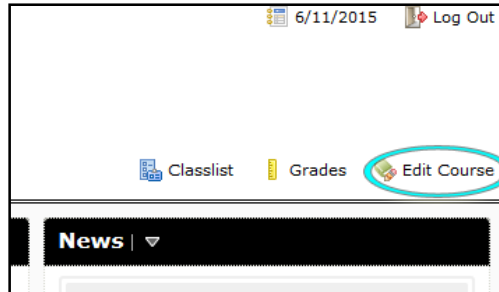


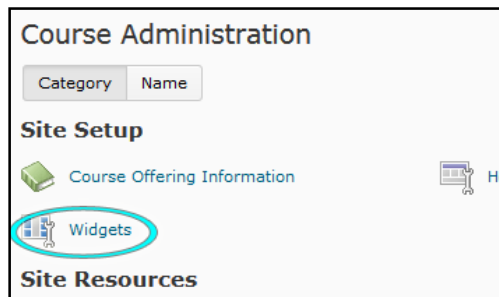
# Bringing Your Banner into D2L

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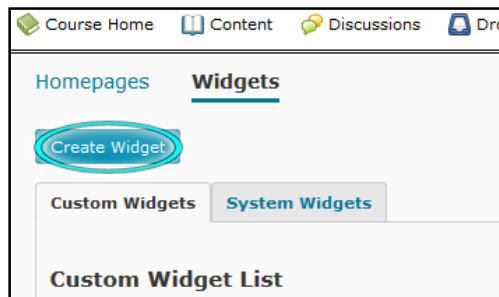
1. Open up your course and then click “Edit Course” in the top right corner.



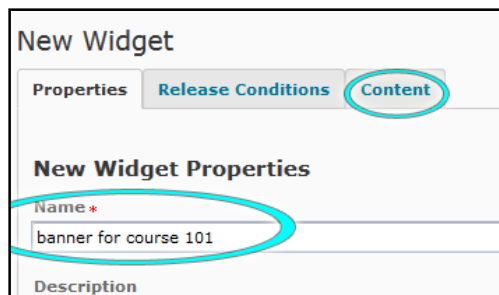
2. Under the “Site Setup” section, click “Widgets.”



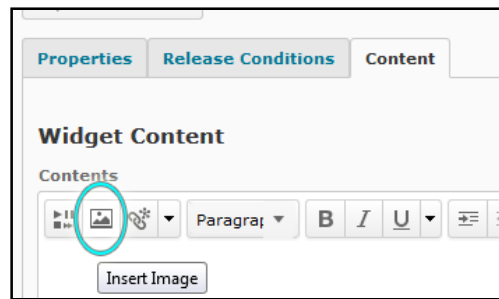
3. Click on the blue “Create Widget” button.



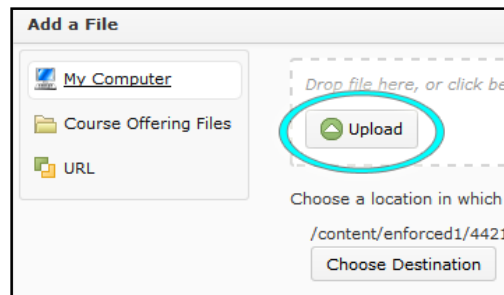
4. Fill in a title, and then click on the “Content” tab (the title will automatically save).



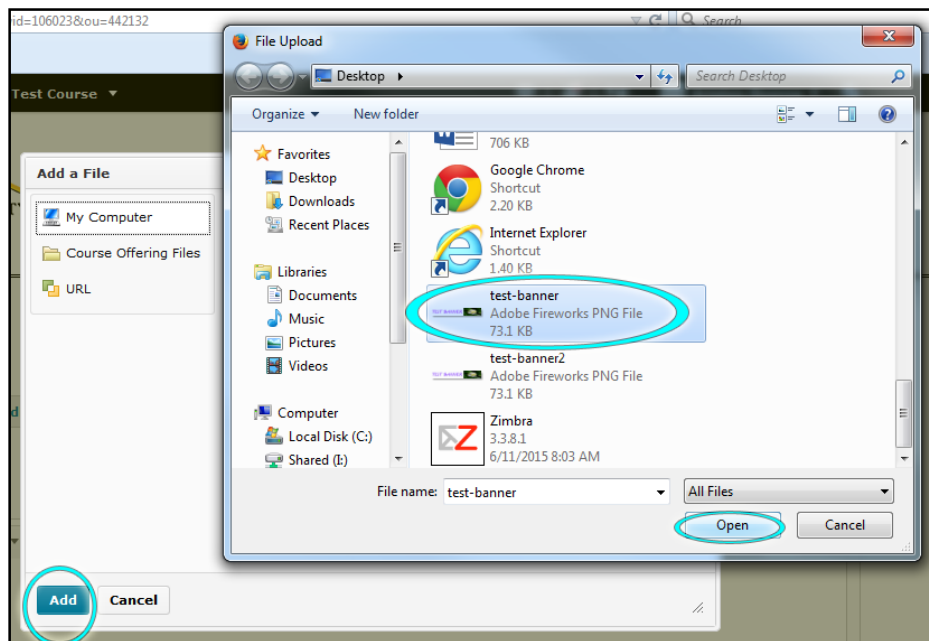
5. Click on the “Insert Image” button.



