

Customizing the Framework and Design of Your Course

Selecting a course structure

Course structures are predefined course materials such as Course Menu links, instructions, and content examples that you can add to your course to begin the design process quickly.

When selecting a Course Structure, keep in mind the following information:

- A selected course structure's content is added to your course and does not replace existing menu items and content in your course.
- A selected course structure's links appear at the top of your Course Menu.
- You can edit or delete course structure content in the same way as other created or imported content.
- The optional content examples are guidelines for creating your own course material. This content is set to unavailable so that students cannot view it.

IMPORTANT! Adding a course structure does not replace existing Course Menu items and content. The course structure's content is added to the existing content and Course Menu in your course, and you have the ability to edit. You are **not able** to default back to your original structure once you select a new one, you will need to manually edit the links.

To Select a Course Structure:

1. Select **Customization** in the **Control Panel** area of your existing course.
2. Select **Teaching Style**.
3. In the **Select Course Structure** area, select the name of the Course Structure you would like to use in one of the five focus areas, *Activity, Communication, Content, System or Time*.
4. Preview the structure on the right side of the screen and select **Use This Structure** if you are sure you would like to make the changes and click **Submit**.

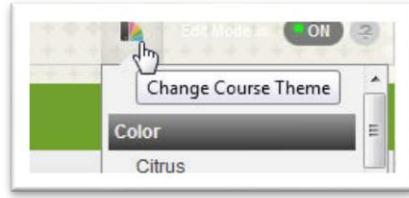
Selecting a Course Theme

You may easily add style and visual interest by customizing the look and feel of your course using Course Themes. Course themes are pre-built designs that allow you to change the color of course links, section and page headers, and the background wallpaper of the course.

To Select a Course Theme:

1. Select **Customization** in the **Control Panel** area of your existing course.
2. Select **Teaching Style**.
3. In the **Select Course Theme** area, select the theme you would like to use and click **Submit**.

4. You may also change the Course Theme using the **Change Course Theme** icon at the top of the course site.



Select Menu Style and Add A Banner

You may select a color and style for your **Course Menu**.

1. Select **Customization** in the **Control Panel** area.
2. Click on **Teaching Style** and scroll to the **Select Menu Style** area, select **Buttons** or **Text** and make your selections. You also have the option to **Upload a Banner**.

You may easily create a **Banner** in PowerPoint.

1. Open a new PowerPoint presentation and select a Blank Content Layout.
2. Resize the slide 7 to 8 inches in width and 1.5 inches in height.
3. Design your banner using WordArt, Text boxes, ClipArt or digital Photos.
4. Save the Banner as a JPEG file.
5. To upload the Banner into Blackboard, select **Customization** in the Control Panel area.
6. Click on **Teaching Style** and scroll down to **Select Banner**, click **Browse** and Select the JPEG file of the Banner you created in PowerPoint and click **Submit**.

A **Banner Gallery** of PowerPoint templates is also available:

http://blackboard.csufresno.edu/fac_staff/banner_gallery.shtml

Simply select the template you want to use, download it and modify the text to reflect your course. All of the images were taken around the Fresno State campus and will provide an attractive and effective 'welcome mat' for your course.