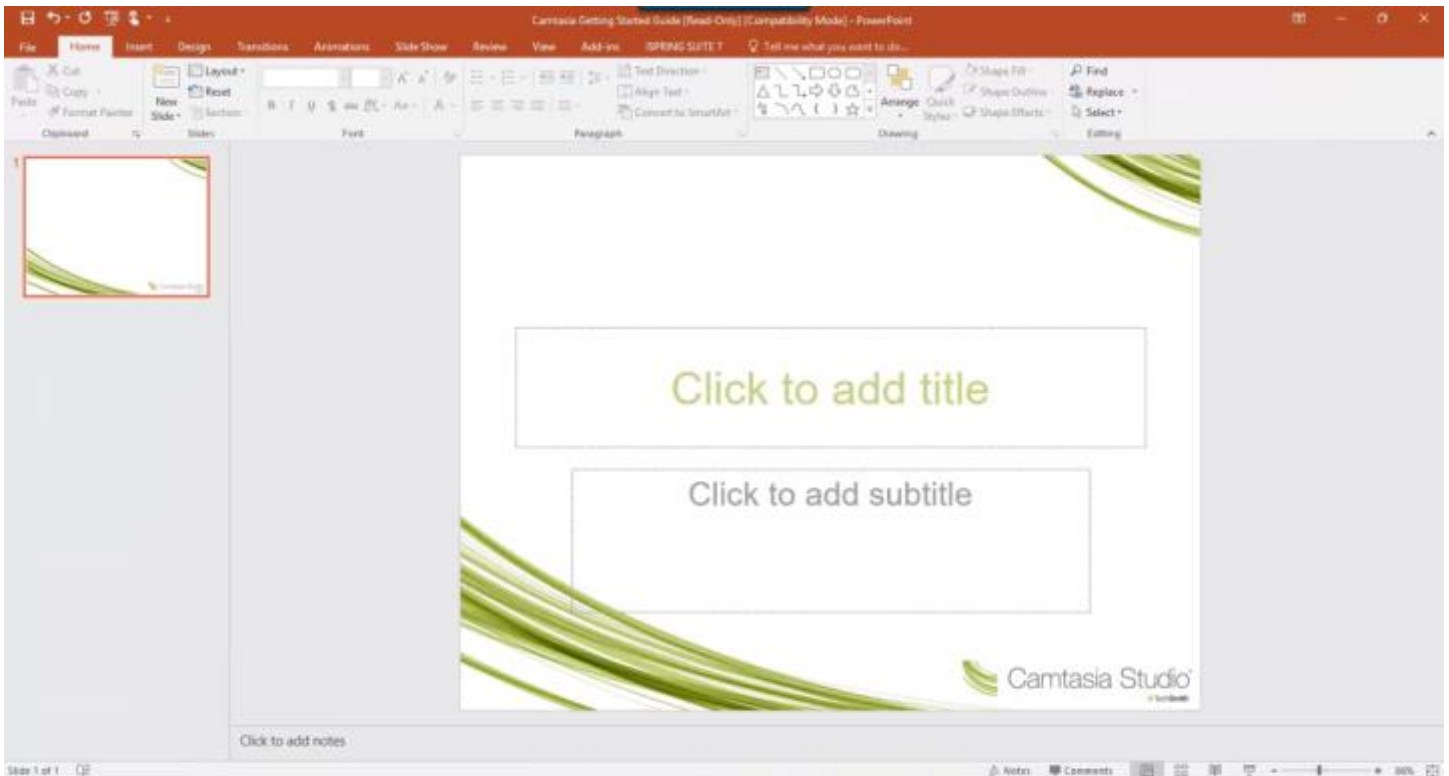


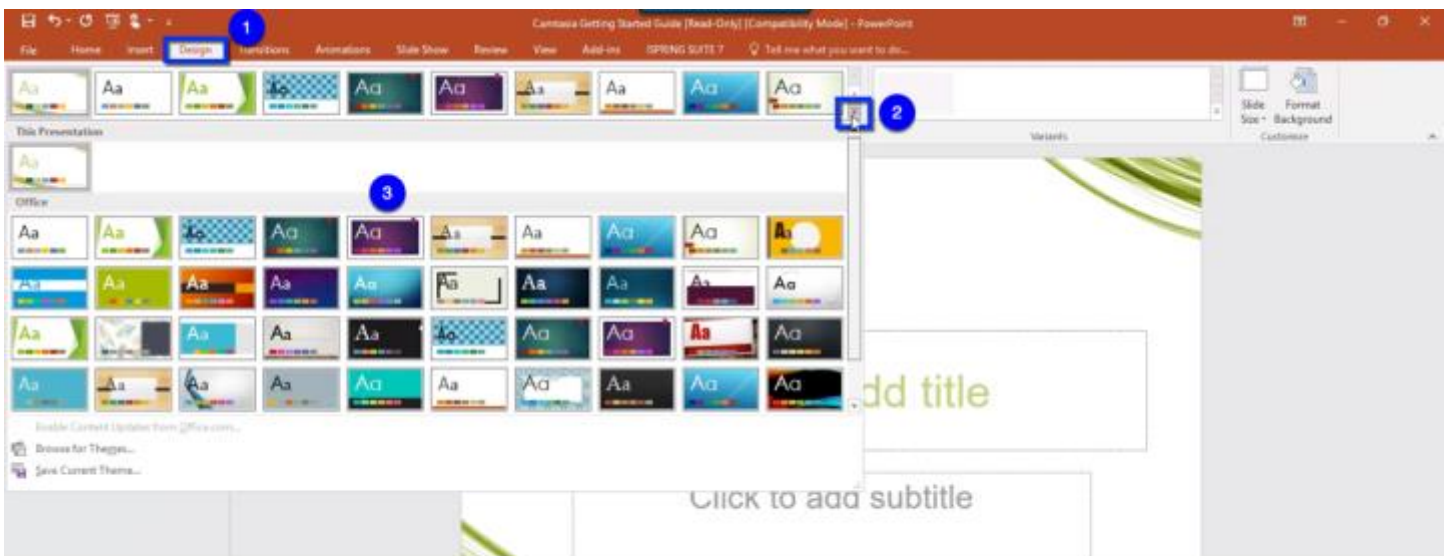
Creating/Uploading a Course Banner - PC

