

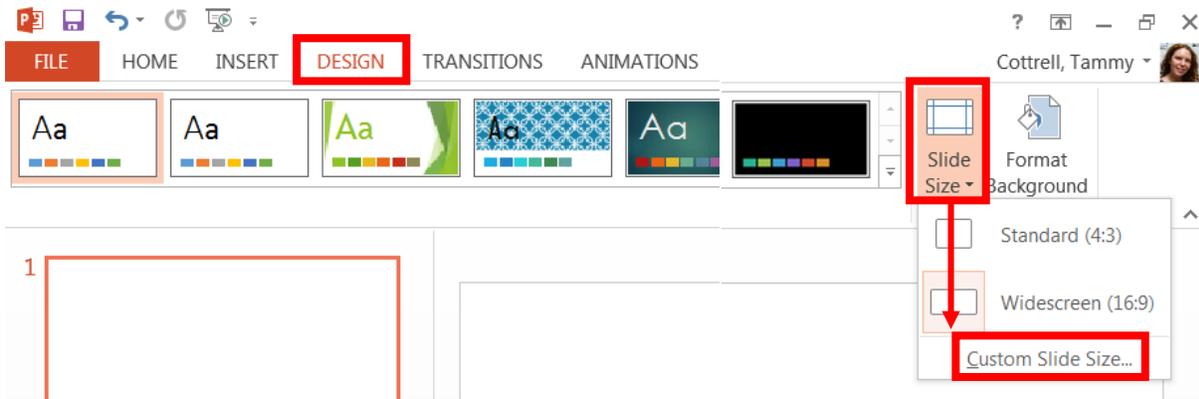
CREATING A COURSE BANNER FOR BLACKBOARD

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

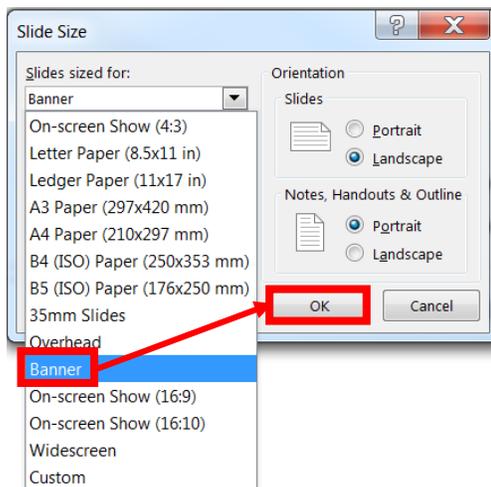
CREATE A COURSE BANNER FOR BLACKBOARD USING POWER POINT

Create a Course Banner:

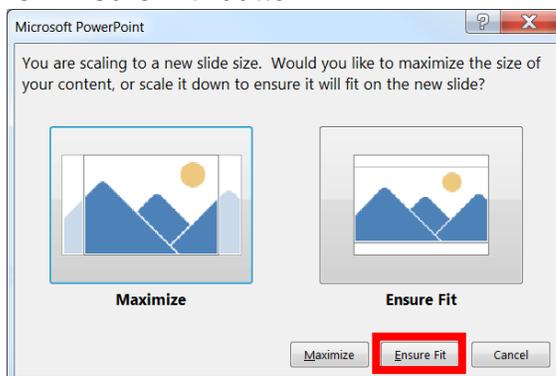
1. Open a new Power Point presentation. Click the “Design” tab on the top tool bar, and select “Slide Size” from the menu bar. Click “Custom Slide Size.”



2. In the Slide Size box, click the pull down menu and select “Banner.” Then, click the “OK” button at the bottom to save the selection.



3. Click the “Ensure Fit” button.



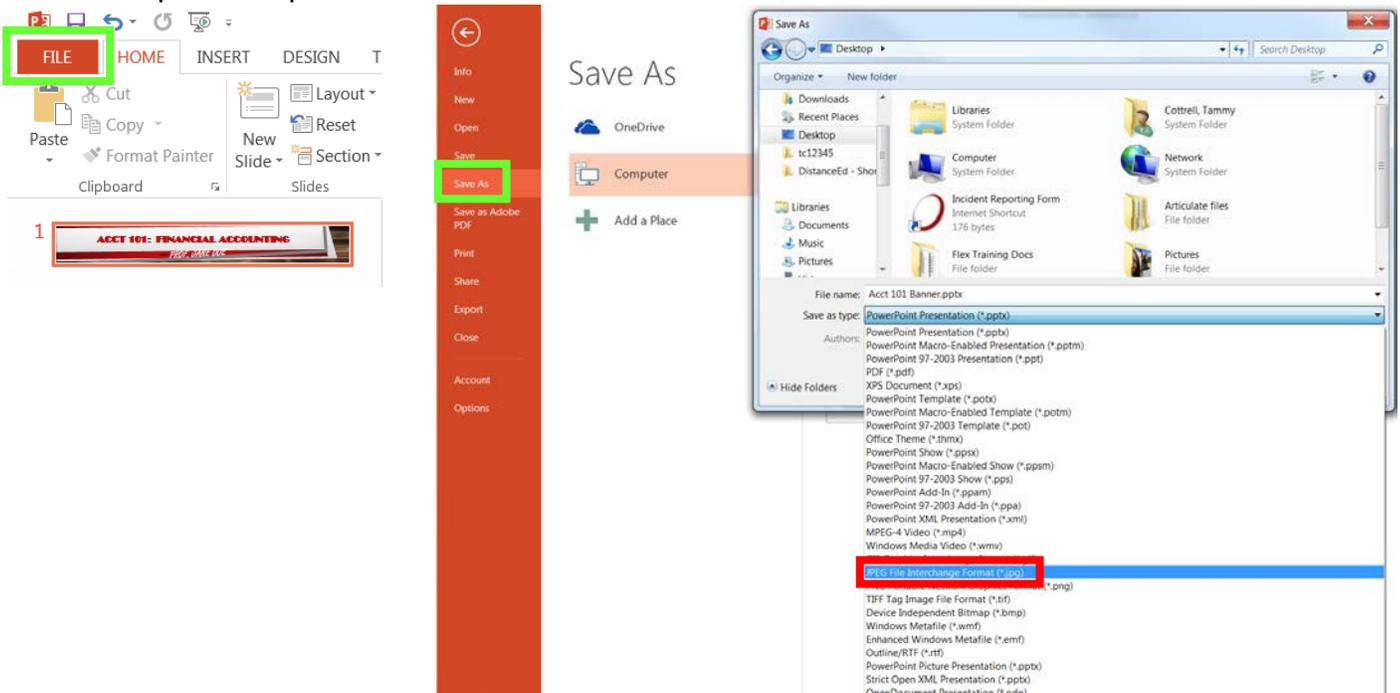
4. In the upper space, type the text to appear on the banner (e.g. the name of the course). Adjust the text style, color and size to achieve the desired look. There is a second line where an instructor name can be added, if wanted.



