

You can upload a profile image (avatar) that is used to represent you throughout the Blackboard system.

Your profile avatar appears in the page header, people tool, blogs, journals, discussions, wikis, and roster. Your profile avatar also appears in the notifications modules—What's New, Needs Attention, and To Do—which appear on the Xavier University tab or on a course's home page.

The recommended pixel size for an avatar is 150 by 150. Larger images should be clipped.

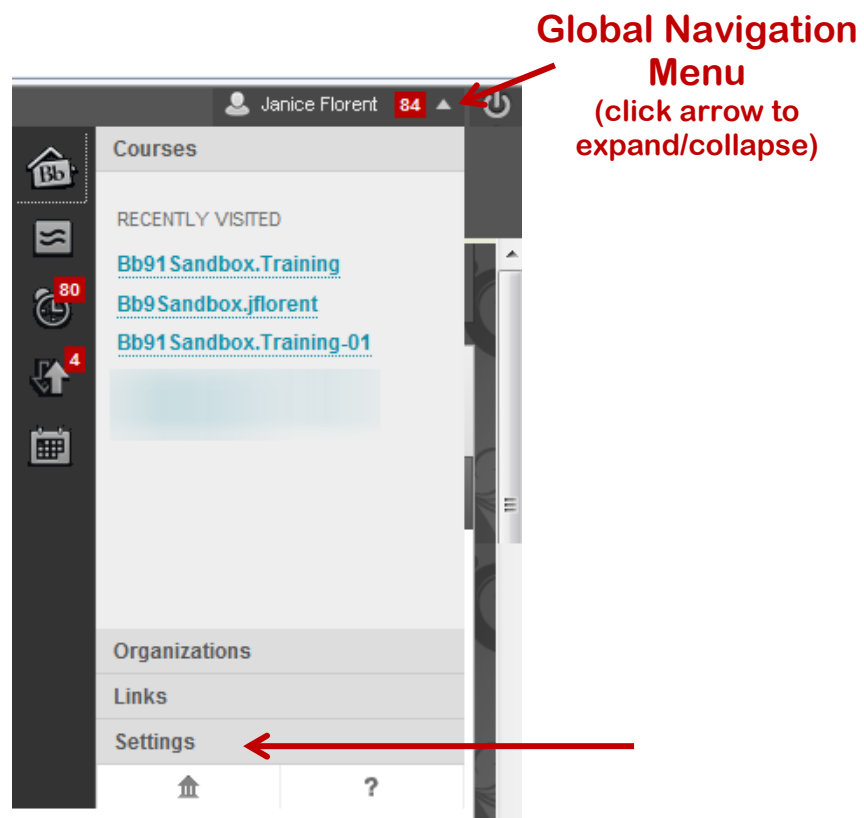
Note: The University has the following policy regarding profile avatars:

“Users may not send, display or receive pictures or other media which are copyrighted, abusive, obscene, sexually inappropriate, threatening, racially offensive, or considered harassment or offensive to human dignity.”

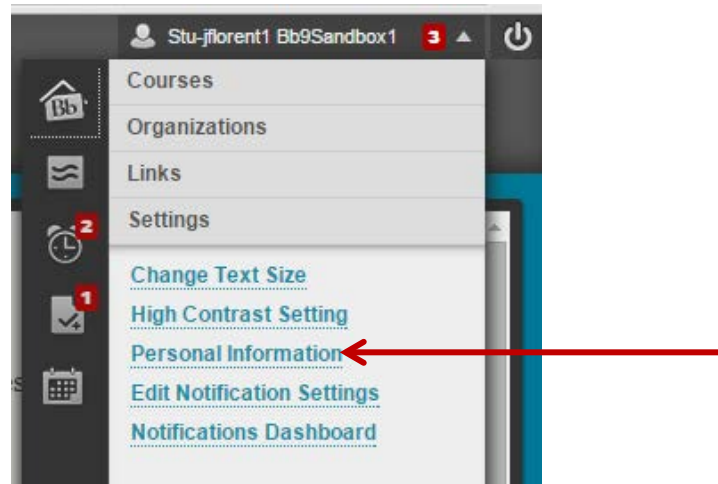
Faculty should include this statement about what is not an acceptable profile avatar when they ask students to upload a picture to be used as their avatar.

