

Customize your Blackboard Content

This tutorial will describe four ways you can customize your Blackboard course:

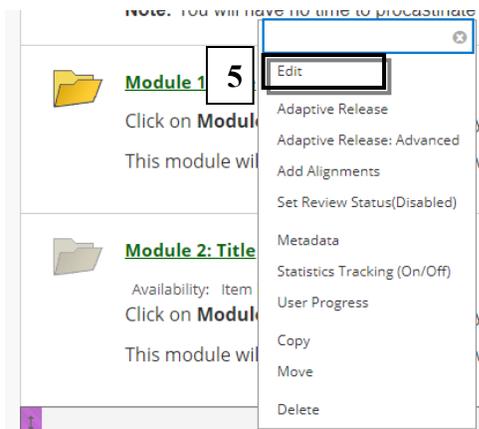
- Add an image to course content using the content editor
- Customize the course menu
- Change your course landing page
- Add a banner image to your course landing page.

Add an image to course content

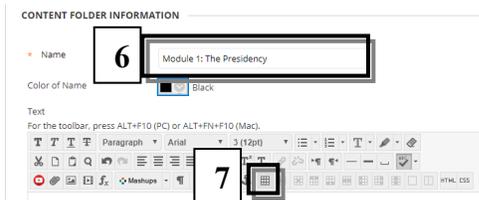
Course content includes documents, presentations, images, or text. In this tutorial, you will add an image to enhance the narrative of the content area or folder. For example, you are presenting a module on the presidency, you can add an image to the folder that will enhance the topic and make the content more engaging.



1. With the *Edit Mode ON*
2. Click a **content link** such as *Modules* or *Weekly Lessons*
3. Select a **Module #** or **Week #** folder



4. When the module or weekly folder opens you will see an additional set of module or weekly folders. Click the **edit** button next to the folder
5. Choose **Edit**



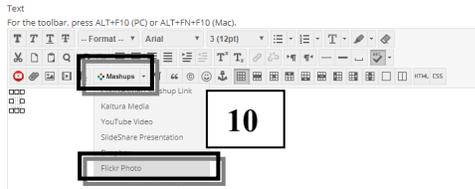
6. Change the *name* of the **module** if necessary
7. Click the **add table** icon



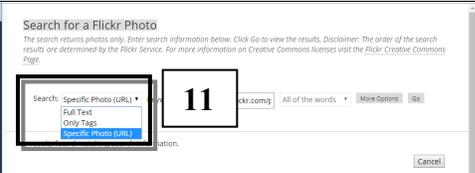
8. The *Insert table menu* opens. Change the settings to **2 columns** and **1 row**



9. The table appears on the left side of the text window. Click *inside* the **left cell** of the table to select it



10. Click the **drop-down menu** next to *mashups*, and choose **Flickr Photo**



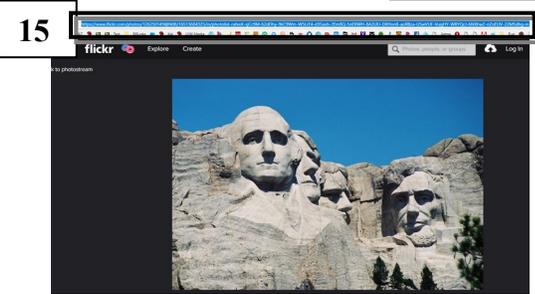
11. Under *Search* choose **Specific Photo (URL)** from the drop-down list



12. Go to www.flickr.com



13. Click in the **search window** to describe the type of photo that you will need. In this case, use *Mount Rushmore*
14. Choose a photo and *click on it* to open in webpage location



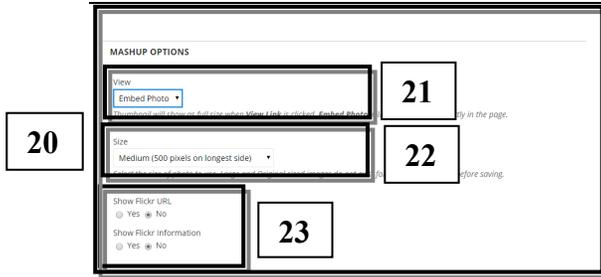
15. The web page opens, copy the photo's **URL**



