

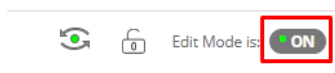
## Add a Course Banner

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](mailto:online@ufv.ca) and save the image on your computer.

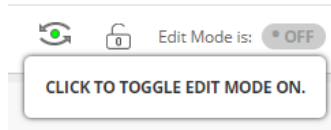
If you have used a banner for this course before, go to the old course shell Click Content Collection, Click on the Course CRN, find the banner image and download to your computer.

**Make sure edit mode is on  
(Top right of screen)  
Click to toggle.**

**Edit Mode is ON**



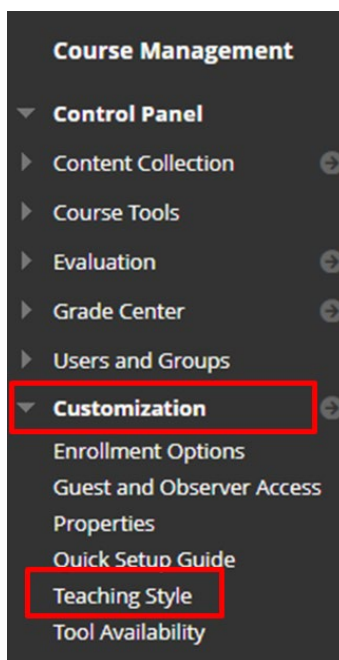
**Edit Mode is Off**



**Edit Mode is Off**



1. Go to Customization then Teaching Style



## 2. Scroll down to Select Banner and click Browse Local Files

### SELECT BANNER

*The banner appears at the top of the course's entry point page. We recommend using a banner approximately 480 pixels wide by 80 pixels high. If your banner exceeds the width of the page, it will be cropped.*

Current Banner Image

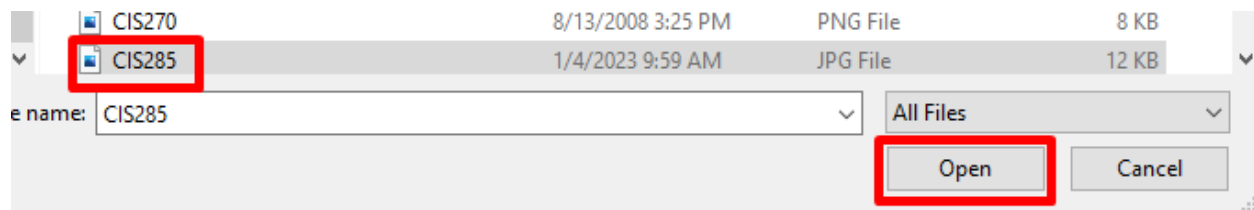
New Banner Image

Attach File

Browse Local Files

Banner Alt Text

## 3. Find and select the banner image on your computer.



## 4. Check if the Selected file is correct and click Submit.

**SELECT BANNER**

*The banner appears at the top of the course's entry point page. We recommend using a banner approximately 480 by 80 pixels because users resize browser windows and use monitors of varying sizes and resolutions. If your banner exceeds the width of the page, it will be cropped.*

Current Banner Image

New Banner Image

Attach File

Browse Local Files

Selected File

File Name

CIS285.jpg

Do not attach

Banner Alt Text

CIS 285

Click **Submit** to proceed.

Cancel **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](mailto:asktlc@ufv.ca)

