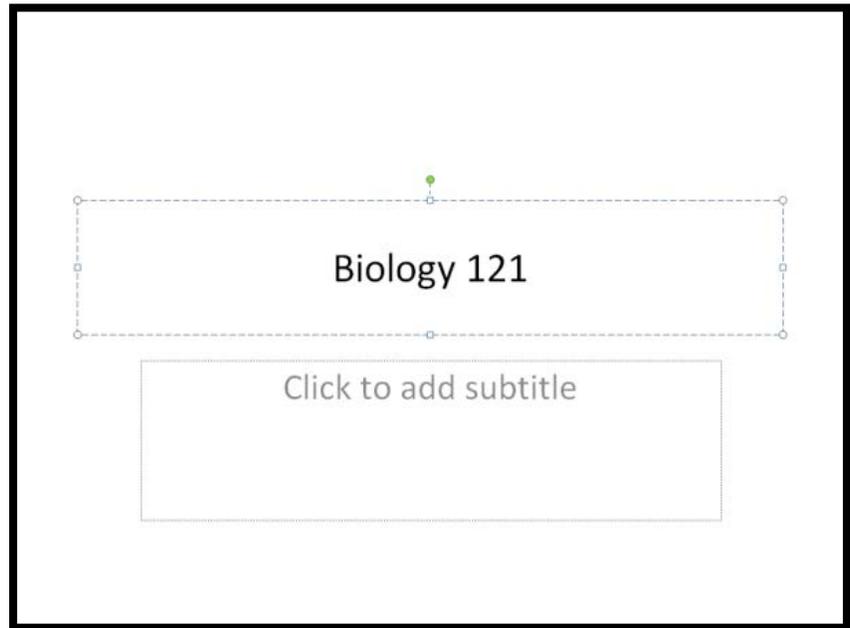


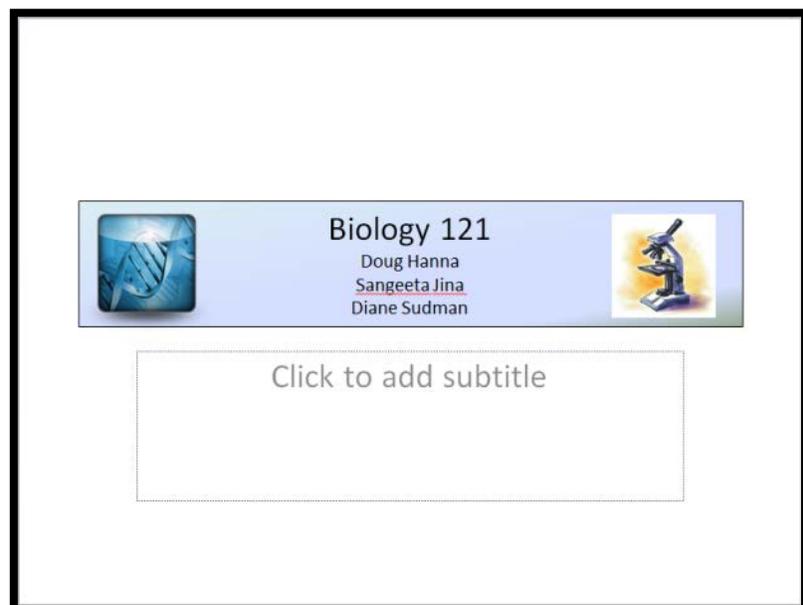
Creating a Banner in Blackboard Learn 9

Creating a banner in Blackboard 9 can be a simple and easy process. We suggest you use PowerPoint to create a simple banner. Below are the steps to create a banner.

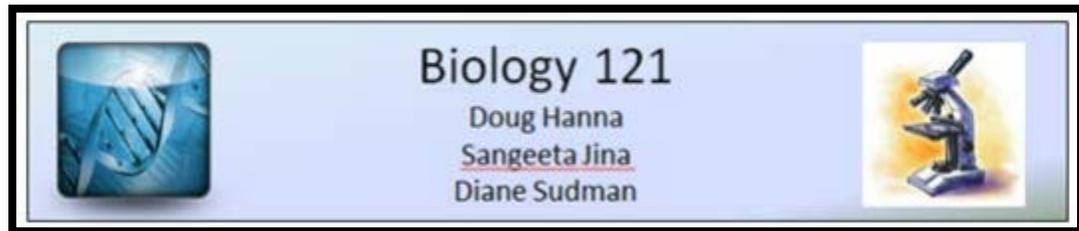
1. Open **PowerPoint**
2. Select the default text box to begin creating your banner. The initial size of the text box will be sufficient for a banner.



3. Enhance your banner by altering the size and color of your text, alter the background color, add an image, or add clip art.



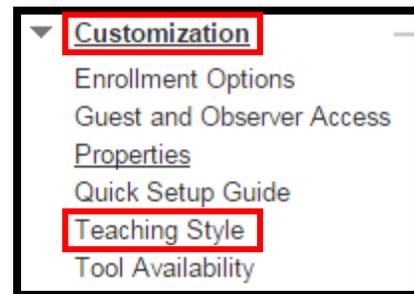
4. After you are happy with your banner, use a program on your computer called **“Snipping Tool”** to capture a screen shot image of your banner. The Snipping Tool is located under **Accessories -> Snipping Tool**. After starting the Snipping Tool drag the tool to capture the image of the banner. Click the **“Save”** icon to save your image to your computer. You’ll need to remember the name of the file and where you saved the image to load it into Blackboard 9.



Note: There are 2 ways to add a banner into Blackboard 9.

Banner on Entry Page

- a. Navigate to **Customization -> Teaching Style**
- b. Select your **Course Entry Point** for the course
- c. Scroll down to the **Select Banner** area
- d. Click the **Browse My Computer** for the file you created
- e. Press **Submit** at the bottom of the page



Your Banner will now appear at the top of your course entry page



