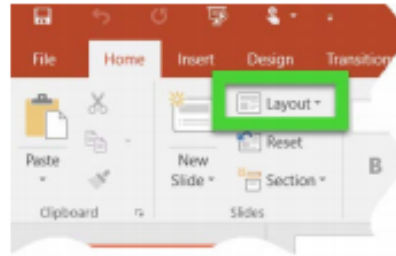


# Blackboard "How To's"

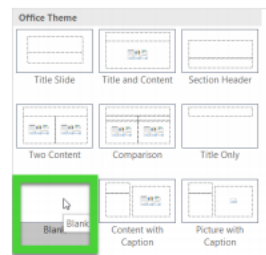
## Class Banner Using PowerPoint 2016

### To Create a Class Banner using PowerPoint 2016:

- Create a New PowerPoint Presentation.
- Change the Layout of your first (and only) slide by clicking on **Layout** in the Slides menu area of the **Home** tab.



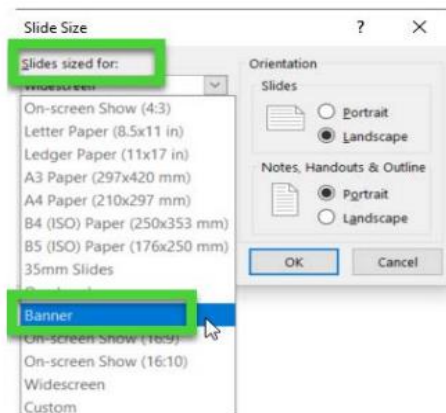
- Select **Blank** from the drop-down list.



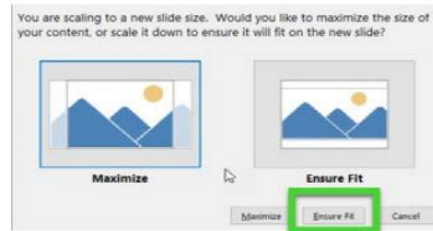
- Click on **Design Tab**, then **Slide Size**, and **Custom Slide Size**.



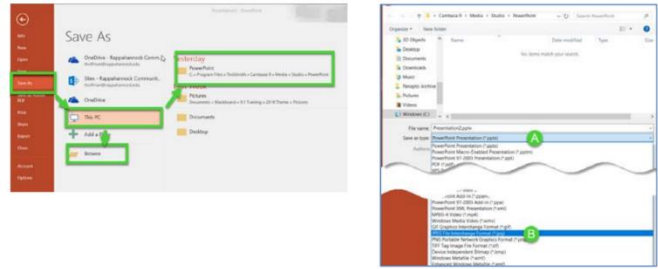
- Change **Slides sized for** to Banner.
- Change the **Width** to 8-inches and **height** to 1-inch.



- If asked to Maximize or Scale the Image to Fit, choose **Ensure Fit**.



- Design your banner by adding text and/or images appropriate to your class and audience.
- Save the banner as a PowerPoint presentation first so that you can edit the banner in the future.
- Then, save the banner as a **JPEG** file to import into Blackboard. Use the Save As Type drop down menu

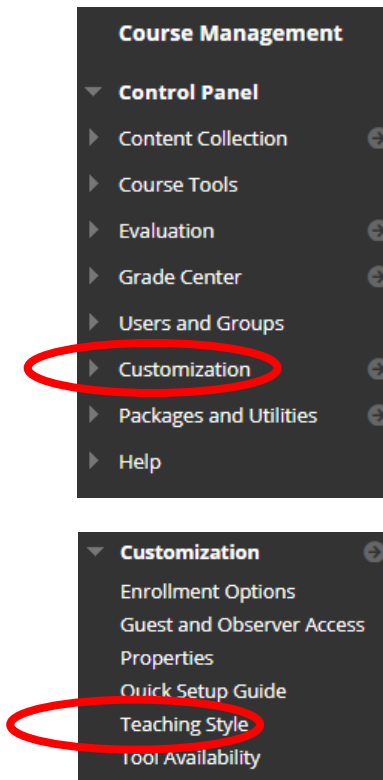


**To upload the banner, go to Blackboard, sign in, and click on your site.**

Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.

Edit Mode is: **ON**

Click on **Customization** on the left side under Course Management, then click on **Teaching Style**.



Scroll down to **Select Banner**. Click the **Browse** button to locate the PNG Canva banner you have created.

Attach File

Browse My Computer

Click **Submit**.

Cancel

Submit