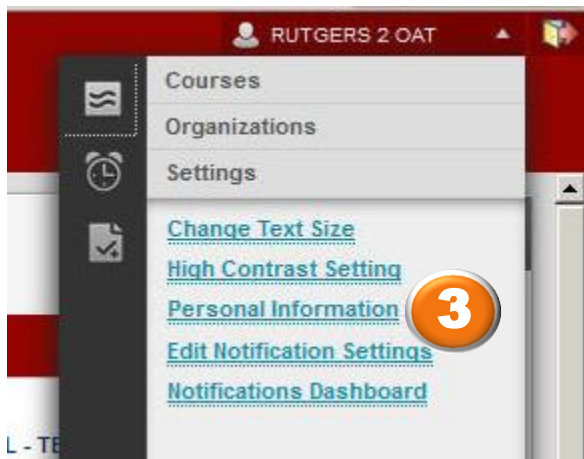
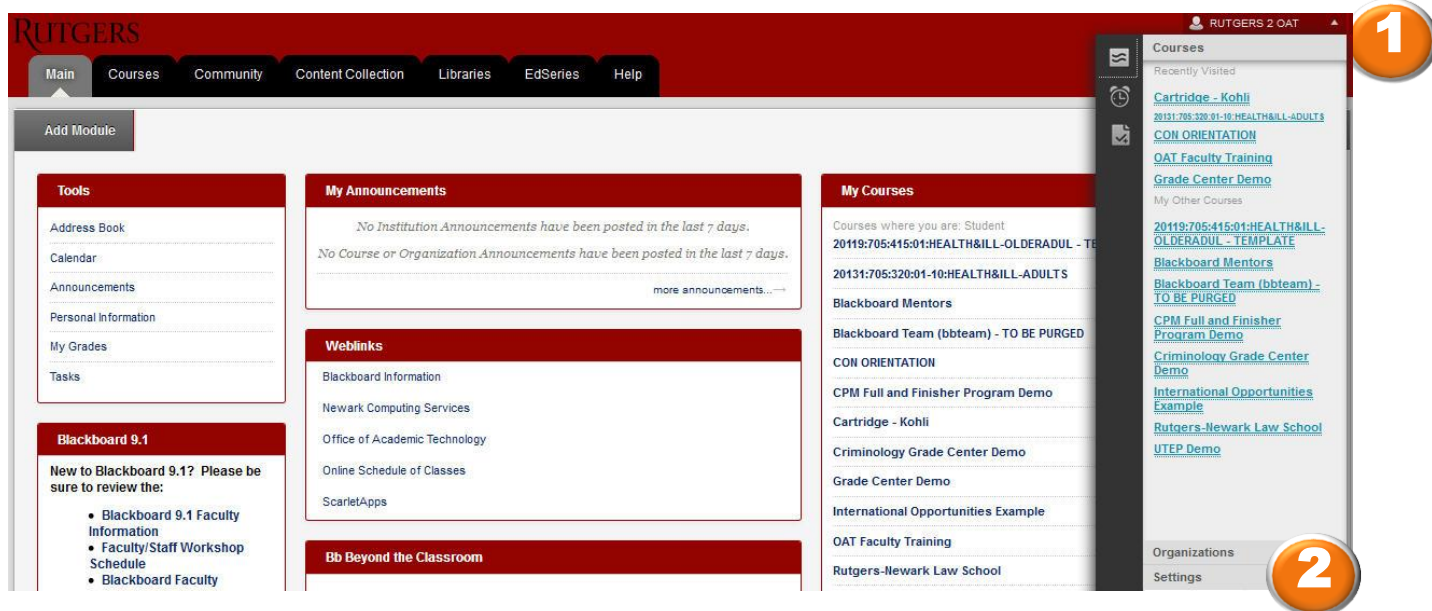


Creating an Avatar

To personalize your Discussion Board, use Blackboard's Avatar feature to add a mini-picture of yourself that will appear whenever you post to the Discussion Board. Encourage all students to add their picture to help build a community of learners in your class.

Go to your Personal Information in Blackboard.

1. Click on the small arrowhead next to your name in the top right corner.
2. Click on **Settings**
3. Click on **Personal Information**



4. Click on **Personalize My Settings**

Personal Information

Edit Personal Information
Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy 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.

