



## Information Technology Department Quick Reference Guide

### Blackboard Course Banners: Using PowerPoint


#### Introduction

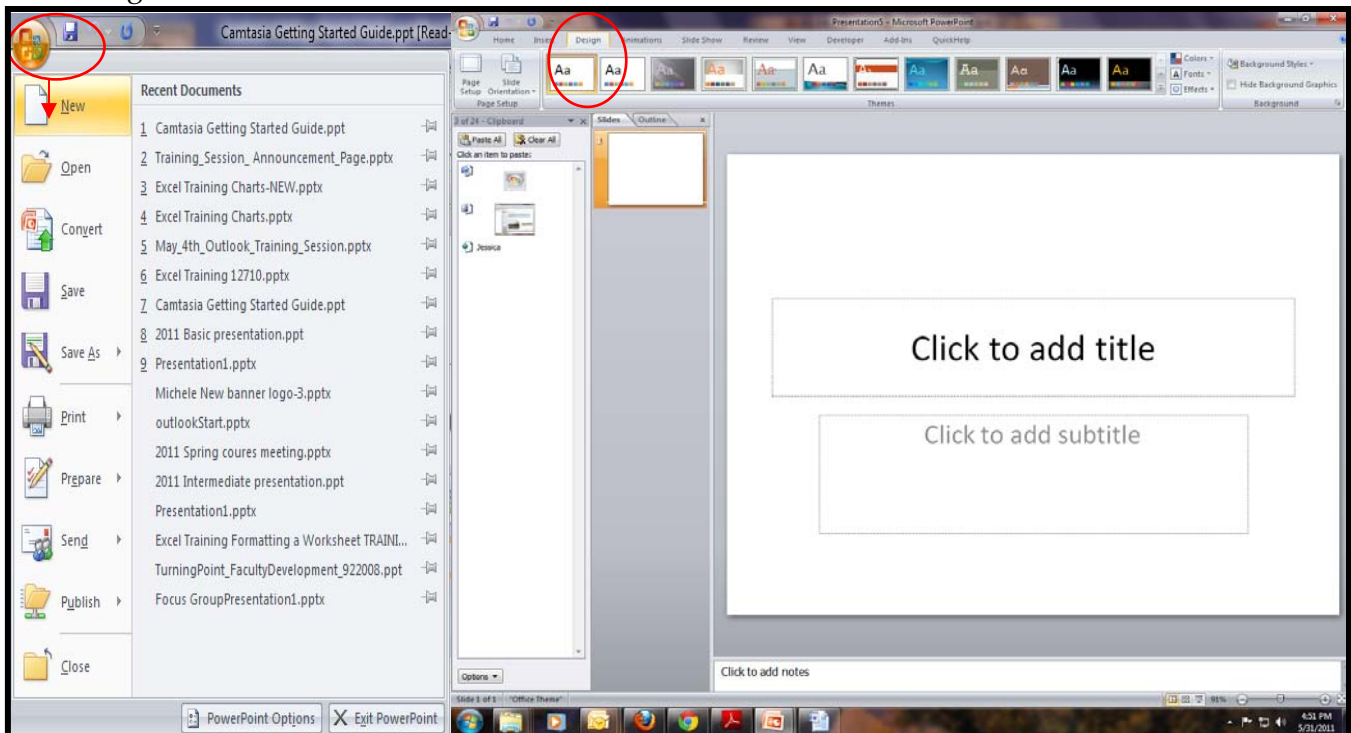
Your course shell has been set up with a generic banner which you can easily customize using PowerPoint.

#### Objective

Customizing a course banner in Blackboard using PowerPoint.

#### Step 1 –

Open PowerPoint, click on the office button  to create a new PowerPoint. On the new page click on the Design button.

