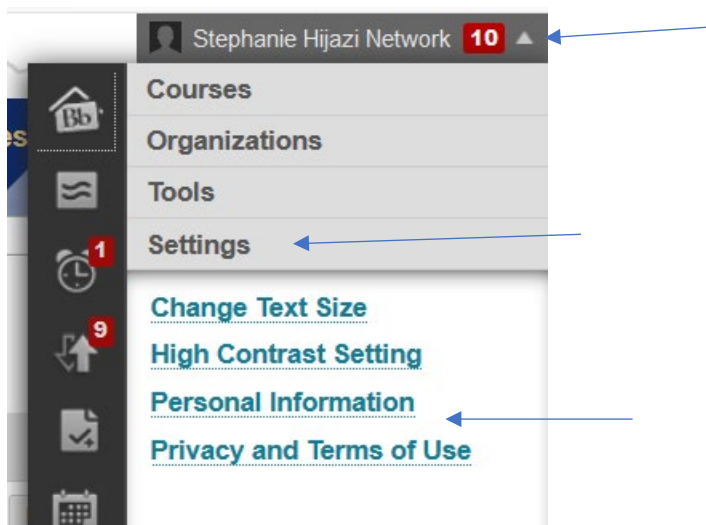**CITS | Instructional Development**

How to upload your avatar to myCourses

1. Navigate to the upper right had of the myCourses application and click on the down arrow next to your name. Then click "Settings" and then "Personal Information".

2. Click on "Personalize My Settings".

3. Click on the radio button next to "Use Custom Avatar Image" then "Browse my Computer".

AVATAR IMAGE

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

Display Options
- ● Do not display avatar image
- ○ Use custom avatar image

Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

Attach File   Browse My Computer

4. Select the image you would like to use then click "Submit".

AVATAR IMAGE

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

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Attach File   Browse My Computer

MY SETTINGS LINKS

Choose links to display in My Settings

My Courses   ☑
                              Show only courses visited since: [   ] days

My Organizations   ☑
                              Show only organizations visited since: [   ] days

Content Collection: Bookmarks ☑

Click **Submit** to proceed.

Cancel   Submit