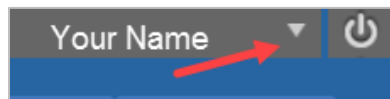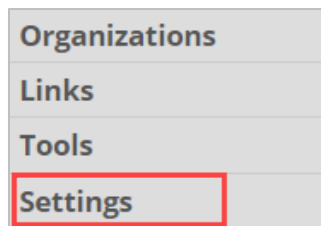# ADD AN AVATAR

JOHNSON & WALES UNIVERSITY

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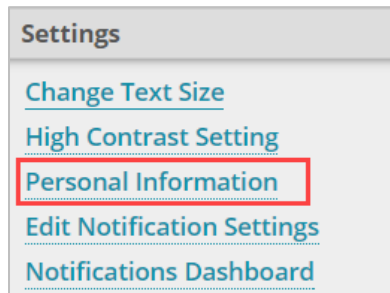
## Instructions:

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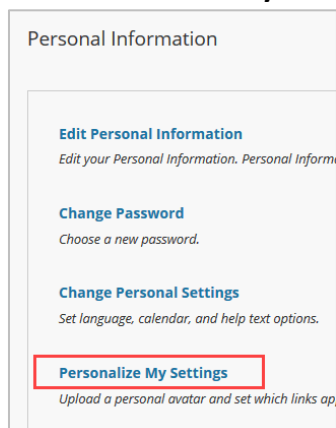
   Your Name

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

   Organizations
   Links
   Tools
   Settings

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

   Settings
   Change Text Size
   High Contrast Setting
   Personal Information
   Edit Notification Settings
   Notifications Dashboard
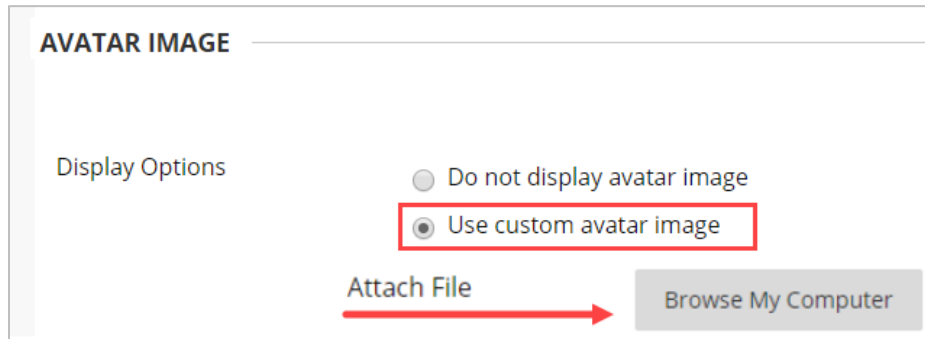
4. Click **Personalize My Settings**.

   Personal Information

   **Edit Personal Information**
   Edit your Personal Information. Personal Inform

   **Change Password**
   Choose a new password.

   **Change Personal Settings**
   Set language, calendar, and help text options.

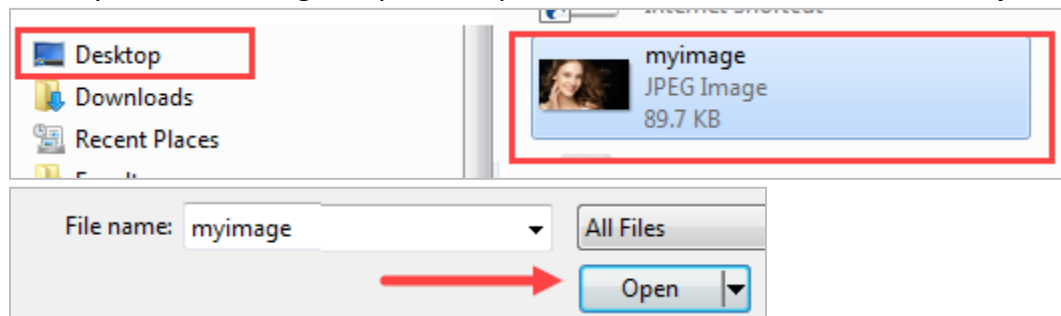   **Personalize My Settings**
   Upload a personal avatar and set which links ap

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
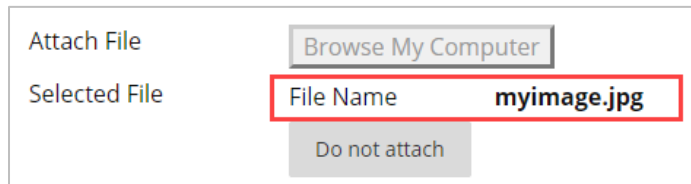
Attach File → Browse My Computer

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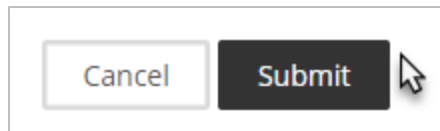
6. Select your avatar image on your computer with the mouse and then click **Open**.

Desktop
Downloads
Recent Places

myimage
JPEG Image
89.7 KB

File name: myimage    All Files

→ 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

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

# ADD AN AVATAR

**Mary Sky-Student**

**Day 1 Post Production**

Today was overall a great day in Foundation