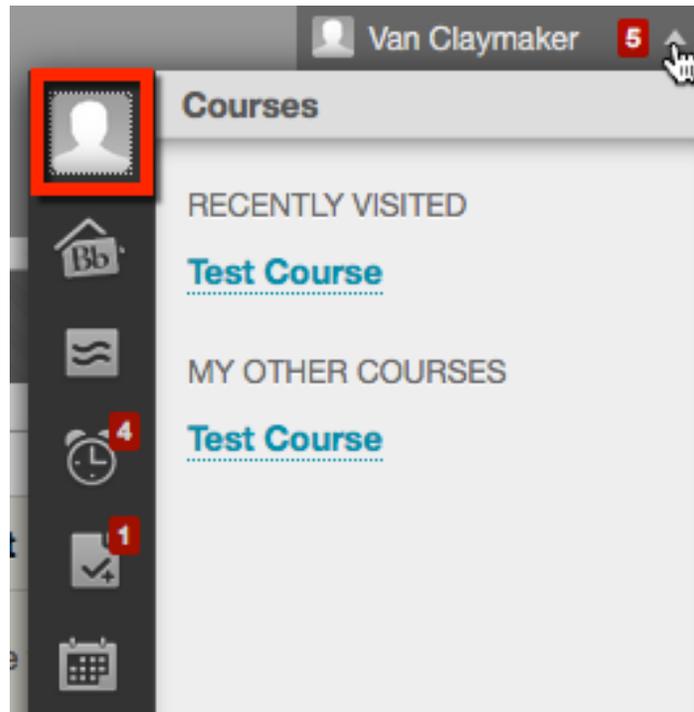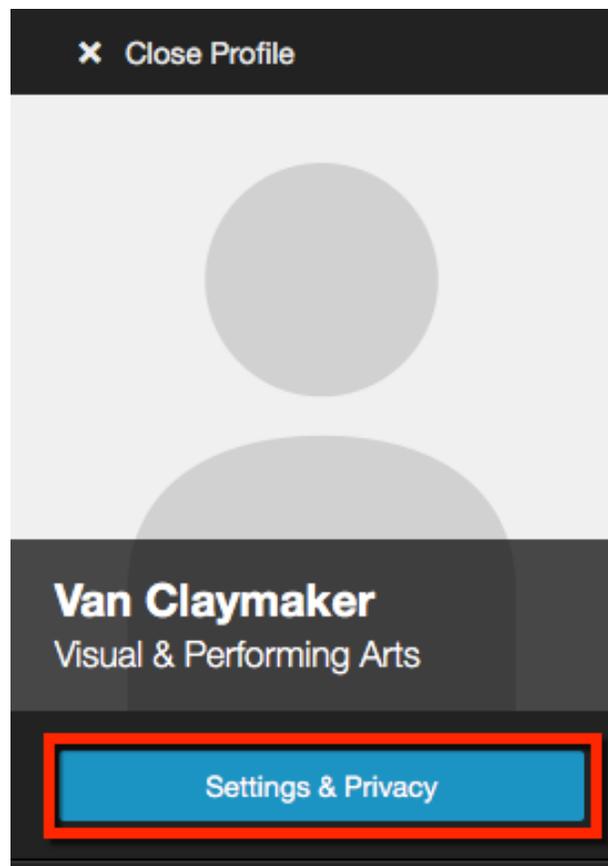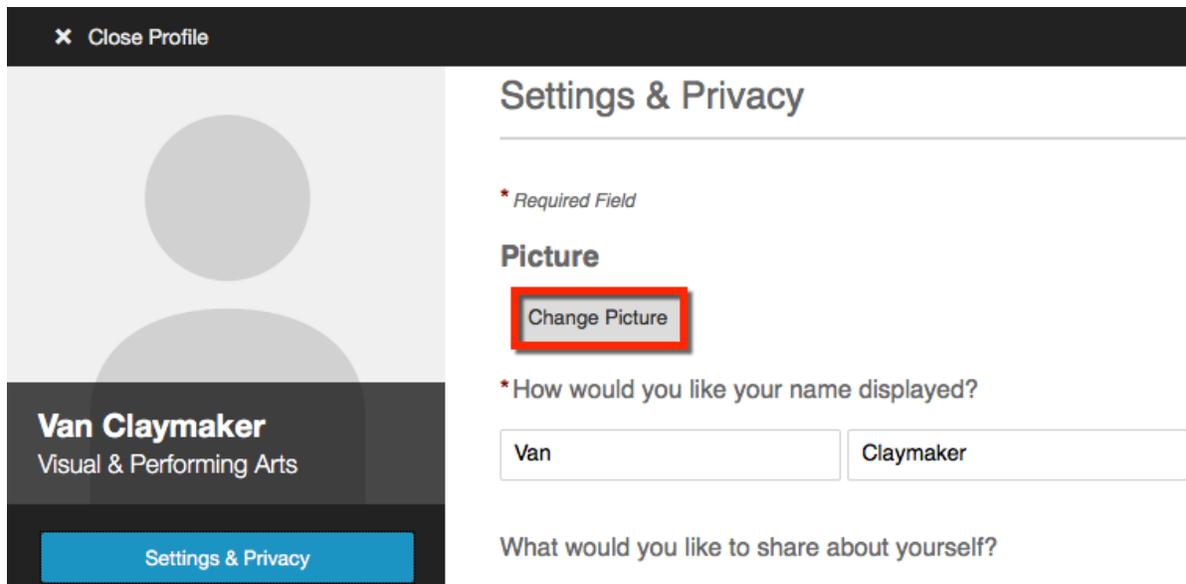## Uploading an Avatar

