

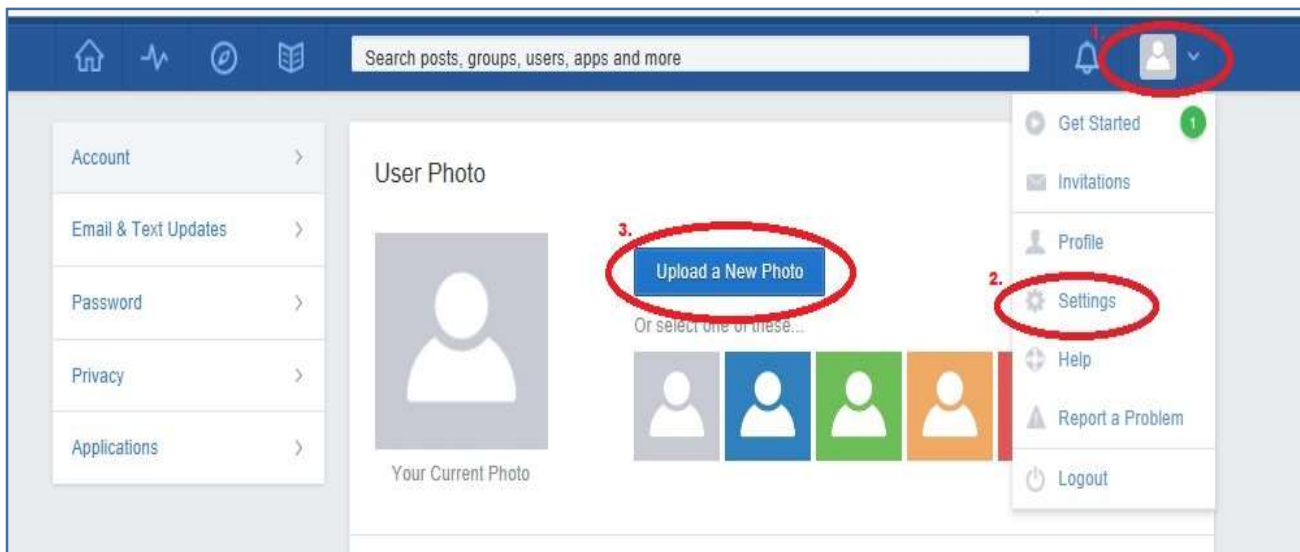
UPLOADING YOUR AVATAR

This procedure guides you through the steps required to upload your avatar to your Edmodo profile so that it becomes your profile pic. In an earlier lesson, you should have created your basic profile information.

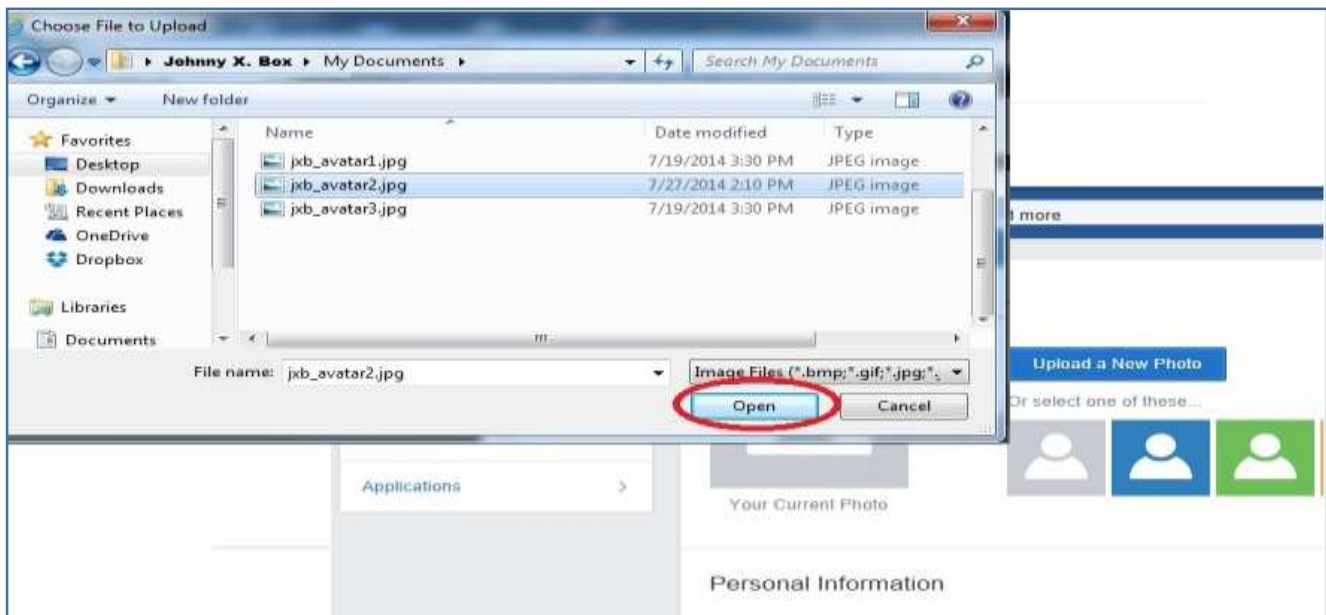
PROCEDURE

DO THIS FIRST - Make sure you have **completed DESIGN PROCESS-AVATAR assignment** and that you have submitted it on Edmodo before beginning this procedure (shown below). This means that **you have written all of your step descriptions in all of the boxes on the right for all design steps**. Additionally, you should have your three avatar files properly **named and saved to your documents folder** and uploaded with **your design steps document**.

