Edge Hill University

CREATING A BANNER FOR YOUR BLACKBOARD COURSE

USING POWERPOINT 2016

Introduction

This guide will help you to create a banner for use in Blackboard.

There is no specific limit to the banner size. However, large banner sizes may require the viewer to use a scroll bar to see the whole image, depending on the size of their browser window and their screen resolution.

If you are using image manipulation software to prepare images to include in your banner, we recommend exporting images at 600 pixels wide by 100 pixels tall at a resolution of 72 pixels per inch.

Creating a banner.

Open a new PowerPoint presentation.if you do not want to start from scratch, you can download the PowerPoint Banner Template from eShare.

Click on the Design tab.
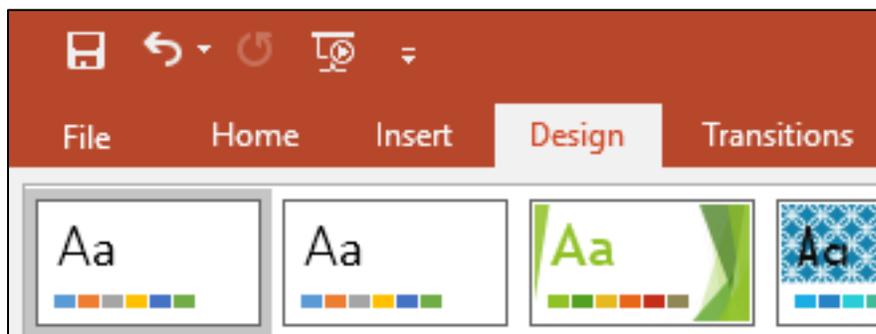
Choose an Office Theme for your banner or simply keep the default scheme.

Go to the 'Customize' section on the ribbon menu and click on the 'Slide Size' icon followed by 'Custom Slide Size...'

The 'Slide Size' dialogue box will appear.

If the measurements are not shown in the metric format, you can change the settings on your computer using the related Microsoft support page, or convert the sizes yourself.

Set Width to 16 cm, and Height to 4 cm. These are good standard dimensions for a Blackboard banner. Click 'OK'.
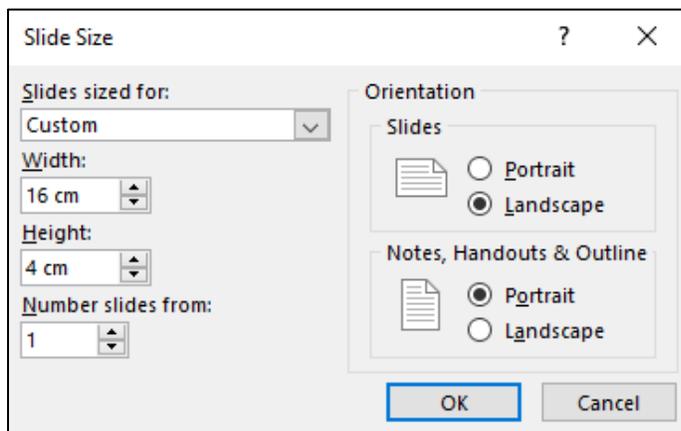
You can now add text and images, in the same way you would for a standard presentation.

