Vanderbilt University
Center for Teaching

Brightspace SUPPORT @CFT

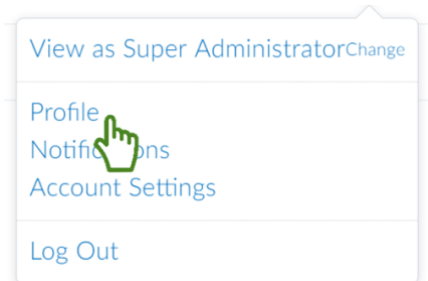# <u>How to upload a profile photo to my Brightspace account</u>

It can be helpful to students and instructors alike to include your photograph with your Brightspace profile. You can use a picture that is stored on your computer and upload it. We recommend using a photograph that clearly shows your face, even if the image is small. You should crop the photo before uploading it to Brightspace, to remove some or all of the background surroundings.
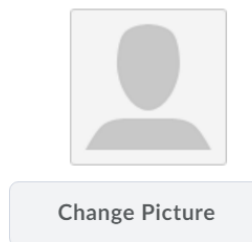
Add a Profile Photo

1. Log into Brightspace. In the top right corner, click your **name.**

2. Click **Profile**.

3. Click on **Change Picture**.

4. Either select your image from My Computer, My Locker, or upload from elsewhere on your computer. Click **Add** then **Save**.

Updated Spring 2021