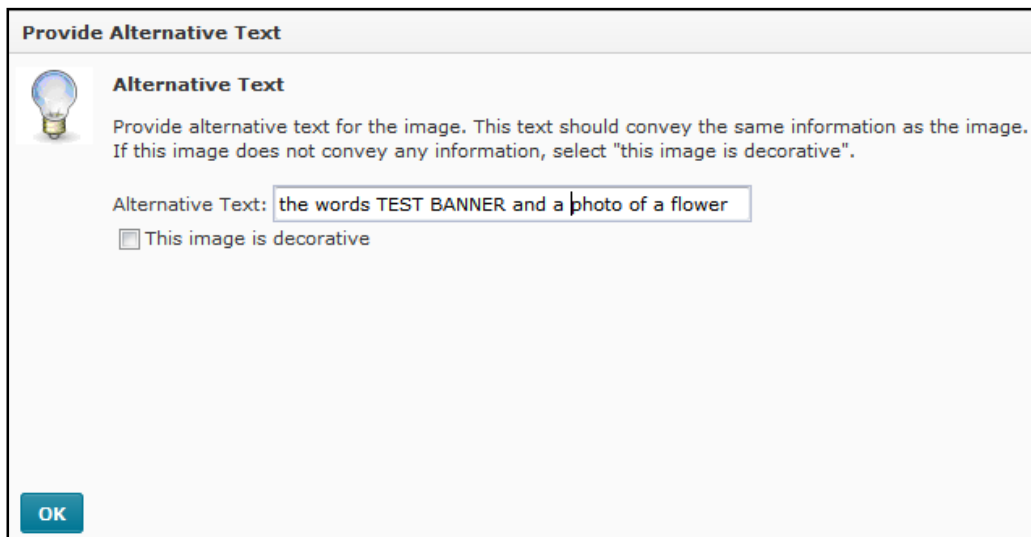
6. Click on “Upload.”



7. In the window that pops up, find the banner that you made for this course and click “Open” and then click “Add.”



8. A window will pop up asking you to provide alternate text. Imagine that someone cannot see this image, and describe it for them. If there are words, tell what they are. If there is an image, tell what it looks like. Do not check “this image is decorative” unless it has no relevance to your class (your banner should be relevant). You can keep it simple, like below:



**Provide Alternative Text**

**Alternative Text**

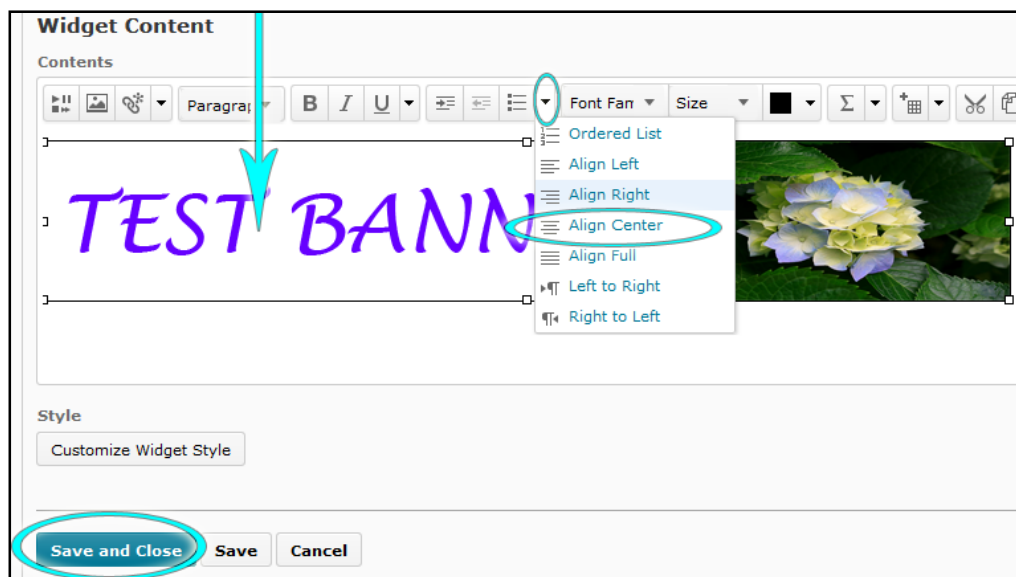
Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative




OK

9. To center your banner, click on it where it appears in the window, and then click the drop-down arrow to the right of the ordered list button (circled below) and then click “align center.” Finally, click “save and close.”



