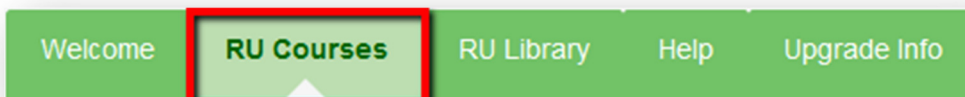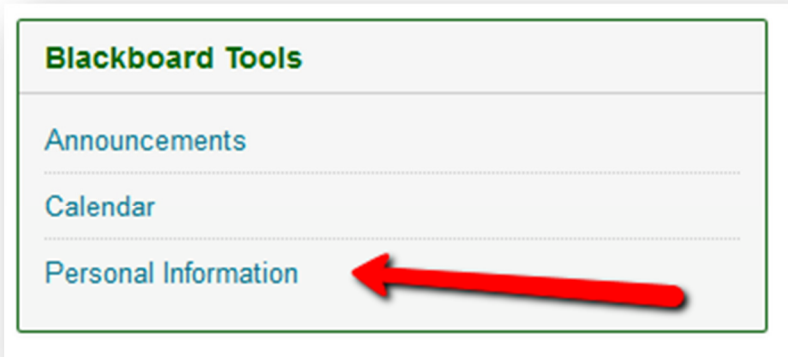# Add an Avatar

Why would you want to add an avatar?

An avatar puts a face to the name. It is a good way to "introduce" yourself to the class. Your personal image appears in the page header, people tool, blogs, journals, discussions, wikis, roster, and within notification modules.

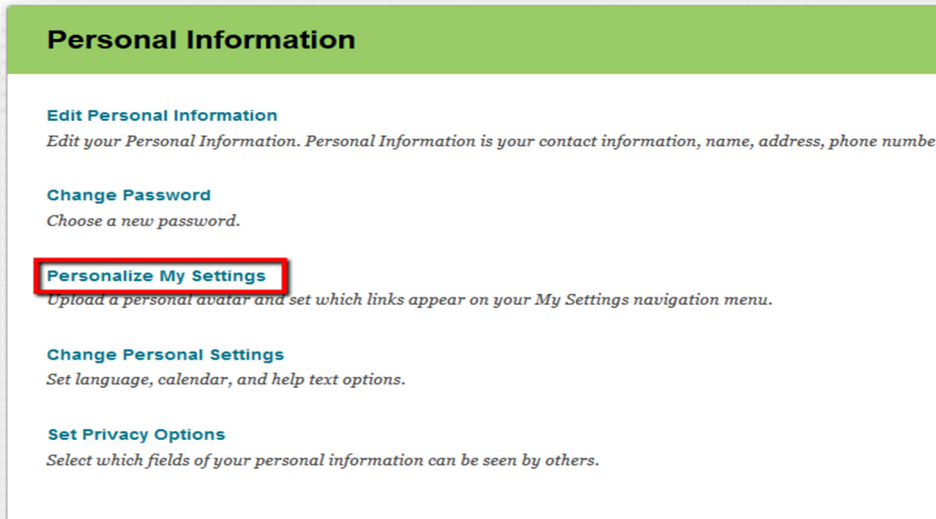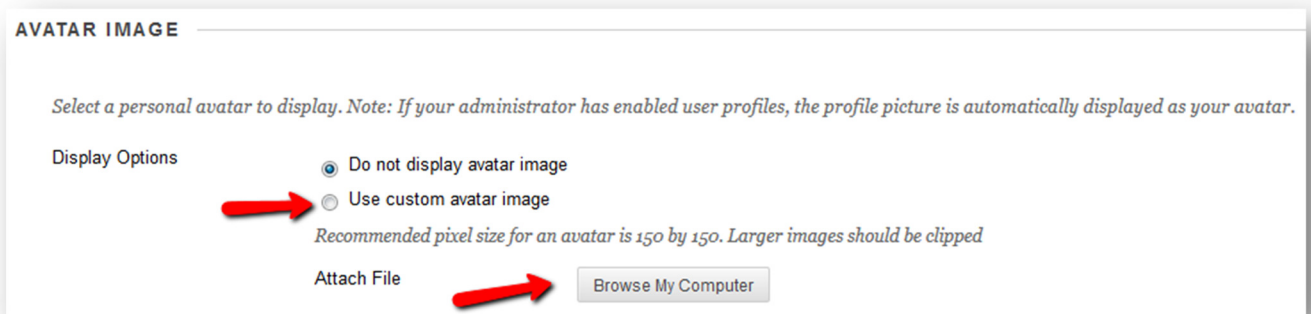Watch it: **Adding an Avatar Tutorial Video**

