

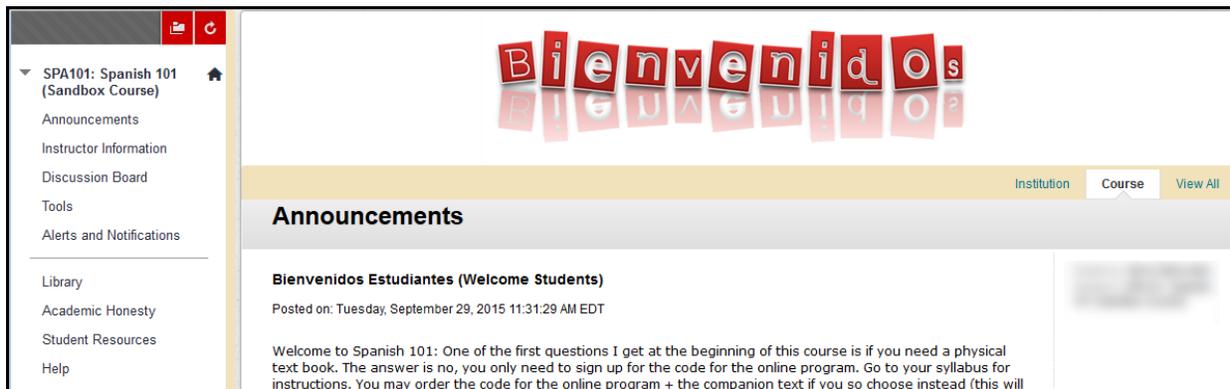
### Customizing Your Blackboard Course

#### 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.). Blackboard does not resize images to fit, i.e., you must edit your image for the best fit before you upload it.

To add a Course Banner to your course (see example below):

- Under the Control Panel, go to **Customization** → **Teaching 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 Appearing on the Course Announcements Page

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

#### Changing the Course Menu

It is possible to customize the list of items that show on the left of your course. Blackboard calls these items the 'Course Menu'. You can rename, hide, remove, or add new items to your Course Menu. You can even change the item style and color. Changing the Course Menu color might help to distinguish sections if you teach multiple sections of the same course.

#### Renaming Course Menu Items

To rename a Course Menu item, do the following:

1. Point to the item with your cursor, then click on the arrow that appears to the right of the item and select **Rename Link**.
2. Type in a new name for the item.
3. Click on the green check mark to save the change.

## Hiding Unwanted Course Menu Items

To hide a Course Menu item from students, do the following:

1. Point to the item with your cursor, then click on the arrow that appears to the right of the item and select **Hide Link**.
2. Notice that hidden menu items, 'Quizzes' in this case show an icon to indicate it is hidden:

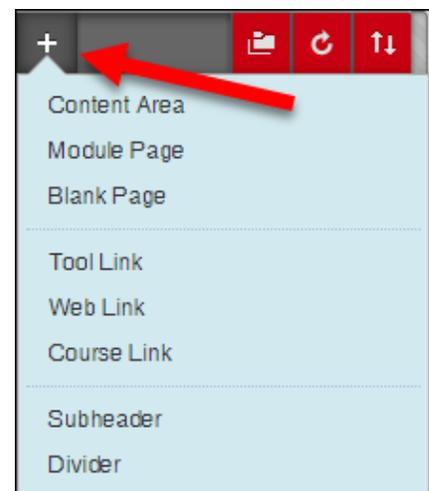


Hidden Link/Button

## Adding new Menu Buttons

To add a new menu item or button, click on the white plus sign above your course menu, then select what type of menu item to add. The steps for adding Course Menu items are much the same for each type of item:

1. Click the plus sign at the top of the menu.
2. Select type of item you wish to add.
3. Fill in a name.
4. 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).
5. Select **Available to Users**. This allows students to see it.
6. Click **Submit**. You will now have a new button on your Course Menu.
7. To rearrange menu items, point to the item and click and hold the double-sided arrow to the left of the item name to move it.



Click the + sign, then choose what type of menu item to add.

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 link directly to the tool.

The types of menu items are as follows:

- **Content Area** items are the top-level course areas. They hold your course materials. Typically, courses contain multiple content areas such as Course Information, Course Documents, and Assignments. After you create a content area, you add content to it with online lectures, multimedia, tests, and communication tools, for instance.

