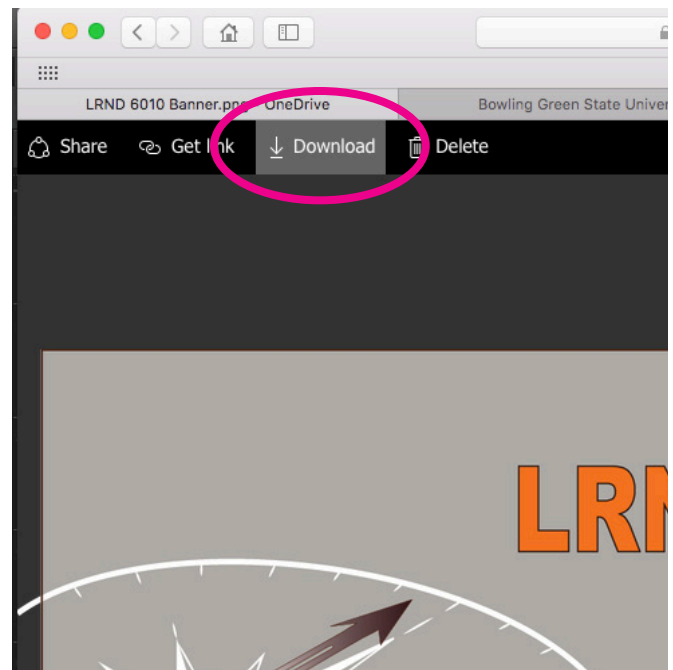


UPLOADING NEW HOME PAGE BANNER

STEP SHEET

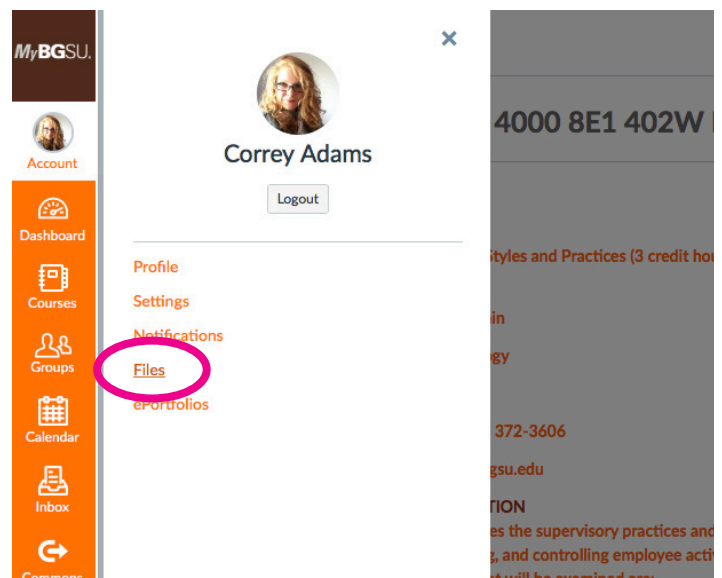
STEP 1: Download Your Banner

Go to One Drive and Select the “LRND Banner_Final” shared folder. Next, click the file name that matches your course. You will see a preview of your banner and an option at the top to “Download.” Click “Download” and save the file to your desktop.



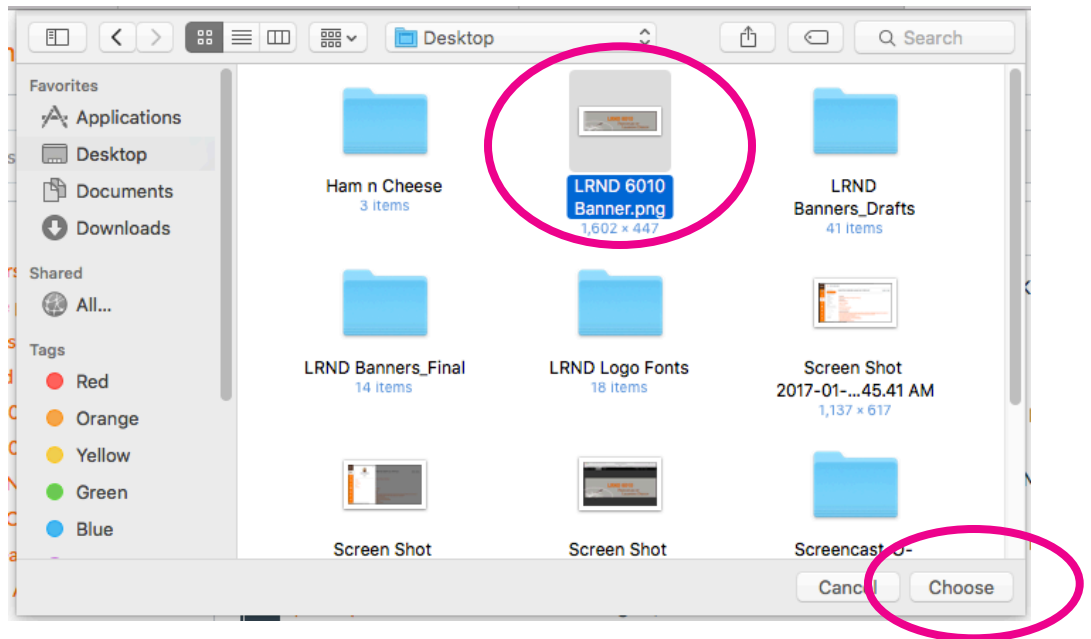
STEP 2: Upload Banner to Your Canvas Files

Log on to your MyBGSU and click on your profile. You will see a list of options. Select “Files” to go to your Canvas Files Folder.



