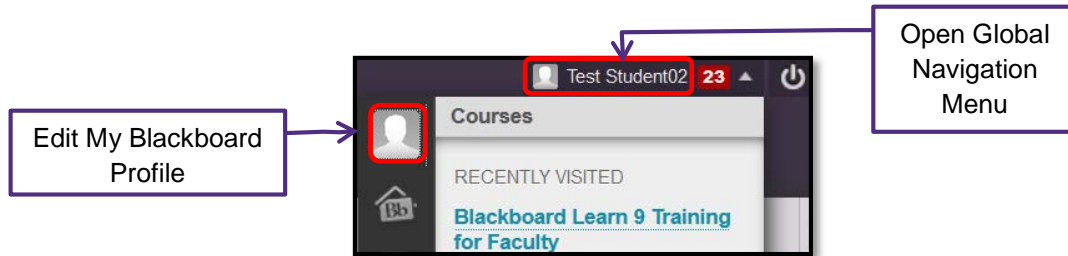


Blackboard MyEdu Setup and Avatar

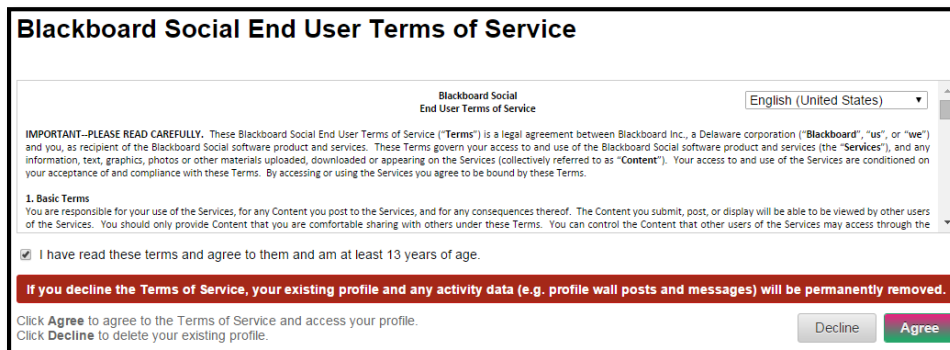
An avatar is a picture that shows an online representation of yourself and appears in the page header, people tool, blogs, journals, discussions, wikis, and roster. Your profile avatar also appears in the notifications modules (What's New, Needs Attention, and To Do).

Blackboard Profile Setup:

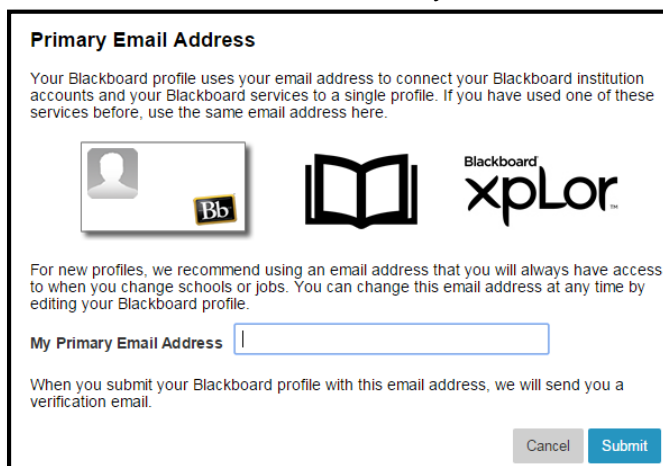
1. Log on to your Blackboard account.
2. Click the **Open Global Navigation Menu** → **Edit My Blackboard Profile**.



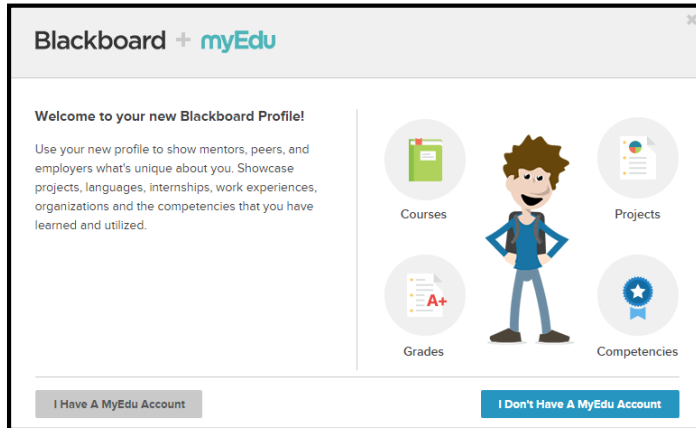
3. Read and accept the Blackboard Social End User Terms of Service. Click **Agree**.



