Uploading an Avatar

Click the down arrow next to your name in the upper right corner to open the global navigation menu. Click the silhouette (**Edit My Blackboard Profile**).



Your profile will appear. Click **Settings & Privacy**.



Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115

Click Change Picture.

× Close Profile				
	Settings & P	rivacy		
	* Required Field			
	Picture			
	Change Picture			
Van Clavmaker	* How would you li	ke your name displayed?		
Visual & Performing Arts	Van	Claymaker		
Settings & Privacy	What would you lik	ke to share about yourself?		

Click Upload New.

Change Picture
Upload a new picture, or choose the one that you previously uploaded.
Upload New

S.

Images must be valid GIF/PNG/JPG files, less than two megabytes in size, and at least 280 x 280 pixels in dimension.

Find and highlight the file on your computer. Click **Open**.

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Favorites iCloud Drive Applications Desktop Documents Downloads Devices	2016-03-28_13-5 9-03		
Shared			
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Hide extension			Cancel Open
Rlackhoard Ou	estions? Contact the Center fo	r Onlin	a Teaching and Learning

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Crop the picture. Click **Save**.

Crop

Choose which part of the picture ...



Click **Save** to save all the changes you have made.

× Close Profile				
	Settings & Privacy	Cancel	Save	
	* Required Field Picture			
Van Claymaker Visual & Performing Arts	Change Picture * How would you like your name	me displayed?		
Settings & Privacy	Van	Claymaker		

Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115 You will be directed back to the My Institution page. Click the down arrow next to your name in the upper right corner to open the global navigation menu. You will notice the recently added avatar appears where the silhouette used to be. Click on the avatar to open the profile.



You will notice the recently added avatar appears under your name. Remember students and instructors will be able to view this photo in discussion board entries, journals, wikis, etc.

× Close Profile				
	My Cover Page			
Van Claymaker Visual & Performing Arts	COVERNORS STATE UNIV ERSITY	MAJOR Visual & Performin g Arts	PURSUING A	
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