

DEPAUL UNIVERSITY | SCHOOL OF CINEMATIC ARTS

SCRW 376/476 The Business of Comedy | Spring 2023

MON 1:30 – 4:45

Second City | 1616 N. Wells St | Room 202

Instructor: Kat O'Brien | Email: kobrie55@depaul.edu

Office Hours: **Please email for appointment** | ZOOM: TUES 10:30AM – 1:30PM

Please do not hesitate to email or engage during office hours with questions or concerns.

SCWR 376/476 The Business of Comedy

Description:

In this course, students explore the process of preparing their portfolio to pitch and present themselves as emerging comedy writers ready for the professional marketplace. Students define their unique voice through discussions about point of view, style and exploration of personal identity and how that relates to their desired roles as working creators. Through the process of creating from abundance, emphasis will be placed on strategically evaluating portfolios to workshop new concepts and refine existing ideas for a variety of formats and comedy platforms. Students will then workshop unique presentations for each premise reflective of industry expectations, and representative of their comedic voice.

Prerequisites: SCWR 374/474 Evolution of Comedy; or by instructor waiver

General Content Warning: This course recognizes that to engage with media is to engage with historic and ongoing problematic representation, as well as the ways that harmful representation impacts students in different ways. Therefore, any course content displaying racist, sexist, homophobic, transphobic, and otherwise violent or socially violent material will be made known in writing prior to viewings, so that students may make informed decisions about their mental and emotional health and well-being. Students may inform the professor of any material that they cannot engage with to find a suitable alternative.

Course Outcomes: Deliver comedic verbal, written, deck, and video pitches for original screenplay(s) or pilot(s) according to professional standards.

Learning Objectives:

Upon successful completion of this course students will be able to:

- Appraise merits of portfolio written work for professional presentation
- Demonstrate strategic prioritization of projects for further development
- Create well-developed pitches for multiple projects that reflect a distinct point of view
- Discuss how their influences and inspirations inform their artistic choices
- Evaluate the work of their peers and formulate helpful feedback

Texts and Films:

Readings and films (and TV, other media) will be assigned and provided by the instructor throughout the course.

Required Software:

Final Draft or comparable screenwriting software.

D2L:

You will be using D2L in this course. To log on, go to: <https://d2l.depaul.edu/d2l/orgtools/CAS/Default.aspx> and enter using your campus connect login and password. Once you are logged on, click on the course number link and you will find links to the syllabus, course outline, discussion forums, and weekly assignments.

Grading: 10% Participation (peer feedback), 90% Weekly Assignments (A1-A9)

A= 100-93, A-=92-90, B+=89-88, B=87-83, B-=82-80, C+=79-78, C=77-73, C-=72-70, D+=69-68, D=67-63, D-=62-60, F=59-0. A indicates excellence, B indicates good work, C indicates satisfactory work, D work is unsatisfactory in some respect, F is substantially unsatisfactory work.

COURSE CALENDAR

Week 1 | TOPIC: THE BUSINESS OF COMEDY & YOUR COMEDIC VOICE

Course Intro, Expectations

Workshop & Discussion: The Business of Comedy Overview & "What Are You Working On?"

How to organize and assess your portfolio to reflect your comedic voice, "Creating from Abundance"

476 ONLY ASSIGNMENT 1: Portfolio Assembly **due Week 2**

Week 2 TOPIC: RESEARCH | WHEELHOUSE & BRANDING

Workshop & Discussion: What's in your wheelhouse / what's your "brand"?

Watch 3+ films or 6+ episodes (2+ from 3 shows) from your "wheelhouse"; find and research comps for your project so you can be prepared to discuss and reference this in class Weeks 4 and 5.

ASSIGNMENT 2: Artist Statement **due Week 3**

Week 3 | TOPIC: FINDING YOUR COMEDIC VOICE

Workshop & Discussion: Comedic Voice & "Who Are You As An Artist?"

Exploring how personal experience shapes who we are, and how it relates to our POV, style, and voice when it comes to content creation.

