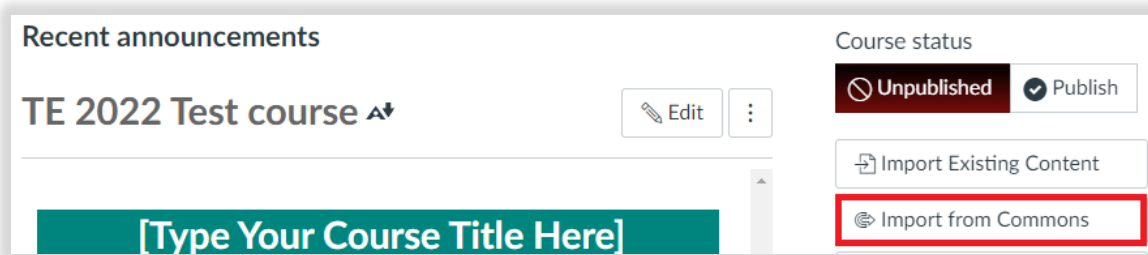# Canvas: Import Course Header Image

The Marketing Team have put together a collection of header/banner images for you to select from and use on the homepage of your Canvas courses. The images are stored in Canvas Commons and have tags to enable you to locate them. They are available to all Plymouth Marjon rather than Public (Any Canvas Commons user)
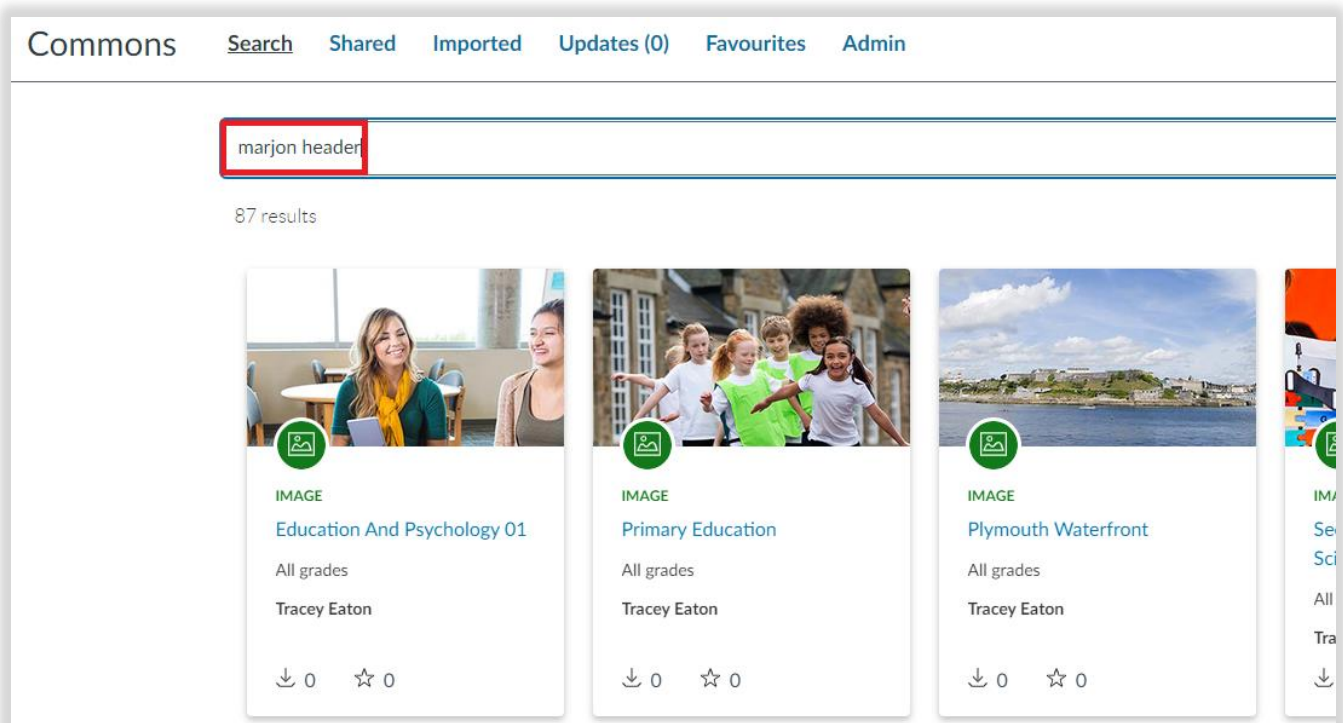
Browse and import a banner image

1. Open your Canvas course homepage
2. Click Import from Commons from the menu on the right side of your homepage. *If you can't see the menu, click 'Home' and it will appear.*
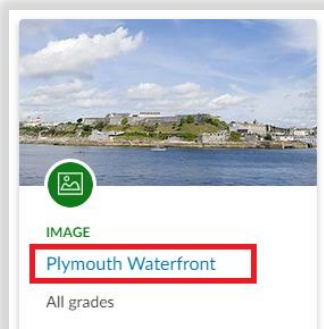

