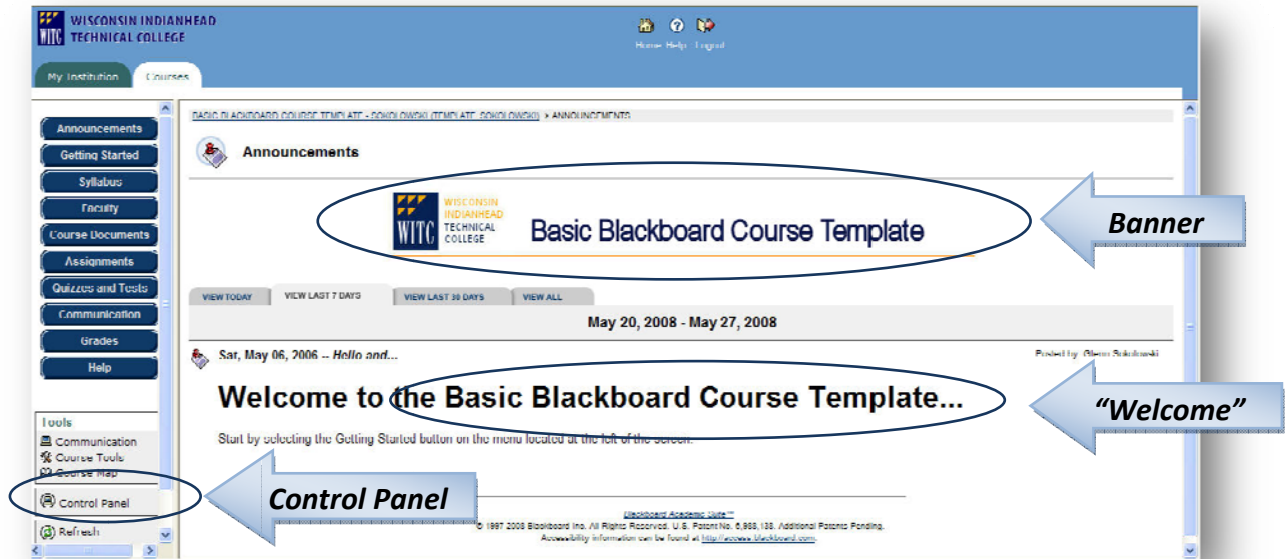


Revising the Template-Announcements Page

When you open your course shell, you should see the Announcements page, which is the default entry page for all WITC Blackboard courses.

On the Announcements page, you will need to:

- ✓ Insert the correct banner (logo) to reflect the course name
- ✓ Modify the course name in the “Welcome” announcement

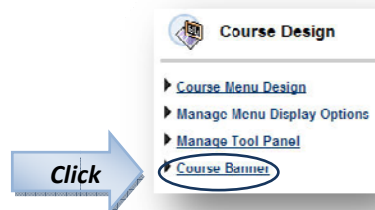


How to change the banner:

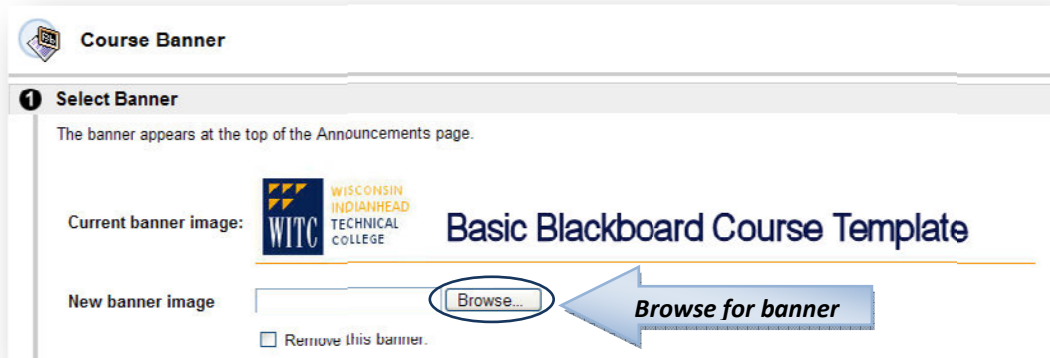
- Access the **Control Panel** and under **Course Options**, select **Course Design**



