OVERVIEW: Your Blackboard Avatar is what will show up next to your name in Discussion Forums and in the Global Navigation. It is your profile picture and it helps others connect with you on a more personal basis in the online environment.

1. While in Blackboard, select your name at the top, right corner to open up the Global Navigation Menu. Select Settings and then Personal Information.
2. Then select **Personalize My Setting.**

3. Make sure that “**Use Custom Avatar Image**” is selected and then select “**Browse My Computer**” to find the photo you would like to upload.
4. Blackboard does recommend photos be **150 by 150 pixels**. To edit your photo, head to the location of your photo on your computer. **Right click** on the photo and select **Open with** to open up your photo with the **Paint** application.

5. With the **select tool** in **Paint**, chose the area you want your profile picture to focus on, and **Crop** the photo.
6. Select **Resize**, and make sure **Pixels** is selected in the new window. Enter **150** pixels into the **Horizontal box** for the resizing section.
7. Then you can **manually drag** the photo to make the **vertical side** a 150 pixels too. Make sure to **pay attention** to the pixel measurement at the bottom of the page, that’s how you’ll know the vertical side is a 150 pixels.
8. Save the photo as a JPEG and head to Blackboard to upload.

If you prefer to have an avatar, you can create one at https://avatarmaker.com/.