



Posting/Changing a Blackboard Avatar

Learning Objectives

After consulting this document members of the William Paterson learning community will be able to post and/or change avatars in the Blackboard learning management system.

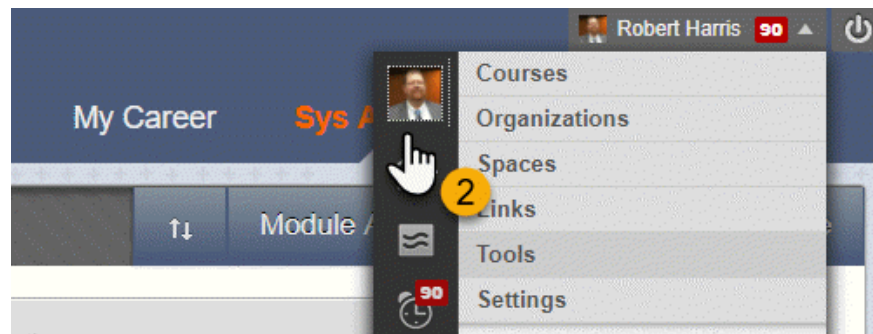
You need to have created a profile in order to post an avatar. The create avatar process will take you through this short point-and-click process, or see this video:

bit.ly/wpu-bb-manageprofile

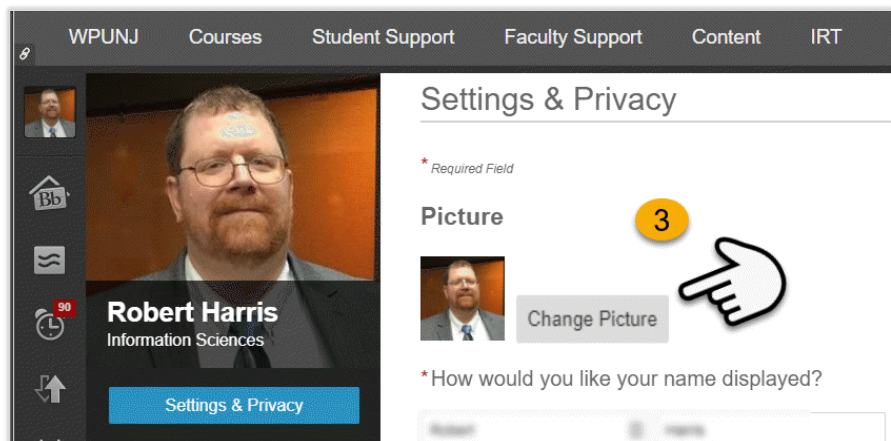
Log in to Bb and see the **Global Navigation** menu in the upper right corner:



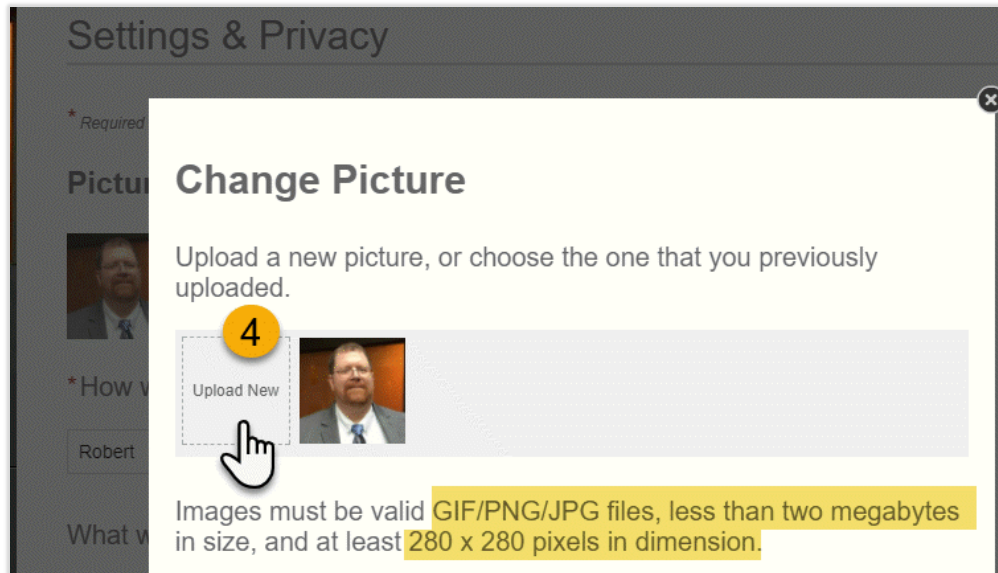
Click on your name and the interface to the right will appear. Point your cursor to the upper left corner of that interface and click on **View Profile**.



