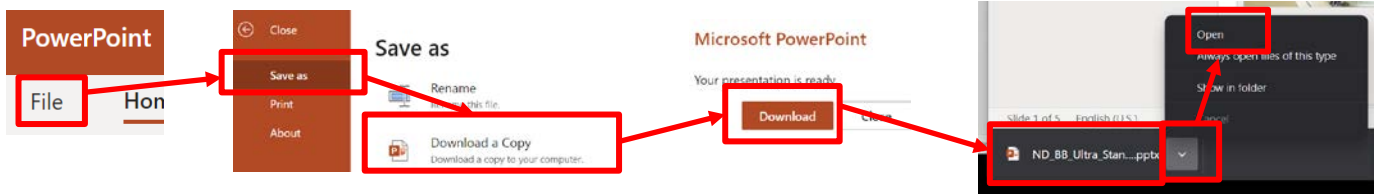


# Three easy steps to Blackboard Course Banner

Blackboard Quick Guide

## 1. Download a copy of our PowerPoint Banner Template and save it on your computer:

Open this [Master Template on OneDrive](#) and **download** it (**File – Save as – Download a Copy - Open**):



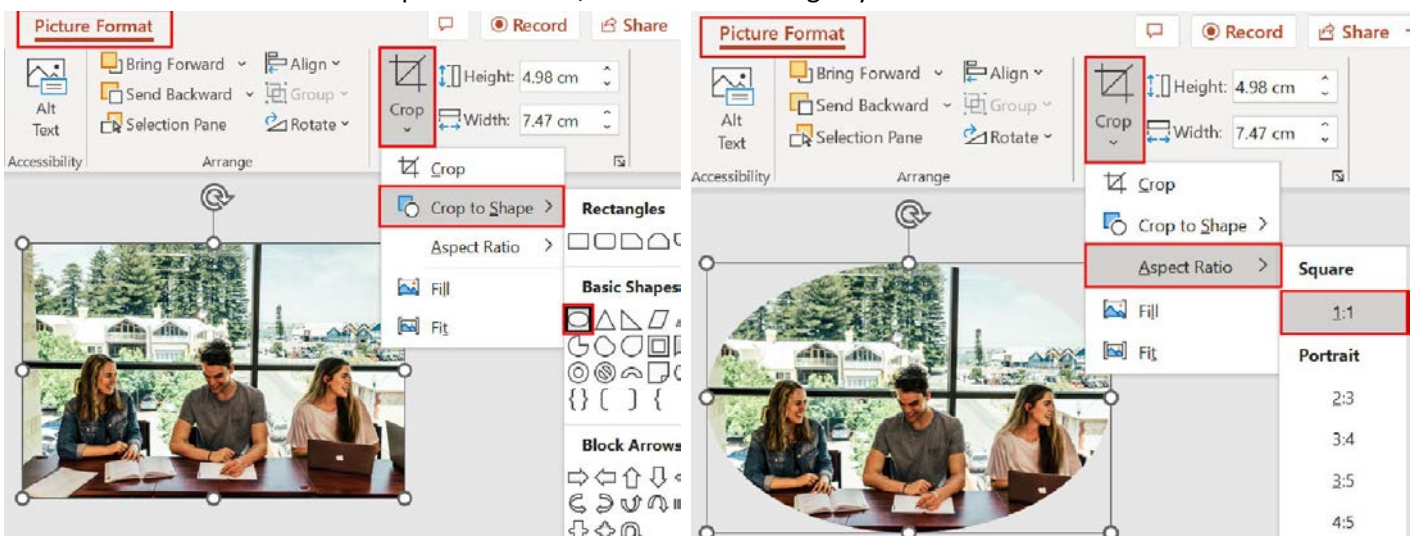
Once the file is opened in your PowerPoint and verified, click on **Enable Editing** and **save** it on your computer. Please **do not edit the file within OneDrive**: do not forget to close the browser tab containing the Master copy.

## 2. Create your course banner:

1. Go to slide 3, 4 or 5 (depending on the colour you selected) and click on the course code and course name to change them to your respective course. Make your course name larger or smaller depending on its length (see examples on Slide 1): we recommend **Helvetica Neue Bold** or **Arial** in **bold** and **caps**, sizes between **30 to 20pt**.

2. Find the image that does not breach copyright: use [Unsplash](#), [Pixabay](#) (skip the sponsored section and go to free selection underneath), [Notre Dame images](#) (on shared drive here: N:\Administration\MCO\University Resources\Photos) or any photo that you took yourself. Insert or drag your image within the slide that you are working on.

