

Canvas Tips for Faculty

Set a Profile Picture

Canvas allows you to upload a custom profile picture, which is visible to all of your course shells. This example will show you how to locate, choose, change, crop and customize the image that you want your audience to see.

1.) Select **Settings** from the global adjustments tool bar, located in the top right corner of the screen.



2.) Locate the **Image Icon** in the top left corner of the screen.



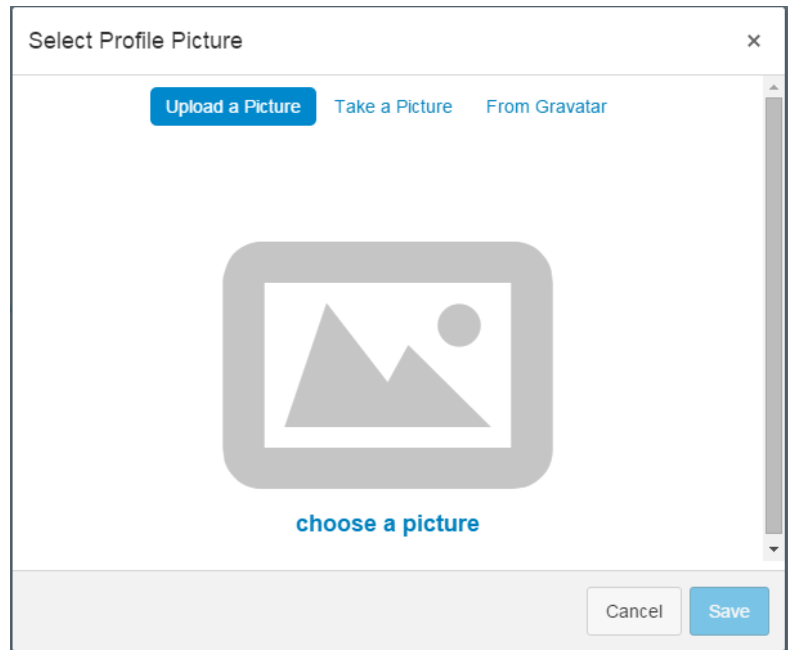
Instructor Kevin R. Burkitt's Settings

Full Name:*	Kevin Burkitt <small>This name will be used for grading.</small>
Display Name:	Instructor Kevin R. Burkitt <small>People will see this name in discussions, messages and comments.</small>
Sortable Name:	Burkitt, Kevin <small>This name appears in sorted lists.</small>
Language:	System Default (English (US))
Time Zone:	Eastern Time (US & Canada)

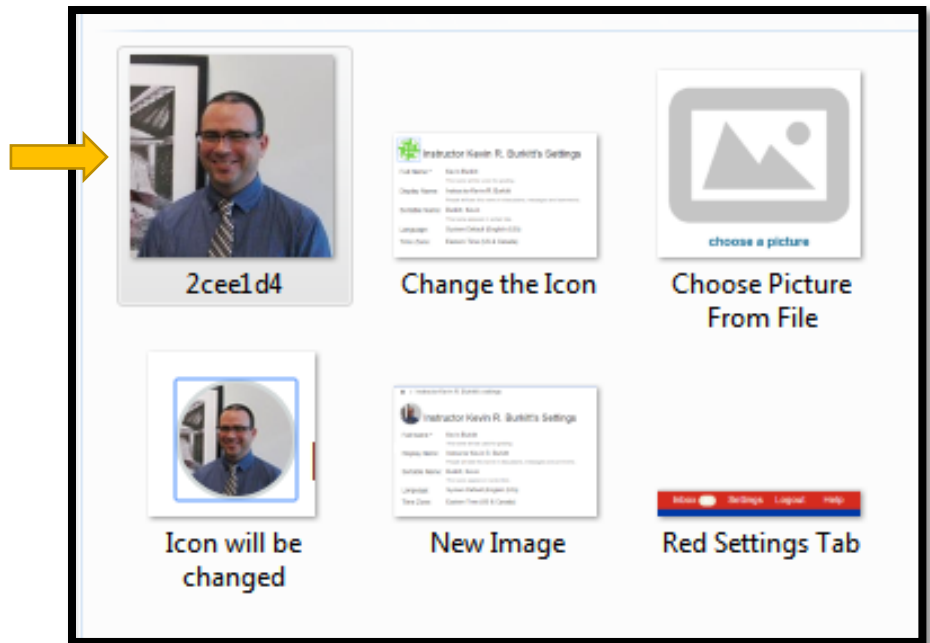
3.) Click on the **Image Icon** to change the picture.



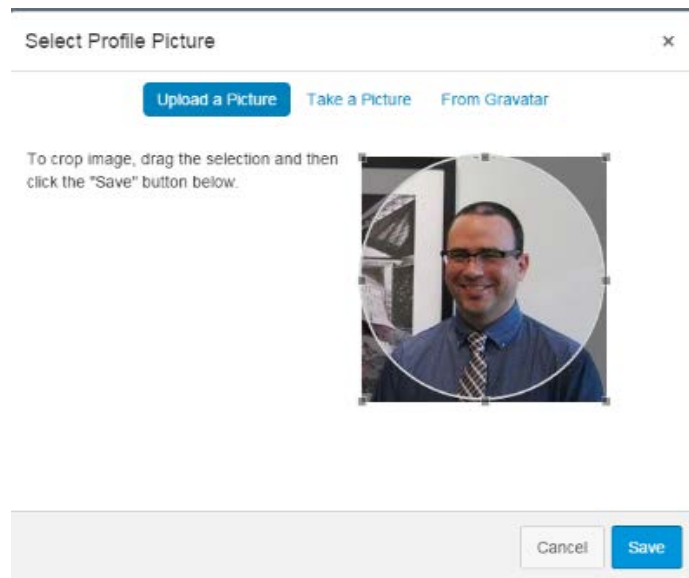
4.) Upload, take, or choose the photo that you want to use.



5.) Choose a picture from a file to select the image that you want to use.



6.) Crop the image that you have selected and hit **Save**.



7.) Your image will be automatically updated in your profile settings.



The screenshot shows the settings page for an instructor named Kevin R. Burkitt. At the top, there is a breadcrumb trail: a home icon, a chevron, and the text "Instructor Kevin R. Burkitt's settings". Below this is a circular profile picture of a man with glasses and a blue shirt. A yellow arrow points from the left towards this profile picture. To the right of the profile picture is the title "Instructor Kevin R. Burkitt's Settings". Below the title are several settings items, each with a label and a value, and a small explanatory note in italics:

- Full Name:*** Kevin Burkitt
This name will be used for grading.
- Display Name:** Instructor Kevin R. Burkitt
People will see this name in discussions, messages and comments.
- Sortable Name:** Burkitt, Kevin
This name appears in sorted lists.
- Language:** System Default (English (US))
- Time Zone:** Eastern Time (US & Canada)