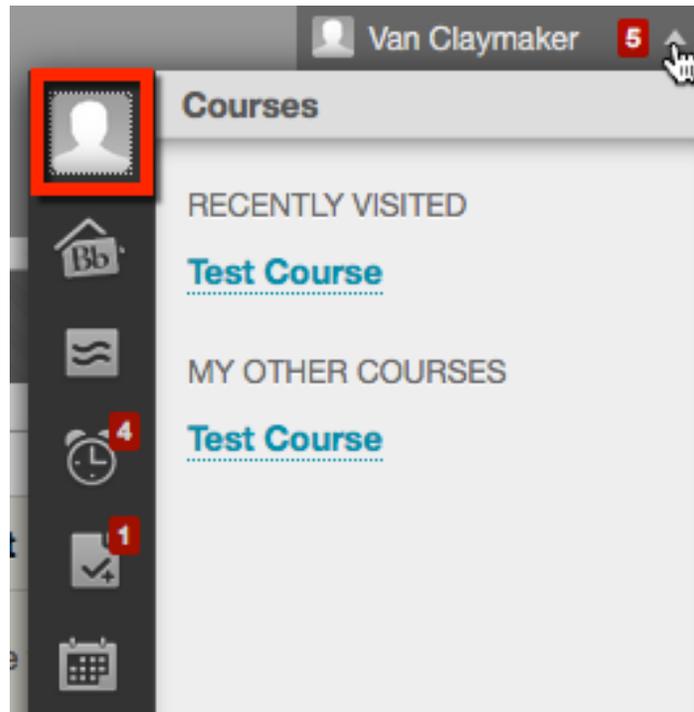
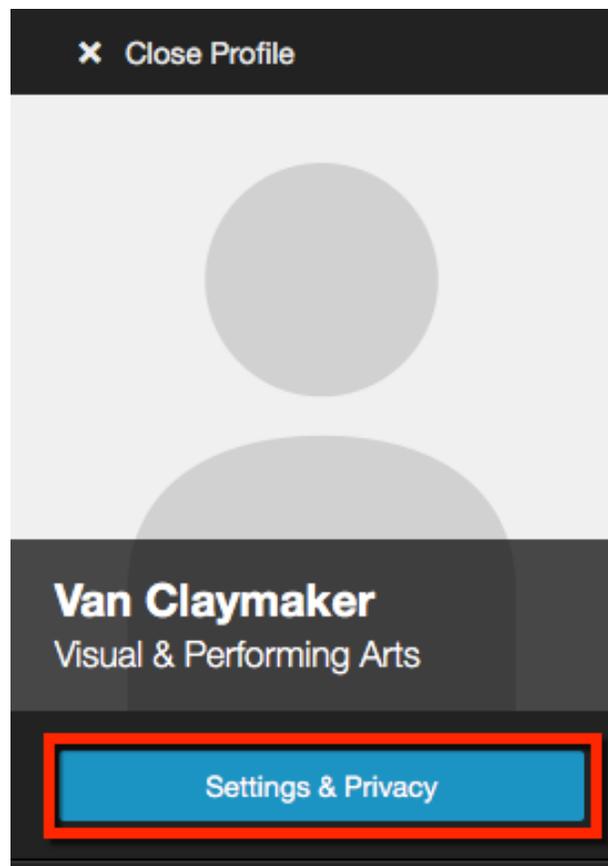