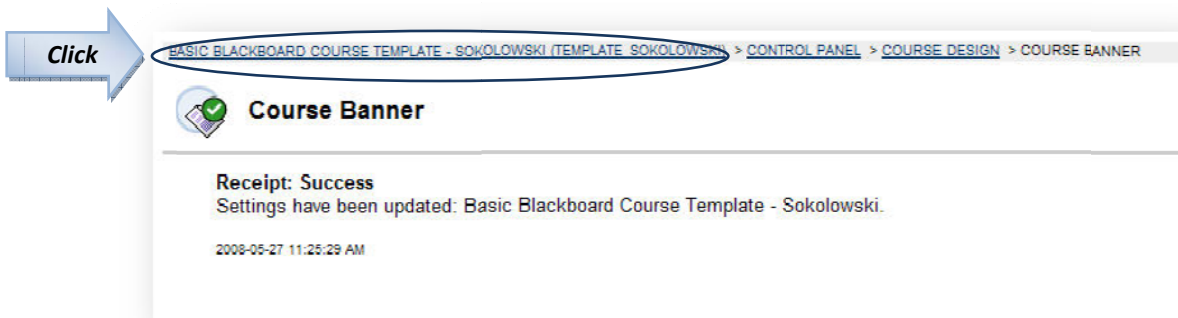
- Next, select **Course Banner**



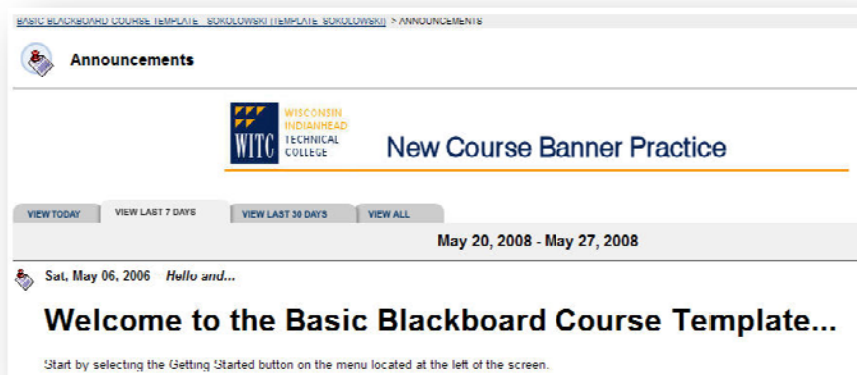
- ❑ Now, browse for your banner image. (Do not select “Remove this banner”)
- ❑ Click on the “Submit” button at the bottom of the screen to complete this task.



- ❑ Click on the “Breadcrumb Trail” link at the top of the screen to return to the Announcements page to view your new banner.



- ❑ Your Announcement page should now show the new course banner



How to change the Welcome message:

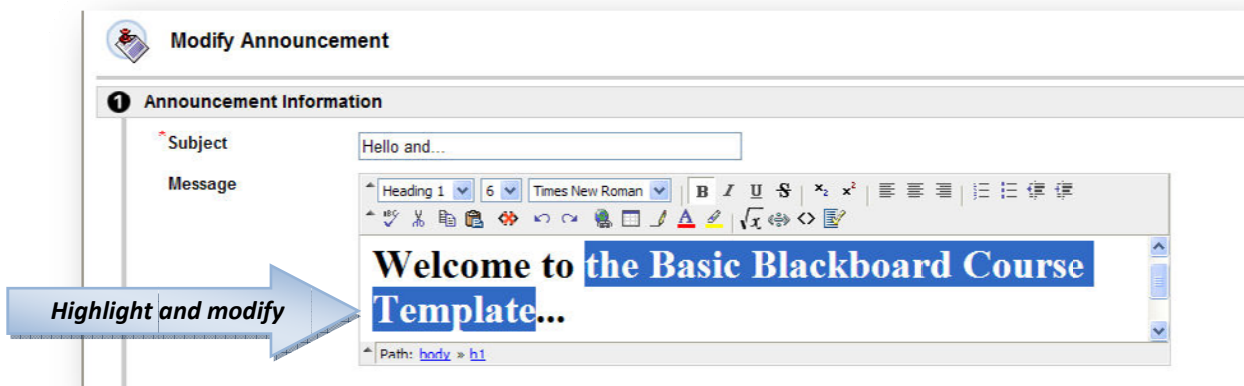
- Access the **Control Panel** and under **Course Tools**, select **Announcements**



- Click on Modify to open the Welcome message



- Highlight the words, "the Basic Blackboard Course Template," and enter the name of your course.
- Click on the "Submit" button at the bottom of the screen to complete this task.



- ❑ Click on the “Breadcrumb Trail” link at the top of the screen to return to the Announcements page to view the modified Welcome announcement



- ❑ Your Announcement page should now show the new Welcome announcement



This completes the Revising the Template Announcement page tutorial