**Have students add their picture to Blackboard, for a more personalized Blackboard environment**

Here is the wording I used to accomplish this:

## Assignment Week 1 – Upload “Avatar Image”

During week 1 of the course, all students need to:

1. Add their photo to their Blackboard profile, so your photo (“avatar image”) will automatically appear next to all your postings in the Discussion Forum; seeing your pictures will help me to remember who is who and will help personalize Blackboard for all users.

**How to add your photo:**

1. In the upper left of the **Home** tab, click **Personal Information** (found in the “Tools” area)
2. Click **Personalize My Settings**
3. Click **Browse My Computer** for image (pick a clear headshot of yourself; recommended size for a picture is 150 by 150 pixels, otherwise the picture will get distorted)
4. Click **Submit**