476 ONLY ASSIGNMENT 3: Website and Beta **due Week 4**

Week 4 | TOPIC: INDUSTRY STRATEGY: PREPARATION

Workshop & Discussion: Entry-Level Prep Steps

ASSIGNMENT 4: Quick Pitch **due Week 5**

Week 5 | TOPIC: ART OF THE PITCH: IN THE ROOM, ON THE PAGE

Workshop & Discussion: Pitching Exercises and Tools

ASSIGNMENT 5: One Pager **due Week 6**

Week 6 | TOPIC: PITCH DECK WORKSHOP

Workshop & Discussion: How To Assemble A Pitch Deck

ASSIGNMENT 6: Pitch Deck Assembly (V1) **due Week 8**

1. Organize Google Folder | Revised Portfolio (inclusive of all samples, reels) & Artist Statement (A1, A2)
2. Organize Google Folder | Revised Quick Pitch & One Pager (A4, A5)
3. Organize Google Folder | NEW! Add Visual Component (Cast, World, Mood, Tone, Design Photos) (A6)
4. Attempt a V1 (Version 1) Pitch Deck using the above elements from your Google Folder

Week 7 | TOPIC: INDUSTRY STRATEGY: PURSUING OPPORTUNITIES

Workshop & Discussion: Q&A discussion on how to break in

476 ONLY ASSIGNMENT 7: Contest & Query Submission Strategy (Spreadsheet) **due Week 8**

Week 8 | TOPIC: PITCH DECK PRESENTATION WORKSHOP

Workshop & Discussion: Pitch Deck Presentation Workshop

We'll workshop Pitch Deck Assembly (V1) to formalize for presentation next week.

ASSIGNMENT 8: Pitch Deck (V2) **due Week 9**

Week 9 | TOPIC: PITCH DECK PRESENTATIONS

Workshop & Discussion: Pitch Deck Presentations

ASSIGNMENT 9: The Video Pitch **due Week 11**

1-2 minute video pitching yourself as a comedy content creator for a fellowship, contest, or creative meet-and-greet

Week 10 | TOPIC: FROM VIRTUALLY ANYWHERE, THE VIDEO PITCH

Workshop: The Video Pitch

FINALS WEEK: Please submit The Video Pitch to D2L for a final evaluation no later than **Monday June 5 at 130PM.**

Late submissions will not be accepted.

ASSIGNMENTS

Late work will not be accepted and will receive a grade of 0. Your grade in this class will be based on active participation, timely completion of the workshop assignments, and effective incorporation of feedback. Attendance (in class) and Participation (feedback) is factored into your Workshop/Assignment grade each week.

Grade Breakdown: TOTAL 100 Points / 100%

Assignments 1-10: 10 points / 10%

Rubric: 4 point Scale, applied to assignment objectives and errors made in meeting them

9-10: Demonstrates high level of understanding of assignment objectives, 2 or fewer errors made

7-8: Demonstrates moderate level of understanding assignment objectives, 3-4 errors made

5-6: Demonstrates some level of understanding of assignment objectives, 5-6 errors made

0-4: Demonstrates little to no understanding of assignment objectives, 7+ errors made

Refer to each assignment Submission Folder for the assignment objectives checklist.

Participation (weekly workshop peer feedback): 10% of Final Grade

Weekly Workshops / Presentations: 90% of Final Grade

- A1 Portfolio Assembly – 10% [476 graded, 376 optional]
- A2 Artist Statement – 10%
- A3 Website & Social Profile Beta – 10% [476 graded, 376 optional]
- A4 Quick Pitch Notes – 10%
- A5 One Pager – 10%
- A6 Pitch Deck Assembly V1 – 10%
- A7 Contest & Query Submission Strategy – 10% [476 graded, 376 optional]
- A8 Pitch Deck V2 (Presentation) – 10%
- A9 The Video Pitch - 10%

You are expected to submit the final draft of your completed Pitch Deck if necessary, and your Video Pitch by **Monday June 5 at 130PM** via the corresponding Dropbox link on D2L for a final evaluation. Late submissions will not be accepted.

Suggested Resources for Screenplays (find more classics and fresh faves here):

<https://gointothestory.blcklst.com/script-download-links-9313356d361c>

<https://www.nyfa.edu/student-resources/10-great-websites-download-movie-scripts/>

<https://indiefilmhustle.com/free-screenplays-download/>

<https://indiefilmhustle.com/tv-pilot-scripts/>

POLICIES

Attendance | COVID Precautions

Attendance and participation are mandatory. An absence, which is defined as not showing up for class or arriving more than 10 minutes late to class, can have an impact on your participation grade. **HOWEVER**, due to the uncertain nature of the pandemic and our need to take every health precaution, **please do not come to class if you feel under the weather or have any COVID symptoms**. As such, there will be ample opportunity to attend async, online workshops or make up class participation in an async/online format as needed to facilitate our collective, safe, in-person interactions.

Participation

You may be called upon to discuss various topics on comedy, storytelling, screenwriting, and evaluation of peer coursework during class and in async, online discussions and written feedback.

