How to Upload Your Avatar Image in Blackboard

For Students

You can upload an Avatar image that is used to represent yourself throughout Blackboard. Your Avatar image appears in the page header, blogs, journals, discussions, wikis, and roster. The image also appears in the notifications modules—What's New, Needs Attention, and To Do, which appears on the Notifications Dashboard tab on the Welcome page.

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:

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.