Make sure all elements fit within the confines of the new slide dimensions, and adjust the text size to fit.
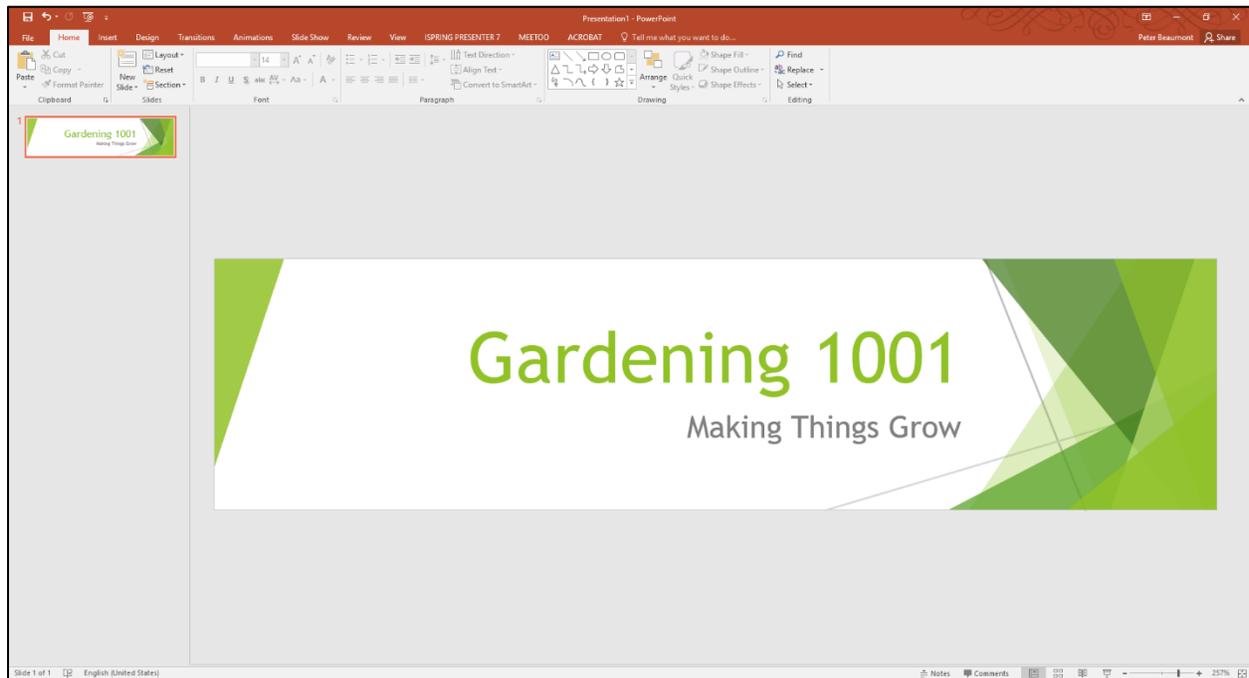
Saving a banner to your computer

When complete, save your banner to your computer as a JPEG or PNG image file.

To do this, click on 'File' at the top left of the screen and select 'Save As' from the menu. Click 'Browser'

Using the 'Save As' dialogue box. Select the location to save the image, the file name, and the file type. We recommend you save the image with a name that includes the module code. This will help you identify it later when adding into Blackboard.
Press 'Save'.

Finally, to save only the one slide you have been working on, select the 'Just This One' button from the dialogue box that appears.
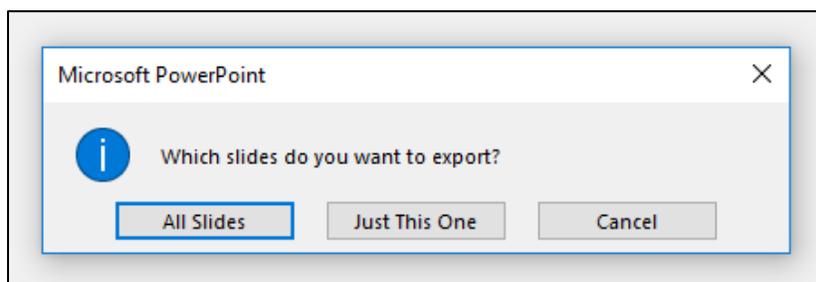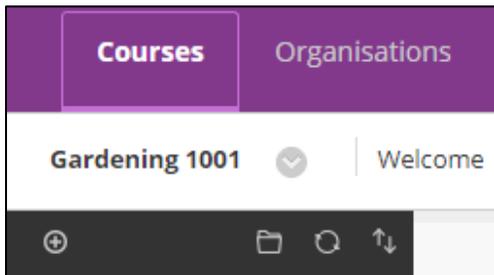
Adding a Banner to the Course Entry Point

It is common to place the banner on the course entry point. The 'Course Style Options' help page tells you how to select the course entry point, and then how to select a banner.

To view your banner, click on the course title.

This will take you to your course entry point.