Create a Personalized Banner in your Blackboard Course

You can create a personalized banner for your courses that appear above the Announcements. If you know how to use PowerPoint and Blackboard, you can follow these easy steps to create a custom banner with images, text, and colors on each of your Blackboard courses.

1. Open PowerPoint

2. Go to page setup area

 2007: **Design tab** > **Page Setup** button

 2013: **Design tab** > Click on **Slide size** drop-down arrow to the far right > **Custom**

3. Under the "Slides sized for" drop-down, select **Banner.**

4. Click OK.

5. Design your banner with background colors, designs, text, images, clip art, etc.

**If you prefer to use a different image editing software, a good size for the banner is 600 x 100 pixels at 72 dpi resolution.

Saving your Banner

 1. Save your file.

 2. In the **Save as** type drop-down list, choose **GIF** or **JPEG**.

 Choose **GIF** if you used clip art or only text.

 Choose **JPEG** if you used photos.

 Upload your Banner

 1. Go to the **Control Panel** of the course you wish you add the course banner.

 2. Under **Customization**, click on **Teaching Style** > Scroll down to section 5, **Select Banner**.

 3. Click the **Browse My Computer** button, select your file, and click **Open**.

4. Click **Submit** to add your banner to your course.

5. To view your banner, go to the course entry point for your course. You may need to refresh your browser or clear your history if the banner does not appear.