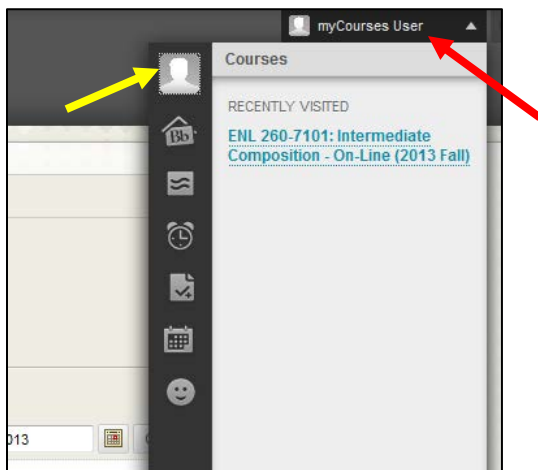


Setting an Avatar in myCourses

This tutorial walks you through the process of associating an avatar (image) with your myCourses profile. This image will be seen in discussion forums and anywhere else you post.

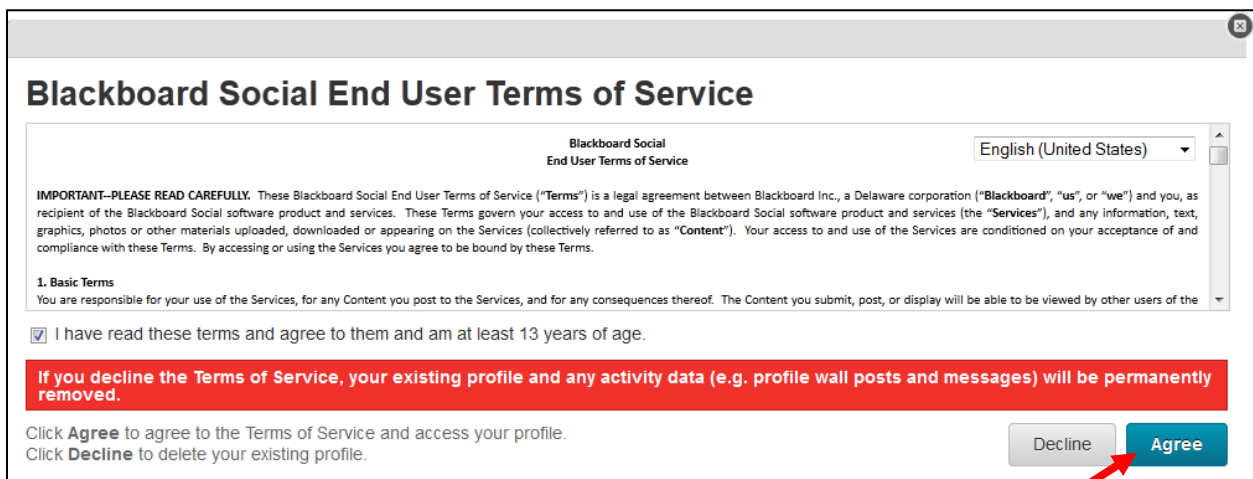
Step 1:

Click on your name in the top-right corner of myCourses and then click on the **silhouette** of a person.



Step 2:

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




Step 3:

Enter your email address in the “My Primary Email Address” field and then click the “**Submit**” button.

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 4:

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.



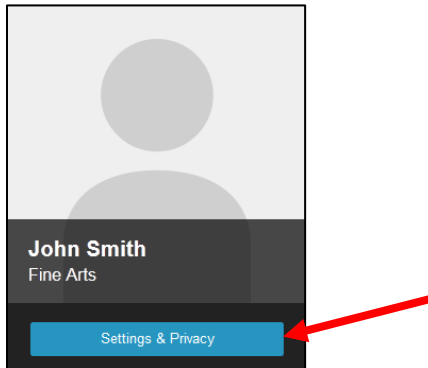
Step 5:

Setup your Blackboard profile by entering some information about your status at UMass Dartmouth, then click the “**Done**” button.

- 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.

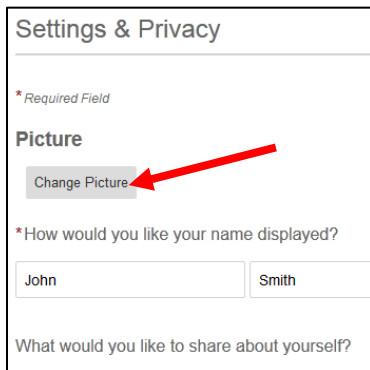
Step 9:

Click the “Settings & Privacy” button.



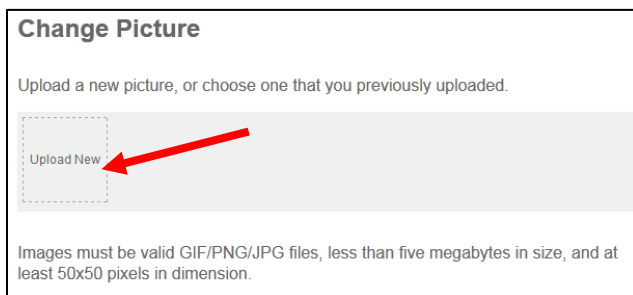
Step 10:

Click the “Change Picture” button under “Settings & Privacy.”



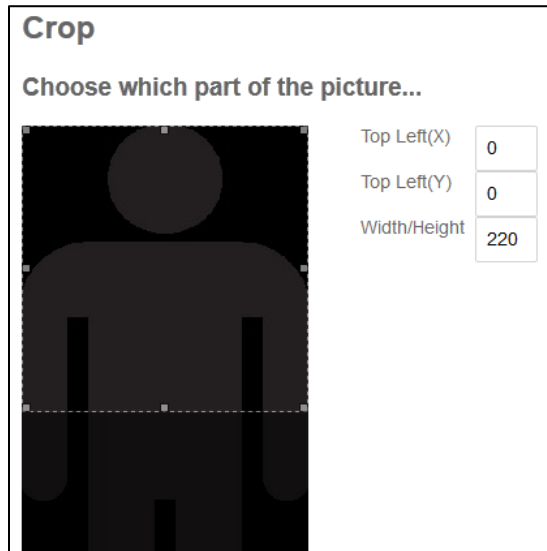
Step 11:

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



Step 12:

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. Click **“Save”** to finish.



Step 13:

Once you have selected your avatar, click the **“Save”** button 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.