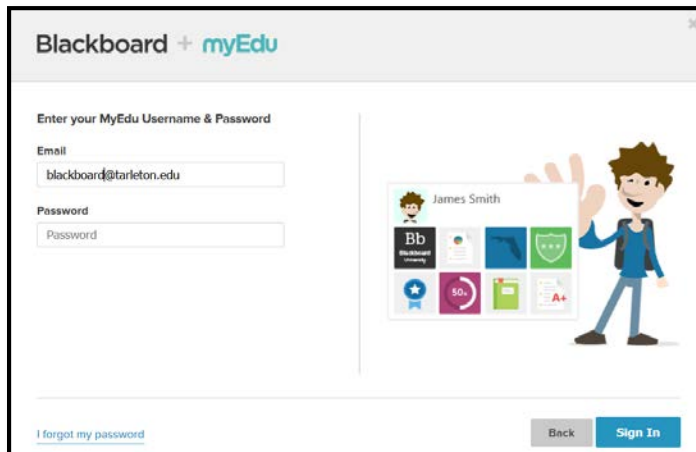
4. Enter your **Primary Email Address**. We recommend using a personal email address that you will continue to have access to when you leave Tarleton. Click **Submit**.



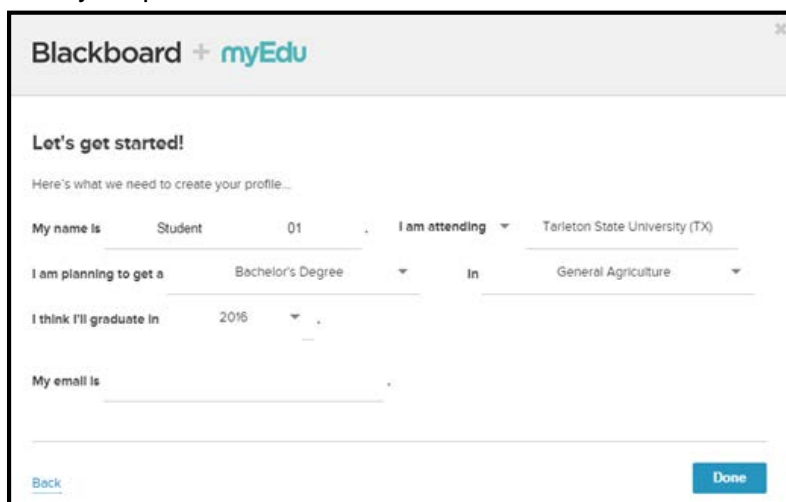
- If you have a myEdu Account, select **I Have A MyEdu Account**. If not, select **I Don't Have A MyEdu Account**.



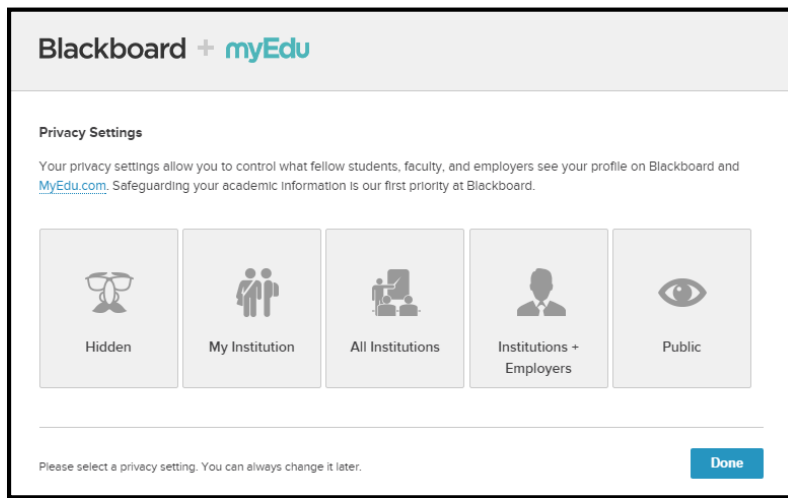
- Enter your myEdu username and password. Click **Sign In**.