Creating a Course Banner:

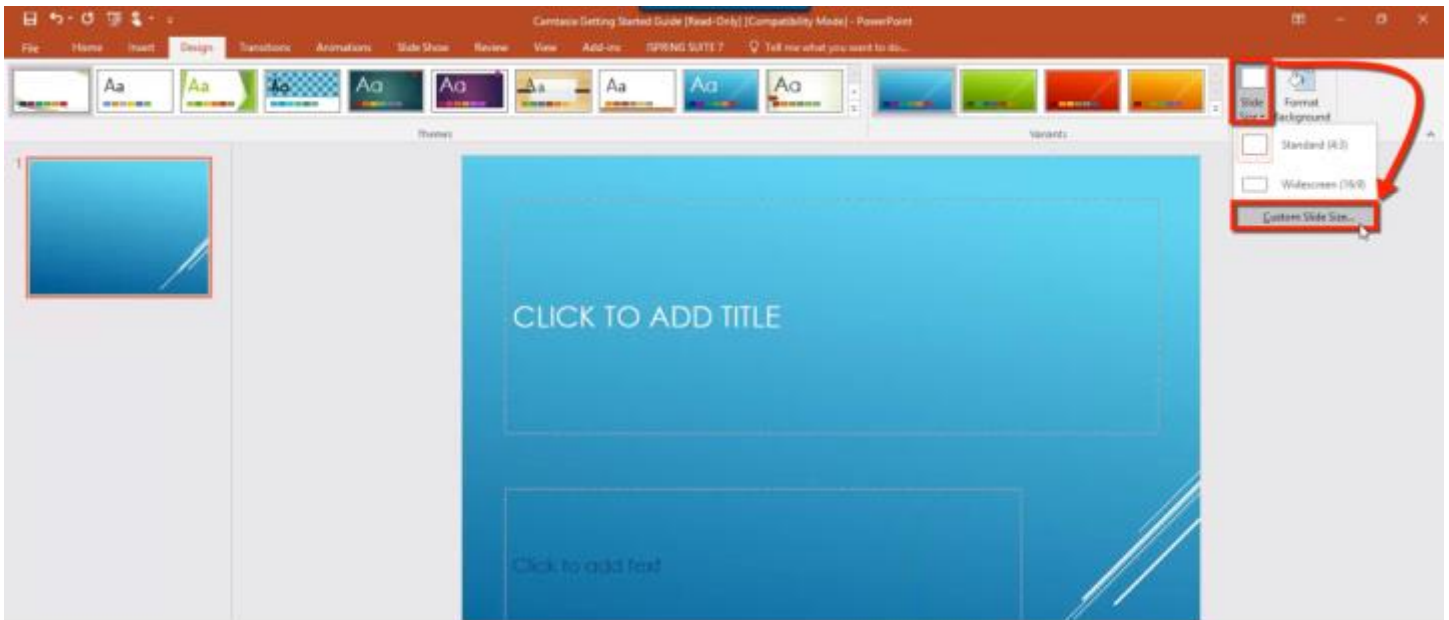
Open Microsoft PowerPoint. Open a blank slide.



