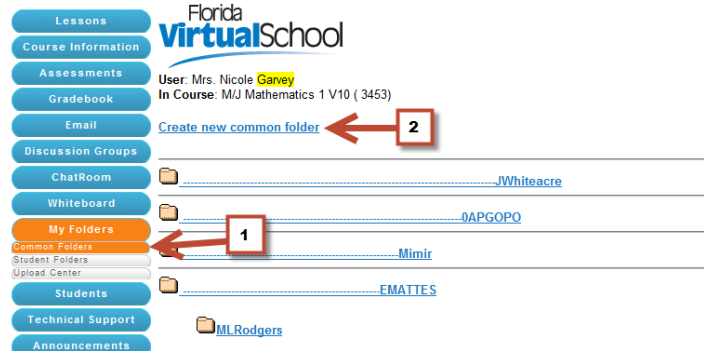
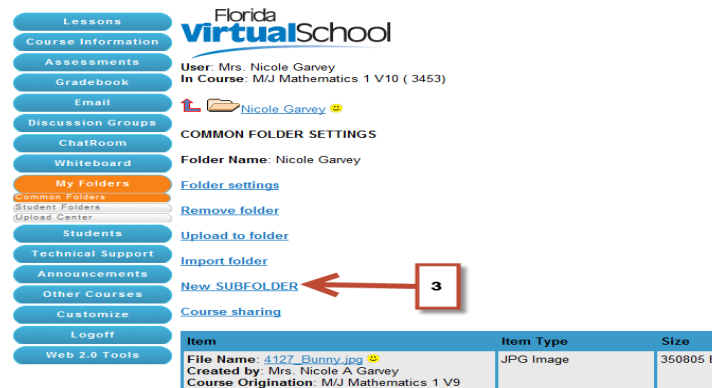


Inserting your profile picture into the Announcement Page in Educator

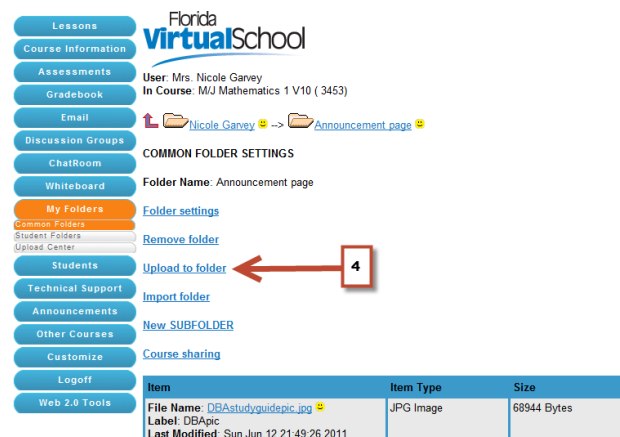
- 1) Under My Folders, click on Common Folders->Create new common folder



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

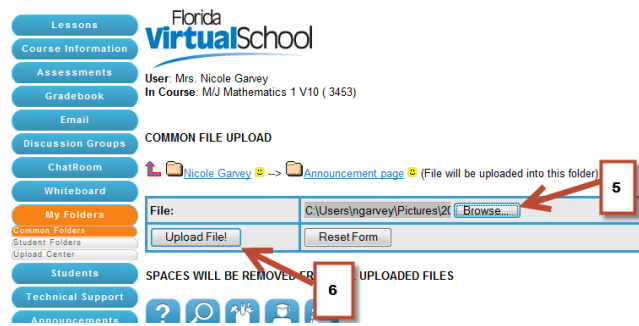


- 3) After SUBFOLDER folder is created, open the new folder and select upload to folder

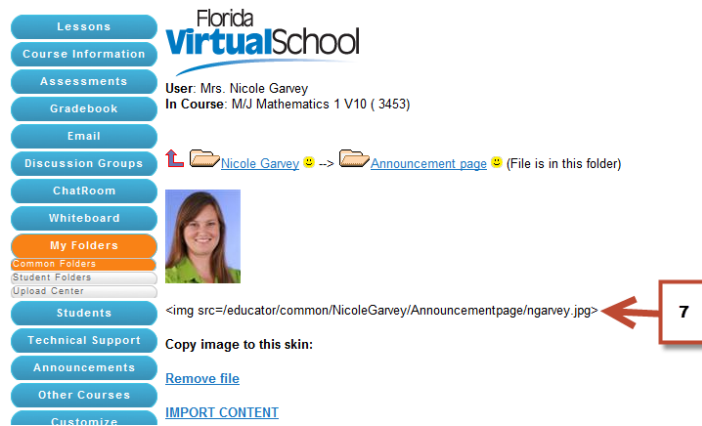


- 4) Find the picture from your computer that you want to upload by clicking on browse

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