In the **Settings and Privacy** page click on **Change Picture**

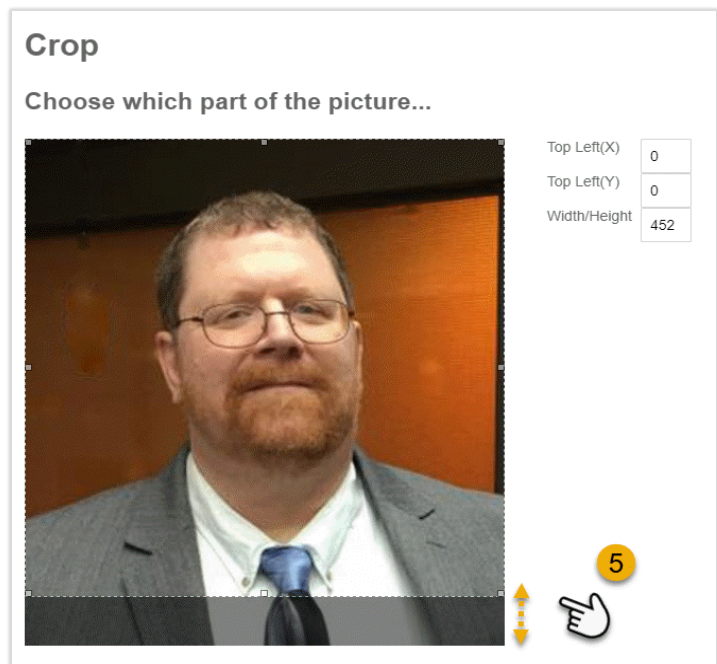


In the *Change Picture* interface select the **Upload Now** button



In the example to the right the image uploaded is larger than the available proportions. The bottom centimeter of the image is shaded, meaning it won't display in the final product.

But the user can change which part of the image is excised. In this case the user is more interested in removing the black strip at the top than he is the nice hand painted tie. See the next image for more on editing an avatar.

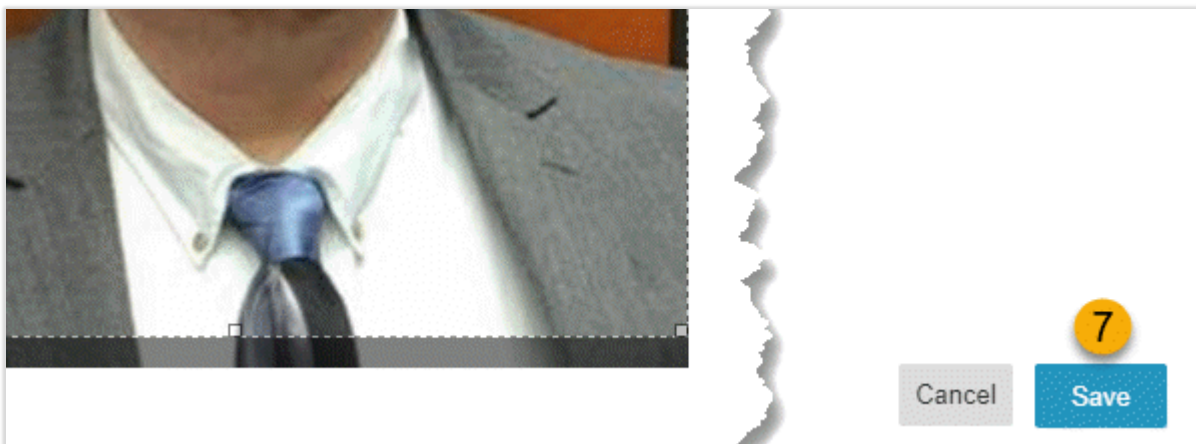


On the image to the right we took a bit off the top and a smaller slice from the bottom by sliding the top (or bottom) of the shaded area down (or up) so the dotted lines frame the image with the images you prefer.

With those edits completed we're nearly done!



Select **Save** to finish the operation!



The same process can be used to create a new avatar or change an existing one.

Questions? Please contact the IT Help Desk:

<http://www.wpunj.edu/helpdesk>