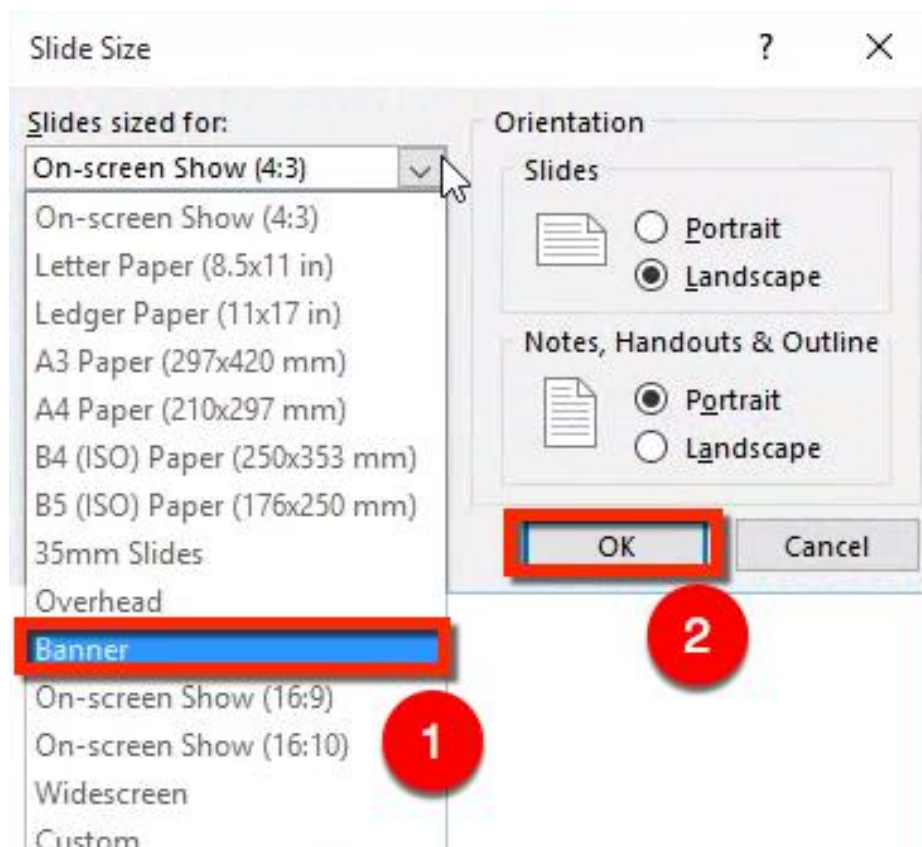
1. Select the **Design** tab.
2. Select the down arrow to the right of the themes. Another window will open.
3. Select any of the available themes.



