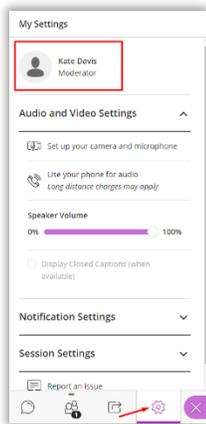


Adding Your Photo in Blackboard Collaborate Ultra



1. To add a default photo in Collaborate enter any Blackboard Collaborate Ultra 'Course Room'.
2. Expand the side panel inside of the room and click on the gear icon to access your 'My Settings'.
3. At the top of the 'My Settings' menu you will see your name and an icon with the outline of a person. If you hover over the person icon a pencil will appear, and if you click on it you will be taken to a menu to upload a new profile picture.

