



## Adding a Profile Picture in D2L – D2L Tutorial

This tutorial is designed for faculty who have experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

This tutorial will cover the steps involved when you want to add (or change) your Profile picture – the picture that appears next to your name in D2L (in the Discussions, Classlist, etc.).

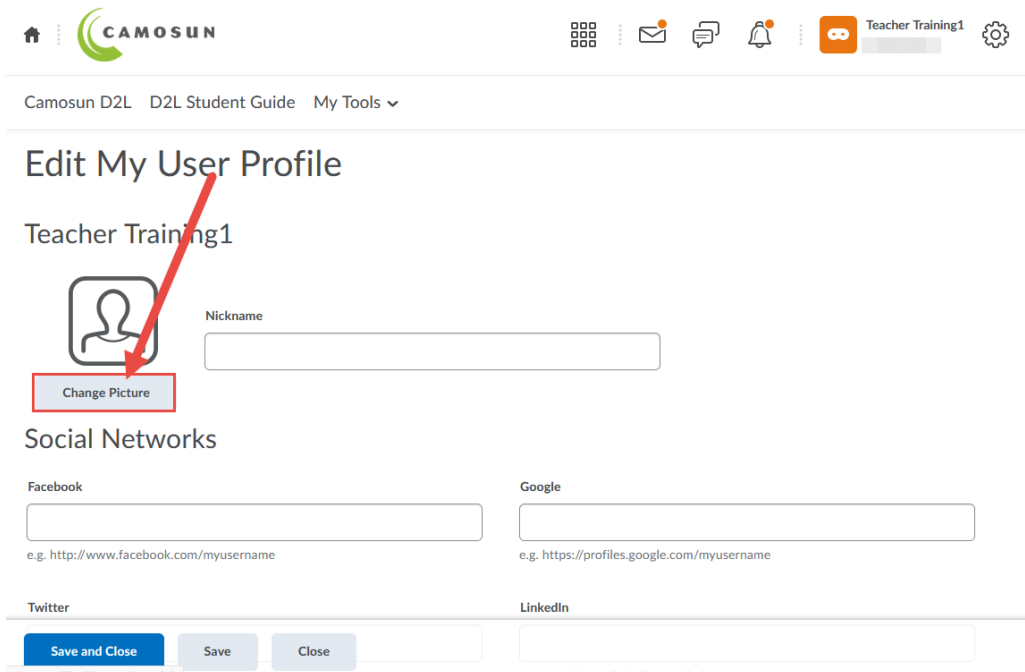
### Steps

1. After you log on to D2L, click on your name at the top right, and select **Profile**.

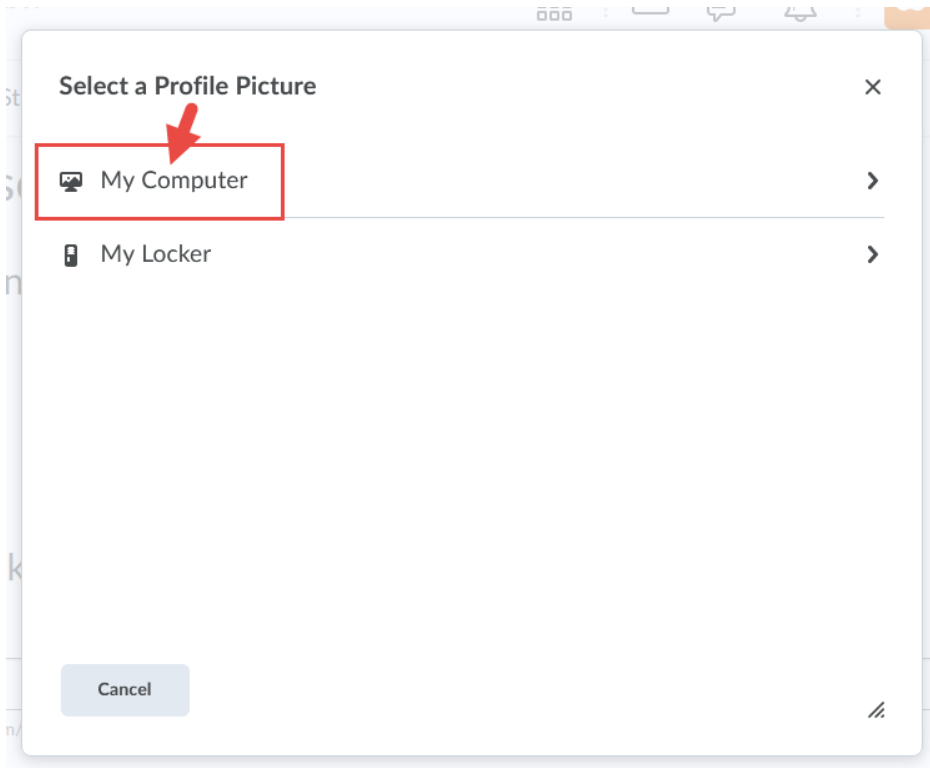
The screenshot shows the D2L user interface. At the top right, the user's name 'Teacher Training1' is displayed next to a profile picture icon. A red box highlights this