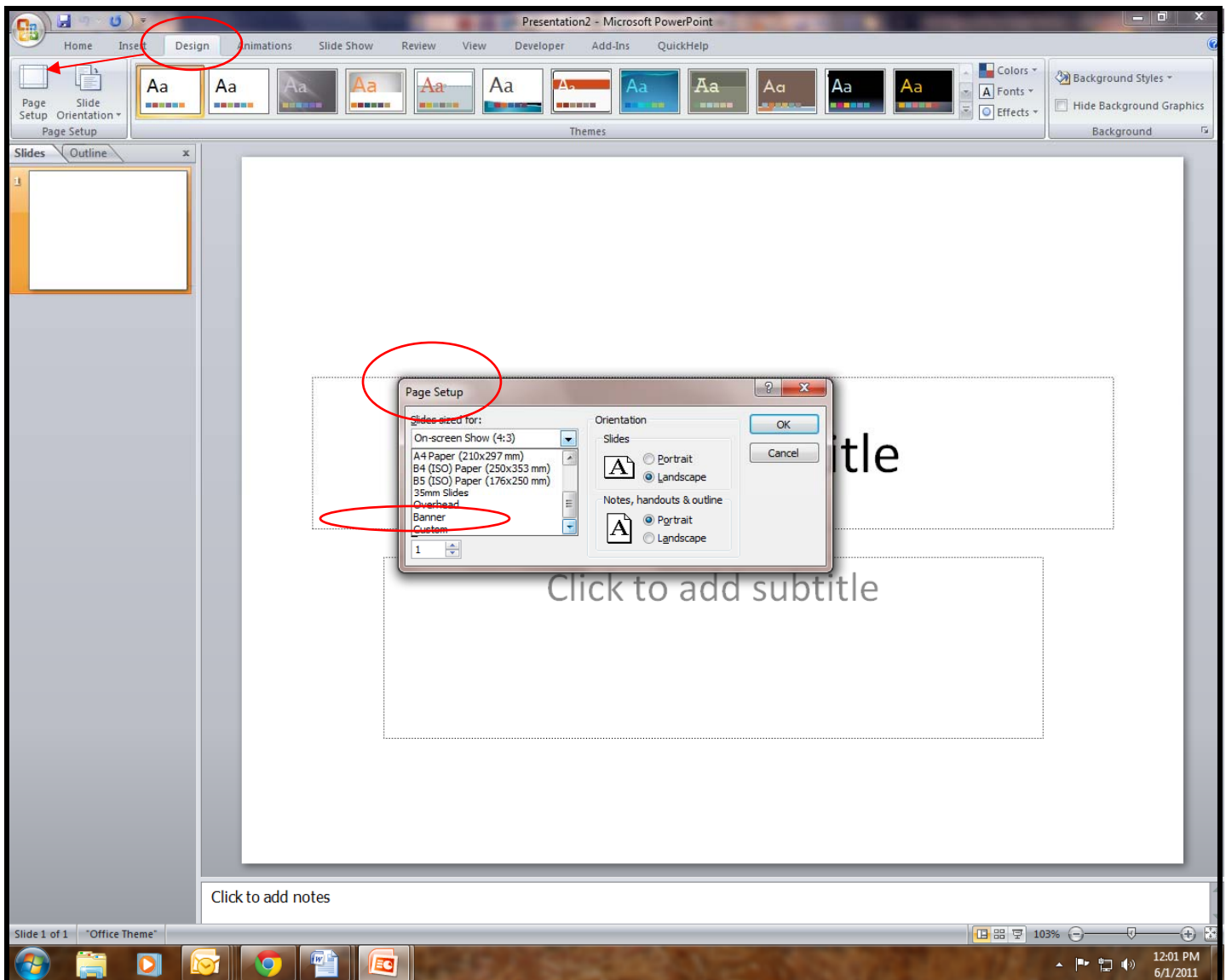


Revised: June 1, 2011



## Step 2 –

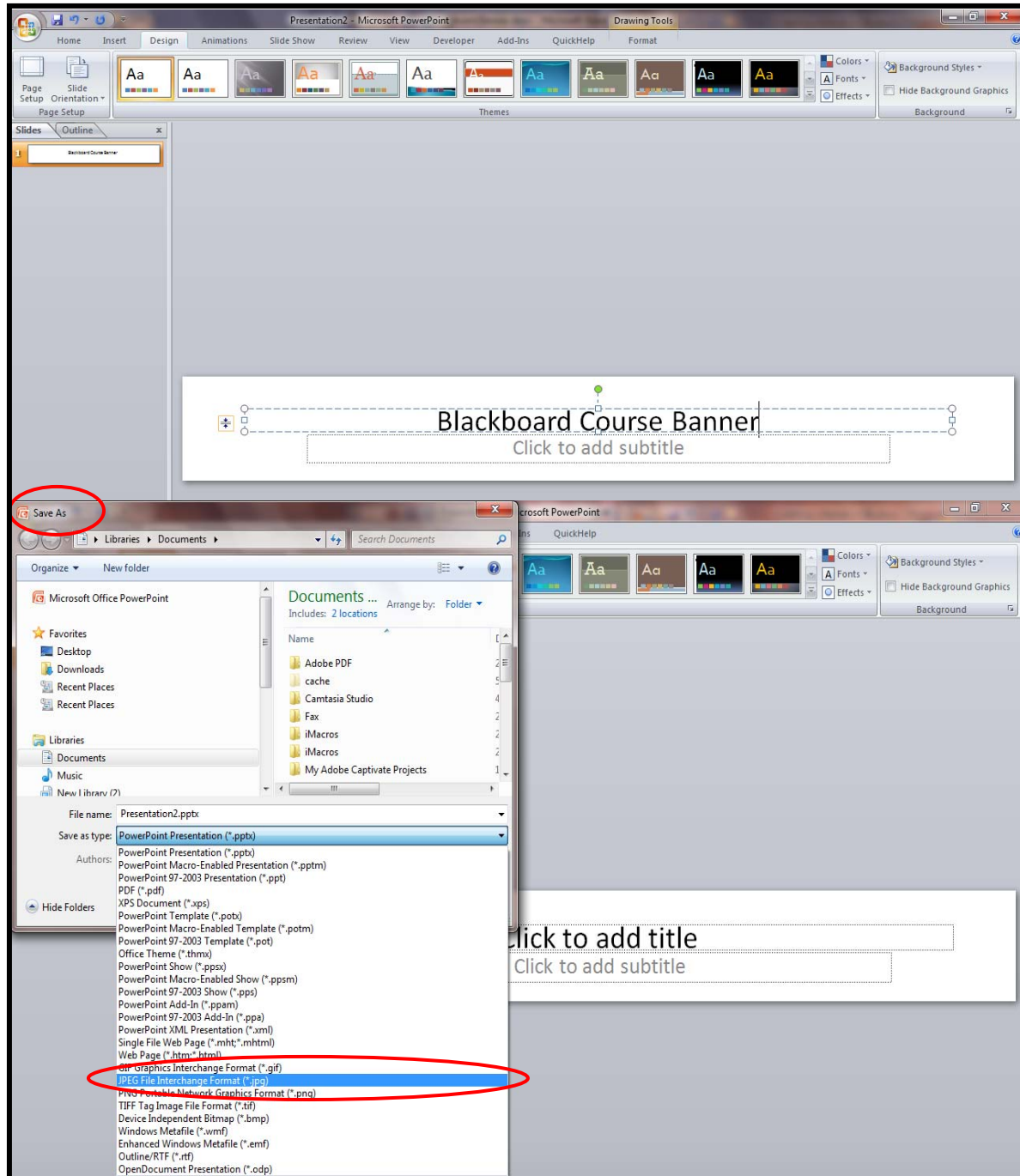
- On the Design button click on Page Setup
- On the drop down menu select Banner and click ok.





### Step 3 –

- Start designing your banner
- Once your banner has been designed save it as a jpg to upload to Blackboard.





## Get more help...

If you need additional assistance, you can:

1. Visit the Microsoft Word support website at <http://office.microsoft.com/en-us/word-help/>.
2. Submit an IT Department Service Desk request at <http://servicedesk.tu.edu>
3. Call the IT Department Service Desk at 707 638-5424 or extension 85424 from any campus phone.
4. Email the IT Department Service Desk at [servicedesk@tu.edu](mailto:servicedesk@tu.edu).