



## UPLOAD OR CHANGE COURSE

## BANNER IMAGES IN BRIGHTSPACE

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# Best Practices and Q&A

## **Images should include:**

- Diversity and Inclusion when possible
- Proper Personal Protective Equipment (PPE), specific to the course/program it represents.
- Consent if using a photo you took of students
- Copyright Compliance

## **Images should not:**

- Be pixelated, blurry or bad quality
- Display a poorly cropped area of the photo
- Contain words (Brightspace's recommendation)

**When you upload an image for a banner, is it only available for the current course?**

Yes, it is stored in manage files.

**Can banner images be used in course content?**

No, there is not a connection between the two.

**Can we create our own banner collection within the Brightspace picture library?**

No, not within the Brightspace picture library.

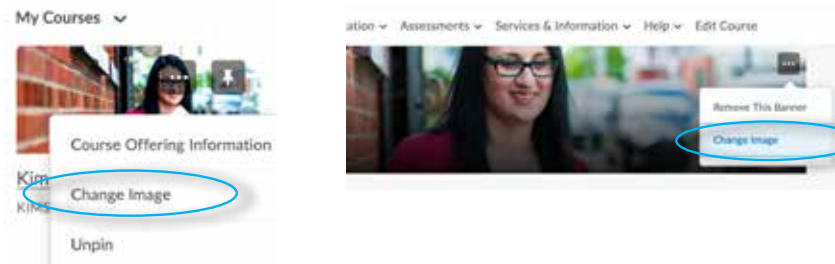
**Can you choose to not have a banner on the course page?**

Yes, but a photo will still be used for the My Courses widget

# Uploading a Course Banner Image

Not every image will work for a banner. Some images can be cropped to help with placement of subject in the banners. Check out more information on banner crops and ratio [Brightspace Banner Crop Examples](#).

1. You can change the banner in two areas:
  - a. **My Courses widget** on the Brightspace Homepage
  - b. The **Course banner** within the selected course.
2. Hover to the right of the image and a box with 3 dots will appear. Select **Change Image**.

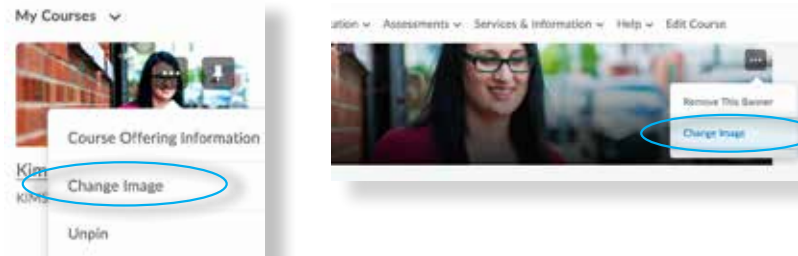


3. Select the **upload button on the right**.  
**Find the image** from your computer or course offering files  
After the image uploads click **Add**

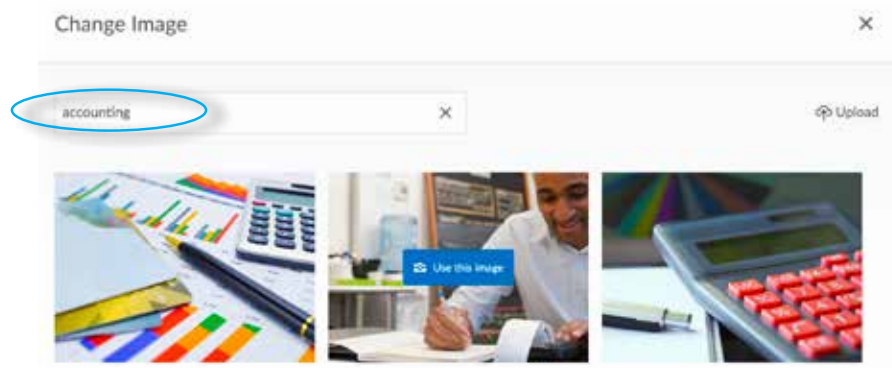


# Selecting a Course Banner Image from the Brightspace Library

1. You can change the banner in **two** areas:
  - a. **My Courses widget** on the Brightspace Homepage
  - b. The **course banner** within the selected course.
2. Hover to the right of the image and a box with 3 dots will appear. Select **Change Image**.



3. Type in a **keyword** that represents your course and view the selection. Hover on the chosen image and click **Use this image**. The banner will automatically change.



# Crop Ratios

Some images will be difficult to fit in the Brightspace Banner, Mobile Banner and My Courses Widget. Cropping the image can help the image fit.

You can crop your image using these programs:  
Photoshop, MS paint

Every image is different and may require a different crop ratio or none at all. The next pages show samples of suggested crop ratios.



Uncropped



2400x960 pixels



1150x200 pixels

# Uncropped

Original



My Courses Widget



Kims Sandbox  
KIMS SANDBOX1 • Ongoing

Mobile  
Course Home Banner



Desktop/laptop  
Course Home Banner





# Cropped Banner 2400x960 pixels

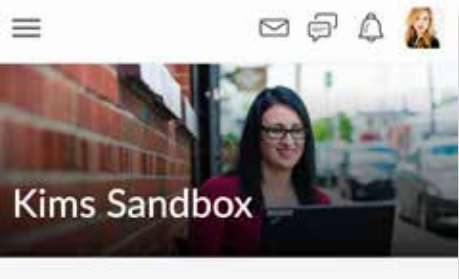
Cropped  
2400 x 960 pixels



My Courses Widget



Mobile  
Course Home Banner



Desktop/laptop  
Course Home Banner



# Cropped Banner 1150x200 pixels

Cropped  
1150 x 200 pixels



My Courses Widget



Mobile  
Course Home Banner



Desktop/laptop  
Course Home Banner