16. Re open the *Search for a Flickr Photo* menu
17. Under *Keywords*, **paste the URL**
18. Click **GO** 



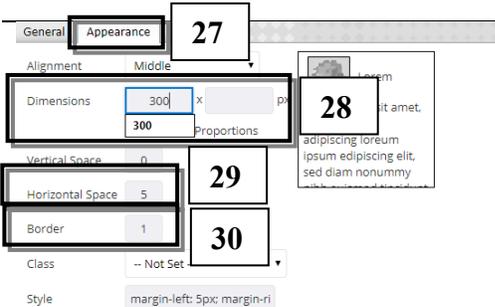
19. The *Search Results* page opens. Choose the image by clicking **Select**



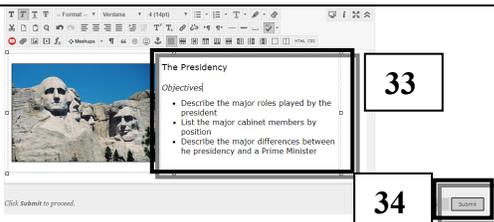
20. The *Mashup Options* menu opens
21. Choose a **View** (*embed offers a cleaner and better image*)
22. Select a **Size** (*medium is default and works best*)
23. Choose **Flickr settings** (*select No for both settings*)
24. Click **Submit**



25. Now that the image is in place, right-click the image and choose **Image**



26. The Image Editor opens
27. Click the **Appearance** tab
28. Set the **width dimensions** (*250-300 work best*)
29. Set **horizontal space** (*5 works best*)
30. Add a **border** if you like (*1 or 2 works best*)
31. Click **Update**



32. You can delete the text around the image
33. Add *objectives* and other information
34. Click **Submit**



35. This is the final result

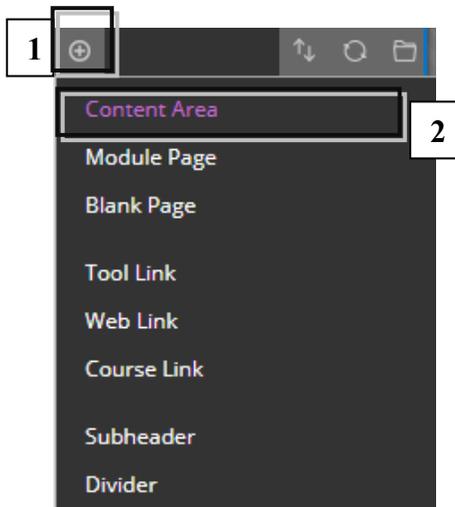
Edit the Course Menu

Menu Links

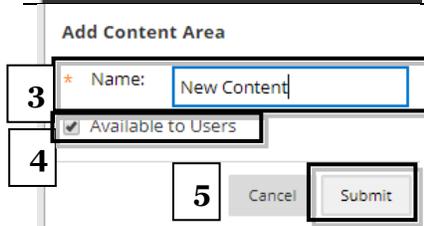
- **Content Links:** Organize course materials. There are several Content Area options (Modules, Weekly Lessons, Syllabus and Outline), already on the menu. However, instructors can add or rename content links to suit their needs.
- **Module Page:** Individual modules including can be tools, grades, alerts, and tasks.

- **Web Link:** Creates a link to a URL to provide quick access to a resource on the internet. The link will open within the Blackboard page, or in a new window.
- **Course Links:** Directly link a course menu item to a specific content area or course tool. For example, the instructor can create a direct link to an assignment.
- **Tool Links:** Add commonly used course tools (i.e. discussions, blogs, wikis, etc.) to the course menu for easy access.
- **A Divider:** Line that visually divides the course menu to help users find information quickly. After you create it, you can move it to the appropriate position.

Add a Course Menu Link



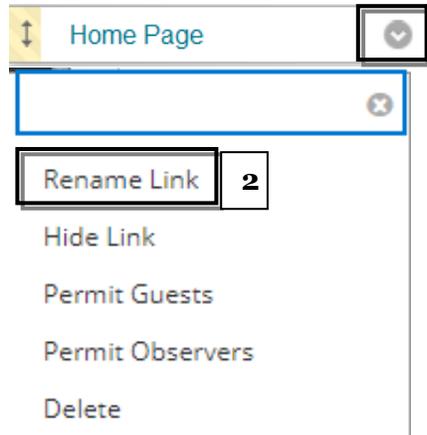
1. With the *Edit Mode ON*, Edit Mode is ON click the **Create Button**  on the Course Menu
2. Choose a link from the dropdown list. In this case, choose **Create Content Area**



3. The **Add Content Area Window** opens. Name the **Content Area**
4. Click the **Available to Users checkbox**. The content will appear on the content menu. This box can be left unchecked until the instructor is ready to use the link
5. Click **Submit**

