

# Setting up colors, icon sets and layout options

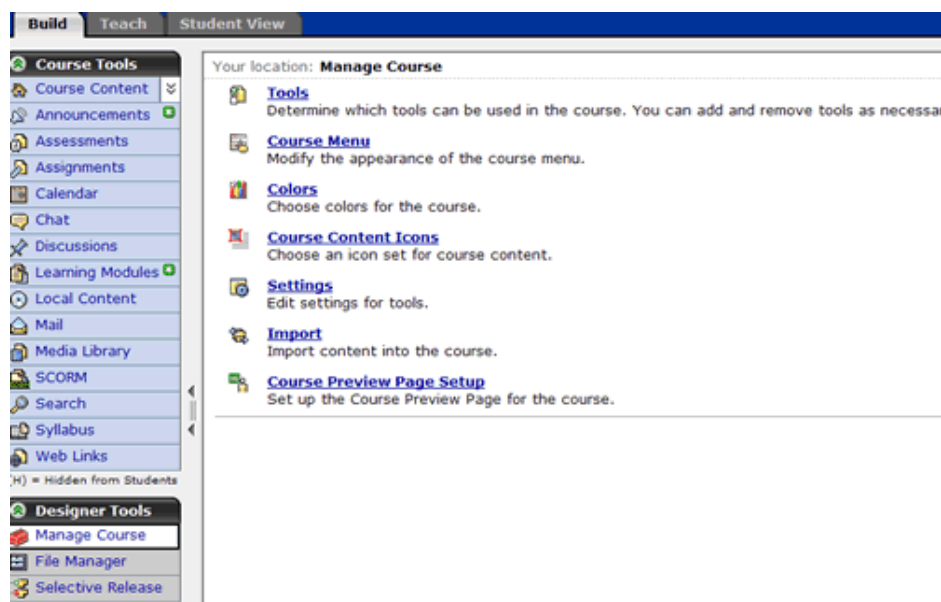
## Step-by-step guide for designers

For Blackboard Vista 4.x

Designers have some control over the look and feel of their course by adjusting the colors, icons and layout. This can be done at the whole course level – see [Course customisation](#) below, or at the single page level (i.e. home page, particular folder main page) – see ‘[Page customisation](#)’.

## Course customisation

1. Under the **Build** tab, click on **Manage Course** under the **Designer Tools** menu.
2. The **Manage Course** screen appears, providing the **Course Menu**, **Colors** and **Course Content Icons** links. These links apply to all course pages. (See [Page Layout](#) if you wish to customise a single page only, such as the Home Page).

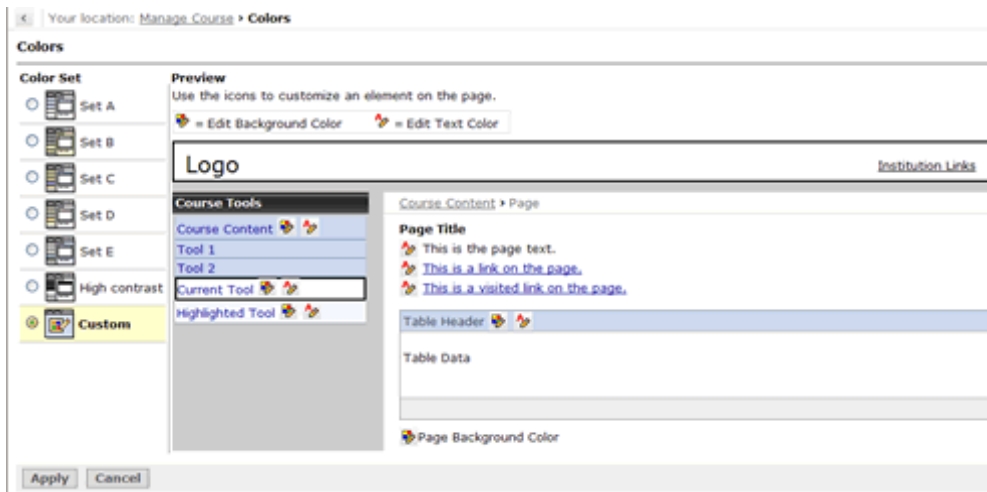


## Course colours

The **Colors** menu allows you to choose the colour of the top and bottom of tables (headers and footers), hyperlinks (visited and unvisited), the appearance of the **Course Tools** menu, and the background colour of your course pages.

There are five pre-set colour options (A-E) and a final custom option, which gives you maximum control over the colour appearance (see view with the **Custom** option below).



## Setting up colors, icon sets and layout options



Either choose one of the sets A-E and click **Apply**, or select **Custom**. If **Custom**, read on.