To add a profile avatar

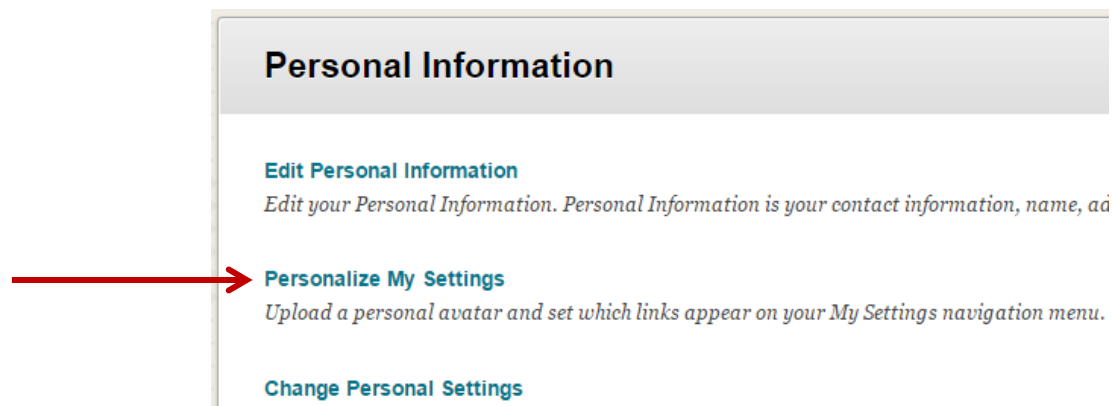
- 1) Expand the Global Navigation Panel by clicking the arrow on the right of your name. A drop-down window will appear showing the **My Blackboard Menu** on the left and the **User Menu** on the right.
- 2) Click on **Settings**.



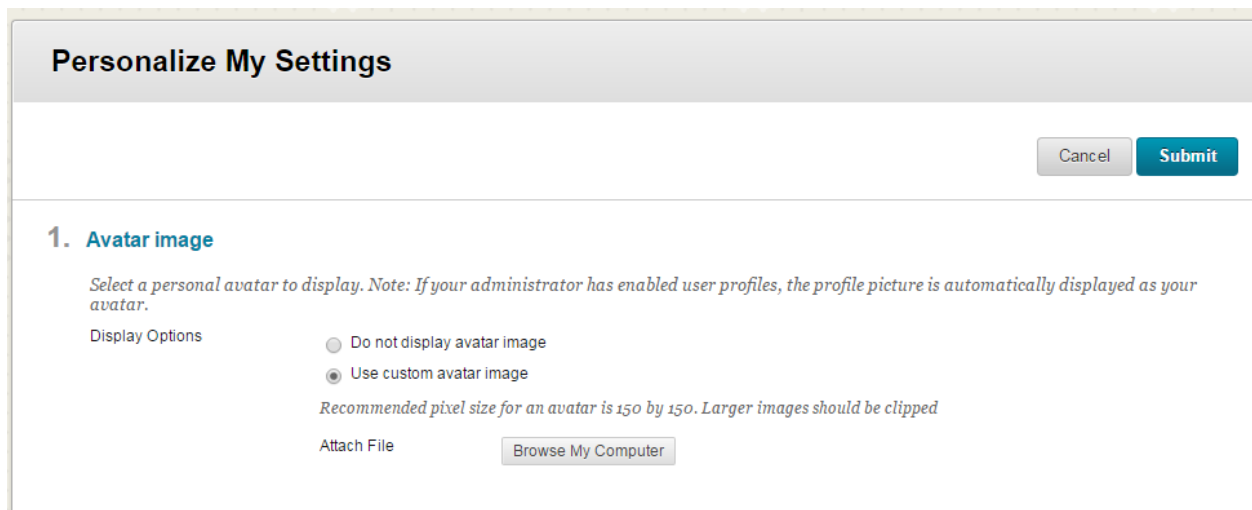
3) Click on **Personal Information**.



4) Click on **Personalize My Settings**.



5) You can add or change your personal avatar. Select **Use custom avatar image**. Click Browse My Computer. Select the avatar image file and click Open.



6) Click **Submit** to save your avatar.