Adding Avatar to Blackboard

Purpose of Document

This document provides a tutorial on how to change your avatar in blackboard.

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Result

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Step 1: Log into Blackboard. (Using Firefox or Internet Explorer, Chrome may not work well with this function).
Step 2: Click **Your Name** on the top right corner.
Step 3: Select **Settings** from the dropdown menu.
Step 4: Select **Personal Information**.
Step 4: Select Personalize My Settings.

Step 5: Select Use custom avatar image and Browse My Computer.
Step 6: Now, you can browse your computer to select the picture you want to use.

Step 7: Once you select the image you would like to use, select **Submit** in the lower right corner and your image will be set to your profile.

Result

This is an example of the result.