

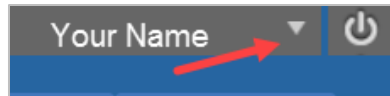
## ADD AN AVATAR

An avatar in ulearn is your image that, once created, will be visible in all your courses and most interactive tools.

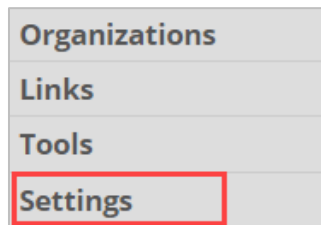
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### Instructions:

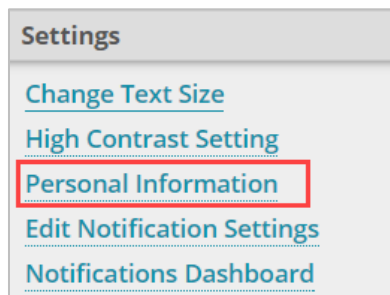
1. In ulearn, locate the global navigation link in the upper right hand corner. Click the down arrow next to your **name**.



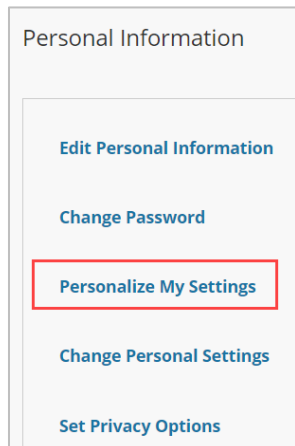
2. From the menu, click **Settings**.



3. Next, click **Personal Information**.

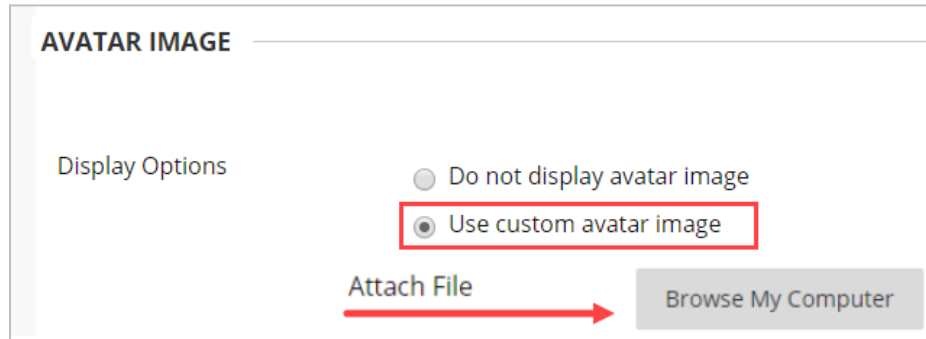


4. Click **Personalize My Settings**.



## ADD AN AVATAR

5. On the next page, select the **Use custom avatar image button**. Next, click on **Browse My Computer** to locate and upload your image.



**AVATAR IMAGE**

Display Options

Do not display avatar image

Use custom avatar image

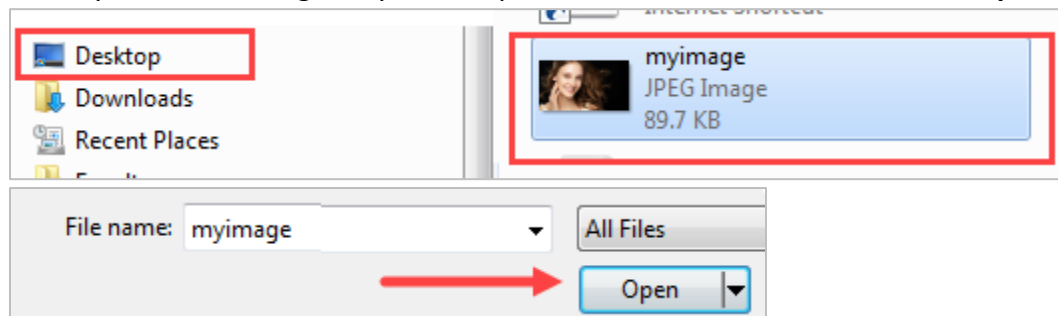
Attach File

Browse My Computer

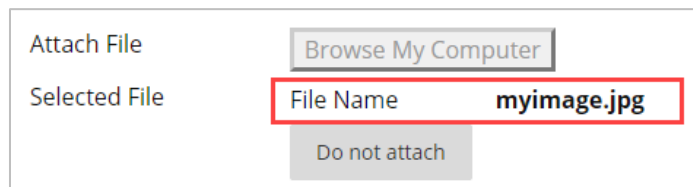
**Note:**

The best size for an avatar image is 150 pixels by 150 pixels. If your image is larger, you may need to resize it. You can use any free image editing software to do this: Picasa, GIMP, or any other program that comes with your computer.

6. Select your avatar image on your computer with the mouse and then click **Open**.



7. Your image will be selected and listed.



Attach File

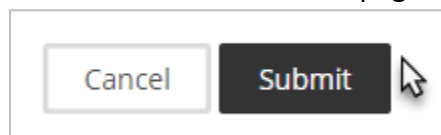
Browse My Computer

Selected File

File Name myimage.jpg

Do not attach

8. Scroll to the bottom of the page and click **Submit**.



Cancel

Submit

## ADD AN AVATAR

Your avatar will be seen by your instructors and fellow students throughout many interactive tools in ulearn.

