

## Tutorial – Course Header Graphic

If you are not designing your own banner graphic, you may skip to the next section. Otherwise, follow these steps to create a course banner graphic using Microsoft PowerPoint.

1. Run Microsoft PowerPoint from the Start Menu in Windows.
2. If necessary, create a new/blank presentation.
3. Click on the **Design** tab in the ribbon bar at the top of the application.
4. Click on **Page Setup**. A dialog box should appear. Enter **2** for the Width and **1** for the Height (or choose your own custom dimensions).
5. **Right-click** on the blank/white area of the slide. A popup menu should appear. Hover over the **Layout** menu item and wait for the pop-out menu to expand. Then select the **Blank** slide layout option.
6. You may now use the various design elements available within Microsoft PowerPoint to create a custom banner graphic for your course. The **Insert** tab in the ribbon bar at the top of the application contains features for inserting and formatting pictures, clip art, shapes, text, WordArt, and other creative elements.
7. When you are satisfied with your design and ready to save it for Blackboard, you should first save the project as a regular PPTx file (just like you would save a normal Microsoft PowerPoint presentation). Do this by clicking on **File** in the ribbon bar, selecting the **Save** option, and following the instructions that appear.
8. You will then need to export your slide/graphic as a **JPG** or **PNG** file so that it will be compatible with the Blackboard header graphic feature. To do this, first make sure you are in the **File** menu. Then select **Save As** and look for a dialog box to appear. Click on the dropdown menu next to **Save as type:** and select either **JPG** or **PNG** from the list of available options. Make sure to select a folder location that you will be able to find later from within Blackboard. Then, input a file name and click **Save**. Another dialog box will appear, asking you whether to export all slides or just the current one. Click the **Current Slide Only** button.
9. Your course banner graphic is now saved to your local computer and ready to be uploaded to Blackboard using the instructions below.

To insert a course banner graphic into Blackboard Learn 9.1:

1. Expand the **Customization** menu under the Control Panel.
2. Click on **Teaching Style** in the drop down menu.
3. Scroll down to item **7. Select Banner**
4. Click on the **Browse My Computer** button and locate the image file on your computer.  
Click **Open** after selecting it in the file browser.
5. Be sure to click on the blue **Submit** button in the bottom right hand corner of the screen in order to save changes on the **Teaching Style** page.
6. Your course banner will only show up on the Home Page, which can be accessed by clicking on the house icon at the top of the Course Menu.