

Adding Your Image (Avatar) in Collaborate

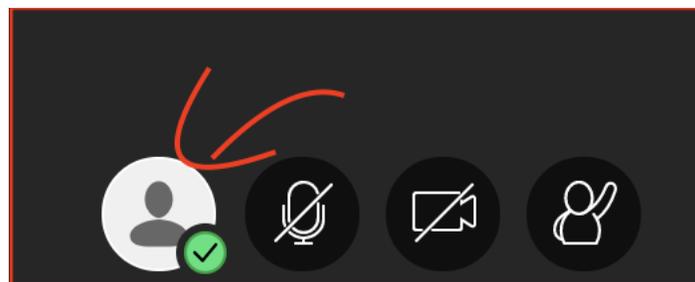
Summary

- Click on the blank *avatar* icon at the bottom of the the screen
- Select the *cogwheel* icon in the pop-up window (“My Settings”)
- At the top of the Collaborate (side) panel, click on the blank icon beside name
- Drag and drop an image to the grey area OR
- Select “Capture Photo from Camera”

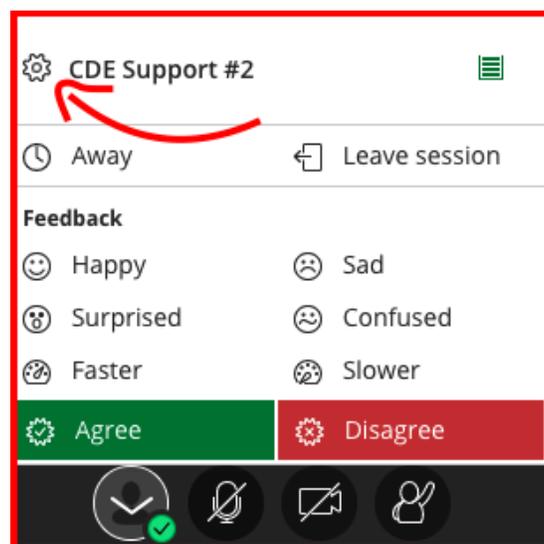
Instructions

Even if you web cameras are not being used (to reduce bandwidth or protect privacy), participants can still add a chosen image (known as an avatar) to Collaborate.

To do this, look at bottom centre of Collaborate page. There are four icons. Click on the blank *avatar* icon.



This opens a window with some features. At the top corner of this window click on the *cogwheel* icon.

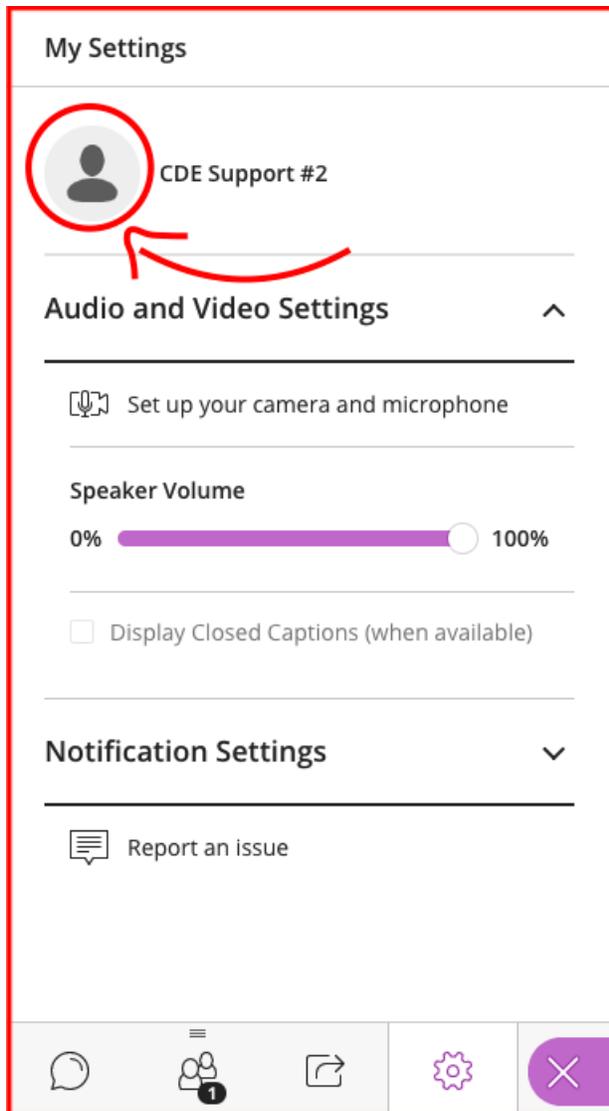


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This will open the Collaborate panel (if it is not already open) with the Settings displayed. Look at the top where the participant's name is located. Click on the blank *avatar* icon located near the top of Collaborate panel, in front of the username.