area, and a red arrow points to the 'Profile' option in the dropdown menu. The dropdown menu also includes 'View as Student', 'Change', 'Notifications', 'Account Settings', and 'Log Out'. The main content area shows a news post titled 'Change in Library & Writing Centre' by Wendy McElroy, dated August 17, 2021. The post discusses the launch of a new website and provides updated URLs for the Library and Writing Centre. The left sidebar shows 'My Courses' with 'Development & Archive' selected, and two course cards: 'D2L On-Demand Training Training' and 'Emily's Course Development & Archive'.



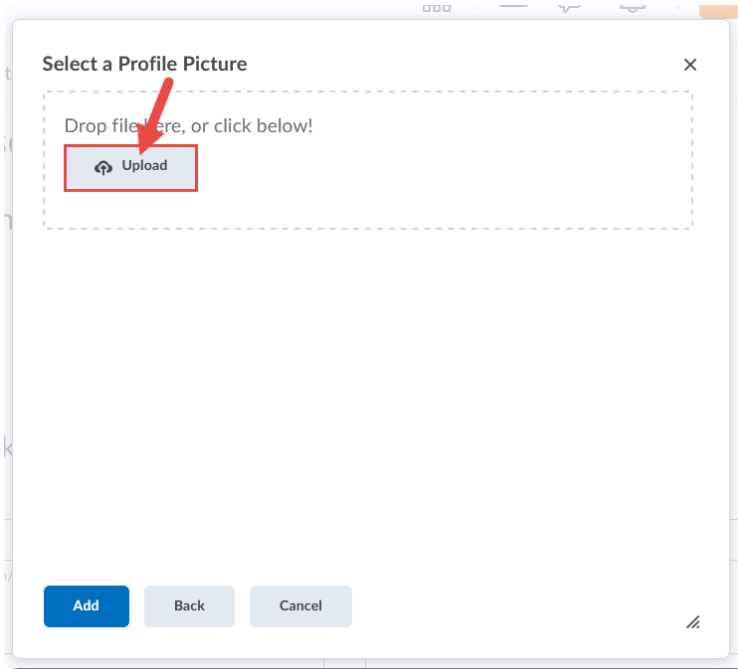
2. In the **Edit My User Profile** area, click **Change Picture**.