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**).

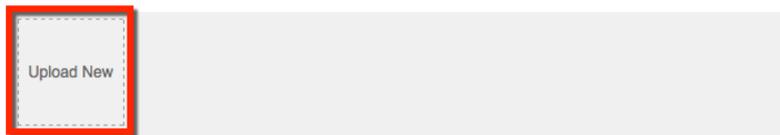

Your profile will appear. Click **Settings & Privacy**.

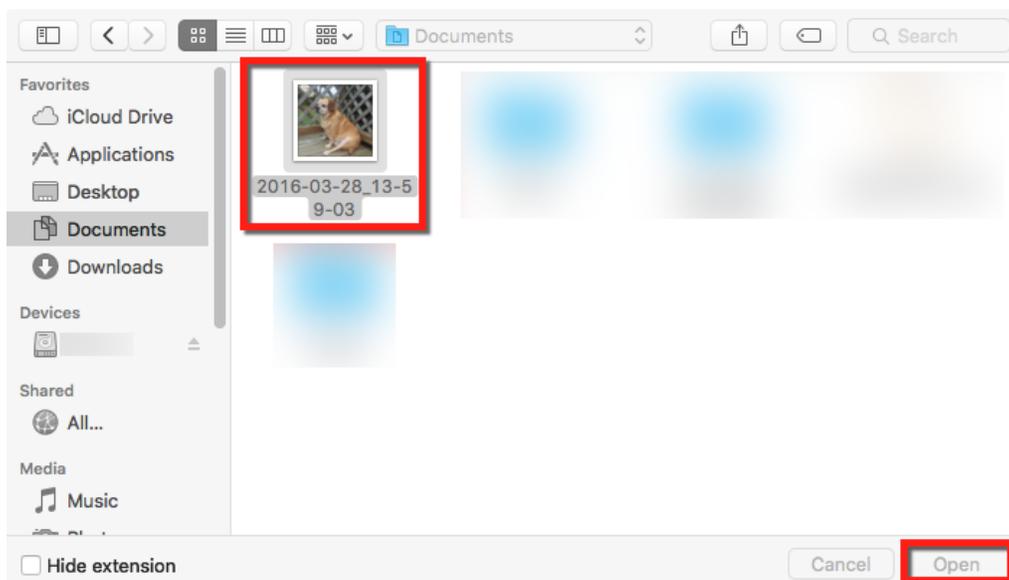Click **Change Picture**.

Click **Upload New**.

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

Crop the picture. Click **Save**.

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

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.