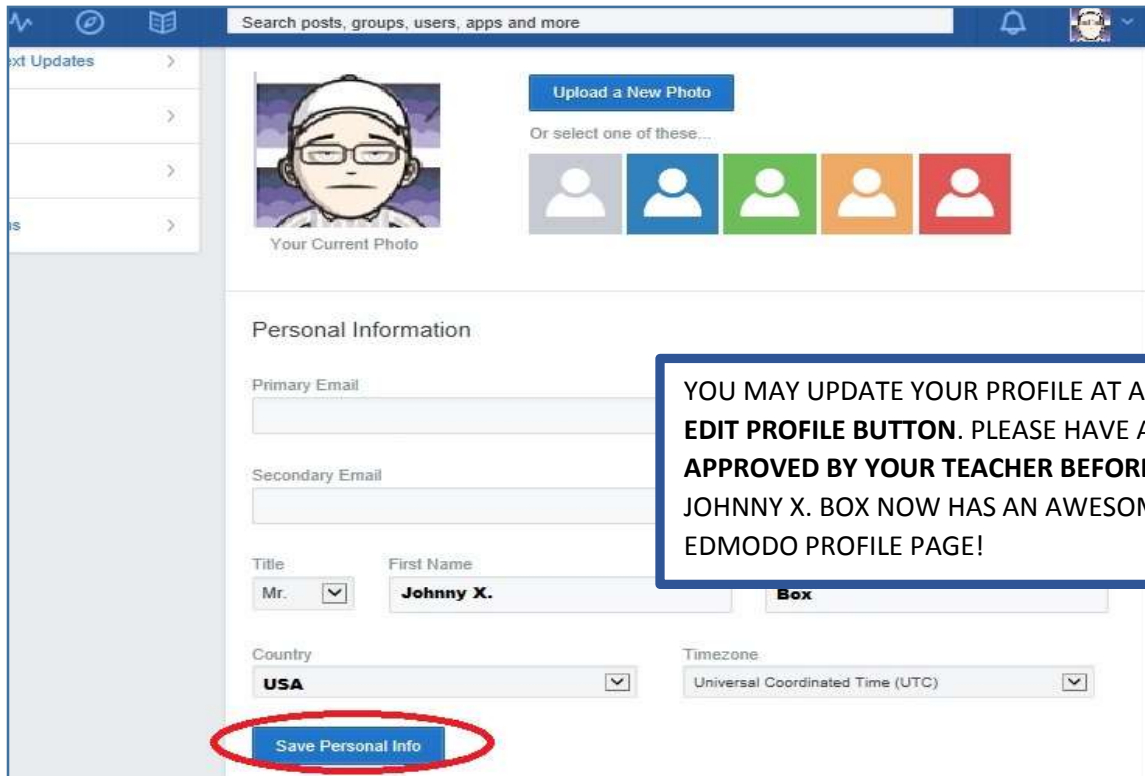
- 1- From any page in your Edmodo account, select the drop down in the upper right corner of the main navigation menu.
- 2- Click on **Settings**.
- 3- Click on **Upload a New Photo**. Find and then choose the file that you want to upload by selecting it and clicking **Open**. The file you choose should be for the avatar you decided to use in the design process.



- 4- Find and then choose the file that you want to upload by selecting it and clicking **Open**. The file you choose should be for the avatar you decided to use in the design process.



- 5- You will see your avatar appear in the window. When you are satisfied click **Save Personal Info**. It may take a few seconds for the picture to upload then it will appear on you profile page.



The screenshot shows a user profile page with the following elements:

- Search bar: "Search posts, groups, users, apps and more"
- Navigation icons: Home, Search, Updates, Profile, Settings
- Profile picture: A cartoon avatar of a man with glasses and a white cap, labeled "Your Current Photo".
- Upload button: "Upload a New Photo"
- Avatar selection: "Or select one of these..." with five colored icons (grey, blue, green, orange, red).
- Section: "Personal Information"
- Form fields:
 - Primary Email:
 - Secondary Email:
 - Title: "Mr." (dropdown)
 - First Name: "Johnny X." (text input)
 - Last Name: "Box" (text input)
 - Country: "USA" (dropdown)
 - Timezone: "Universal Coordinated Time (UTC)" (dropdown)
- Save button: "Save Personal Info" (circled in red)

YOU MAY UPDATE YOUR PROFILE AT ANY TIME USING THE EDIT PROFILE BUTTON. PLEASE HAVE ALL AVATARS APPROVED BY YOUR TEACHER BEFORE CHANGING THEM. JOHNNY X. BOX NOW HAS AN AWESOME AVATAR ON HIS EDMODO PROFILE PAGE!