- **Module Page** items (not to be confused with Learning Modules) are customizable “alert” areas that allow students to see grades, alerts, and tasks in a dashboard layout. All new Blackboard courses have a default module page called *Alerts and Notifications*. Instructors and students may add further modules to this page. Module Pages are unique to each user.
- **Blank Page** items add a single page of content as a clickable link in your Course Menu. Only text, images and files can be added to Blank Pages.
- **Tool Link** items are links to tools, such as My Grades, Blogs, Wikis, etc.
- **Web Link** pages make it easy to add links to Internet Web sites.
- **Course Link** items create 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.
- **Subheaders and Dividers** allow you to add headings and divider lines to make your Course Menu clear.

## ***Changing the Course Menu Style***

To change the style of your Course Menu:

- From **Control Panel**, click **Customization** and select **Teaching Style**.
- Scroll down to **Select Menu Style**.
- Next to *Style*, select **Text** or **Buttons**.

If you choose **Buttons** (see image below):

- Click the tiny plus sign to the left of *Button Library* to reveal all the choices, and then click on the style of button you wish to use.
- Check the preview as you make style choices. Note that not all button styles with their default text colors are good choices as some are more legible than others.
- Click Submit to make the change.

### 3. Select Menu Style

Preview

▼ Preparing to Teach Online  
- Fall 2013 (FCLD-36-DEPT-X)

Menu Item 1

Menu Item 2

Menu Item 3

Style

Text  Buttons

Button Library

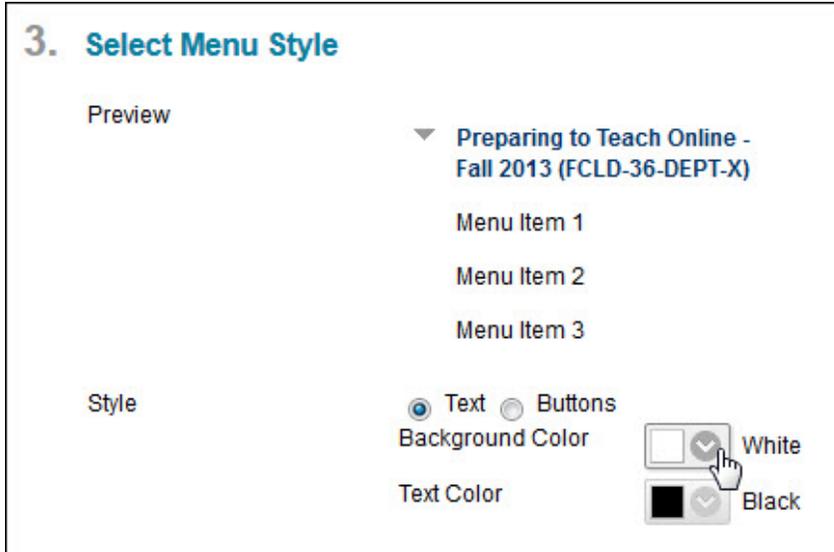
Button Type Pattern Button Shape Rounded Corners Button Color Search

Alligator	Amethyst
<b>Aquarium</b>	Aquarium Brown
Aquarium Blue	Aquarium Green

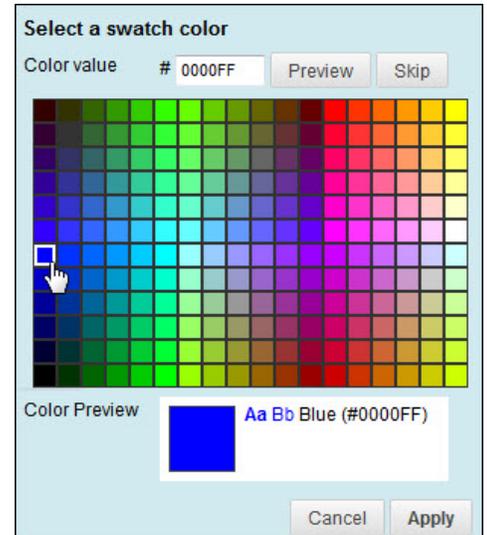
Selecting the Style of the Default image buttons

If you choose **Text** (see image below):

- Click on the arrows next to *Background Color* and *Text Color* to open color options.
- Click on the desired color.
- Click **Apply** to finish.