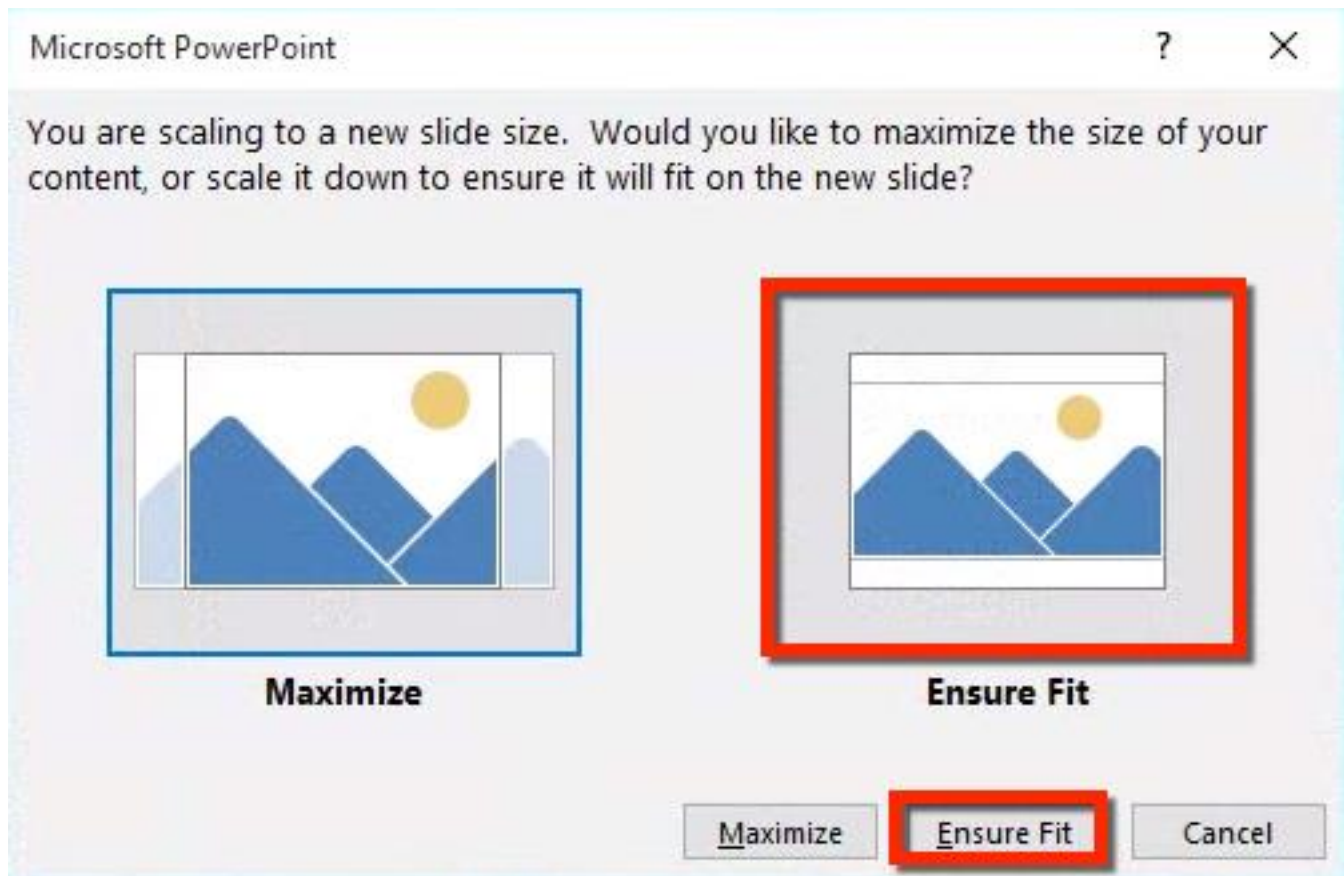
Select the down arrow next to **Slide Size** to open the drop down menu. Select **Page Setup...** A new window will open.



