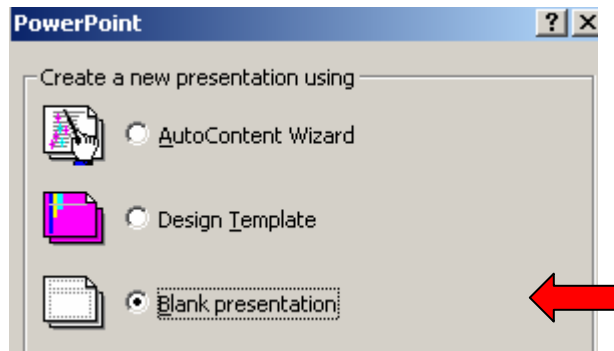


Overview

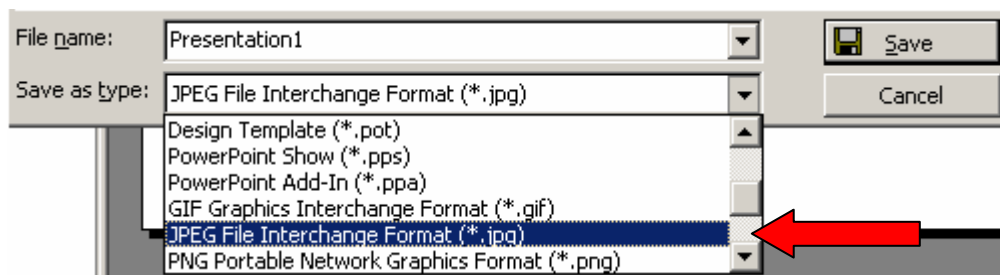
Instructors can create course banners to customize their course(s). Course banners appear at the top of the Announcements area on the course Web site. The banner will only appear in this course and cannot be linked to a URL. There are many ways to create course banners. One of the easiest ways is to use MS® PowerPoint®.

Steps

1. Open MS® PowerPoint®.
2. Select create a new presentation using a **blank presentation**.



3. Click on **File** and then choose **Page Setup** to reduce your working area to the appropriate size for a course banner. (Course banners should be no larger than 7" long by 2" high.)
4. Create your course banner. You can choose the font, style and color that you like. You can use WordArt, if you would like. You can also insert a picture in the course banner.
5. Save your course banner as a JPEG file. To do this, click on **File** and then choose **Save As**. Be sure to choose **Save as type: JPEG File Interchange Format (*.jpg)**.




6. Close MS® PowerPoint®.
7. Enter your course in **Blackboard**.
8. Go to the **Instructor Control Panel**.
9. Click on **Course Images**.

10. Click on **Course Banner**.
11. Select **Browse** and find the file for the course banner you just created.
12. Click on the name of the file to select it and select **Open**.
13. The path to your file should appear in the area next to the **Browse** button.

1 Select Course Banner

The banner appears at the top of the announcements page.

Current banner:

New Banner: 

Remove this banner

2 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.



14. Click **Submit**.
15. Go to the **Announcements** page to see how your banner looks.