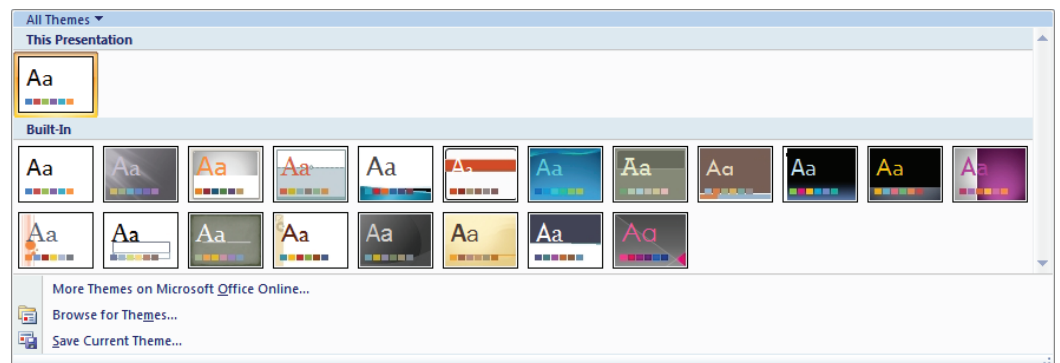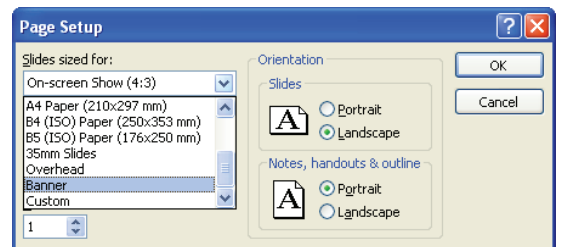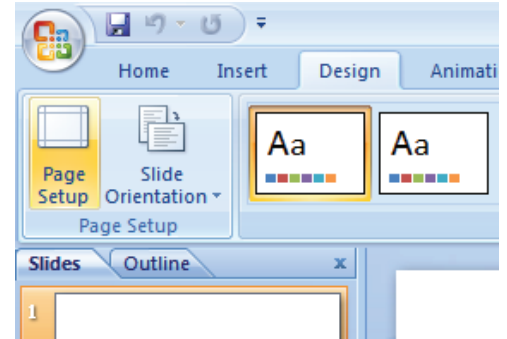# CREATING A BANNER GRAPHIC FOR A COURSE LANDING PAGE

In Blackboard you can add a Banner Graphic to the Landing Page of your course. This handout will show you the basics of how to create and add your own Banner Graphic using Microsoft PowerPoint.

In Microsoft PowerPoint you can create your own banner graphic by following these steps:

1. Open a new PowerPoint presentation,
2. Click on the **Design** tab (along the top of the screen),
3. Click **Page Setup** (shown in screen shot at right),
4. In Page Setup, drop down the **Slide sized for:** options and choose **Banner** (this will give you an 8" x 1" slide area to work in),
5. Click **OK**,
6. Type in text you would like to appear on the banner in the pre-inserted text boxes and/or add your own text boxes,
7. Choose a **Theme** for the Banner while still in the Design tab. Themes will change the orientation of text boxes, the colors of background and text and style the banner (see screen shot below for Themes),
8. Click on the **Insert** tab (along the top of the screen),
9. Click on the **Picture** icon and add pictures to your banner resizing to fit the appropriate space,
10. Save your Banner as a **PowerPoint slide** (.pptx) so you can easily edit the banner in the future,
11. Use **Save As** (under the Microsoft Office button in the upper left) to save your banner as a **JPG image**. Drop down the Save As Type options and scroll down to JPG File Interchange Format. Then click Save and choose Current Slide Only when prompted. Your banner will be saved as a JPG image for uploading into your Blackboard course. See the next page for instructions on uploading the banner into your course.

History of Aviation

HIS 143 Fall 2010

ADDING A BANNER GRAPHIC TO A COURSE LANDING PAGE

Bb²

To add a banner graphic to your Blackboard course you use the Style section of the Control Panel under Customization. In the Style section you can change menu colors, change your landing page, and add a banner graphic.

COURSE MANAGEMENT

Control Panel
- Course Tools
- Course Links
- Evaluation
- Users and Groups
- **Customization**
  - Guest and Observer Access
  - Properties
  - Style
  - Tool Availability
- Packages and Utilities
- Help

Style

The Style settings control how the Course appears to users. Settings include identifying the first page Users see when they open the Course, the appearance of the menu, and how content items appear in folders. In addition, a banner may be added to the top of the Course. More Help

Cancel   Submit

1. Select Menu Style

Preview

Course Title
Menu Item 1
Menu Item 2
Menu Item 3

Style   ⦿ Text   ○ Buttons
Background Color   ▢ White
Text Color   ▣ Black

> The Menu Style can be changed to different colors. Aim for high contrast if you change the Menu color (text or background). Light backgrounds require dark text and dark backgrounds require light text.

2. Course Menu Display

Choose the default view of the Course Menu.

Default Menu View   ○ Folder View   ⦿ List View
                      ☐ Permit Both View

3. Default Content View

Content View   ○ Icon Only   ○ Text Only   ⦿ Icon and Text

4. Select Course Entry Point

Select the first page users see when entering the Course from the list below.

Entry Point   [Course Information ▾]

> The Course Entry Point or Landing Page can be modified here. This will be the first page students see when they log into your course.

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 for Local File]

6. Submit

Cancel   Submit

> Banner Graphics can be GIF, JPG, or PNG image file types. On the Style screen click Browse for Local file, find your file, open it, and click Submit. Your banner will be added to the course Landing Page.

Banners can also be created in graphic design programs like Adobe Photoshop. On a 1024 x 768 pixel resolution screen (typical screen resolution at Heartland Community College) the Banner will need to be 772 pixels wide. The height can vary but should be between 100-125 pixels tall.

772 pixels wide

125 pixels tall

not shown to scale