

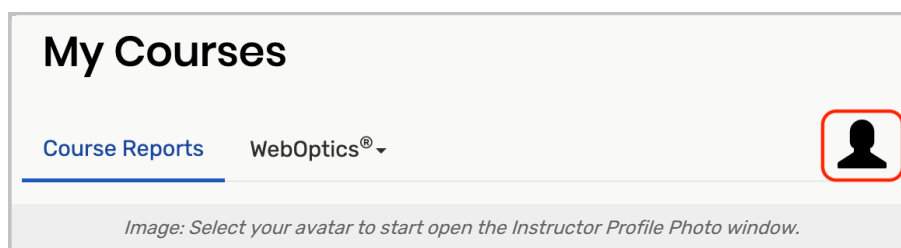
Upload an Instructor Photo In Eval25

Instructor photos (or avatars) display to students on the student landing page and the evaluation form.

How to Upload a Photo

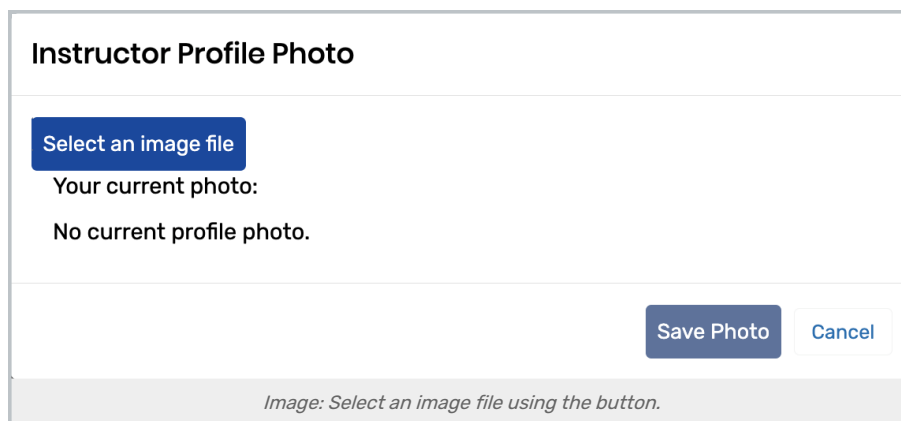
1. Navigate to Your User Profile

- Go to your Eval25 My Courses (or home) page.
- In the right corner near the top of the screen, click the avatar silhouette.



2. Choose a new Photo

- Click the **Select an Image** link and pick an image to be your photo (or avatar).



- Click the **Open** button.

3. Update and Save

- Use the adjustment box as needed to change the size of the photo.
- Click the **Save Photo** button.

The photo displays on the My Courses page and will appear on your students' landing pages and evaluation forms.



Note

If you need to change the photo, click it on the My Courses page, and then follow steps 3 - 6 above.