**Widget Content**

Contents

Paragraph **B** *I* U Font Face Size  $\Sigma$    

Ordered List

Align Left

Align Right

Align Center

Align Full

Left to Right

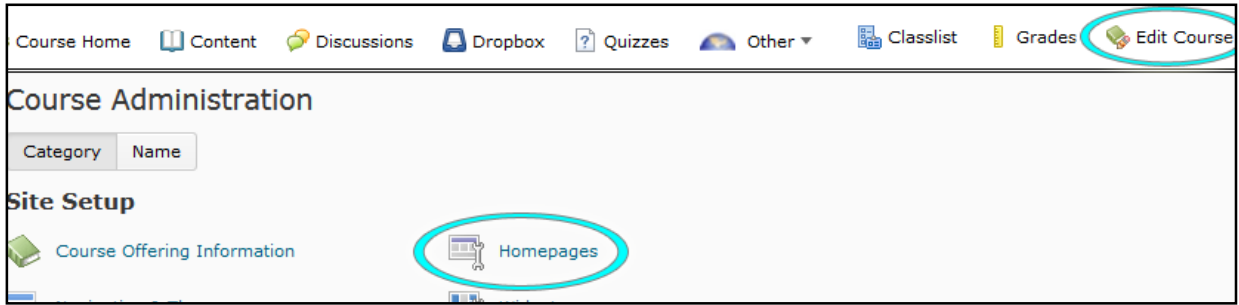
Right to Left

Style

Customize Widget Style

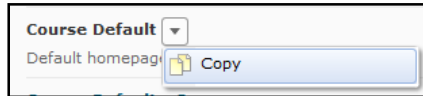
Save and Close Save Cancel

10. Click “Edit Course” again and then click “Homepages.”



If you already have a homepage created, click on the name of the one you want to add this banner to and then skip to 11. Otherwise, follow these steps:

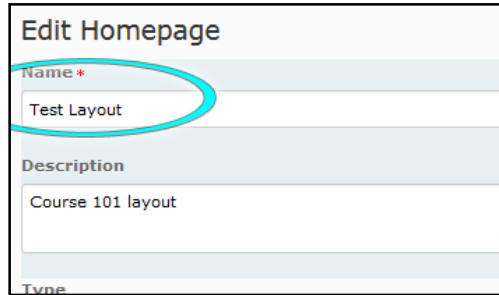
a. Click on the drop-down arrow next to “Course Default” and click “copy.”



b. Click on the “Course Default - Copy” link that you just created.



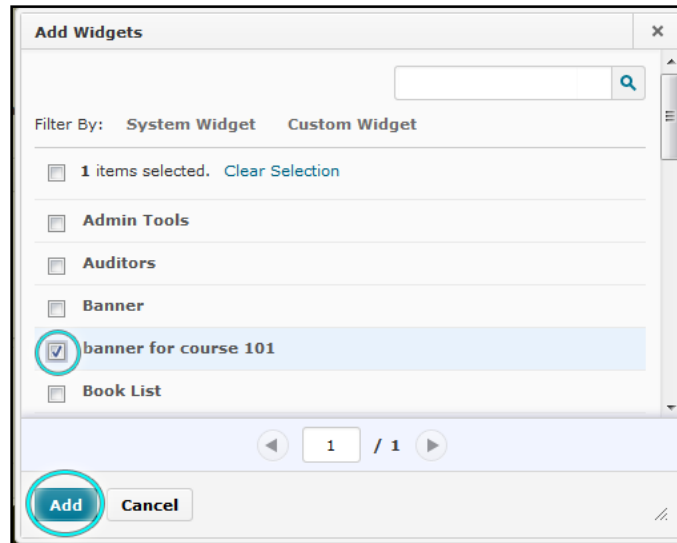
c. Put in a title for this homepage and then give it a description that will help you remember what this layout looks like.