Workshops

By enrolling in this course, you agree to share your ideas and writings with the professor and other students in the class. You must acquire express written consent from any writer in the class should you wish to share their work with someone who is not enrolled in this course. Feedback is an essential part of the writing process, and essential to this coursework in preparing our written work for public review. When you offer feedback, please be sure to adhere to the following workshop guidelines. We must respect each other, our collaboration, and the work at hand. Be truthful, but sensitive when giving notes. Be prepared to solve problems instead of just pointing them out.

Workshop Guidelines

- First and foremost, a workshop is about the piece of writing, not the writer. Both the writer and those critiquing the piece need to keep in mind that the goal is to make the writing the best it possibly can be.

- Workshops are never destructive. They are constructive. Writing is never “bad.” The writing is addressed so that it can get stronger.
- Always start with something that is working in the piece.
- Then go on to the aspects that are not yet fully developed or that are not quite working yet.
- The writer must stay quiet during the workshoping of her or his piece.
- If the majority of the readers agree on a particular element of the piece that is working or not working, listen. If the readers are completely divided, it simply may just be a matter of opinion.
- The writer should always listen, but ultimately must trust his or her gut. The writer’s name will be on the page when all is said and done.
- All people must have time to participate for each writer. No single person should dominate the conversation.
- The writer may speak and ask questions at the end of the workshop.

Creative Subject Matter

As this is a creative writing course, controversial subject matter may enter into the conversation. Students have the right to express themselves artistically in their writing and address challenging issues. If you become uncomfortable with a conversation for personal reasons, you may be excused for the remainder of that class without penalty. Inclusion of individuals from the class, or direct personal attacks on members of the class will not be tolerated in course material. If you feel that you are being individually targeted by material written or discussed in class, please inform the instructor as soon as possible.

COVID-19 Health and Safety Precautions

Keeping our DePaul community safe is of utmost importance in the pandemic. Students, faculty and staff are expected to (1) wear a mask as required at all times while indoors on campus; (2) refrain from eating and drinking in classrooms; (3) keep current with their COVID-19 vaccinations or exemptions; (4) stay home if sick; (5) participate in any required COVID-19 testing; (6) complete the online Health and Safety Guidelines for Returning to Campus training; and (7) abide by the City of Chicago Emergency Travel Advisory. By doing these things, we are Taking Care of DePaul, Together. The recommendations may change as local, state, and federal guidelines evolve. Students who do not abide by the mask requirement may be subject to the student conduct process and will be referred to the Dean of Students Office. Students who have a medical reason for not complying with any requirements should register with DePaul’s Center for Student with Disabilities (CSD).

Attitude and Civil Discourse

A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another’s opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

Changes to the Syllabus

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

Online Course Evaluations

Instructor and course evaluations provide valuable feedback that can improve teaching and learning. The greater the level of participation, the more useful the results. As students, you are in the unique position to view the instructor over time. Your comments about what works and what doesn’t work can help faculty build on the elements of the course that are strong and improve those that are weak. Isolated comments from students and instructors’ peers may also be helpful, but evaluation results based on high response rates may be statistically reliable (believable). As you experience this course and material, think about how your learning is impacted. Your honest opinions about your experience in and commitment to the course and your learning may help improve some components of the course for the next group of students. Positive comments also show the department chairs and college deans the commitment of instructors to the university and teaching evaluation results are one component used in annual performance reviews (including salary raises and promotion/tenure). The evaluation of the instructor and course provides you an opportunity to make your voice heard on an important issue – the quality of teaching at DePaul. Don’t miss this opportunity to provide feedback!

Academic Integrity and Plagiarism

This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>. The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone

guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

SEP

Withdrawal

Students who withdraw from the course do so by using the Campus Connection system at <http://campusconnect.depaul.edu>. Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

Retroactive Withdrawal

This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career students may be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval. College office appeals for CDM students must be submitted online via MyCDM. The deadlines for submitting appeals are as follows:

- Autumn Quarter: Last day of the last final exam of the subsequent winter quarter
- Winter Quarter: Last day of the last final exam of the subsequent spring quarter
- Spring Quarter: Last day of the last final exam of the subsequent autumn quarter
- Summer Terms: Last day of the last final exam of the subsequent autumn quarter

Excused Absence

In order to petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the Absence Notification process through the Dean of Students office. The form can be accessed at <http://studentaffairs.depaul.edu/dos/forms.html>. Students must submit supporting documentation alongside the form. The professor reserves the sole right whether to offer an excused absence and/or academic accommodations for an excused absence.

Incomplete

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. CDM policy requires the student to initiate the request for incomplete grade before the end of the term in which the course is taken. Prior to submitting the incomplete request, the student must discuss the circumstances with the instructor. Students may initiate the incomplete request process on my.cdm.depaul.edu/.

