

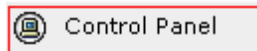


## Blackboard Basics –Banner Customization

### Add a Banner to the Course

The Banner is the graphical area that appears at the top of the opening page, usually the announcement page. In order to upload a banner into a Blackboard course, the Faculty Member needs to have a properly-sized banner created. Banners should be about 600 x 60 pixels; larger banners take up too much of the announcements space. Banners must be created and sized outside Blackboard and uploaded as a .gif or .jpg file.

**Step 1:** Click the Control Panel button on the left side of the screen in your Course homepage.



**Step 2:** Under Course Options click Course Design.



**Step 3:** Click Course Banner.

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





**Step 4:** To upload a banner image click the Browse button

**1 Select Banner**

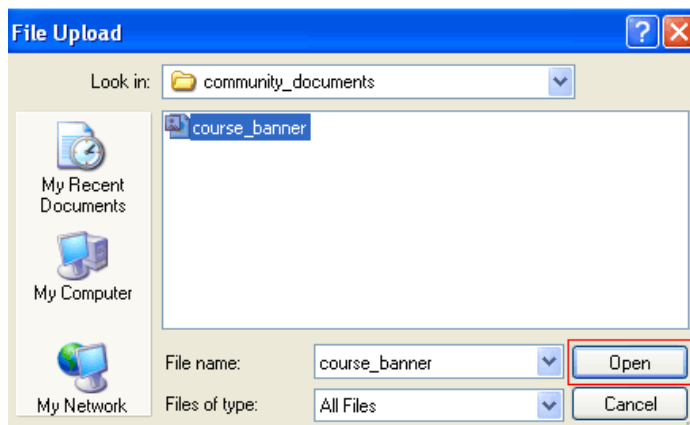
The banner appears at the top of the Announcements page.

Current banner image:

New banner image:  **Browse...**

Remove this banner.

**Step 5:** In the small File Upload window that opens, locate and click on the banner image filename that is stored on the computer and then click the Open button.



**Step 6:** Click the **Submit** button. The banner image appears in the course entry page.  
**Note:** To remove a banner from the course, complete **Steps 1 – 4** and click **Remove this banner**.

The following list are some useful websites that assist in the creation of Blackboard banners easily:

- <http://www.flamingtext.com/net-fu/forms/banner.html>
- <http://www.coolarchive.com/logogen.cfm>
- <http://www.linuxenvy.com/bprentice/Banners/Banners.html>

