Customizing Your Blackboard Course

**Adding a Course Banner**
A course banner is Blackboard’s name for an image that appears at the top of the Announcements Page, which is the first page students see in your course. Blackboard will accept any web-based image type (files with extensions .gif, .jpg, .png, etc.).

To add a Course Banner to your course (see example below):
- Under the Control Panel, go to **Customization → Style**.
- Under **Select Banner**, use the **Browse My Computer** button to upload a new banner to your course. **Note:** Large Banners may make it difficult to see announcements.

![Customized Banner on Course Announcements Page](image)

To remove an existing banner, go to **Customization → Style** and click on **Delete this banner** under the picture of the banner.

**Changing Course Menu**
It is possible to customize the menu (that shows on the left) of your course. Blackboard calls these buttons the “Course Menu.” You can rename, hide, remove, or add new buttons to your Course Menu. You can even change the button style and color. Changing the button color might help to distinguish sections if you teach multiple sections of the same course.
Renaming Course Menu Buttons
To rename a navigation area, do the following:
1. Click on the chevron next to the item you want to rename and select Rename Link.
2. Type in a new name for the item.
3. Click on the green check mark.

Hiding Unwanted Course Menu Buttons
If you want to make a content area unavailable to students, click on the chevron next to the item you want to hide and select Hide Link. The link is still available to you, but cannot be seen by students. Content areas that are unavailable to students have a small grey box next to them.

Adding new Menu Buttons
To add a new menu item or button, click on the red button with the white plus sign above your course menu:

Here are the choices in detail:

- **Content Area** is the same as in Blackboard 8: areas such as Course Documents or Course Information, where you can post files or folders of files.
- **Blank Pages** adds a single page of content as a clickable link in your Course Menu. Only text, images and files can be added to Blank Pages; Course Tools and Assessments should be added through a Content Area or a Tool Link.
- **Tool Link** links to tools, including class blogs, wikis, etc.
- **Course Link** creates an area in your course where students can access a specific course item. For example, if you post your syllabus under “Course Information,” you can link to it from your Course Menu by adding a Course Link.
- **External Link** pages make it easy to add links to Internet Web sites.
- **Module Pages** are customizable “alert” areas that allow students to see grades, alerts, and tasks in a dashboard layout. All new Blackboard courses have a module page called Alerts and Notifications. Instructors and students may add further modules to this page.
- **Subheaders and Dividers** allow you to add headings & divider lines.
The steps for adding a button are much the same for each type of button:

1. Select button type you wish to add.
2. Fill in a name for the button.
3. Some button types may ask you to select additional information (such as which tool to use for a Tool Link or a URL for an External Link).
4. Select “Available to Users”. This allows students to see it.
5. Click Submit. You will now have a new button on your Course Menu.
6. Click on the double arrow to the left of the button name to move the button to where you would like it in the menu.

If you created a new Content Area, you are ready to add files/content to it. If it is a new tool, clicking on the button should point link directly to the tool.

**Changing Button Style – Text (default) or Image**

You can also change the style of your Course Menu buttons. To change button style:

- Go to the Control Panel.
- Under Customization, select Style.
- Select the button type you wish to use: text or buttons.

If you elect to use buttons, you can change the color and style of buttons.

- Under Select Menu Style, select Buttons to open the Button Library.
- Use the drop-down menus to search for the type of button you would like.
- Click on a button to select it.

![Button Library](image)

**Selecting the Style of the Default image buttons**

If you elect to use text buttons, you must change the text color and background:

- Under Select Menu Style, select Text.
- Click on the chevrons next to Background Color and Text Color to open color options.
- Click on the desired color.
- Click Apply to finish.
As an FYI, the white color in the picker doesn’t appear to be white on the palette because the default white is actually slightly grey (see illustration).

Selecting the color white on the Color Picker

Adding a Faculty Profile Picture

Blackboard will accept any web-based image type (files with extensions .gif, .jpg, .png, etc.). To add a picture of yourself to your Instructor Information area:

- Click on Instructor Information in your course menu.
- Click on Create Contact if you have not already done so. To edit an existing profile, click on the chevron next to the instructor name and select Edit.
- Complete the information (only email is required).
- Scroll down to Options.
  o Select to make profile available.
  o Use the Browse button to locate the image/picture file on your computer. It must be a jpeg, png, or gif file format.
  o Image size should be approximately 150 x 150 pixels. Images are resized to fit 150 x 150 pixels, so images that are not this size may appear distorted.
  o Add a website address (URL) to a personal website if you wish.
  o Click Submit.

Hiding Old Courses in My Blackboard

You may want to hide older versions of courses so you don’t mix them up with the current term. Here’s how to hide them, but still retain access to them when needed:

- Log into Blackboard. You are now on your Blackboard Home Page.
- Click on the tiny gear icon next to the module that says “My Courses.”
- Deselect the **Course Name** box next to any courses you don't want to see when you log into Blackboard. Be sure to deselect **Course ID** and all other boxes associated with the course, as well. Reselect them if you need access to them again.
- Click **Submit**.
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