- All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval.
- If approved, students are required to complete all remaining course requirement independently in consultation with the instructor by the deadline indicated on the incomplete request form.
- By default, an incomplete grade will automatically change to a grade of F after two quarters have elapsed (excluding summer) unless another grade is recorded by the instructor.
- An incomplete grade does NOT grant the student permission to attend the same course in a future quarter.

Students with Disabilities

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at:

Student Center, LPC, Suite #370

Phone number: (773)325.1677

Fax: (773)325.3720

TTY: (773)325.7296

<http://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx>.

Preferred Name & Gender Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will

gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>

RESOURCES FOR STUDENTS

1. How to use Bluestar to Make Appointments: <https://offices.depaul.edu/depaul-central/student-resources/Pages/BlueStar.aspx>
2. CDM Academic Advising: <https://www.cdm.depaul.edu/Student-Resources/Pages/MeetOurStaff.aspx>
3. University Academic Advising: <https://resources.depaul.edu/student-success/advising/Pages/default.aspx>
4. CDM SCA Tech Support Email: scaavsupport@depaul.edu
5. University Tech Support: <https://offices.depaul.edu/information-services/support/Pages/default.aspx>
6. Dean of Students Office: <https://offices.depaul.edu/student-affairs/about/departments/Pages/dos.aspx>
7. Incomplete Request: <https://www.cdm.depaul.edu/Student-Resources/Pages/Grading-Policies.aspx>
8. Tutoring and Study Help: <https://resources.depaul.edu/student-success/tutoring/Pages/default.aspx>
9. University Counseling Services: <https://offices.depaul.edu/student-affairs/about/departments/Pages/ucs.aspx>
10. University Financial Aid Office: <https://www.depaul.edu/admission-and-aid/financial-aid/Pages/contact-us.aspx>
11. University Student Success Resources: <https://resources.depaul.edu/student-success/Pages/default.aspx>
12. The Vincentian Assistance Fund: <https://offices.depaul.edu/mission-ministry/scholarships-grants-awards/Pages/Vincentian-Assistance-Fund.aspx>

Academic and Technical Student Resources

Succeeding as an Online Student

[A collection of crowdsourced tips](#) from DePaul students, faculty, and staff include information on finding computer and internet access, staying organized, communicating with instructors, participating effectively in group work, and creating a productive work environment.

D2L Tutorials

For help navigating and use D2L, visit the [student tutorials and guides to using D2L](#). The tutorials and guides provide instructions for doing things such as starting a thread in a Discussion and submitting to a Submission folder.

Students with Disabilities

Students seeking disability-related accommodations are required to register with DePaul's [Center for Students with Disabilities](#) (CSD), enabling you to access accommodations and support services to assist in your success. You can inquire via email at csd@depaul.edu or via phone: +1 (312) 362-8002 or +1 (773) 325-1677.

Students are also invited to contact me privately to discuss your needs and how I may assist in facilitating the accommodations you will require during this course. This is best done early in the term and our conversation will remain confidential.

For information on accessibility issues related to D2L, visit the [accessibility section of the D2L website](#).

Additional Accommodations

This course may include instructional content delivered via audio and video. If you have any concerns about your ability to access and/or understand this material in its default format, please notify me within the first week of the course so accommodations can be made.

Technology Support

For technical support by email, email helpdesk@depaul.edu. To submit an online ticket, [visit the DePaul service portal](#). For technical support by phone, call DePaul's Help Desk at +1 (312) 362-8765. The Help Desk operates on Central Standard Time and its hours are as follows:

Monday – Thursday: 8 a.m. to 8 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 8 a.m. to 4 p.m.

Sunday: Closed

The Help Desk is closed during all University holidays.

For DePaul software information, visit the [Student Success Technology guide](#).

[DePaul Writing Center](#)

Writing Center tutors can meet with you online. Writing Center Tutors work with writers on many different projects across disciplines. In each appointment, Writing Center tutors will work with you to collaboratively set an agenda focused on one, two, or three specific topics for revision.

[DePaul Library](#)

You can use [Ask a Librarian](#) to discuss questions with a librarian via instant messaging. The library also provides [Research Guides](#) for any field in which you need to conduct research.

Counseling Services

[University Counseling Services](#) are operating on a virtual basis and counselors are available for support, crisis management, consultation and community referrals.

If you would like to be contacted by a counselor please leave a message with University Counseling Services: +1 (773) 325-7779. Their front desk staff are working remotely and will answer your call directly. If they are taking another call, leave a message and your call will be returned within a business day.