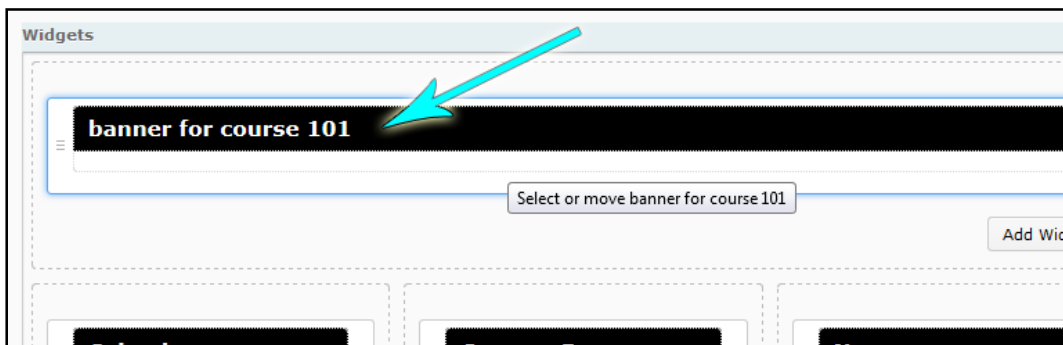
11. Scroll down to the “Widgets” Section and click the “add Widgets” button.



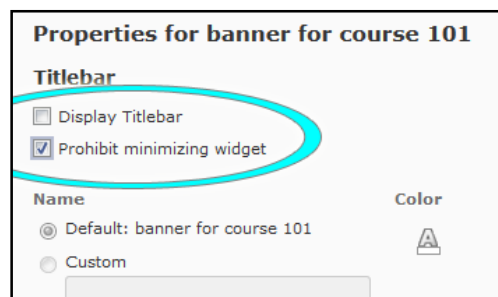
12. Click the checkbox next to your banner and then click “Add.”



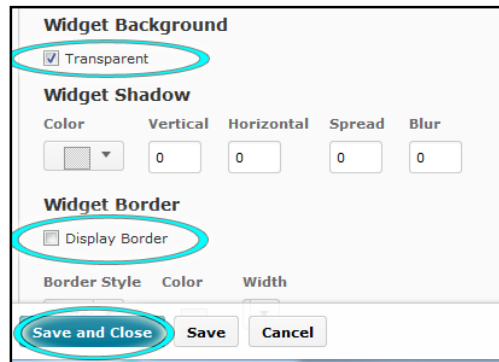
13. Click on the title of the banner widget you just added.



14. Uncheck “Display Titlebar” because the banner takes the place of the titlebar. If you want this banner to always be displayed check “Prohibit minimizing widget.”



15. If your banner is transparent, scroll down to “Widget Background” and check the box that says “Transparent” and uncheck the box that says “Display Border.” If your banner is not transparent, ignore those. Click “Save and Close.”



**Widget Background**

Transparent

**Widget Shadow**

Color  Vertical  Horizontal  Spread  Blur

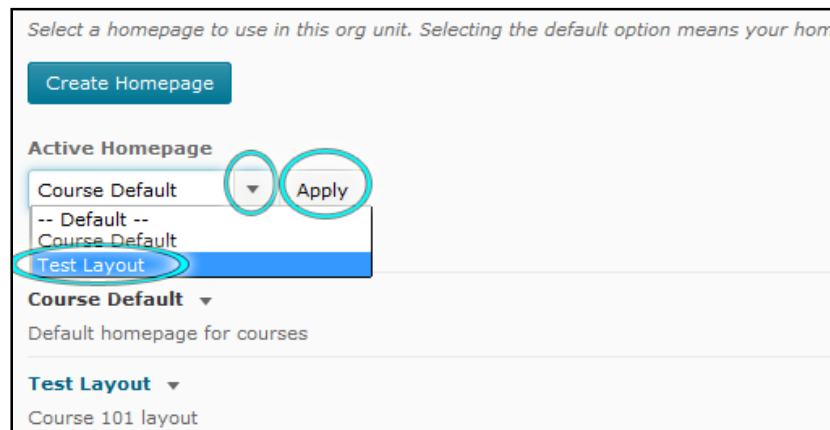
**Widget Border**

Display Border

Border Style Color Width

**Save and Close** Save Cancel

16. You will be taken back to your homepages. Use the drop-down arrow under “Active Homepage” to choose the homepage you just made, and then click “Apply.”



Select a homepage to use in this org unit. Selecting the default option means your homepage will be the default for all courses.

Create Homepage

**Active Homepage**

Course Default

-- Default --

Course Default

**Test Layout**

**Course Default** ▾

Default homepage for courses

**Test Layout** ▾

Course 101 layout

17. Now you can click to your course’s homepage and you will see your banner!