

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.

 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.

Personal Informat	tion
Edit Personal Information Edit your Personal Information. who can see your Personal Inforr	Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set nation.
Change Password Choose a new password.	
Personalize My Settings Upload a personal avatar and se	t which links appear on your My Settings navigation menu.
Change Personal Settings Change Personal Settings. From	this page you can control Help, text, and language options.
Set Privacy Options Select which fields of your person	al information can be seen by others.

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.

AVATAR IMAGE		
Select a personal avatar to di	isplay. Note: If your administrate	r has enabled user profiles, the profile picture is automatically displayed as your avatar.
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Display Options	 Do not display avatar image. 	
	Do not display avaial image	
	Use custom avatar image	
	Recommended nivel size for an a	natar is 150 by 150. Larger images should be clipped
	recommentation practone jor and	butter is 150 by 150. Duryer intrages should be express
	Attach File	Browse My Computer

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.

Center for Teaching 🐞 Personal Profiles What are the pros and cons of using profile images?
Rebecca Panter RE: Personal Profiles In a discussion with profile pictures, the reader has a visual cue that makes it much easier to see at a glance who is talking. Reply Quote Edit