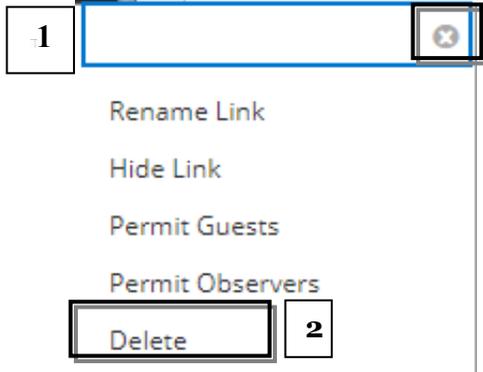
Rename and Delete Menu Links

Rename Course Menu Links



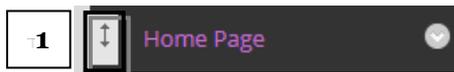
1. With the *Edit Mode ON*, choose a link, and click the *Action Button*  to show the Edit Menu
2. Choose **Rename Link**

Delete Course Menu Links



1. With the *Edit Mode ON*, choose a link, and click the **Action Button**  to show the **Edit Menu**
2. Choose **Delete**
3. Click **Delete** on the *are you sure?* menu
4. Click **Delete** on the *action is permanent* menu

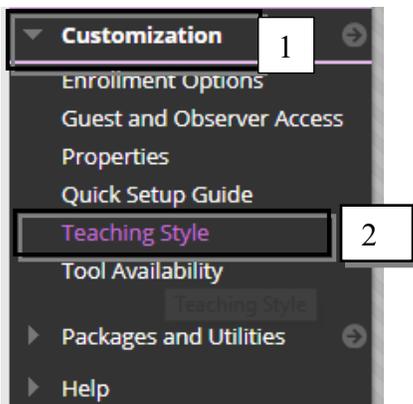
Reorder the Course Menu



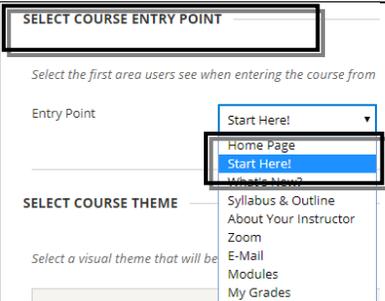
1. With the *Edit Mode ON*, choose a Course Menu item by clicking the **Drag and Drop icon** 
2. Drag the item to the desired location, and release

Change Course Landing Page

The landing page is the page that opens when a student opens their Blackboard course. By default, the page opens on the Announcement Page (*Home*). This is easily changed.



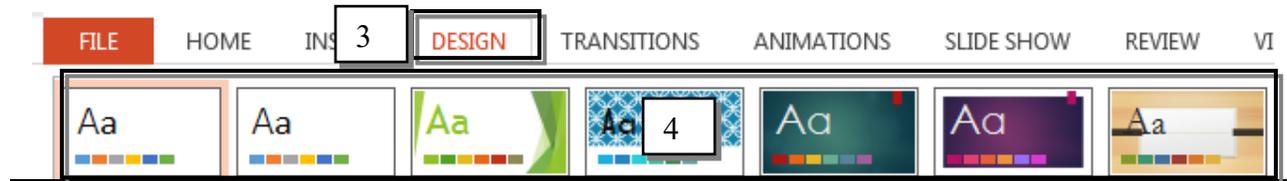
1. In the *Control Panel*, click **Customization**
2. Click **Teaching Style**



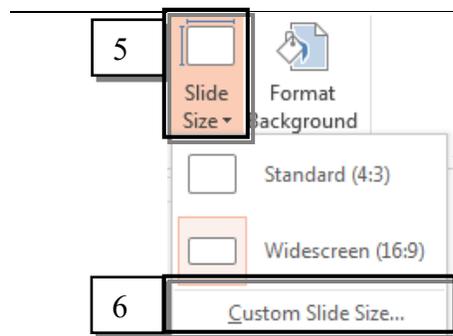
3. Scroll down to **Select Course Entry Point**
4. Select *a page* from the **Entry Point** list
5. Click **Submit**

