

HOW TO ADD YOUR PICTURE TO YOUR PROFILE

INTRODUCTION

A picture can be added to a profile which will appear throughout Blackboard. It will show up in locations such as the global navigation menu and discussions.

NOTE: FIRST TIME USERS WILL NEED TO CREATE A BLACKBOARD SOCIAL PROFILE BEFORE UPLOADING A PROFILE PICTURE.

For more information on Blackboard social profiles, check the following link on Blackboard:

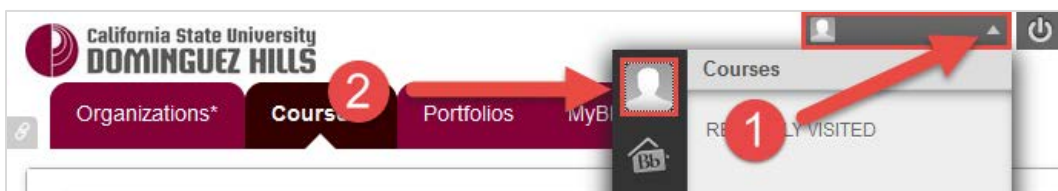
[Blackboard – Enhanced Profile](#)

ADD PICTURE TO PROFILE

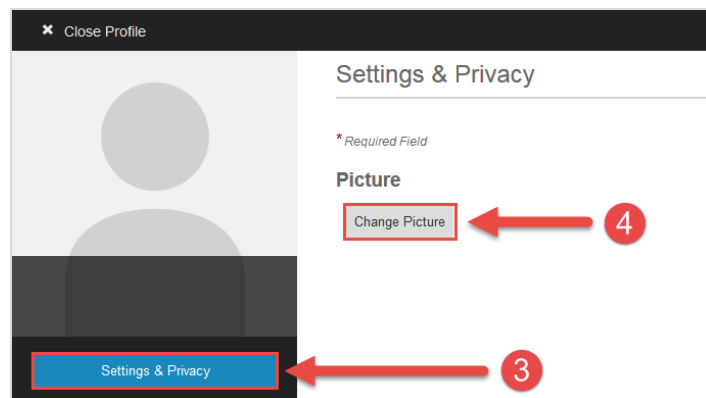
Once a Blackboard Profile is created, the option to add a picture to a profile will become available.

To add a picture to your profile which will appear throughout Blackboard, do the following.

