

## Setting an Avatar in myCourses

### Introduction

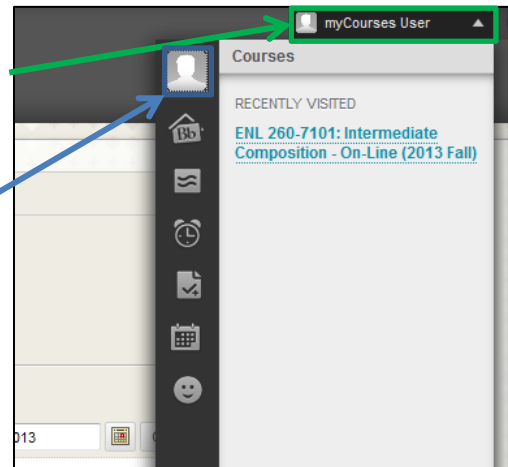
This tutorial walks users through the process of associating an avatar (image) with their myCourses profile. This image will be seen in discussion forums and anywhere else a student posts.

#### Step 1:

Click the “My Blackboard” bar in the upper right-hand corner of myCourses. (Your name appears on it)

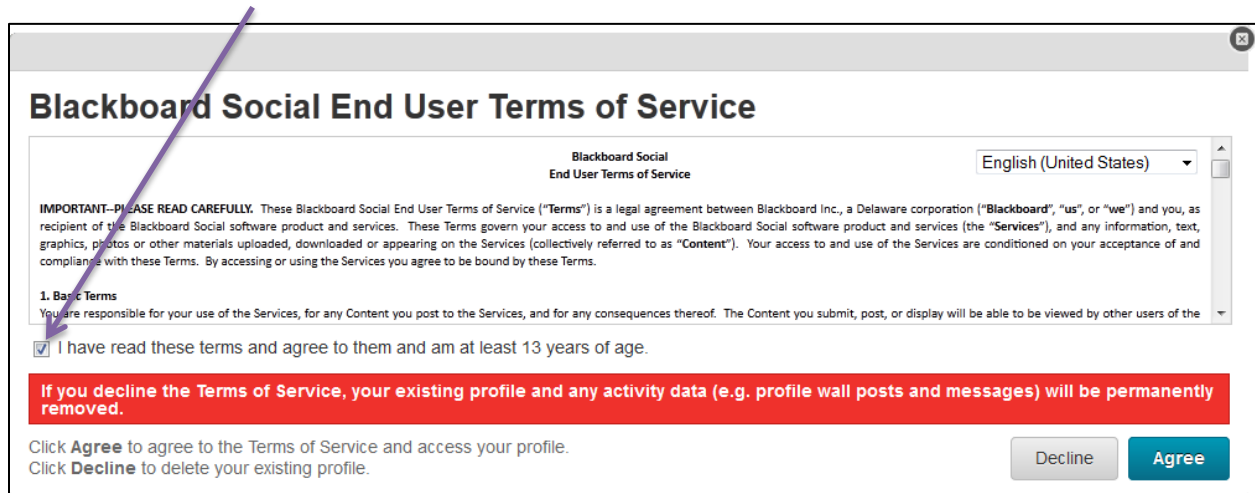
#### Step 2:

Click the silhouette of the person at the top of the menu.



#### Step 3:

Check the box next to “I have read these terms and agree to them and am at least 13 years of age” and press “Agree.”






**Step 4:**

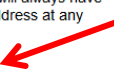
Enter your email address in the “My Primary Email Address” field.

**Primary Email Address**

Your Blackboard profile uses your email address to connect your Blackboard institution accounts and your Blackboard services to a single profile. If you have used one of these services before, use the same email address here.



For new profiles, we recommend using a personal email address that you will always have access to when you change schools or jobs. You can change this email address at any time by editing your Blackboard profile.

My Primary Email Address:  

When you submit your Blackboard profile with this email address, we will send you a verification email.






**Step 5:**


Click “I Don’t have a MyEdu Account.”

**Blackboard + myEdu**

**Welcome to your new Blackboard Profile!**

Use your new profile to show mentors, peers, and employers what's unique about you. Showcase projects, languages, internships, work experiences, organizations and the competencies that you have learned and utilized.

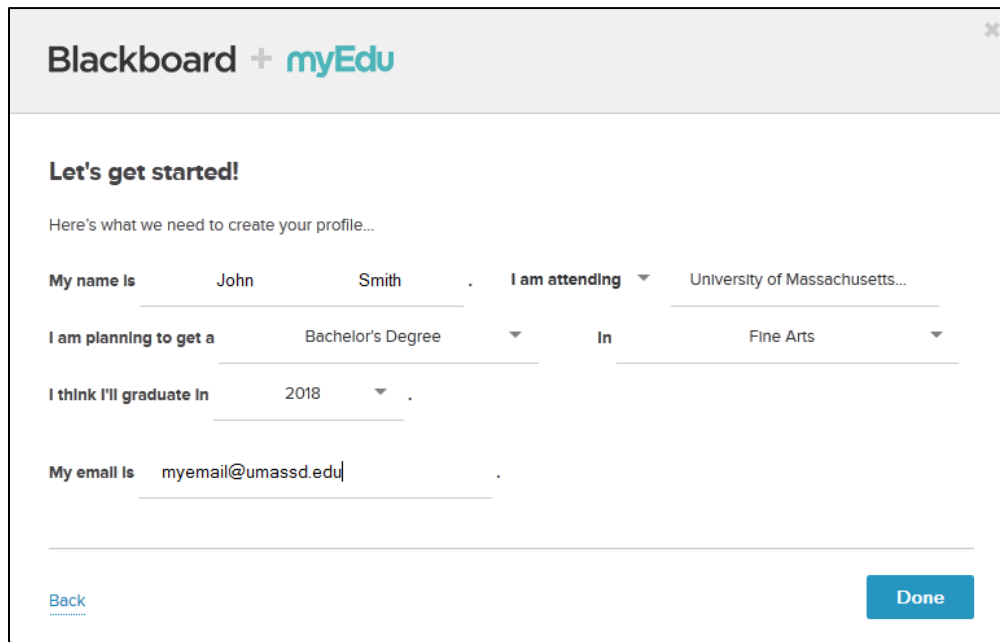




### Step 6:

Setup your Blackboard profile by entering some information about your status at UMass Dartmouth, then press “Done.”