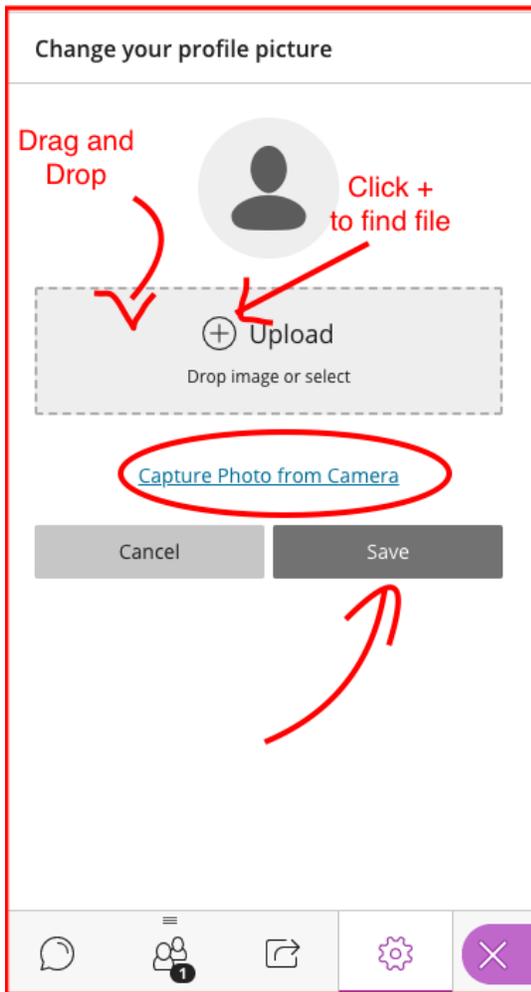


Selecting the *avatar* icon opens the new option to drag and drop an image file (.jpg, .png) onto your grey area. Alternatively, click on the '+' symbol to find an image in a folder on your computer. (You are also given the option to "Capture Photo from Camera".)

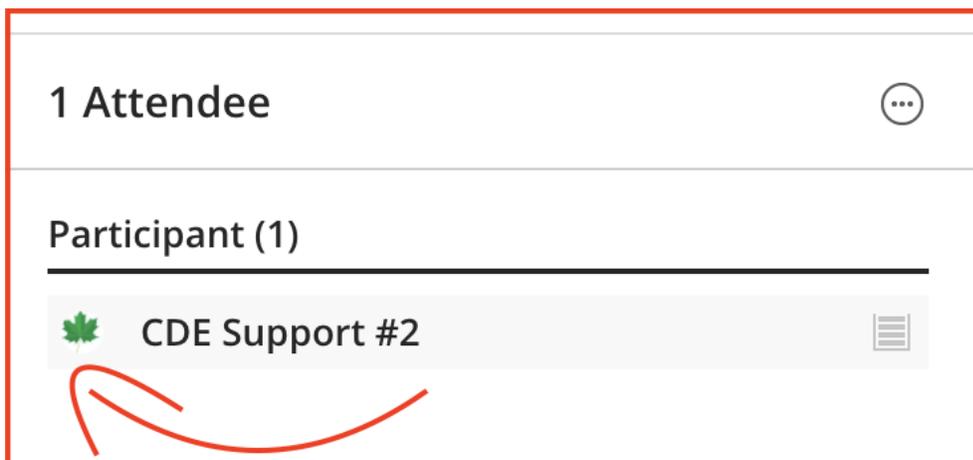
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In this example, we drag and drop an image into the grey area and hit save. The image will then show up beside your name in Collaborate.

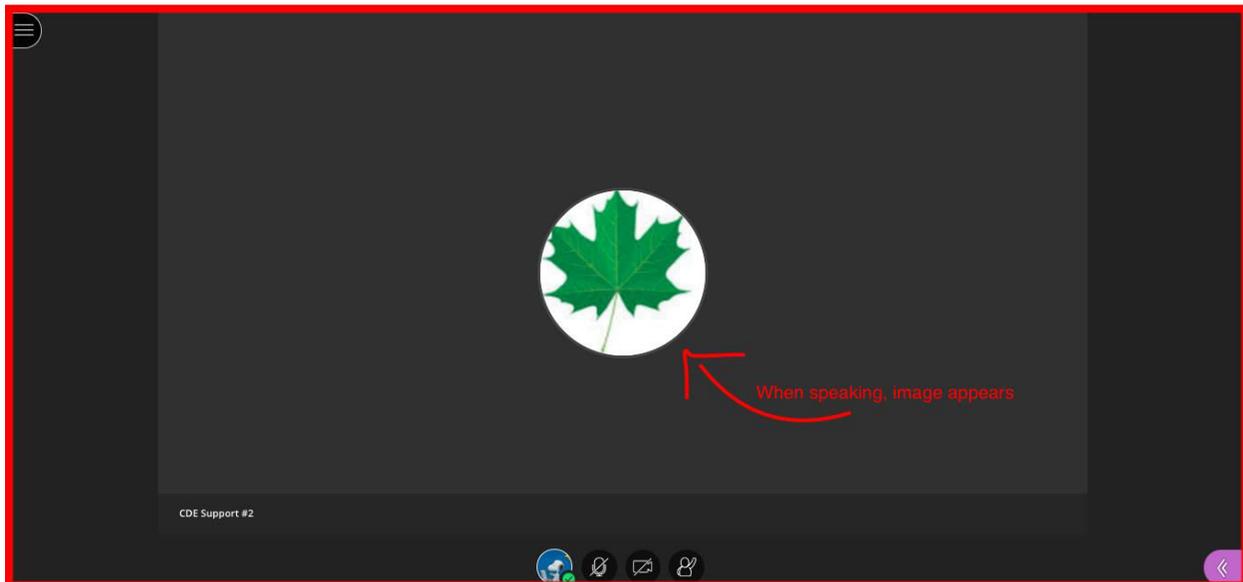


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When you speak, the image appears front and centre, unless slides or content is being shared.



Adding your chosen image to Collaborate assists with personalization of the online classroom and building community.

Remember that the chosen image does not have to be a “selfie” in order to be effective. If participants choose an image that is personally meaningful, they can explain to others why they identify with that image, and this act of sharing goes a long way toward building community.

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