

# Add a Banner Using MC PowerPoint

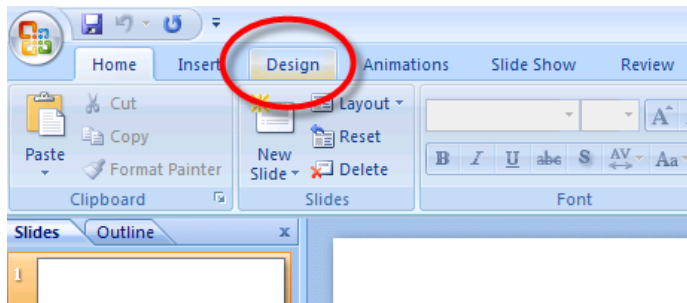
eLearning / Instructional Development

## Overview

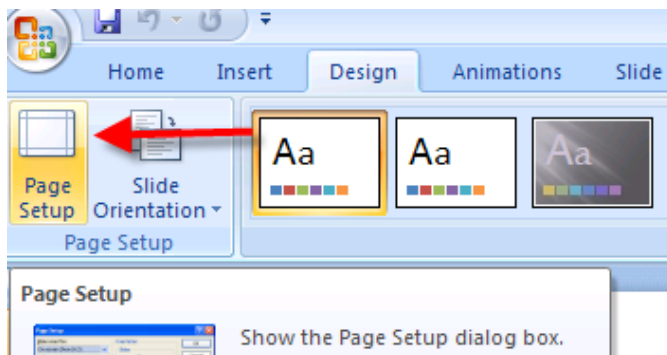
Instructors can create course banners to customize their course(s). Course banners appear at the top of the Announcements area on the course Web site. The banner will only appear in this course and cannot be linked to a URL. There are many ways to create course banners. One of the easiest ways is to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

## Steps

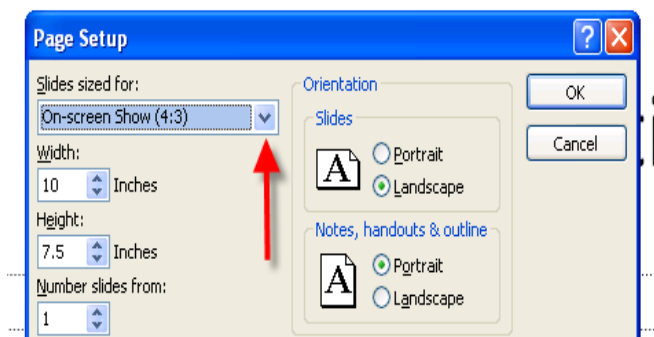
1. Open MS **PowerPoint**.  
Select create a new presentation using a blank presentation
2. Click on the **Design** tab



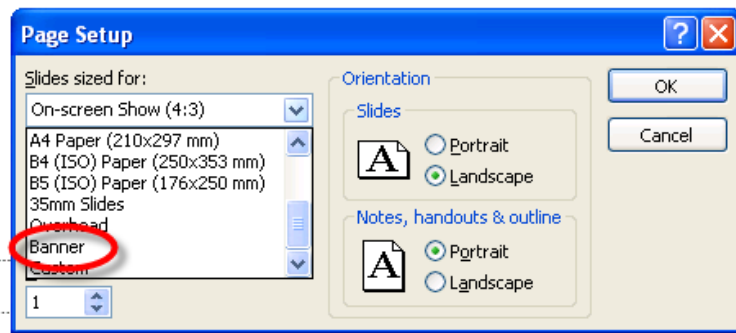
3. Select **Page Setup**



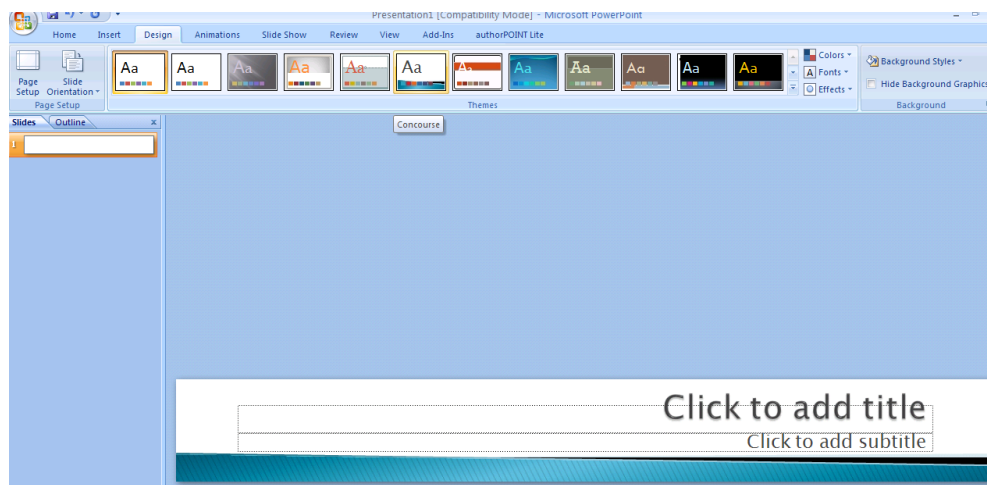
4. Display the options in **Slides sized for:**