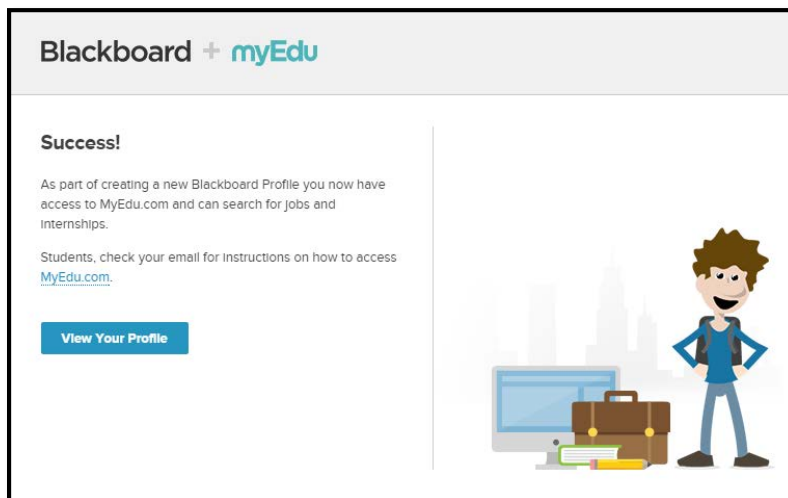
- Enter your profile details and click **Done**.



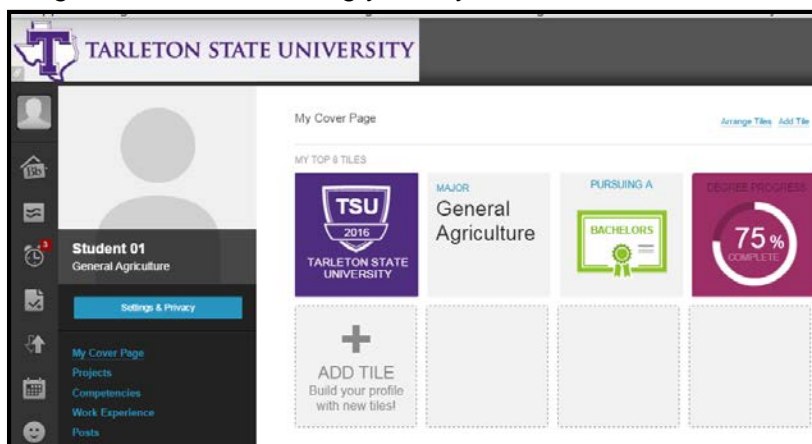
8. Select a **Privacy Setting** to control what fellow students, faculty, and employers will see. Click **Done**.



