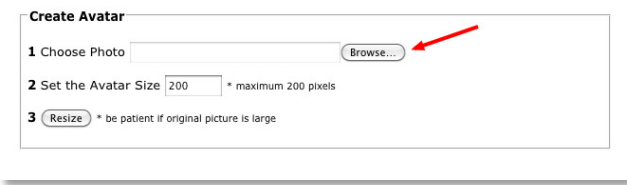
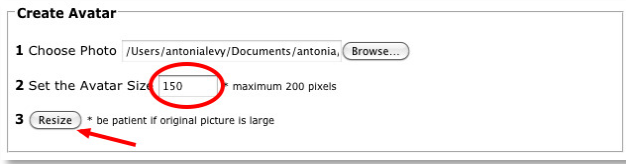
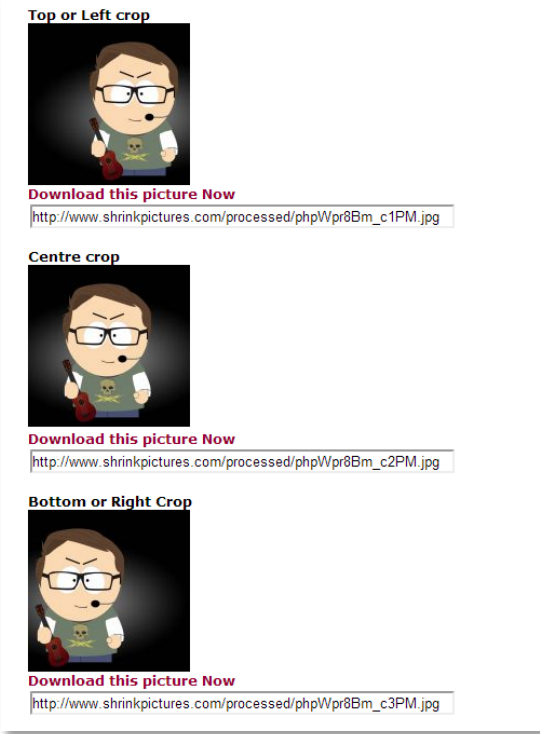
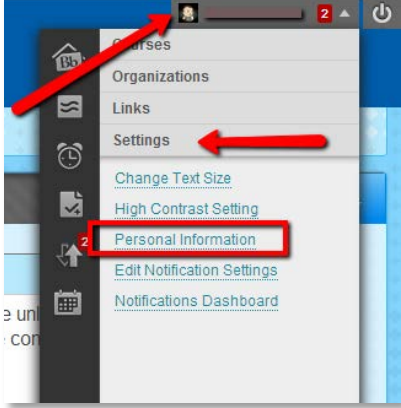
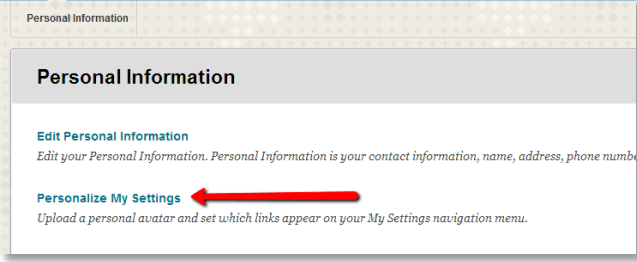
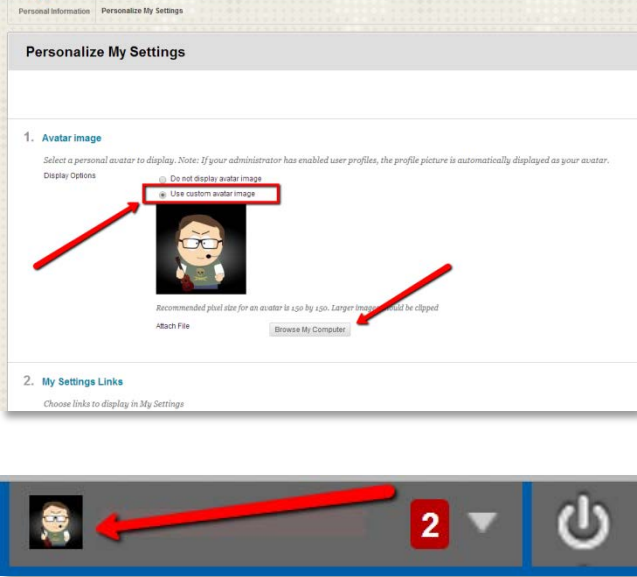


