

Blackboard Avatar Instructions:

An avatar is an image that will appear alongside each post you make in this and every Blackboard class you're taking. An avatar allows you to provide some small but meaningful visual representation of yourself which complements your written words, and it provides all of your fellow students with a recurring visual icon by which to get to know you better throughout the semester. Avatars are an essential part of any online community or learning environment.

Your avatar does not have to be a photo of yourself (but it can be). Your avatar can be a picture of *anything* just as long as it is not vulgar or offensive. Here is how you upload an avatar into Blackboard:

1. Select an image that you will use as your avatar and have it somewhere easily locatable on your computer.
2. Sign into Blackboard.
3. Look up at the top right-hand corner of your Blackboard screen where you can see the little door/arrow logout icon and beside it your name and a small pull-down menu icon (an arrowhead pointed downward). Click that pull-down menu icon.
4. Click the "Settings" option in the pull-down menu. By default it is usually the option at the very bottom of the menu list.
5. Once clicked, a sub-menu will now open beneath "Settings." Look for and click on the "Personal Information" link. Clicking it takes you to a different webpage.
6. On this new page look for and click the "Personalize My Settings" option. The first personalization feature that you'll see here is for your avatar.
7. Select "use custom avatar."
8. Now click the "browse my computer" button and you'll see a window pop up. Use the window to navigate to and select your image from Step 1 above, and then click the "open" or "save" button to upload it to Blackboard.
9. Click the "Submit" button in the top right corner to save your avatar to your account. Clicking submit takes you back to the previous page.
10. You can confirm that your avatar was uploaded successfully by clicking again on the "Personalize My Settings" link. Once inside there you should see your avatar looking at you. If you don't, you did something wrong so try it again.