Uploading an Avatar

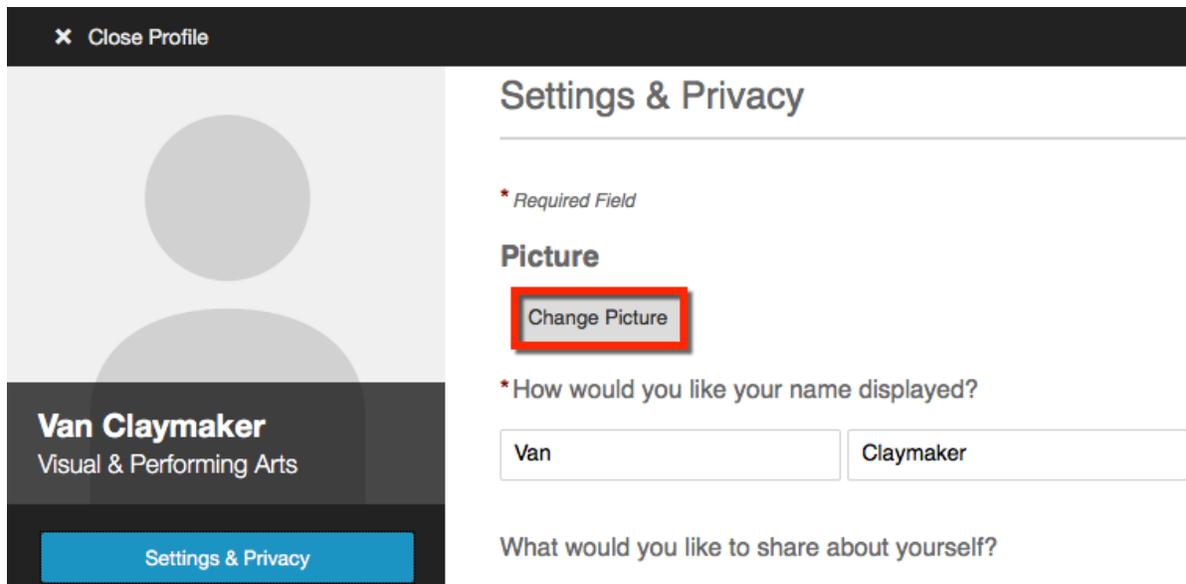
Click the down arrow next to your name in the upper right corner to open the global navigation menu. Click the silhouette (**Edit My Blackboard Profile**).



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



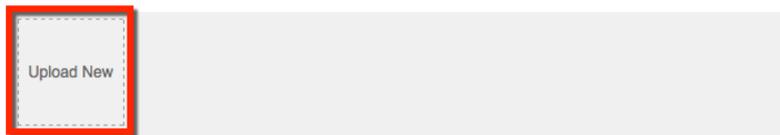
Click **Change Picture**.



Click **Upload New**.

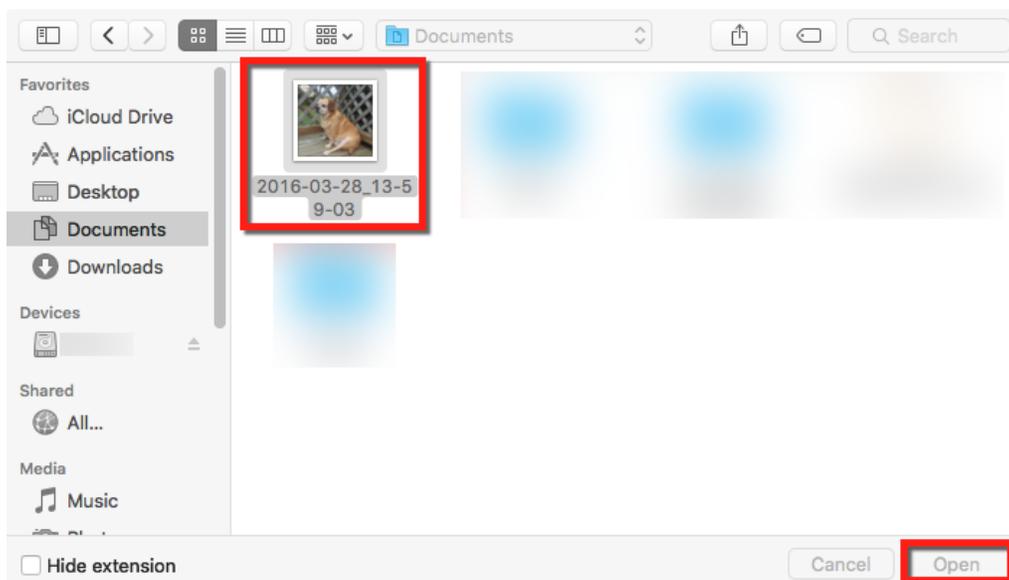
Change Picture

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



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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Crop the picture. Click **Save**.

Crop
Choose which part of the picture...



Top Left(X)	5
Top Left(Y)	0
Width/Height	493

Cancel **Save**

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

✕ Close Profile

Settings & Privacy Cancel **Save**

* Required Field

Picture



Change Picture

* How would you like your name displayed?

Van	Claymaker
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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.