Step 1: Click **RU Courses**

Step 2: Under the Blackboard Tools Module, click on **Personal Information**.
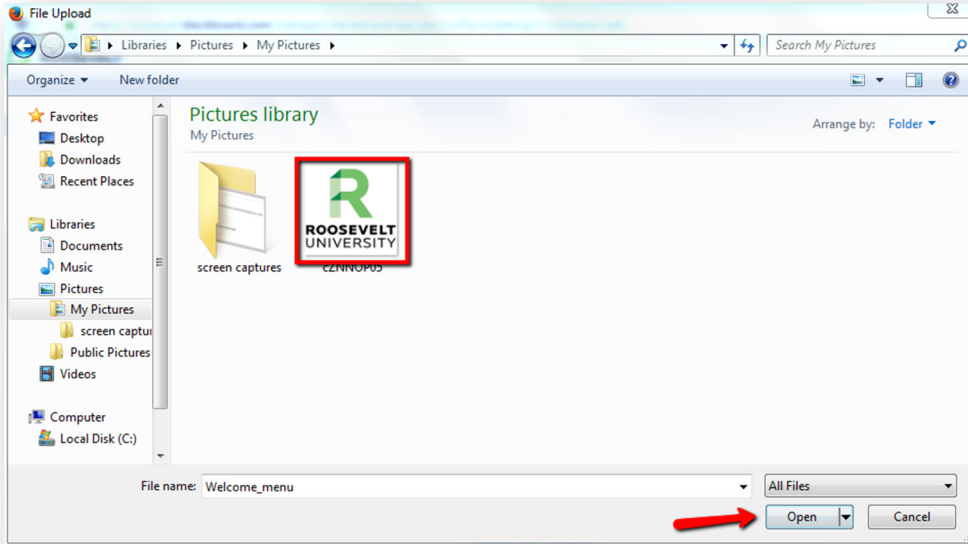
Step 3: Click **Personalize my Settings**.

Personal Information

Edit Personal Information
Edit your Personal Information. Personal Information is your contact information, name, address, phone number,

Change Password
Choose a new password.

Personalize My Settings
Upload a personal avatar and set which links appear on your My Settings navigation menu.

Change Personal Settings
Set language, calendar, and help text options.

Set Privacy Options
Select which fields of your personal information can be seen by others.

Step 4: Select option "**Use custom avatar image**" and click **browse my computer** to upload a picture/avatar

AVATAR IMAGE

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

Display Options
   ○ Do not display avatar image
   ○ Use custom avatar image
   Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped
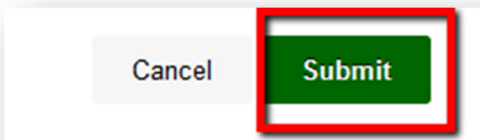
Attach File   Browse My Computer

(Please Note: Avatar images should be no larger than 150 pixels by 150 pixels)

Step 5: Select avatar image file and click **Open**

Step 6: Click **Submit**

If you have any further questions or would like to schedule a training session with you or your department, please email:

blackboardhelp@roosevelt.edu

A member of the Academic Technology Solutions team will contact you.