1. Click the **global navigation menu** on the upper-right
2. Click the **image**

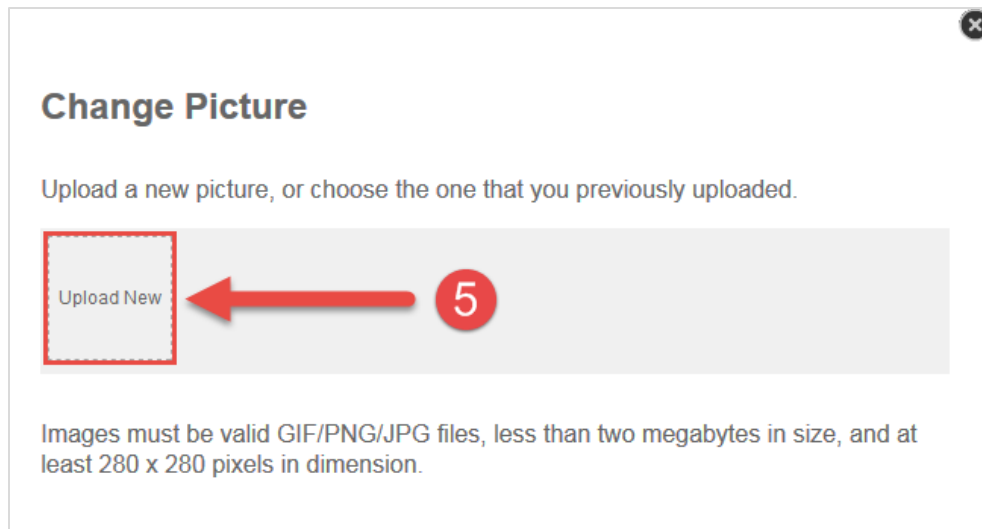


3. Click **Settings & Privacy**
4. Click **Change Picture**

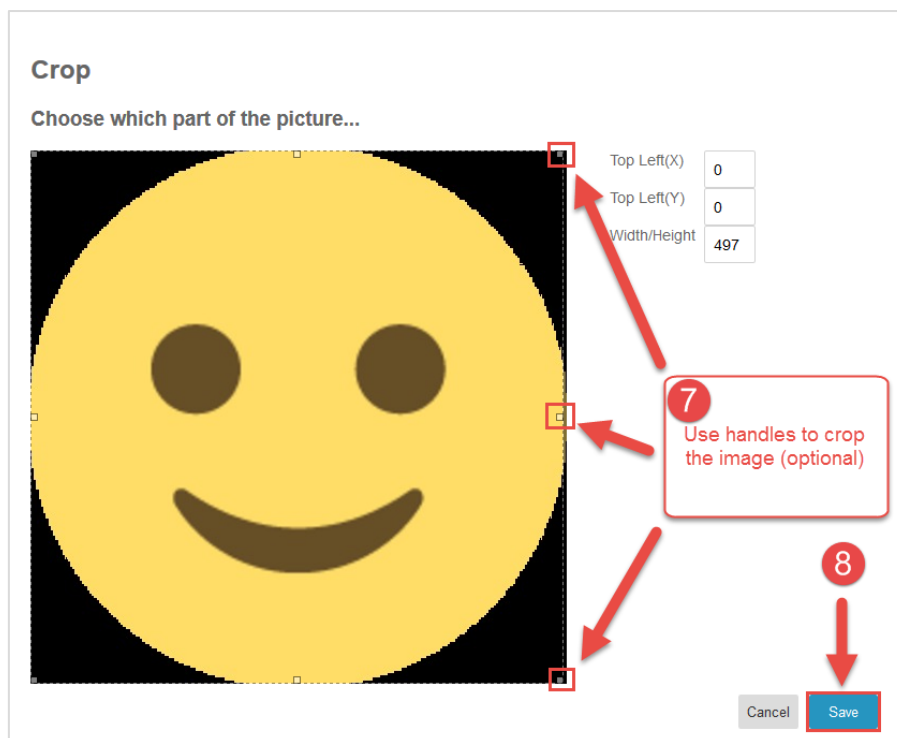




5. Click **Upload New**



6. Upload an image (not pictured)
7. Crop the image by clicking and dragging the small square handles (optional)
8. Click **Save**.



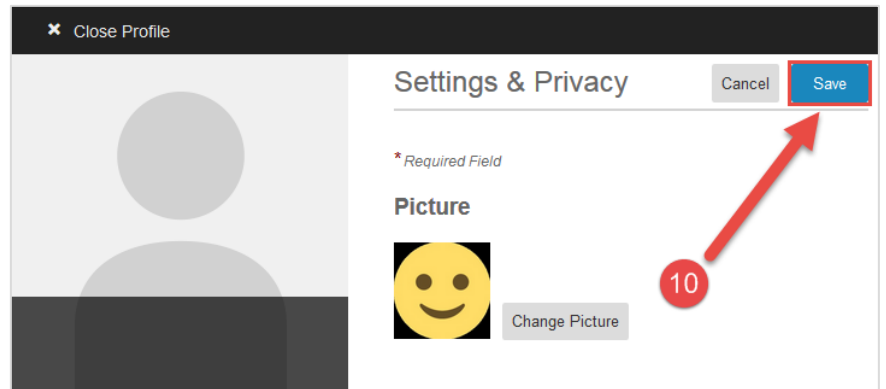
9. Wait for image to save.





10. In the next screen, click **Save**.

ONCE THE IMAGE IS SAVED, IT
WILL TAKE SOME TIME FOR THE
NEW IMAGE TO APPEAR IN
BLACKBOARD.



When the profile image is saved, Blackboard will return to the main page.

