

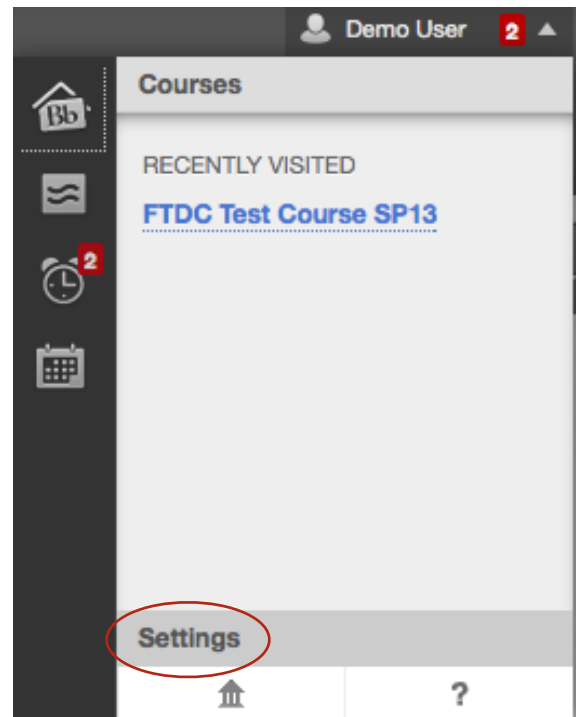
All users in Blackboard can create a user profile with a custom avatar. This avatar will be a visible representation of the user throughout each of his courses in places such as the course roster and discussion boards.

Creating a Profile

A profile may be created at any time by clicking on the user name in the upper right hand corner of the Blackboard interface and choosing Settings at the bottom of the popup menu. This will display the options for editing personal information, as well as editing notification settings.

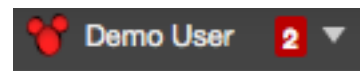
Personal Information

Choosing Personal Information from the Settings menu will present you with several options. You'll notice that when you choose *Edit Personal Information* most of the information fields are grayed out. This is because things like your name, email address, phone number, and address information are pulled from your UM student record and cannot be changed from within Blackboard.



Adding an Avatar to Your Profile

To upload an avatar (or custom image) to your profile, choose *Personalize My Settings* from the Personal Information menu. Then *Browse My Computer* to attach an image. Note that recommended image size for an avatar is 150 by 150 pixels, so it is best to edit your image to preferred size before uploading it to Blackboard. After attaching your image, click Submit to add it to your profile. You'll note that your new avatar now appears to the left of your name.



Set Privacy Options

Here you can choose what personal information you want to make public within Blackboard. If you don't want to receive email from other students in a course, you can set your Email Options to block student emails from select courses. You can also choose to hide your name from a course roster if you wish to do so.