

How to Upload Your Avatar Image in Blackboard

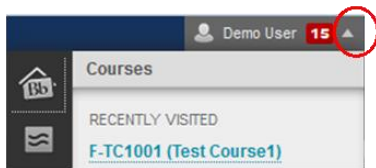
For Students

Blackboard Quick Guide

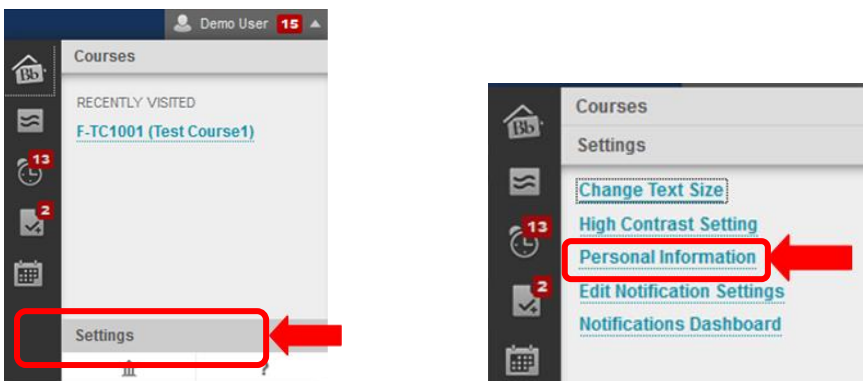
You can upload an Avatar image that is used to represent yourself throughout Blackboard. Your Avatar image appears in the page header, blogs, journals, discussions, wikis, and roster. The image also appears in the notifications modules—What's New, Needs Attention, and To Do, which appears on the Notifications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



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.

- 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

5. Select the desired image and click **Open**;

6. Click **Submit**. This will add the image to your Blackboard account.