In case of an urgent or life-threatening emergency, please call Public Safety +1 (773) 325-7777, 911, or Advocate Illinois Masonic Behavioral Health Services Crisis Line (if you are in Chicago).

Office for Academic Advising Support

The [Office for Academic Advising Support](#) (OAAS) is open for online advising appointments.

Any student who is undeclared or thinking about changing or adding a major or minor is welcome to meet with an OAAS advisor via Zoom to discuss your options and interests. Please email AdvisingSupport@depaul.edu for assistance scheduling an appointment or with any other advising question.

Career Center

The [DePaul Career Center](#) offers a range of career services, available virtually, including personal career advising, career-skills workshops, mentoring, networking, and job and internship opportunities.

Dean of Students

The [Dean of Students Office](#) provides many services to help students adjust to college. They also have resources for students who experience difficult situations, such as illnesses or family issues, and they offer support options for a variety of circumstances.

The Dean of Students Office is accessible for live questions, referrals and assistance via [a virtual office using Zoom](#). The virtual office will be staffed Monday-Friday from 9 a.m. to 5 p.m. (CST). You can also request an appointment by calling 773-325-7290 or by emailing deanofstudents@depaul.edu. In cases of emergency, please call the Department of Public Safety at 773-325-7777.

DePaul student support links from Associate Dean Lucia Dettori:

- Center for Students with Disability: <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx>
- Center for Students with Disability Main Contact Greg Moorehead: gmoorehe@depaul.edu
- Dean of Students Office: <https://offices.depaul.edu/student-affairs/about/departments/Pages/dos.aspx>
- Students in crisis services: <https://offices.depaul.edu/student-affairs/support-services/Pages/emergency-protocols.aspx>

DePaul Central

[DePaul Central](#) provides services to help student manage registration, academic planning, financial aid, and payment processes.

Use their services by calling +1 (312) 362-8610, emailing finaid1@depaul.edu or dpcl@depaul.edu, or by joining the DePaul Central Zoom Lobby for assistance from 9 a.m.-12 p.m. (CST) (10 a.m. - 12 p.m. on Wednesdays).

[Monday, Tuesday, Thursday, Friday Zoom Lobby](#)
[Wednesday Zoom Lobby](#)

Please also see DePaul Central's [step-by-step instructions](#) on how to use [Campus Connect](#).

Policies

- [Academic Integrity](#)
- [Academic Calendar with Add/Drop Dates](#)
- [Undergraduate Student Handbook](#)
- [Graduate Student Handbook](#)

D2I Student Settings

This page contains instructions for customizing and managing notifications in D2L, and adding a profile picture to D2L.

Get Course Notifications

Notifications from D2L can help you to stay connected to your courses and on track with course work. You have a few options for receiving and managing notifications in D2L. You should select the option for receiving and managing notifications that will work best for you.

Get Course Notifications via the Pulse App

The Pulse app provides an easy view of course calendars, readings, assignments, grades, and announcements. The Pulse app will also allow you to receive push notifications from your courses. The Pulse app sends push notifications for all types of D2L activity; for example, a push notifications is sent when a News item is published, a new grade is updated, a new item in Content is published, and feedback is published via a Submission folder.

Instructions for Downloading and Using the Pulse App

1. In the top right of D2L, select your name to open the menu.
2. Select **Notifications**.
3. Select **App Store**, if you have an iOS device, or **Google Play**, if you have an Android device.
4. Follow the on-screen instructions to install the app on your device.
5. On your device, open the Pulse app.
6. Search for and select **DePaul University** as your institution.
7. Log in with your Campus Connect user ID and password. You will see a list of your classes.

Get Course Notifications via Email

When subscribing to notifications via email, you select the notifications that you receive. Instant notifications are the recommended type of notifications, and you can further determine the items you would like to be notified of via email.

Instructions for Subscribing to Instant Notifications via Email

1. In the top right of D2L, select your name to open the menu.
2. Select **Notifications**.
3. Navigate to the "Instant Notifications" section.
4. In the "Email" column, select the items you would like to trigger notifications via email. (If a box is already selected, then you are already subscribed to that type of instant notification.)
5. Select **Save**.

Add a Profile Picture

Adding a profile picture can enable a greater sense of community among course participants. When you add a profile picture, it will appear next to your name in the Classlist and in Discussions.

Instructions for Adding a Profile Picture to D2L

1. In the top right of the course homepage, select your name to open the menu.
2. Select **Profile**.
3. The user profile page will open. Select **Change Picture**.
4. A pop-up box will appear. Select **My Computer**.
5. Select **Upload**.
6. Select the image from your computer.
7. Select **Choose**.
8. The image name should be displayed. Select **Add**.