

How do I Create a Graphic Banner for my Course?

Blackboard courses can have graphic banners that display on the Announcements page that further personalize your course site. This will walk you through creating one using PowerPoint.

Building Your Slide

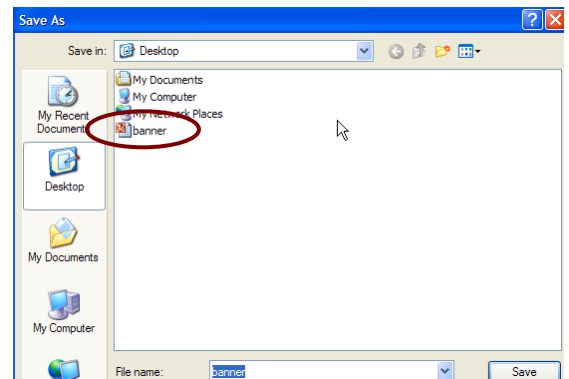
1. Visit <http://bbsupport.wcpss.net/instructor.html> and locate “**Required PowerPoint Template**” under Blackboard Basics.

2. Right click on “**Required PowerPoint Template**”.

NOTE: *This template has been specially sized to provide the optimum size for your Blackboard course site.*

3. Choose “**Save Target As...**” to download the PowerPoint Template (banner.ppt) to your desktop.

4. Double click **banner.ppt** on your desktop.



5. Double click where it says:

Double-Click Here

6. Now type in the text you want in your banner!

- You can select the font options here as well.

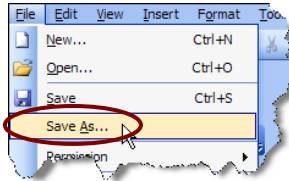


7. Click to see your changes.

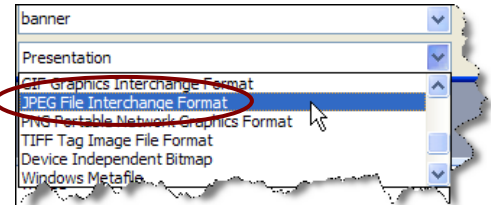
8. Continue editing this slide as you would any other PowerPoint slide until you are satisfied with its appearance.

Saving & Adding Your Banner Image

1. Click File => Save As...



2. Select **JPEG** from the Save as type drop down area.

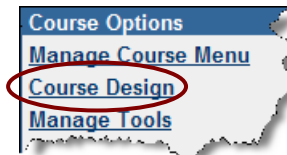


3. Save the file to your desktop.

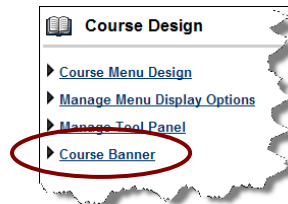
- If you are asked which slide to save select "**Current Slide Only**"

4. Log in to your **Blackboard Course Site** and click  Control Panel .

5. Click **Course Design** in the course options area.

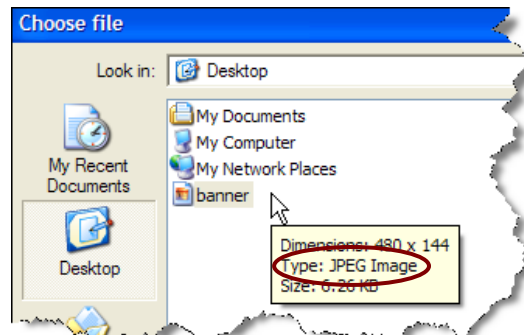


6. Click **Course Banner**.



7. Click  .

8. Select the **JPEG file** and click  .



9. Click  .

Congratulations! You've just added a banner to your Blackboard Course Site!