



Distribution

## Upload a Banner on BB 9.1

- Home Page Add Course Module My A ve been posted in the last 7 day My Task To Do No tasks due What's Past Due w All Items (0 What's Due Actions a Select Date: 10/21/2011 COURSE MANAGEMENT Go 🖌 Today (0) Control Panel Nothing Due Toda No Notifical Course Tool Tomorrow (0) This Week (0) No Early Warnings port Card No Notifications There are no available grades Last Updated Oct 21, 2011 11:25 AM ð
- 1. Once you have accessed your course click on Style.

2. Scroll down. Under Select Banner click Browse My Computer

X My Institution	Courses	Community					
Staff Information Course Documents Discussion Board Course Links Assignment			Course (CGCC, BMP_Course_T (LGCC, BMP_Course_T ext) Monution 1 Monution 2 Monution 2				
COURSE MANAG	EMENT	Style	a Text © Buttons Background Color E Dark Weak Cyan Text Color E White				
Evaluation		2. Course Menu	lisplay				
- Users and Groups		Choose the default vie	r of the Course Manu				
<ul> <li>Customization</li> <li>Envilment Options</li> <li>Guest and Observer Ad Properties</li> <li>Style</li> </ul>	ccess	Default Menu View	<ul> <li>⊙ Folder View</li> <li>B: List View</li> <li>W Permit Both Views</li> </ul>				
Tool Availability Packages and Utilities		3. Default Content View					
		Changing the Default Content View affects new Content Areas only. To change the Default Content View for all new and existing Content Areas, select the box					
e Help		Content View	💮 Icon Only 💮 Text Only 🍙 Icon and Text				
			Apply this view to all existing content.				
		4. Select Course	Entry Point				
		Select the first page us	ers see when entering the Course from the list below				
		Entry Point	Home Page 💌				
		5. Select Banner					
		The banner appears a	the top of the course's entry point page.				
		Current Banner Image					
		New Banner Image	Attach File Browse My Computer				
			Browse My Computer				
		6. Submit					

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Organize - New fo	lder				85 • CB	
Favorites	Adobe Acrobat Document	2.20 KB	Adobe Acrobat Document	ABODE ACTOBAL DOCUMENT		
Desktop	B127_Left VNC Viewer Config File 560 bytes	bottles JPG File 15.5 KB	Calabrian-Olive-Oli-2 JPG File 54.5 KB	Caton Foundation flier(Original) Microsoft Word Document 19.7 KB		
Recent Places	Caton Foundation flier(Original) Adole Acrobat Document 157 KB	drupal-6.22 EArc ZIP Archive 1.20 MB	Email Confirmation modification Microsoft Word Document 15.3 KB	ENG_101_0763 Microsoft Word Document 34.4 KB		
Gine Libraries     Documents     Music	ENG_101_0768 Microsoft Word Document 53.5 KB	ENG_101_0942 Microsoft Word Document 47.1 KB	dra_virgin_olive_oil_1 JPG File 135 KB	favicon Icon 43 bytes		•
Pictures     Videos	Frontier 1 Site template EZArc ZIP Archive 38.1 MB	Adobe Acrobat Document	HTML (Updatel1-11-09) Microsoft Word 97 - 2003 Decum 230 KB	Microsoft PowerPoint Presentatio		
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🗣 Network	Adobe Fireworks PNG File 31.6 KB	JPG File 178 KB	Leadership Lessons from Dancing Guy Derek Sivers Internet Shortcut	LG_Bb9_test_banner5[1] PG File 114 10		
	GF File 313 KB	Adobe Fireworks PNG File 2.64 KB	Make Course Available BB 9.1 DONE Microsoft Word Document	Make Course Available BB 9.1 Microsoft Word Document 1.41 MB		
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File	name: LG_Bb9_test_banner5[1]				All Files (**)     Open Cance	-
	Entry Point	Home Page				_
	Select Banner					
	The banner appears at the top of the course's	entry point page.				
	Comment Restored					7—

3. Under My Desktop select your banner then click Open then Submit.

4. Your banner will bet set up on your **Home Page**.

My institution	Courses	Community						
127.0 Mb Crows Im Rose Ray Edition Co								
+LGCC BNA Com	p 74	<b>S</b> 1						
se_Test		LaGuardia Blackbo	pard 9 Test Course					
Home Page Content								
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Announcements		Home Page	6					
Syliabus Holp								
Course Information		Add Course Module	Customize Page *					
Staff Information			- Description					
Discussion Board		My Announcements	My Calendar • @ D					
Course Links		No Course Announcements have been posted in the last 7 days.	No calendar events have been posted for the next 7 days.					
Assignment		more amouncements.	more calendar events					
		My Tasks	To Do at a constant of the con					
COURSE MANAG	GEMENT	My Tasks:						
Control Panel		No tasko due.	What's Past Due Actions ¥					
Course Tools		more tasks.	# All Items (0)					
- Evaluation		Alerts	What's Due Actions v					
Grade Center     Lisers and Groups			Select Date: 10/21/2011 Go					
* Customization	1	Past Due Actions v	Nothing Due Today					
Envolvment Options Guest and Observar &		No Notifications	v Tomorrow (0)					
Properties		Early Warning System	* This Week (0)					
Tool Availability		No Early Warnings	Future (0)					
· Packages and		Activity Alerts	Last Updated. October 21, 2011 11:25 AM					
Help		No Notifications	Report Card					
			There are no available grades.					
		Last Updated. October 21, 2011 11:25 AB						

To view the Video Tutorial for this handout access the link below.

http://youtube.com/LAGCCISMD