

Add a Course Banner

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

You can add a course banner at the top of your entry page. If you do not have a banner already email a banner request to online@ufv.ca and save the image on your computer.

If you have used a banner for this course before, go to the old course shell Click Content Collection, Click on the Course CRN, find the banner image and download to your computer.

1. Go to Customization then Teaching Style
2. Scroll down to Select Banner and click Browse Local Files
3. Find and select the banner image on your computer.
4. Check if the Selected file is correct and click Submit.
5. The banner will now be on your course entry page.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