Add in your picture

1. Click the **button next to Use custom avatar image**
2. Click **Browse My Computer**

Personalize My Settings

1. Avatar image

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

Display Options

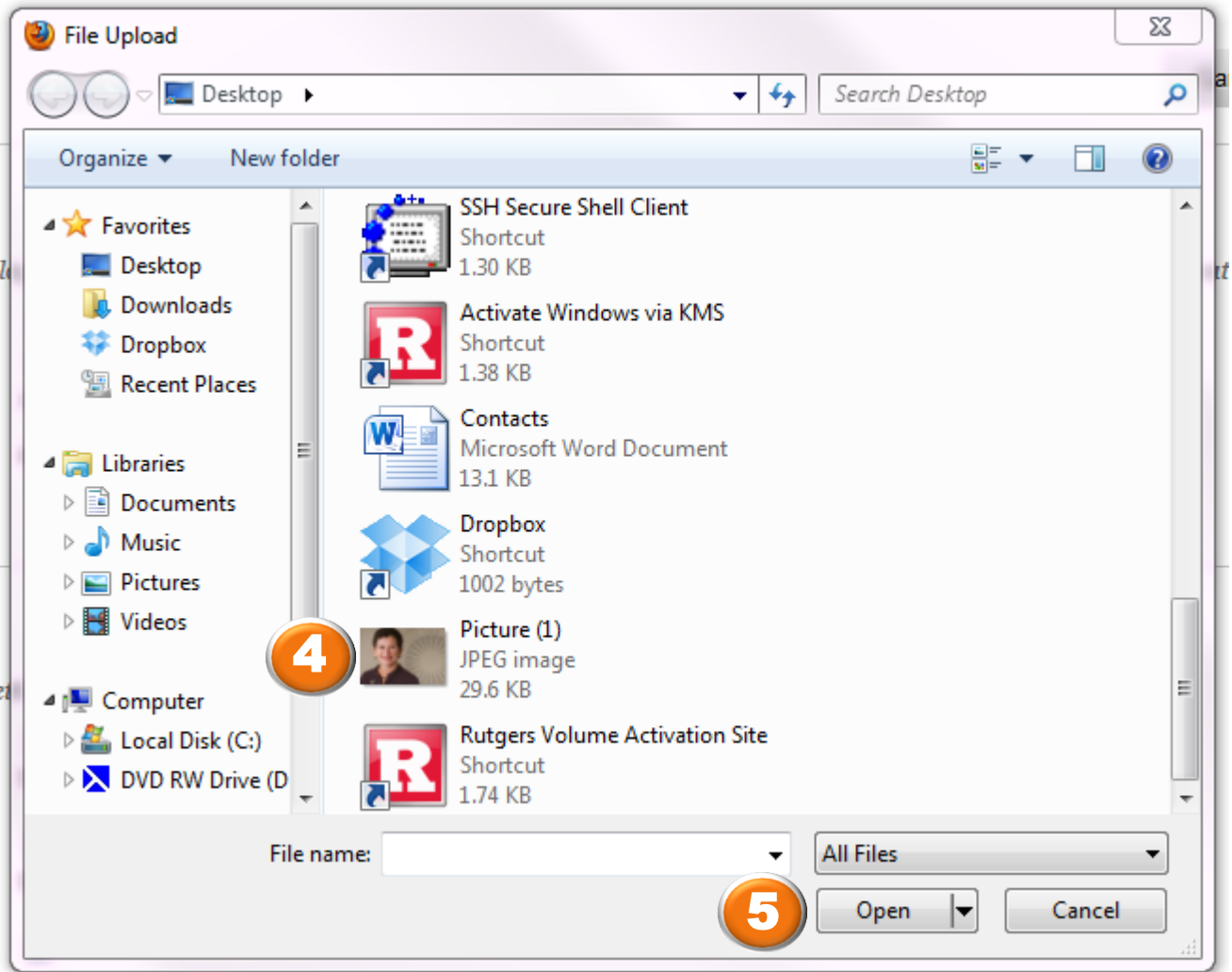
Do not display avatar image

Use custom avatar image

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

Attach File

3. Navigate to your picture
4. Click on the file that is your picture
5. Click **Open**



6. Click **Submit**

Personalize My Settings



1. 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

Selected File

File Name **Picture (1).jpg**