How to upload your avatar to myCourses

1. Navigate to the upper right hand 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”.
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”.

My Settings Links
- Choose links to display in My Settings
  - My Courses
    - Show only courses selected as ____________ active
  - My Organizations
    - Show only organizations selected as active
  - Content Collection: Documents
    - Show ____________ active

Click submit to proceed.