

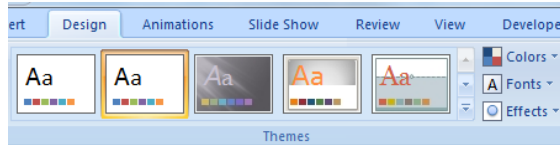
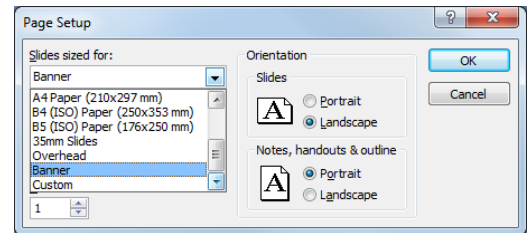
# Tech TidBits: Blackboard Banners

**Description:** Using MS PowerPoint to create banners for your Blackboard courses.

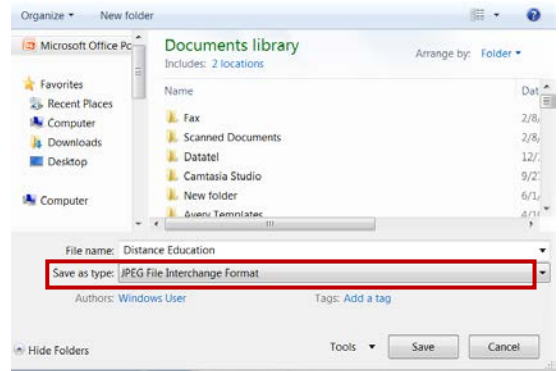
**How To:**

**Create a Banner**

- Open a blank PowerPoint presentation. Click on the **Design** tab and go to **Page Setup** and select **Banner**.
- Type your class number and class name on the banner then choose a design

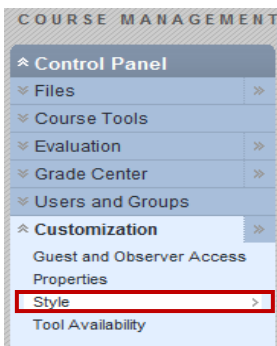


- **Save as .JPG** format by selecting **Other Formats** from drop down menu and then select **JPEG File Interchange Format**.



**Uploading a Banner in Blackboard**

1. From the **Control Panel** in your Blackboard course
2. Click on **Customization**, Select **Style**
3. Click on **Browse My Computer** button under Select Banner
4. Find your banner file and click on **Submit**



**5. Select Banner**

The banner appears at the top of the course's entry point page.

Current Banner Image

New Banner Image    Attach File    **Browse My Computer**

---

**6. Submit**

Cancel    **Submit**