

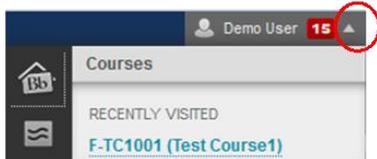
Show Your Face via Avatar Image in Blackboard

Blackboard Quick Guide

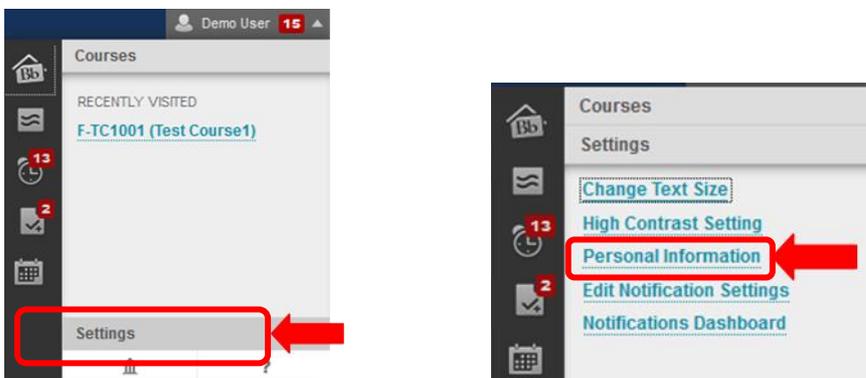
You can personalise your Blackboard account with an Avatar – your profile picture, an image that will represent you throughout Blackboard, including in the page header, in blogs, journals and in your discussion postings. Ideally, you will use the photo of yourself, so that your students recognise messages from you at a glance.

How to Add an Avatar Image

1. Click the arrow next to your name in the page header to access the global navigation menu:



2. Click on **Settings** in the lower portion of the panel and then choose **Personal Information**:

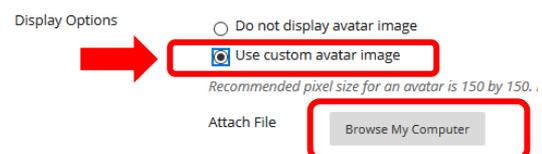


3. Click on **Personalise My Settings**:



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

4. Under Section 1 (**Avatar Image**), choose **“Use custom avatar image”**, click **“Browse My Computer”** and select an image:



- Important:**
- ✓ Recommended pixel size for an avatar is 150px by 150px and no more than 200kb in size. Larger images should be clipped.
 - ✓ Your personal avatar should be an **actual photo of you**, or an **image** that you feel expresses you best (NOT a photo of someone famous). Please use images appropriate for an academic context. Students are encouraged to report to their lecturers/unit coordinators if they come across inappropriate photos on Blackboard.

5. Select the desired image and click **Open**;
6. Click **Submit**. This will add the image to your Blackboard account.