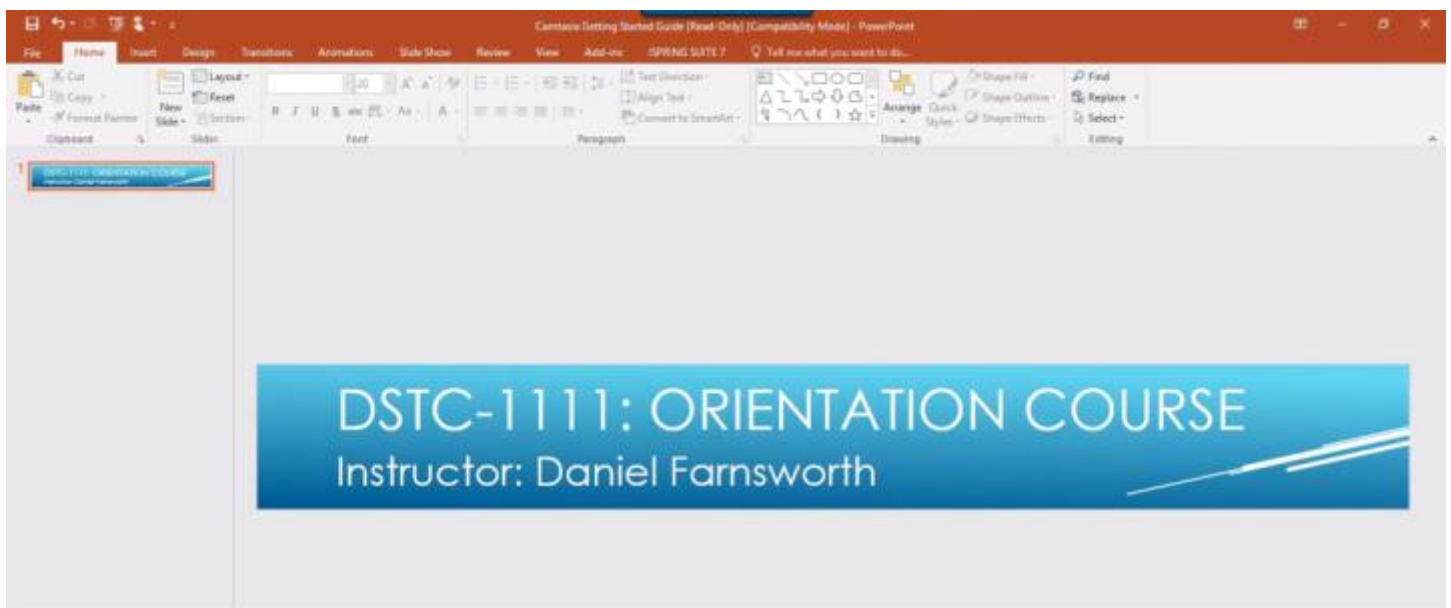
1. Open the Slide sized for drop down menu and select **Banner**.
2. Once Banner is select, click **OK**.



Select **Ensure Fit**.



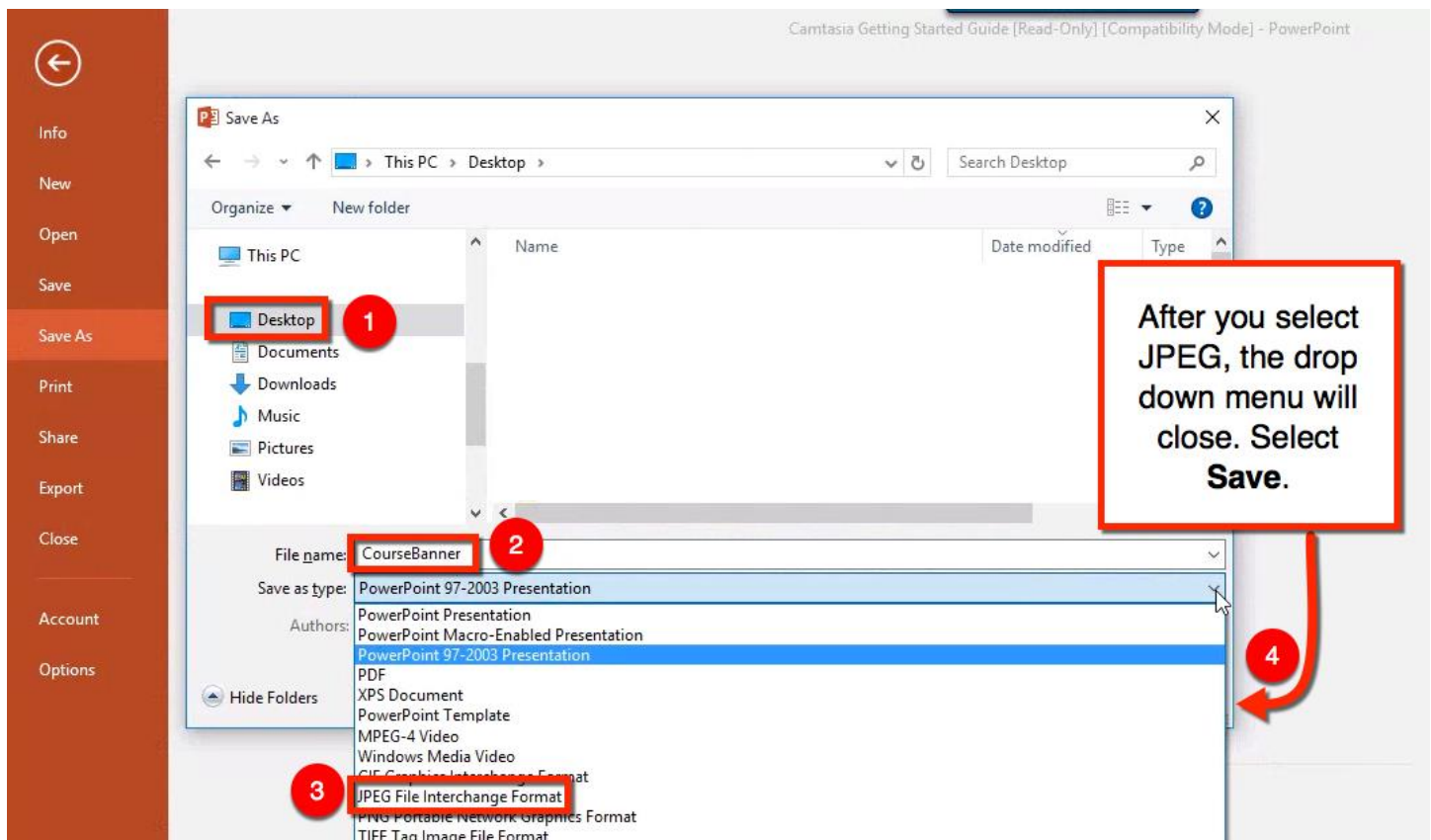
Make any necessary adjustments from the **Home** tab, such as size, font, etc.



