



OBJECTIVE: Customize your Blackboard lab space by uploading a Banner to display on the home page.

PROCESS: Each TA can upload their Banner independently or reach out to the CTL for assistance (ctl@uvm.edu).

STEPS TO FOLLOW:

1. Select an image - *some images work better than others, as the Banner image needs to be short and wide:*
 - a. Download one of the preformatted images on the CTL website at <https://www.uvm.edu/ctl/blackboard/banners>
 - b. Take a picture using a digital camera or smart view (panoramic pictures work well!)
 - c. Download a picture from a free stock photo site such as <https://stocksnap.io/> or <https://unsplash.com/>
2. If you are using an image from the CTL website and do not want to add text, you can upload it to your Blackboard space (see Step 4 below).
3. If you are using an image not downloaded from the CTL website (i.e., your own picture or from one of the free stock photo websites) and/or you wish to add text to your image, edit on <http://www.befunky.com/>. Follow the explicit instructions in the video in the middle of the Banners How-To page: <https://www.uvm.edu/ctl/blackboard/banners>
4. Upload your Banner image to Blackboard
 - Make sure Edit Mode is turned on by clicking the toggle button at the top right side of the Blackboard site
 - In the Control Panel on the bottom left of the page (in the black sidebar), click on "Customization," then click "Teaching Style"
 - Scroll to "Select Banner"
 - Click "Browse My Computer," choose the banner image, and then click "Submit"

If you get stuck or run into a problem, don't stress; the CTL staff will assist you!