3. In the Search bar enter one of the following tags:
   - marjon header image
   - marjon course header
   - marjon banner image
   - marjon course banner

This will display all Marjon header/banner images for you to browse and select from
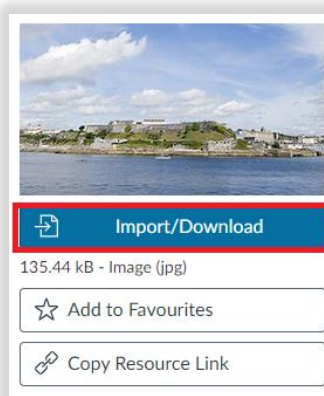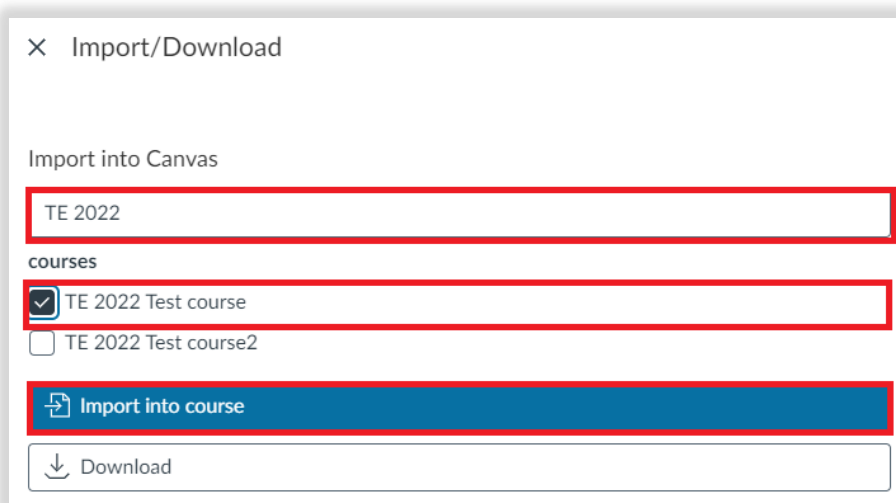
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4. Click the title of the image that you want to import

5. Then click the Import/Download button

6. Enter the name of the course you want and select it from the course list that appears
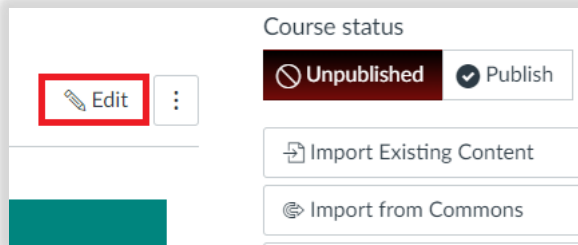7. Then click the Import into course button

A message will display to let you know that the import has successfully started

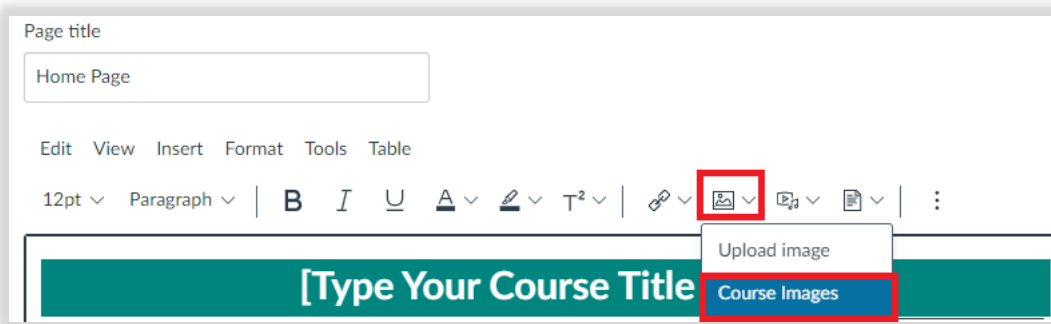The image will import into the files area of the course you selected

