

# Blackboard Certificate of Completion Custom Design Instructions

1. Open the custom design template in Microsoft PowerPoint for editing.
2. On the “Insert” tab select “Text Box” and then left click and drag open a text box window in a blank area of the template.
3. Begin typing at the cursor or copy and paste your text from another document.

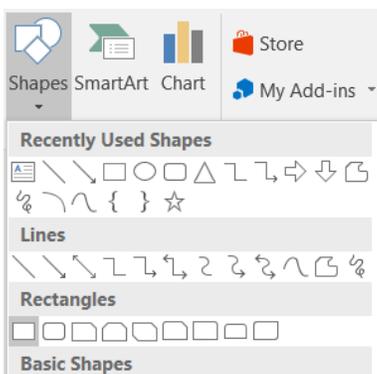


4. Continue to insert additional text boxes into any or all of the certificate’s blank space.

**NOTE:** Pictures and shapes may also be inserted.

Once all of your custom text has been added, you will need to insert two white rectangular shapes to the template. One will cover the words, “Blackboard Administrator” and the other will cover the “date”. These areas will contain the user’s name and current date when printed in Blackboard.

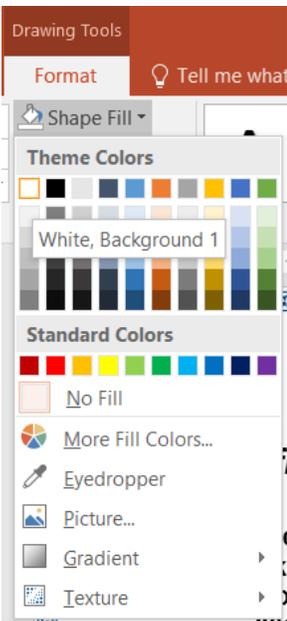
5. On the “Insert” tab select “Shapes” and in the “Rectangles” section click the standard rectangular icon.



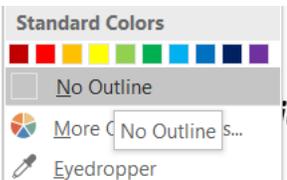
6. On the template, left click and drag open a shape window that is large enough to cover the words “Blackboard Administrator”.



7. On the “Format” tab select “Shape Fill” and then click the “White, Background 1” color icon.



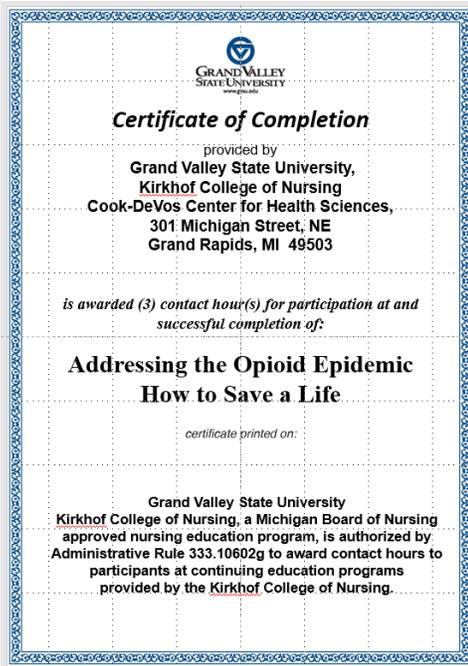
8. On the “Format” tab select “Shape Outline” and then click the “No Outline” icon.



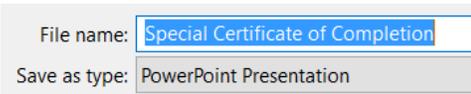
9. Repeat these steps and cover the date in the template.



10. Your completed custom certificate template should look similar to this:



11. Save your custom certificate first as a PowerPoint Presentation so that you can retain an editable version.



12. Then click the “Save as type” dropdown menu and select “PNG Portable Network Graphics Format” to save your custom certificate as an image file for uploading into Blackboard.