### Custom options

There are two things you can change:

1. The background colour of objects or the page – identified by the *Edit Background Color*  icon.
2. The colour of the object itself (text, link etc.) - identified by the *Edit Text Color*  icon.
3. Click on the appropriate color icon next to the item you wish to change. The **Select a color and click apply** window appears.
4. Make your selection, then click **Apply**.

Note: to ensure text is easy to read, it is important to have a strong contrast between your text and background colours.


### Course content icons

A set of standard icons will be automatically available for your course. Using standard icons is advisable as it allows students to become familiar with what each icon represents in their courses.

For example,  to indicate a discussion or  to indicate a learning module.

If you would prefer to use another set of icons, access this option by clicking on the **Course Content Icons** link on the **Manage Course** screen. The current icons and alternatives will be displayed.

#### To replace an icon with another icon image:

1. Click on the *ActionLinks*  icon next to the icon you wish to change and select **Replace Image** in the pop-up menu. The **Get Files** window appears.
2. Navigate to the folder that contains the image file you want. If the file is in **MyLO**, select its radio button and then click **OK**. If the file is on your computer, select the file and click **Open**.
3. Click **Apply**.

**To replace the whole icon set:**

1. Click on **Select New Content Icon Set** to open the **Select Icon Set** window, then choose the style of icons you want to use by selecting the appropriate radio button.
2. Click **Select** at the foot of the screen.

**To choose how to display the link (icon/text only; icon & text):**

1. Open the **Manage Course** screen and select **Course Menu**, to open the **Menu** screen.
2. Under **General Settings** set how to display the tool links (as icons and text; icons only; text only) by clicking the appropriate radio button.
3. Click **Apply Settings**.  
Note: You can also change this display through the **Customize Page Display** function (see [Page Customisation](#)).

### Course menu

You can chose to have the **Course Menu** displayed as a menu down the left hand side of screen, or horizontally across the top of screen.

1. Click **Manage Course** and select **Course Menu** from the list that presents.
2. Under **General Settings**, select the desired Course Menu orientation by clicking the appropriate radio button.
3. Click **Apply Settings**.

### Page customisation

Changes from default settings can be made at the single page level – i.e. home Page, or particular folder main page.

### Page layout

When you add content and tools to your course they are organised on your Home Page or folder in the order created.







Once all content has been included you may want to re-organise the icons. To do this, navigate to the page, click on **Page Options** at top right of the screen and select **Customise Page Display** from the drop-down menu that appears.

There are five pre-set layouts (Layouts 1-5) and a **Custom** layout. The following example screen appears (with the **Custom Layout** chosen).

Your location: **Course Content Home**

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**Customize Page Display: Course Content Home**

Layout Templates	Layout Preview
<input type="radio"/>  Layout 1	Columns: 4
<input type="radio"/>  Layout 2	Icon/Text: Icon and Text
<input type="radio"/>  Layout 3	Icon Placement: Left
<input type="radio"/>  Layout 4	Alignment: Centered
<input type="radio"/>  Layout 5	Table Width: Wide
<input checked="" type="radio"/>  <b>Custom Layout</b>	

Change all existing folders to these settings.  
 Set default to these settings for all new folders.

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**Background Image**

Tile the image

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**Background Color**

Either choose one of layouts 1-5, or select **Custom Layout**. If **Custom Layout**, read step 2.

### Custom layout

Use the drop-down menus under **Layout Preview** to set out your pages. (Note: The icons on the page are lined up in columns. The number of columns indicates how many icons will display in one row across the page. The default is 4.)

If you wish to have all folders (and the Home Page) with the chosen layout, check the box next to **Change all existing folders to these settings**.

### Background image

To add a background image, browse for the file – if within your course select its radio button and then click **OK**; if on your computer select it and then click **Open**.


**Note:** The Tile option repeats the image as tiles across and down the screen.

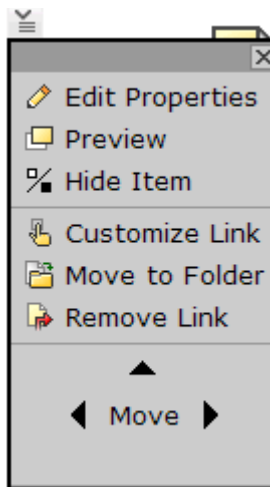
### Background color


Change the background colour as desired.

When all page display options have been decided, click **Apply**.

### Order of icons on-screen

To change the order of icons on screen, click the *ActionLinks*  icon next to the icon you wish to move, and click on the appropriate arrow to shift the icon left/right/up/down.



Choose to move link in a direction 

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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