How to setup Blackboard banners

You can add in a new banner into your Blackboard site or course copy the banner from an existing site.

Steps to course copy a banner

1. Go to Control Panel > Packages and Utilities > Course Copy
   Under ‘Section 2. Select Copy Options’, click on Browse.

2. Type in Course ID or Name/Description and select the relevant radio button that goes with it. Then click Search.

3. Select the Study Period you wish to do the course copy follow by clicking on Submit.

4. Select Banner Image under ‘Settings’ to copy the banner. Then, click Submit.

5. After the course copy has completed, go into the destination Blackboard site to check if the banner has been copied over by clicking under Control Panel > Customization > Teaching Style,

6. The banner image should be appearing under ‘Section 6. Select Banner’.

Step to add a banner

1. Go straight to Control Panel > Customization > Teaching Style, under ‘Section 6. Select Banner’, click Browse My Computer to attach a new Banner image. Then click Submit.