3. Under **Picture Format**, select **Crop - Crop to Shape**. Under **Basic Shapes** select the **oval shape** (image on left). Select **Crop** again, this time click **Aspect Ratio** and under **Square** select **1:1** (image on right). To reduce and maintain the shape of the circle, hold **Shift** and drag any of the black corners.



4. Position your image well within the inner circle maintaining the slight gap. **Right click** on your image, hover over the **Send to Back** option and select **Send Backward** (as shown below). The template is complex, with many overlapping layers so you will have to repeat Send Backward two-three times or until the image looks just right.

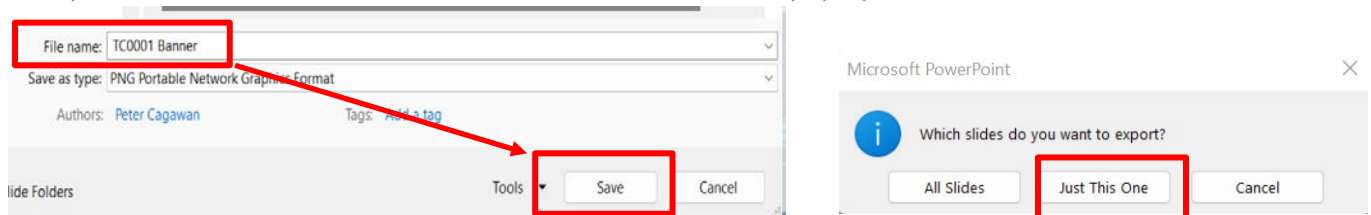


5. **Save** the image of the banner by exporting it into a picture format. You will have a choice to only save the one slide that you have on your screen, so do not worry about copying or snipping.

Click on **File – Export – Change File Type** – and then **double-click** on either **PNG or JPEG**:



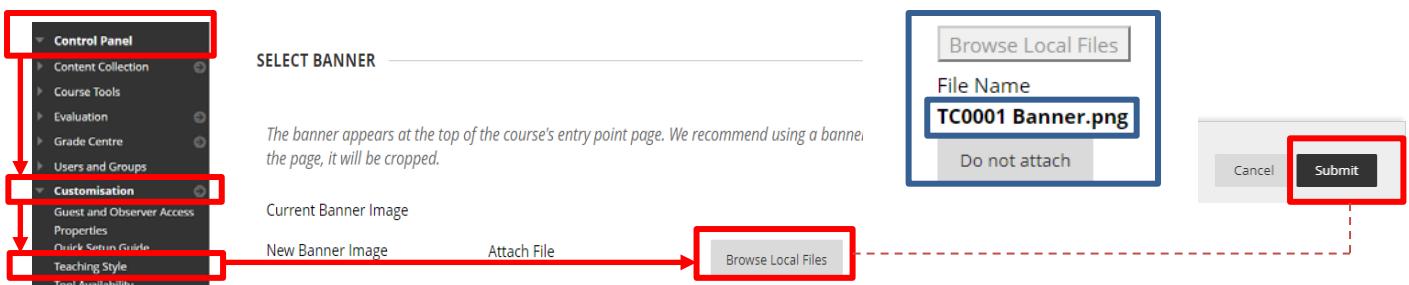
Give your file a name and click on **Save**. Click **Just This One** in the pop-up window:



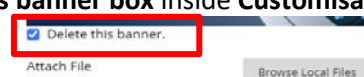
If you created multiple images, click on All Slides: it will create a folder with each of the slides.

### 3. Add the saved Banner into your course in Blackboard:

Go to your Blackboard course site, scroll all the way down to **Control Panel**, click on **Customisation** and select **Teaching Style**. Inside Teaching Style, note *Select Course Entry Point* (it is usually set as *Announcements*, but you can change it to any other part of the course): this is where you will see your banner once attached. In the **SELECT BANNER** section, click on **Browse Local Files** and select the banner image file you just created: once done, you will see it listed (example in the blue box below) in the Select Banner files section. Click **Submit**.



You (and your students!) can now see the banner in the course entry point. Should you need to make any changes, simply repeat the steps above but put a tick in **Delete this banner box** inside **Customisation** before clicking on Browse Local Files button to attach the amended file:



Congratulations, your Blackboard site now has its very own personalised course banner that you created! 😊