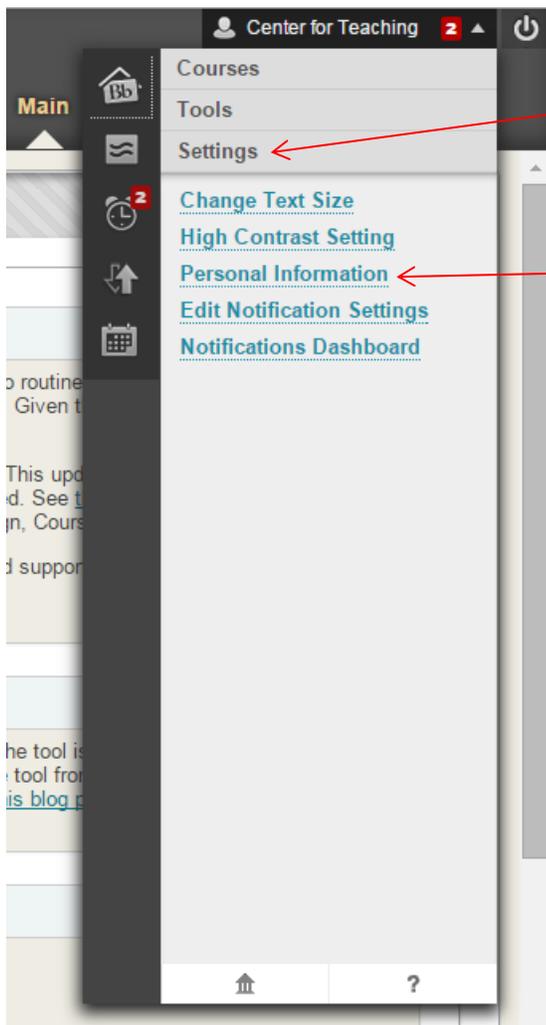
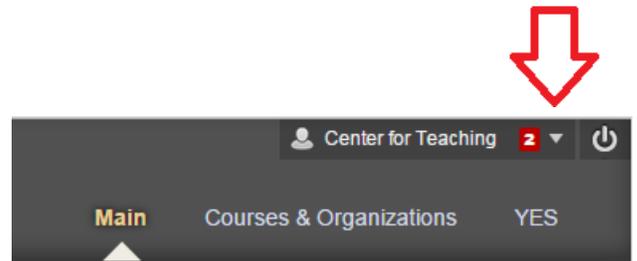




## How do I add a profile picture?

A profile picture is a visual representation of the user—often but not always a photograph of the user—that appears next to the user’s name throughout Blackboard. These images are sometimes referred to as avatars.

1. To add a profile picture, first, log in to Blackboard. At the top right corner of your screen, you will see your user name displayed. Click on the small arrow to the right of your name to open the **Global Navigation Menu**.

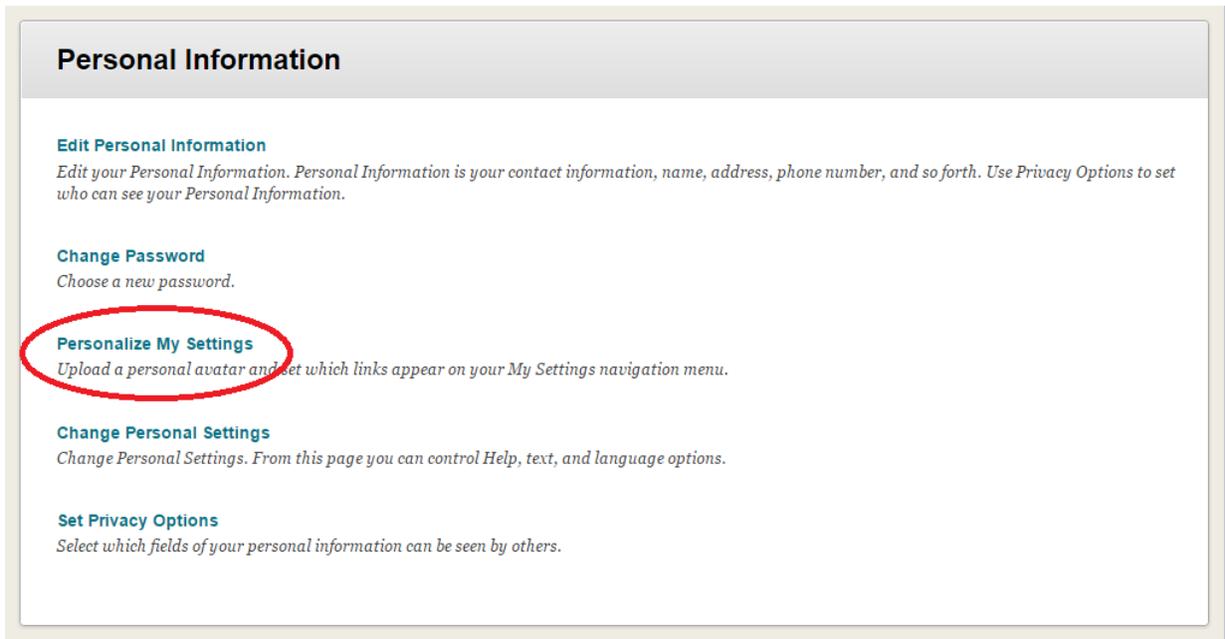


2. Click on the **Settings** tab.

**Note:** If the **Settings** tab is not currently expanded, it may be located at the bottom of this menu.

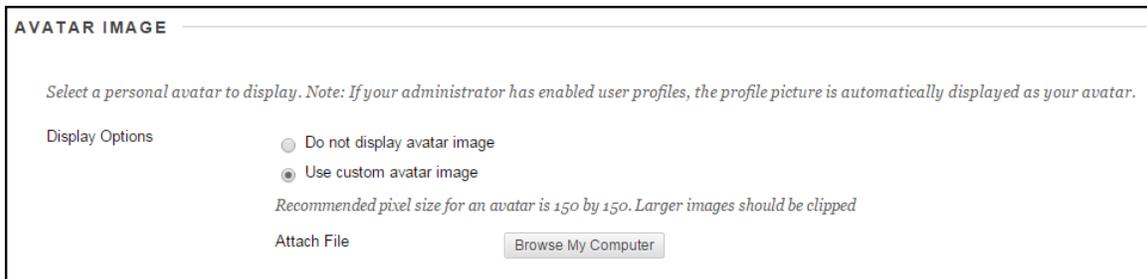
Click the link for **Personal Information**.

3. Choose **Personalize My Settings**.



4. Under the **Avatar Image** heading, select the option **Use custom avatar image**. Then click the button **Browse My Computer** and select the file you wish to use as your profile image.

**Note:** Images that are not square will be stretched or compressed, so you might want to crop your photo before uploading.



5. Click the blue **Submit** button at the top right corner of the settings window. If the upload was successful, you will see a green notification bar just below the page header. Your profile image should now appear next to your user name in Blackboard.