Once you are finished, select **File** > **Save As**. Then select Browse to open



1. Select any location on your PC. Just make sure you save it to a place where you can easily find it.
2. **File name:** Input a file name. The file extension will change from PowerPoint 97-2003 Presentation to JPEG in step 3.
3. **Save as type:** Save the file as a **JPEG File Interchange Format**.
4. Once you are finished, click **Save** to save as a JPEG file.



If you receive a notification similar to the screenshot below, click **All Slides**.

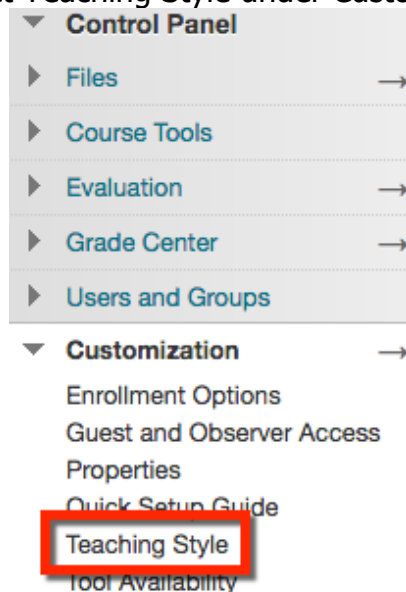


Select **OK**. This is just letting you know that the banner was saved in a folder to the location you selected when exporting.



Uploading the Course Banner to Blackboard:

Enter a Blackboard course and select Teaching Style under Customization in the Control Panel.



Scroll all the way to **Select Banner**. Click the **Browse My Computer** button.

SELECT BANNER

The banner appears at the top of the course's entry point page. We recommend using a banner approximately 480 by 80 pixels because users resize browser windows and use monitors of varying sizes and resolutions. If your banner exceeds the width of the page, it will be cropped.