Create a Page Banner with PowerPoint

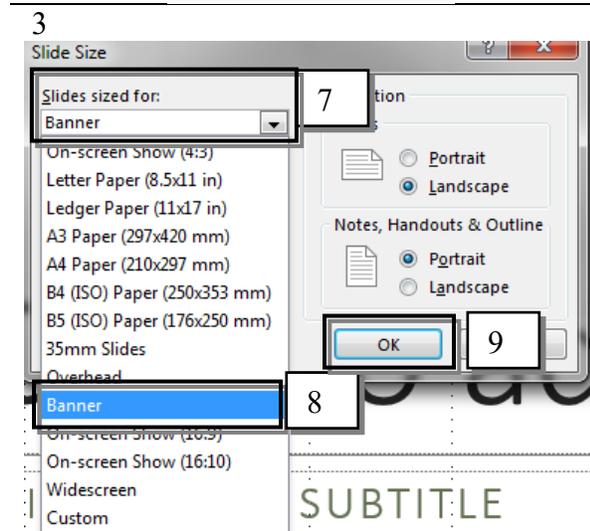
A page banner will personalize your course. It can easily be created using PowerPoint. Note that these instructions were created using PowerPoint 2013, but will apply to older versions.



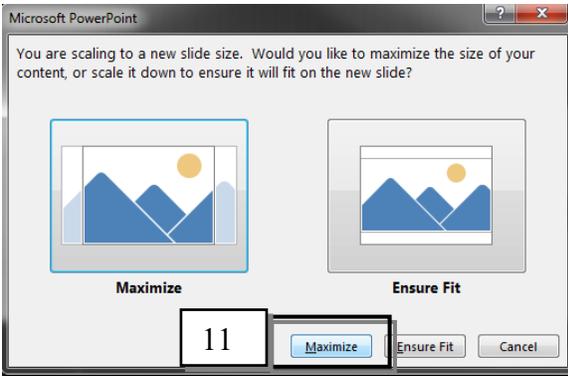
1. Open **PowerPoint**.
2. Click **Blank Presentation**
3. Click the **DESIGN** tab to review the design templates
4. Choose a **Design Theme** for the title slide.



5. On the design tab, choose **Slide Size**
6. Click **Custom Slide Size**



7. Click the **drop down** on the *Slides sized for:* menu
8. Scroll down and choose **Banner**
9. Click **OK**



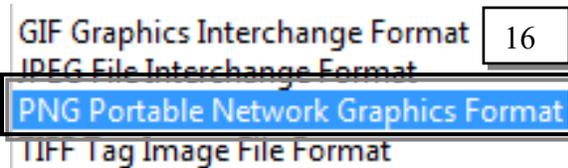
- 10. A new menu opens
- 11. Click **Maximize**



- 12. On the newly created slide, locate the text box labeled **Click here to add title** and type the **course** and **instructor names** in each text box

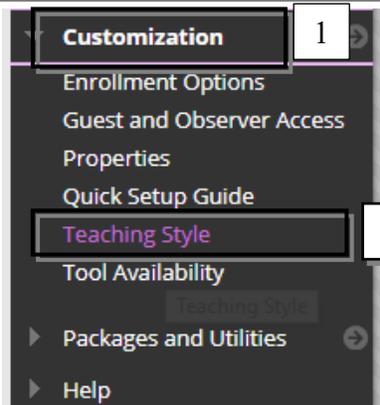


- 13. Locate the **Variants** menu and click the drop down  to change the **colors, font, or background style**
- 14. When you are pleased with your banner, click **File** 
- 15. Click **Save As** 

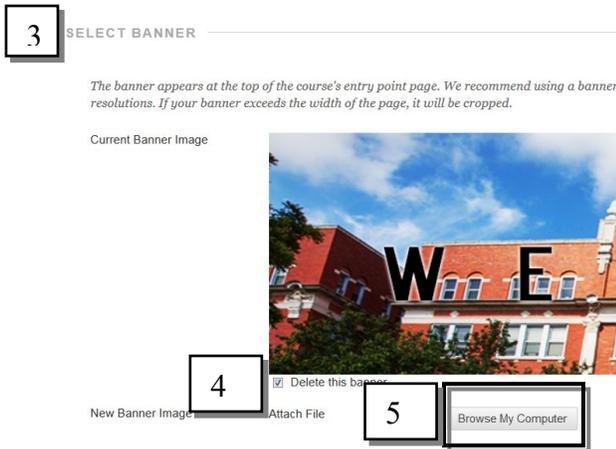


- 16. In the **Save as File Type** menu, choose **PNG, GIF, JPEG, or TIFF**, and then **Save** the image to the desktop (PNG is Best)

Add the Page Banner to a Course



1. In the *Control Panel*, click **Customization**
2. Click **Teaching Style**



3. Scroll Down to the **SELECT BANNER** Section
4. If there is an existing banner, check the **Delete this Banner** box
5. Click **Browse my Computer** to locate and attach the new banner
6. Click **Submit**



7. Click **Homepage** on the course menu to ensure that the banner has attached