

## What is a Course Banner?

A course banner enlivens the space above the announcements page in your Blackboard course. This tip sheet offers a simple way for you to customize your course with a banner, without having to use a photo-imaging program.

## Making and Sizing a Banner in PowerPoint

1. Open PowerPoint.
2. Go to **File > Page Setup** and select *Banner* or *Custom*. Either of these settings will allow you to specify the height and width of the banner.
3. Add text and illustration.
4. Save the PowerPoint banner as a jpg file. It will ask you which slide – select current. **Saving it as a jpg file** will permit you to import it.
5. Open Blackboard and your course.
6. Go to the **Control Panel** and **Course Options > Course Design**.
7. Click on *Browse* button beside “New banner image:” highlight the banner’s file name, and click *Open*.
8. Click **Submit**.

## To Change a Course Banner in Blackboard

1. Open **Control Panel**.
2. Select **Course Options > Course Design**.
3. Select **Course Banner**.
4. Check “Remove this banner” box.
5. Click on **Submit**.