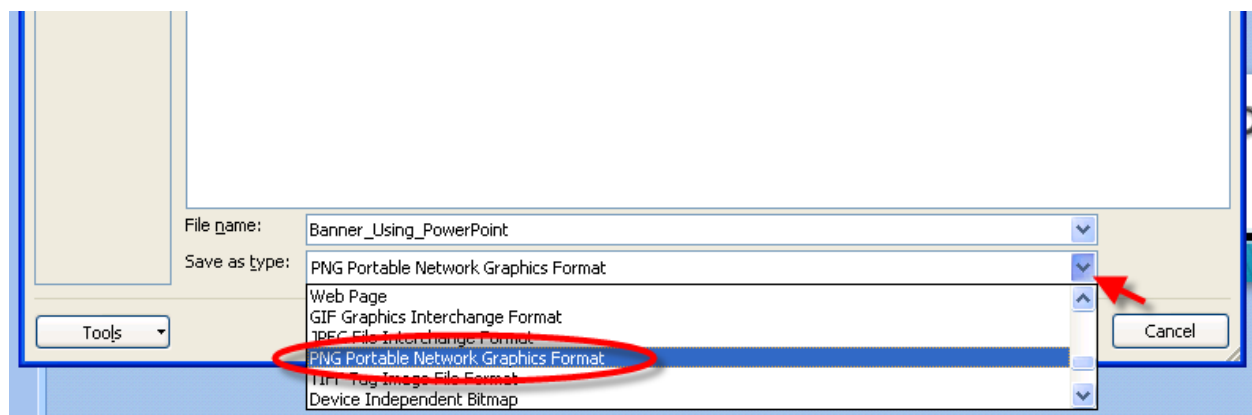
5. Scroll down to find the **Banner** option and select it and click OK



6. 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



7. When you are ready to save your banner, display the options in **Save as Type** and select **PNG Portable Network Graphics Format**



8. Close MS PowerPoint

9 Enter your course in **Blackboard**

10. Go to the Instructor **Control Panel**

11. Click on **Course Design**, within the Course Option area

<b>Content Areas</b>	
<a href="#">Syllabus</a>	<a href="#">Video on Demand</a>
<a href="#">Course Documents</a>	<a href="#">Video Feedback</a>
<a href="#">Tests</a>	


  

<b>Course Tools</b>	
<a href="#">Announcements</a>	<a href="#">Digital Dropbox</a>
<a href="#">Course Calendar</a>	<a href="#">Glossary Manager</a>
<a href="#">Staff Information</a>	<a href="#">Messages</a>
<a href="#">Tasks</a>	<a href="#">Course Objectives</a>
<a href="#">Send Email</a>	<a href="#">SafeAssign</a>
<a href="#">Discussion Board</a>	<a href="#">Self and Peer Assessment</a>
<a href="#">Collaboration</a>	

<b>Course Options</b>	
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>
<a href="#">Course Design</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>

12. Click on Course Banner

**Course Design**

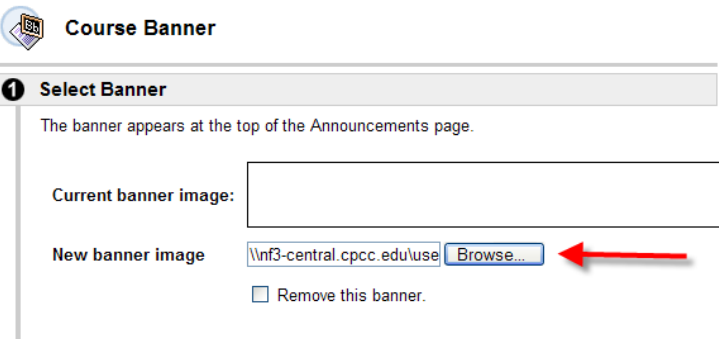
---

- ▶ [Course Menu Design](#)
- ▶ [Manage Menu Display Options](#)
- ▶ [Manage Tool Panel](#)
- ▶ [Course Banner](#)

13. Select **Browse** and find the file for the course banner you just created.

14. Click on the name of the file to select it and select Open.

15. The path to your file should appear in the area next to the Browse button.




**Course Banner**

**1 Select Banner**

The banner appears at the top of the Announcements page.

Current banner image:

New banner image   

Remove this banner.

16. Click on the **Submit** button. Your banner has been added to your course!

### **Additionally...**

If you want your **Course Menu to match the colors and look of your banner**, do the following:

17. Back on the **Course Design** options, Click on **Course Menu Design** and select the Menu Style and colors of your preference.

**1 Select Menu Style**

Buttons  Text

Announcements  
Course Information  
Staff Information  
Course Documents  
Assignments  
Communication  
Discussion Board  
External Links  
Tools  
Student Resources  
Help!

Announcements  
Course Information  
Staff Information  
Course Documents  
Assignments  
Communication  
Discussion Board  
External Links  
Tools  
Student Resources  
Help!

**2 Select Style Properties**

Instructions:  
Click on the color picker to choose a color.

Select background color for Menu:

Select text color for Menu:

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

18. After choosing your options, click on **Submit**

19. Go to the Announcements page to see how your banner and course menu look!

My eLearning at CPCC Courses Library Resources System Admin

2008FA GEO111 88: WORLD REGIONAL GEOGRAPHY (2008 FA GEO 111 88) > ANNOUNCEMENTS

**Announcements**

## Add a Banner Using MC PowerPoint

eLearning / Instructional Development

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

**August 13, 2009 - August 20, 2009**

No announcements found.

Blackboard Academic Suite™  
© 1997-2009 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.  
Accessibility information can be found at <http://access.blackboard.com>.