



Blackboard

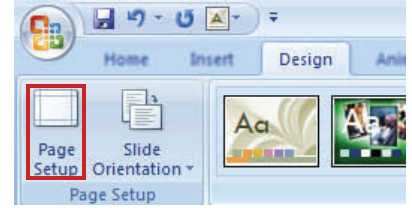
Content Building

Quick and Easy Course Banner Image

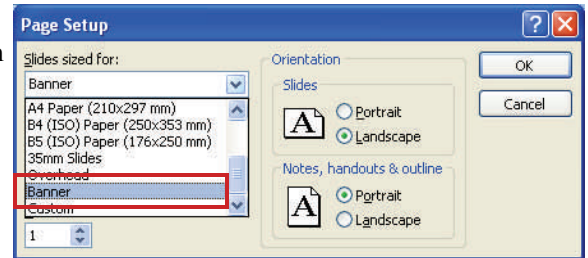
Banner Details

- The Banner can be any type of image (JPG, JPEG, PNG, GIF, BMP) although the JPG/JPEG format is suggested for this purpose.
- This process will create a banner image that is not distracting from your home page content.
- The banner will ONLY be visible on the course entry page. It doesn't display with any other course content pages.
- This will copy over to a new course with the Copy Process if you check the box for Settings (see the Copy Course to New Semester or Section job aid).

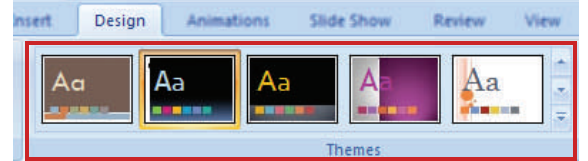
In Powerpoint 2007: Go to the Design Tab and click on Page Setup.



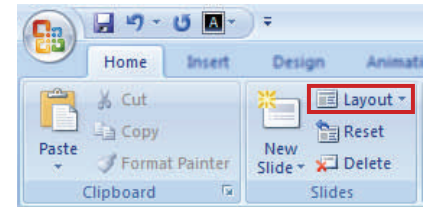
Choose Banner from the drop down menu for Slides sized for.



Choose a design from the options available in Themes on the Design Tab.



On the Home Tab, click on Layout to see different options within your chosen theme to choose from.



Edit or Insert any text blocks you may want or additional pictures or other objects. Once you complete the design of your Banner, click the Office button.



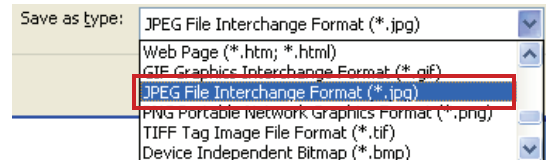
Choose the Save As menu item on the drop down menu.



Choose Other Formats on the side menu.



Be sure to choose JPEG option for the Save as type drop down menu. Now name the file and make sure you know where you have saved it at on your computer.



In Blackboard: Open your course and go to your Control Panel. Expand Customization then choose Style. Scroll down to option 5. If you are replacing a banner you already posted, check the box to Delete this banner. Click the Browse for Local File button and select your image file then click on Submit.