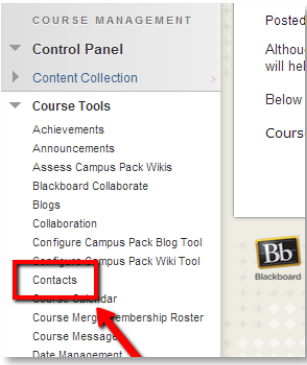
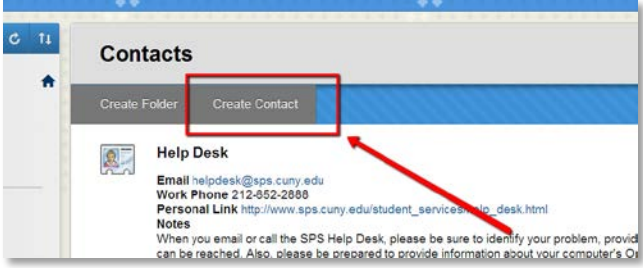
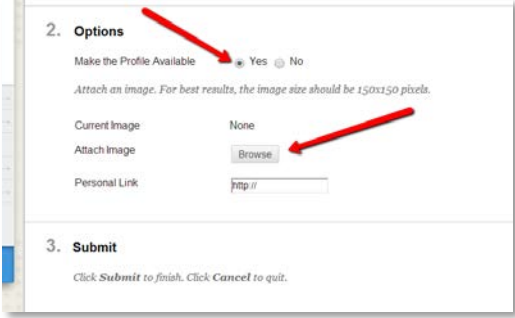
Resizing Profile Pictures for Avatars and Contacts

In Blackboard Enhanced, pictures that are uploaded to instructor contact pages or as avatars in your personal settings need to be square with maximum dimensions of 150x150 pixels. Pictures that are larger will not upload, and pictures that are not square will look "stretched". This guide will show you how to resize your profile picture so it will fit Blackboard Enhanced's required dimensions (Steps 1-3), how to upload your avatar (Steps 4-6) and a picture to your contact card (Steps 7-10) in Blackboard.

We recommend that you use the website www.shrinkpictures.com/create-avatar to resize your profile picture.

<p style="text-align: center;"><u>Step 1</u></p> <p>Open the website and click "Browse" to locate the picture on your computer. <i>Note: Images can only be jpg, gif or png (not tiff) and must be no larger than 6MB in size.</i></p>	
<p style="text-align: center;"><u>Step 2</u></p> <p>Change the dimensions of the "Avatar Size" to 150 pixels and click "Resize."</p>	
<p style="text-align: center;"><u>Step 3</u></p> <p>Resizing might take a moment. On the next screen that appears, you will see three different square crops of your image. Click "Download this Picture Now" underneath the image of your choice. This will save it to your computer. Your picture now has the correct dimensions and you can use it as your avatar image on Blackboard (see Step 4) or upload it to your contact page (see Step 7).</p>	

<p><u>Step 4: Avatar</u></p> <p>To upload your resized picture as your Blackboard avatar, open the Global Navigation Menu by clicking on your name in the upper-right corner of the Blackboard homepage. In the Global Navigation Menu, click "Settings," then select "Personal Information".</p>	
<p><u>Step 5</u></p> <p>In the "Personal Information" screen, click on "Personalize My Settings".</p>	
<p><u>Step 6</u></p> <p>In the "Personalize My Settings" page, select "Use custom avatar image" in the "Avatar image" section. Click "Browse My Computer" and select the image you saved from steps 1-3. Once uploaded, click "Submit".</p> <p>A small avatar icon will now appear next to your name in the Global Navigation Menu, as well as .</p>	

<p><u>Step 7: Contact Card</u></p> <p>From the home page of your course site, click on “Course Tools” under the “Course Management” subheader. Then, click on “Contacts”.</p>	
<p><u>Step 8</u></p> <p>In the “Contacts” section, click the grey “Create Contact” button at the top of the page.</p>	
<p><u>Step 9</u></p> <p>In section 2 of the “Create Contact” page, select the option to make your profile. Then, click “Browse” to locate and upload the image you created in steps 1-3. Once it's uploaded, be sure to click “Submit”.</p>	
<p><u>Step 10</u></p> <p>Your new “Contact Card” will now be listed in your course's “Contacts” page.</p>	