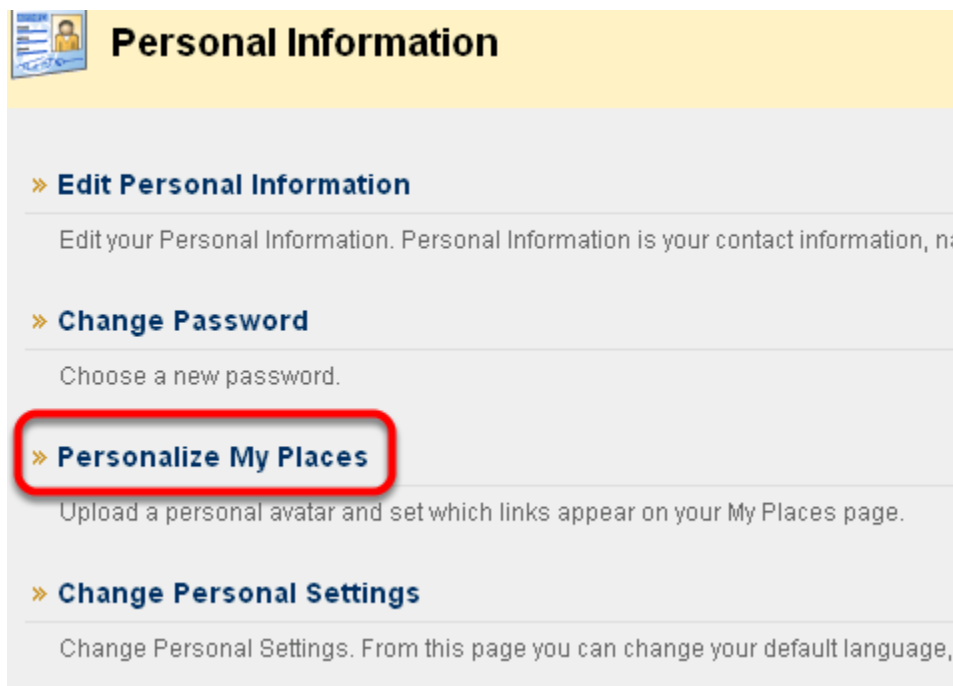
2. Go to the top of the screen and click on My Places



3. Click on Personal Information



4. Select Personalize My Places



Personal Information

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

» **Change Password**
Choose a new password.

» **Personalize My Places**
Upload a personal avatar and set which links appear on your My Places page.

» **Change Personal Settings**
Change Personal Settings. From this page you can change your default language, time zone, and other preferences.

The other options listed on this page have been disabled.

5. Select Use Custom Avatar Image, and then browse your computer for the image you wish to use



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

Browse My Computer

NOTE: Your image should be 150 by 150 pixels, so you may need to resize your image. The file name will appear once it has uploaded.

6. Click Submit.



Cancel Submit

7. If you refresh your screen, your avatar will appear before your name.



Elena Garofoli My Places Home Help Logout

Your photo now appears next to the My Places link, in the My Places area, and throughout the system in select tools such as Individual Blogs and Journals.