

How to  
upload an  
Avatar to  
Blackboard



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This manual contains pertinent information about personalizing your blackboard account.

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## How to create an avatar in Blackboard

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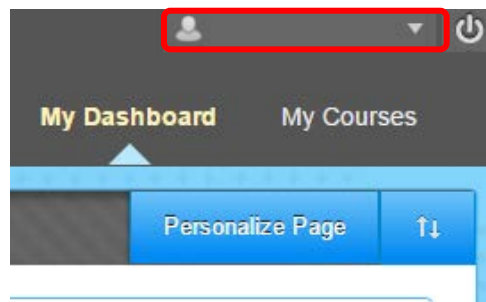
### About

You are now able to personalize Blackboard by uploading your photo or digital image. This allows you to “see” your classmates and your professor when using the Blackboard communication tools such as journals, blogs, discussion forums and wikis.

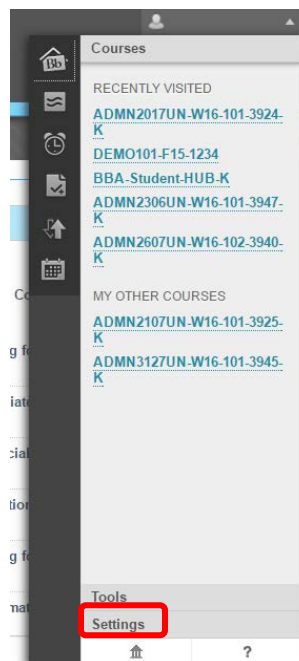
*Please Note: It is not mandatory to upload an avatar. For those who choose to upload one, a headshot photo is the preferred choice, however you may choose an appropriate image to represent you instead.*

### Uploading Your Avatar

1. From your Dashboard, go to the Global Navigation menu (small triangle at the top right hand corner).



2. Click Settings > Personalize Information > Personalize My Settings.



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3. Select **Browse My Computer** to locate the file on your computer and Submit. The image must be no more than 150 X 150 pixels in size. You will need to log out and back in for the avatar to display.

### Personalize My Settings

Cancel **Submit**

AVATAR IMAGE

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

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**