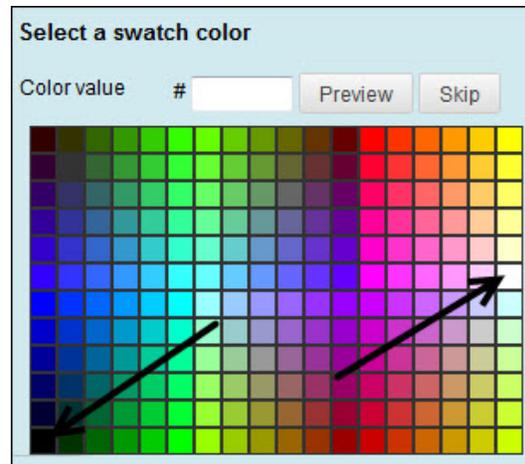


Changing the Background Color of the Course Menu



Choosing a Blue Color

As an FYI, the colors black or white may not be readily apparent from the color picker. Note the color positions for each in the image on the right.



Finding the Colors Black or White on the Color Picker

## Adding a Faculty Profile Picture

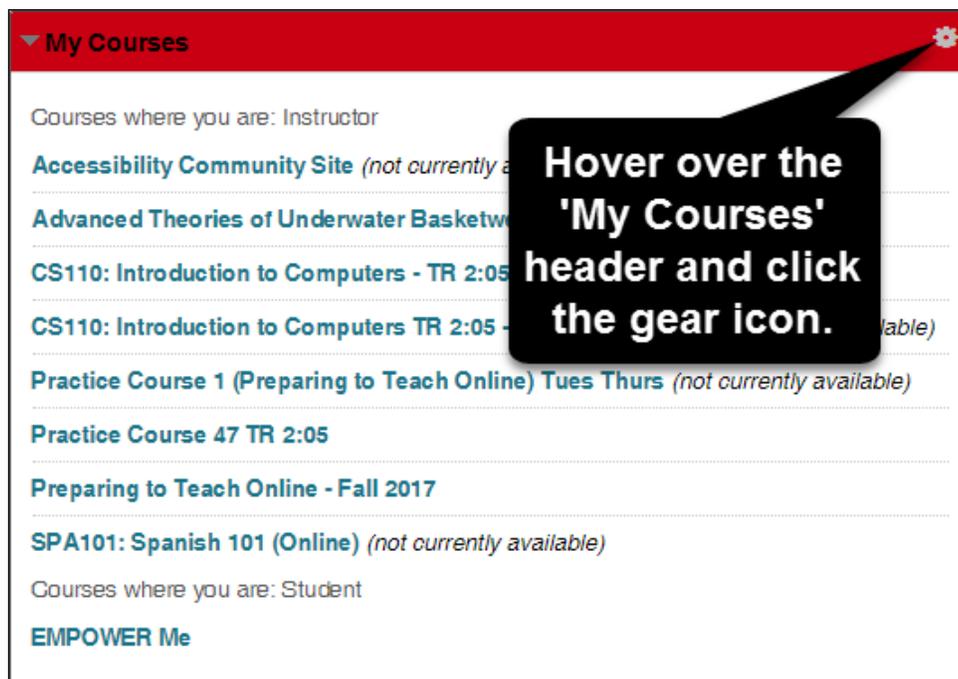
Blackboard will accept any web-based image type (files with extensions .gif, .jpg, .png, etc.). To add a picture of yourself to your Instructor Information area:

- Click **Instructor Information** on your Course Menu.
- Click on **Create Contact**.
- Complete the information (only email is required).
- Scroll down to *Options*.
  - Select to make profile available.
  - Use the **Browse** button to locate the image/picture file on your computer. It must be a jpeg, png, or gif file format.
  - 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.
  - Add a website address (URL) to a personal website if you wish.
  - Click **Submit**.

## Hiding Old Courses on the My Courses Module

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**.
- Point to the module named **My Courses**. Click on the gear icon that appears to the right.



**Gear Icon in the "My Courses" Module**

- On the next screen, deselect every box associated with any courses you don't want to see when you log into Blackboard.
- Click **Submit**.

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## Getting Help with Technology at the University of Hartford

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### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

**Phone:** (860) 768-4661      **Email:** [fclد@hartford.edu](mailto:fclد@hartford.edu)

**Website:** <http://www.hartford.edu/fclد>

### **Student Blackboard Support**

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

**Phone:** (860) 768-4636      **Email:** [bbsupport@hartford.edu](mailto:bbsupport@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Information Technology Services (ITS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** (860) 768-4357      **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**Website:** <http://hartford.edu/ots>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** (860) 768-4357      **Website:** <http://www.hartford.edu/mts>