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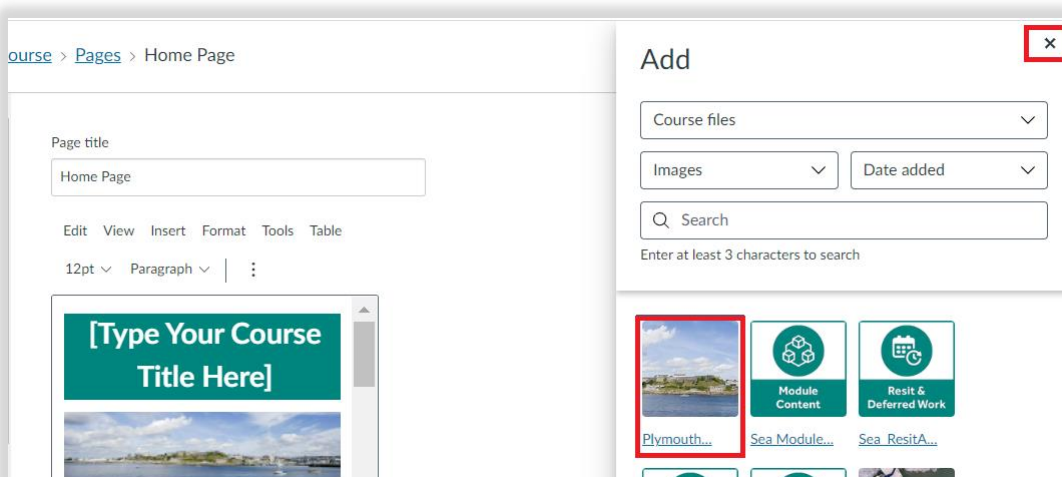## Replace the existing homepage header with the imported image

1. Open your Canvas course homepage
2. Click the Edit button

3. Click the existing header image to select it and press delete on your keyboard
4. Click the image icon in the rich content editor and select course images

5. Locate and select the imported image. This will add it to your homepage.
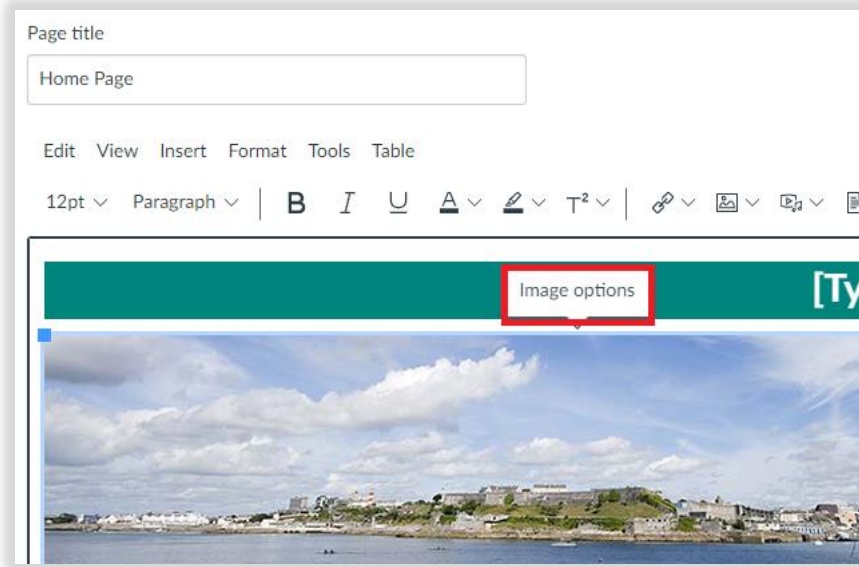6. Click the **X** icon to close the 'Add image' box

Before clicking Save, the image needs to be made accessible and responsive.
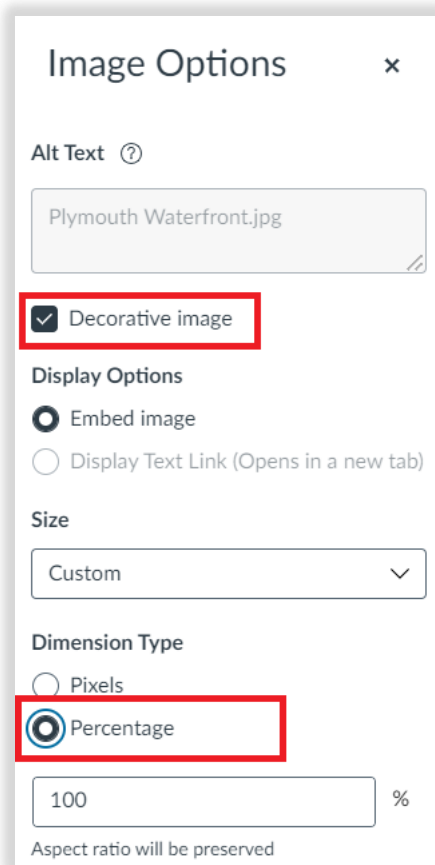
Make the image accessible and responsive

1. Click the image and select image options

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2. Alt text is not required so please select 'decorative image'
3. Select percentage as dimension type. This will make the image responsive and it will resize according to the device it is being accessed on.

4. Click Done to save image option selections
5. Click Save, to save changes to the homepage.