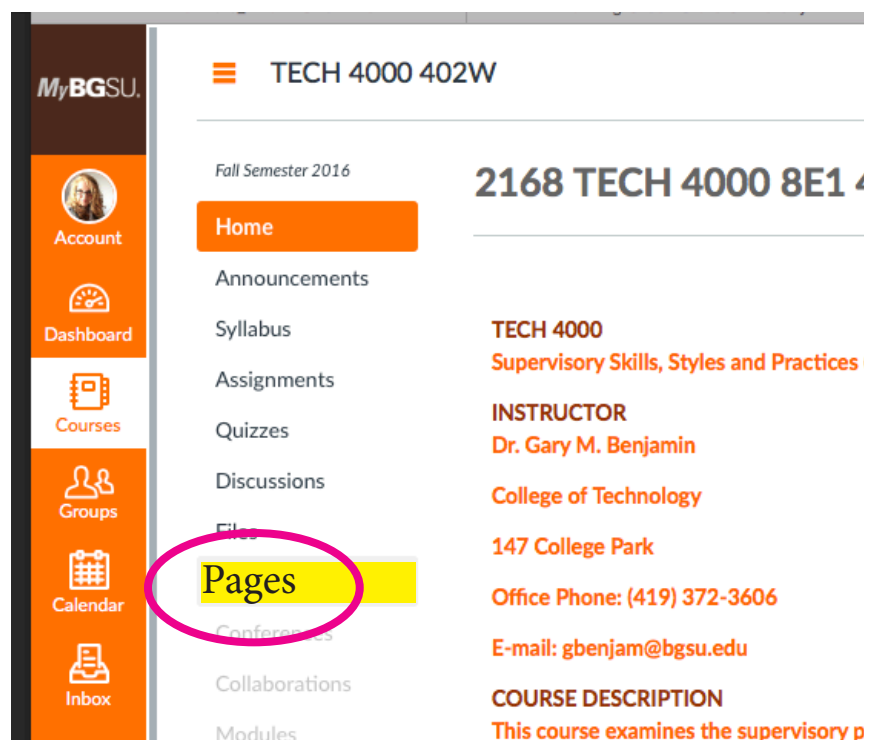
STEP 3: Upload your Banner

Click on the bright orange “Upload” button in the upper right of your screen. Then find the banner “PNG” file you downloaded from One Drive and select it.



STEP 4: Navigate to “Pages”

Click on “Courses” in the MyBGSU side bar and select your course. Once in your course, select “Pages” from the Navigation Menu.



STEP 5: Edit Your Home Page

Click on the “Edit” icon in the upper right of your screen to open the page editor.

☰ TECH 4000 402W > Pages

Fall Semester 2016

Home

Announcements

Syllabus

Assignments

Quizzes

Discussions

Files

Pages

View All Pages

Front Page

Published

Edit

Settings

HOME PAGE

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INSTRUCTOR
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College of Technology

147 College Park

STEP 6: Embed Image

Place your cursor at the beginning of the Page. Then click the “Embed Image” icon.

This will open a new window.

Place Cursor Here:

Fall Semester 2016

Home

Announcements

Syllabus

Assignments

Quizzes

Discussions

Files

Pages

Conferences

Collaborations

Modules

HOME PAGE

B *I* U **A** **A** *I*       

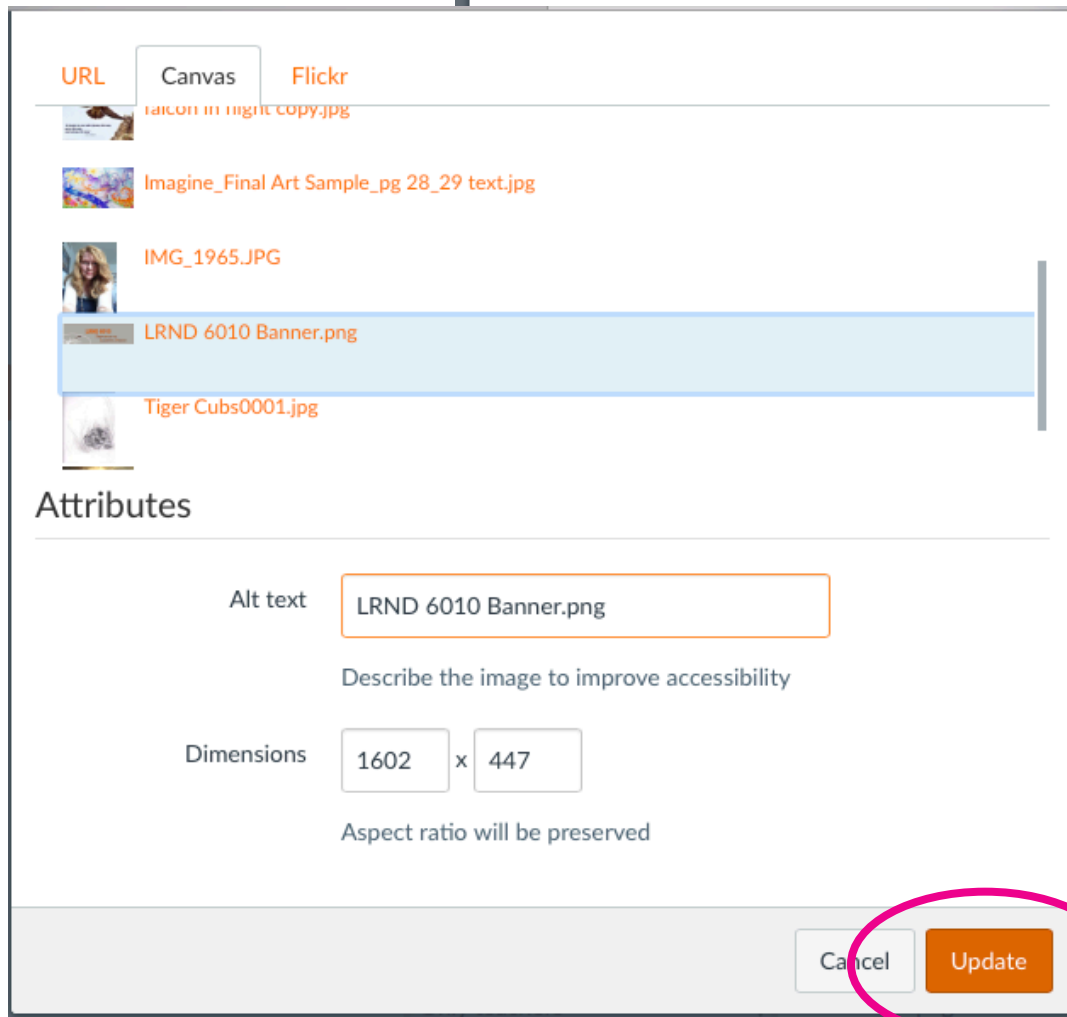
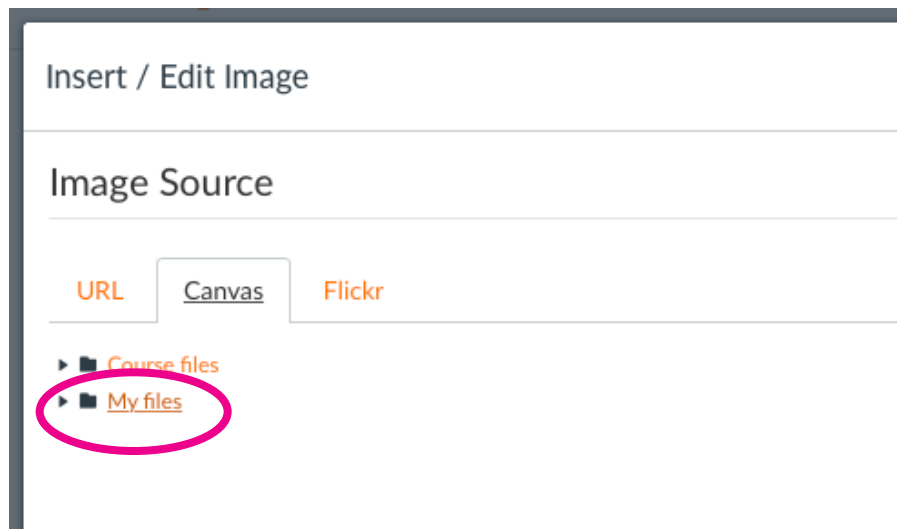
Embed Image

TECH 4000
Supervisory Skills, Styles and Practices (3
INSTRUCTOR
Dr. Gary M. Benjamin
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147 College Park
Office Phone: (419) 372-3606
E-mail: gbenjam@bgsu.edu

STEP 7: Select Your Banner File

Select the “Canvas” tab at the top of the new window.

Next, Select “My Files” and select your banner image from the list. You may need to scroll down using your browser’s scrolling bar to see the “Update Button” at the bottom of the window.



Click “Update” to place your Banner.

STEP 8: Behold Your New Amazing Banner

Announcements
Syllabus
Assignments
Quizzes
Discussions
Files
Pages
Conferences
Collaborations
Modules
Outcomes
Settings

HTML Editor

B *I* U **A** **A** *I*_x **B** **B** **B** **B** **B** **x**² **x**₂ **B** **B**

Font Sizes Paragraph

LRND 6010
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STEP 9: Don't Forget to SAVE!

You may have to scroll down again using your browser's scrolling bar to see the "SAVE" button at the bottom of the window.

Click "Save" and your new banner will be set on your Home Page!
Congrats!

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Options Only teachers can edit this page

Cancel Save