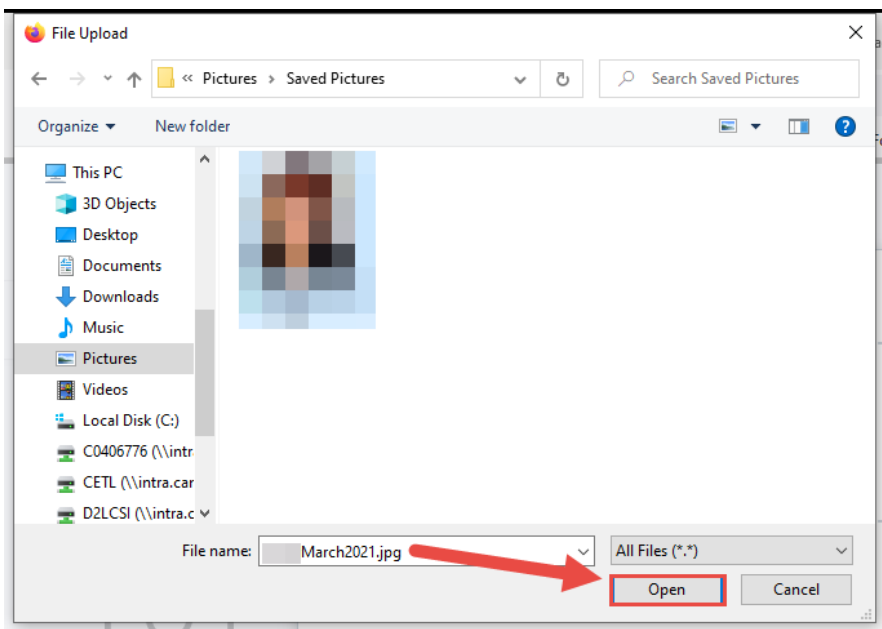
3. In the **Select a Profile Picture** pop-up, click **My Computer**.



4. Click **Upload**.

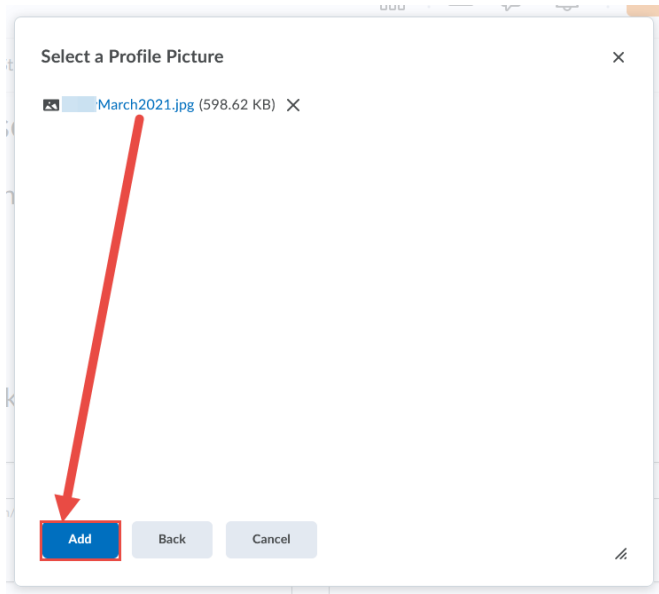


5. Find a picture on your device and click **Open**.

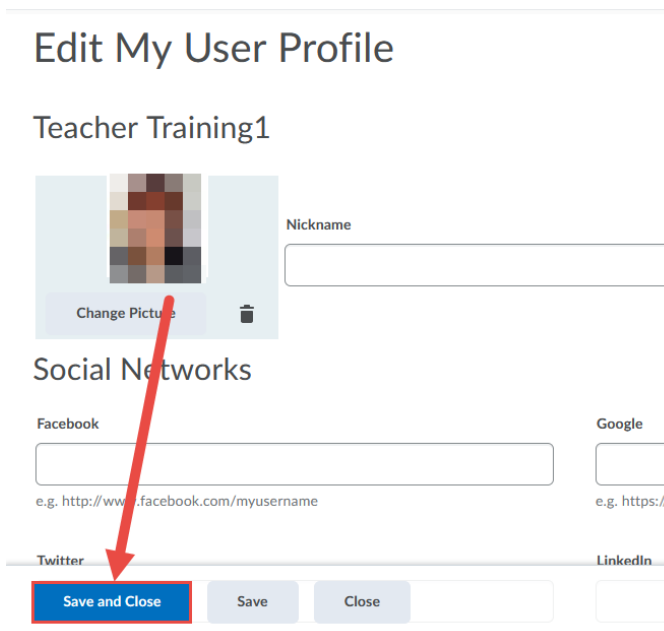


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6. Click **Add**.



7. Click **Save and Close**.



## Things to Remember

Your profile picture will appear throughout D2L in *all* your courses, wherever your name appears, for example in the Classlist and Discussions tool.



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