Current Banner Image

New Banner Image

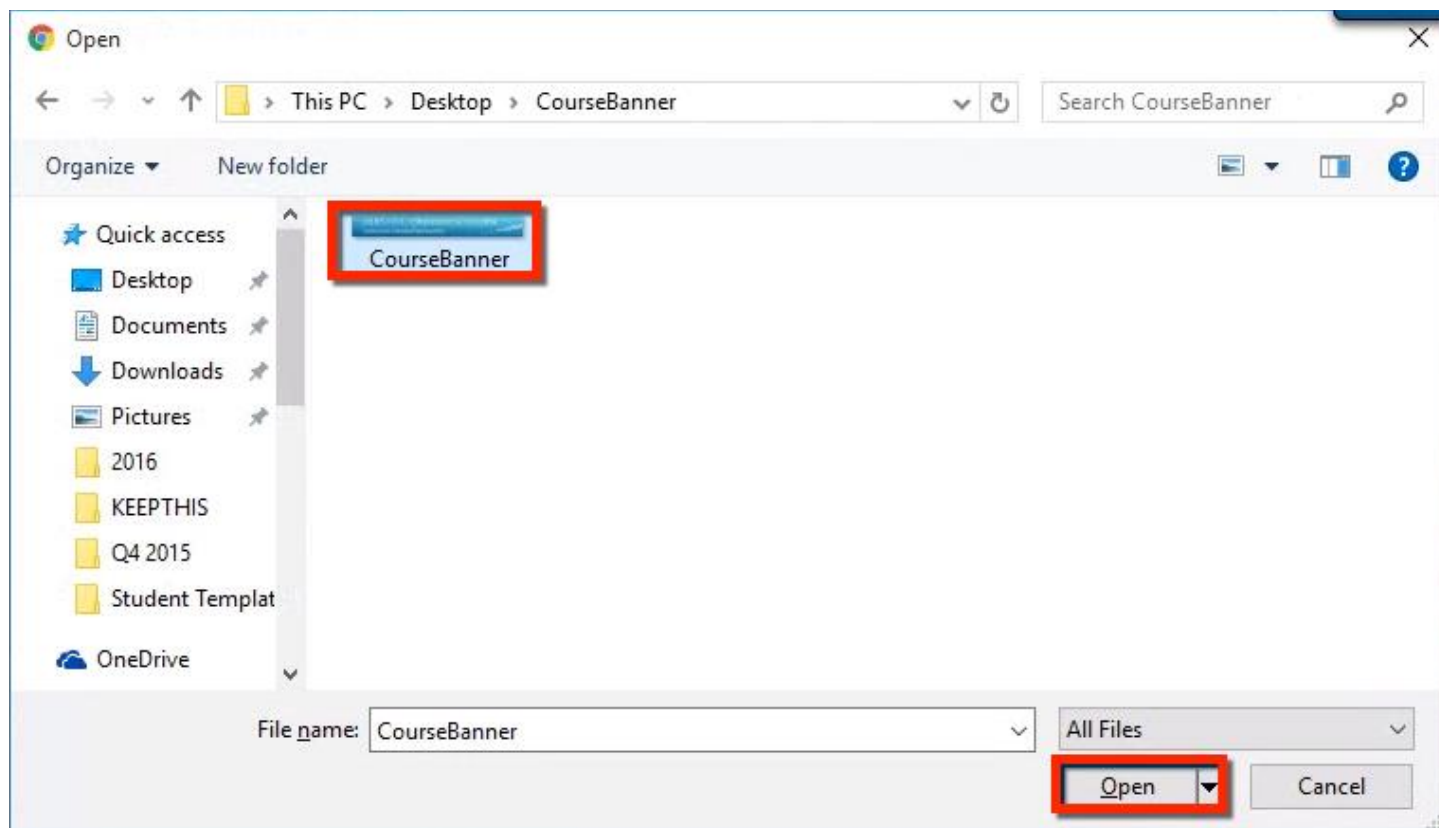
Attach File

Browse My Computer

***Blackboard Questions?** Contact the Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

Find the location where you saved the JPEG file to and highlight. Once this process is complete. Click **Open**.



Notice the file name appear below the **Browse My Computer** button. Click **Submit**.

SELECT BANNER

The banner appears at the top of the course's entry point page. We recommend using a banner approximately 480 by 80 monitors of varying sizes and resolutions. If your banner exceeds the width of the page, it will be cropped.

Current Banner Image

New Banner Image

Attach File

Browse My Computer

Selected File

File Name

CourseBanner.JPG

Do not attach

You will receive a success message. Proceed to the selected course entry page. This may be your Announcements page, Course Content page, etc.



The screenshot below is an example of what the banner may look like. Again, this depends on which course entry page is selected.

DSTC-1111: ORIENTATION COURSE

Instructor: Daniel Farnsworth

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.