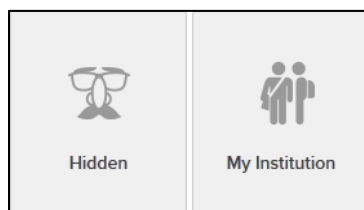
- Enter your first and last name.
- For “I am attending” type in “University of Massachusetts” and select “**University of Massachusetts, Dartmouth (MA).**”
- Select what level of degree you are working toward. If none, choose “Continuing Education.”
- Choose your degree program under the “In” drop-down list.
- Enter the year in which you intend to graduate (this can just be an estimate.)
- Enter your UMass Dartmouth email address in the final box.



The screenshot shows the Blackboard + myEdu profile setup interface. At the top, it says "Blackboard + myEdu". Below that, it says "Let's get started!" and "Here's what we need to create your profile...". The form contains several input fields: "My name is" with "John" and "Smith" entered; "I am attending" with a dropdown menu showing "University of Massachusetts..."; "I am planning to get a" with a dropdown menu showing "Bachelor's Degree"; "In" with a dropdown menu showing "Fine Arts"; "I think I'll graduate in" with a dropdown menu showing "2018"; and "My email is" with "myemail@umassd.edu" entered. At the bottom left, there is a "Back" link, and at the bottom right, there is a blue "Done" button.

### Step 7:

Select the “My Institution” privacy option so that other students will see your new avatar. Press “Done” once you have chosen.



The screenshot shows two privacy options for the profile. The first option is "Hidden", represented by an icon of a pair of glasses. The second option is "My Institution", represented by an icon of two people standing together. The "My Institution" option is selected, indicated by a dark background behind the icon.

### Step 8:

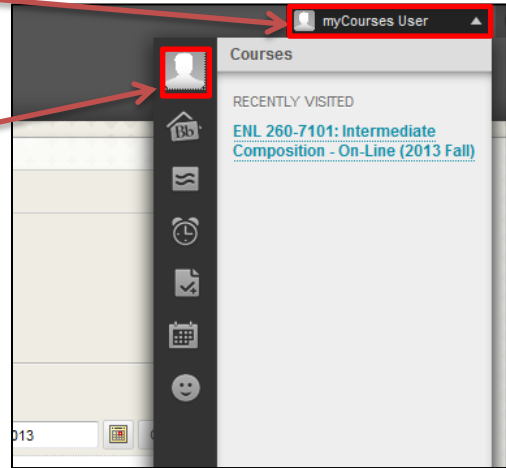
Press the “View Your Profile” button.

**Step 9:**

Click the My Blackboard bar in the upper right-hand corner of the screen that lists your name.

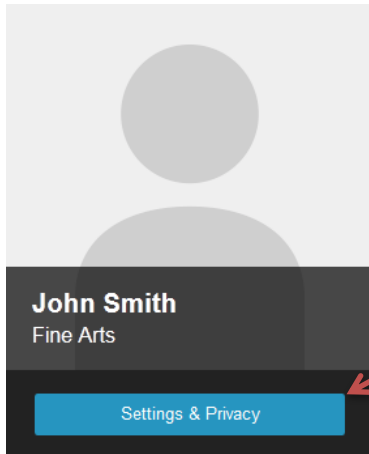
**Step 10:**

Click the picture of the person at the top of the menu.



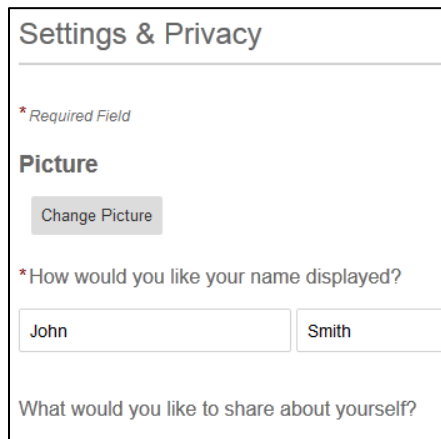
**Step 11:**

Click the "Settings & Privacy" button on the left side of the page.



**Step 12:**

Click the "Change Picture" button under "Settings & Privacy."



**Step 13:**

Click the “Upload Now” button and choose a picture from your computer.

### Change Picture

Upload a new picture, or choose one that you previously uploaded.


Images must be valid GIF/PNG/JPG files, less than five megabytes in size, and at least 50x50 pixels in dimension.

**Step 14:**

If necessary, drag the square box that is on top of your picture so that it is framing the part of the picture you would like to have display as your new avatar. Press “Save” to finish.

### Crop

Choose which part of the picture...



Top Left(X)

Top Left(Y)

Width/Height

**Step 16:**

Once you’ve selected your avatar Press “Save” at the top or bottom right corner of the screen to save your profile.

Your new avatar will now appear in the top right-hand corner of myCourses, as well as next to any Discussion, Journal or Blog posts that you make in your myCourses sites.

**Conclusion**

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8884 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).