## Inserting your profile picture into the Announcement Page in Educator

1) Under My Folders, click on Common Folders->Create new common folder

Lessons	Florida
Course Information	Virtualschool
Assessments	User: Mrs. Nicole Garvey
Gradebook	In Course: M/J Mathematics 1 V10 ( 3453)
Email	Create new common folder
Discussion Groups	· · ·
ChatRoom	JWhiteacre
Whiteboard	
My Folders	
Common Folders Student Folders	Mimir
Upload Center	
Students	EMATTES
Technical Support	
Announcements	

2) After your common folder has been created, open it up and click on new SUBFOLDER

Lessons	Florida		
Course Information	Charsen DOI		
Assessments	User: Mrs. Nicole Garvey		
Gradebook	In Course: M/J Mathematics 1 V10 ( 3453)		
Email	L Dicole Garvey		
Discussion Groups			
ChatRoom	COMMON FOLDER SETTINGS		
Whiteboard	Folder Name: Nicole Garvey		
My Folders	Folder settings		
Common Folders Student Folders Upload Center	Remove folder		
Students	Upload to folder		
Technical Support	Import folder		
Announcements			
Other Courses	New SUBFOLDER 3		
Customize	Course sharing		
Logoff	Item	Item Type	Size
Web 2.0 Tools	File Name: <u>4127_Bunny.jpg</u> Created by: Mrs. Nicole A Garvey Course Origination: M/J Mathematics 1 V9	JPG Image	350805 By

3) After SUBFOLDER folder is created, open the new folder and select upload to folder

	Florida			
Lessons	VirtualSchool			
Course Information	<b>VII CUAI</b> SCHOOL			
Assessments	User: Mrs. Nicole Garvey			
Gradebook	In Course: M/J Mathematics 1 V10 ( 3453)			
Email	1 Nicole Garvey> Announcement page>			
Discussion Groups	COMMON FOLDER SETTINGS			
ChatRoom				
Whiteboard	Folder Name: Announcement page			
My Folders	Folder settings			
udent Folders Ident Folders	Remove folder			
Students	Upload to folder 4			
Technical Support	Import folder			
Announcements				
Other Courses	New SUBFOLDER			
Customize	Course sharing			
Logoff	Item	Item Type	Size	
Web 2.0 Tools	File Name: <u>DBAstudyguidepic.jpg</u> Label: DBApic Last Modified: Sun Jun 12 21:49:26 2011	JPG Image	68944 Bytes	

4) Find the picture from your computer that you want to upload by clicking on browse

5) Upload file



6) Once it is uploaded, use this code to place on your announcement page. If it is too large, try resizing the picture before uploading or add extra html code between the brackets to resize: width="200" height ="200" and just change the numbers until it is the size you want.



- 7) Click on Announcements
- 8) Paste the code where you want it
- 9) Make sure HTML is selected
- 10) Hit submit

