**Posting your Picture on Blackboard**

Follow the steps below to post a professional picture on your Blackboard account.

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| **Step** | **Action plan** |
| 1 | Access the Blackboard Home Page. |
| 2 | Click on your name as in the website  **Result**: Drop-down menu appears. |
| 3 | Click on “Personal Information” on drop-down menu.  **Result:** Personal Information screen appears. |
| 4 | Click on “Personalize My Settings”.  **Result:** Avatar Image screen appears. |
| 5 | Click the button next to “Use custom avatar image”. |
| 6 | Upload a picture from your computer.  **Note:** Use the Browse my Computer link. |
| 7 | Once file is attached, click “submit”.  **Result:** Avatar image is uploaded to Blackboard. |