5. Background colors and designs can be changed using the “Design” tab on the top menu.



6. Once the banner is complete, click the “File” tab on the top tool bar, select “Save As” from the left side menu. Select the location to save the file. In the “Save As” box, enter the file name. Click the pull down menu next to “Save as Type,” and select *.jpg as the file type. Click “Save” to complete the process.

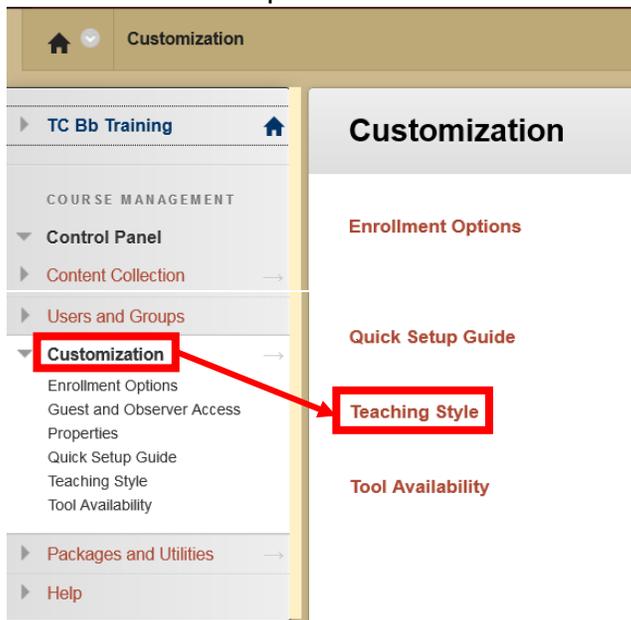


7. In the system box, click “Just This One” to save only the banner slide.

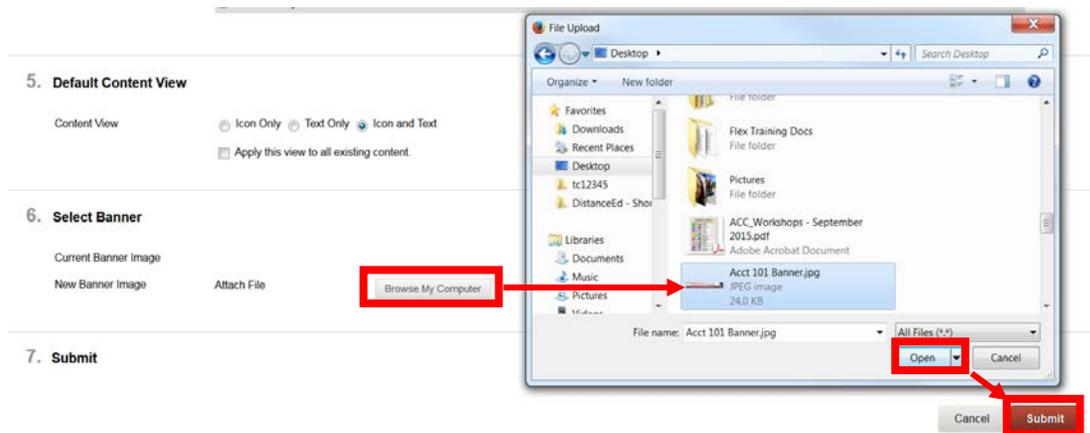


Upload a Banner into a Blackboard Course:

1. Open Blackboard and access the appropriate course. From the Course Management Menu, click “Customization” to open the menu. Then select “Teaching Style.”



2. On the Teaching Style page, scroll down to section 6: Select Banner. Click the “Browse My Computer” button, and select the banner file. Click the “Open” button to add it to the Teaching Style page. The file name will appear in the “Attach File” field. Click the “Submit” button to add the banner to the course.



3. The banner will appear on the home page of the course.