9. A success notification should appear as shown below. Click **View Your Profile**.

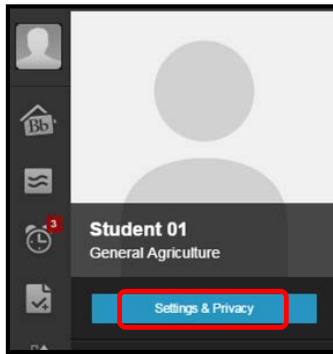


10. Congratulations on creating your MyEdu account!

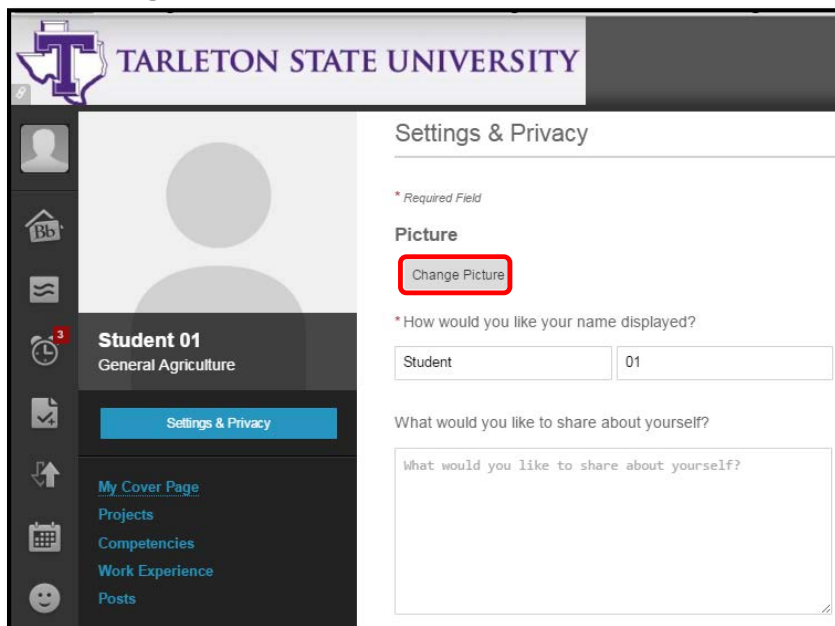


How to Add a Profile Avatar in Blackboard:

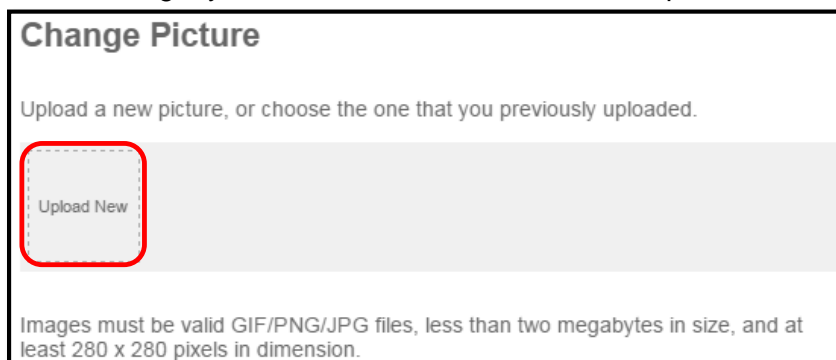
1. Click **Settings & Privacy**.



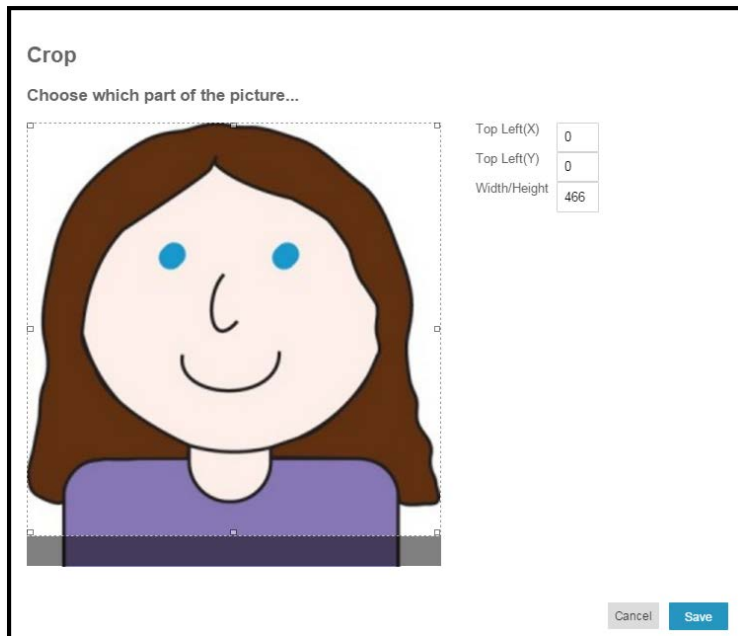
2. Click **Change Picture**.



3. Click **Upload New** and select your profile picture. Images must be valid GIF/PNG/JPG files, less than two megabytes in size, and at least 280 x 280 pixels in dimension.



4. Crop the image if necessary and click **Save**.



5. Click **Save**.

