CLOVIS UNIFIED SCHOOL DISTRICT

Adding a Homepage Slideshow Banner

with eSchoolView

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Only School Sites will need to create and use Homepage Slideshow Banners.

What is a Homepage Slideshow Banner?

- Provide visually appealing graphics that communicate important information to your community.
- Images appear on the homepage in a rotating carousel/slideshow.
- Can be informational in nature about an upcoming event or announcement, or can be a photo capturing a school event, student life, etc.
- **MUST be a JPEG File!**

Guidelines for Homepage Slideshow Banners

1

Keep a mix of photos and **current** informational banners in your slideshow.

2

Only have **3 to 6** images/banners in your homepage slideshow at a time.

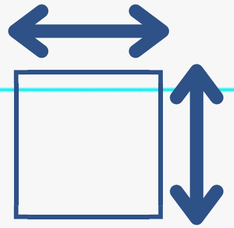
3

Make sure images are clear and high quality **(not pixelated!)**

4

Students in images **must be media-cleared!**

5



Use the dimensions in the tutorial for all banners.

6

Text and backgrounds must be **readable.**

Creating a Homepage Banner

Creating Your Banner

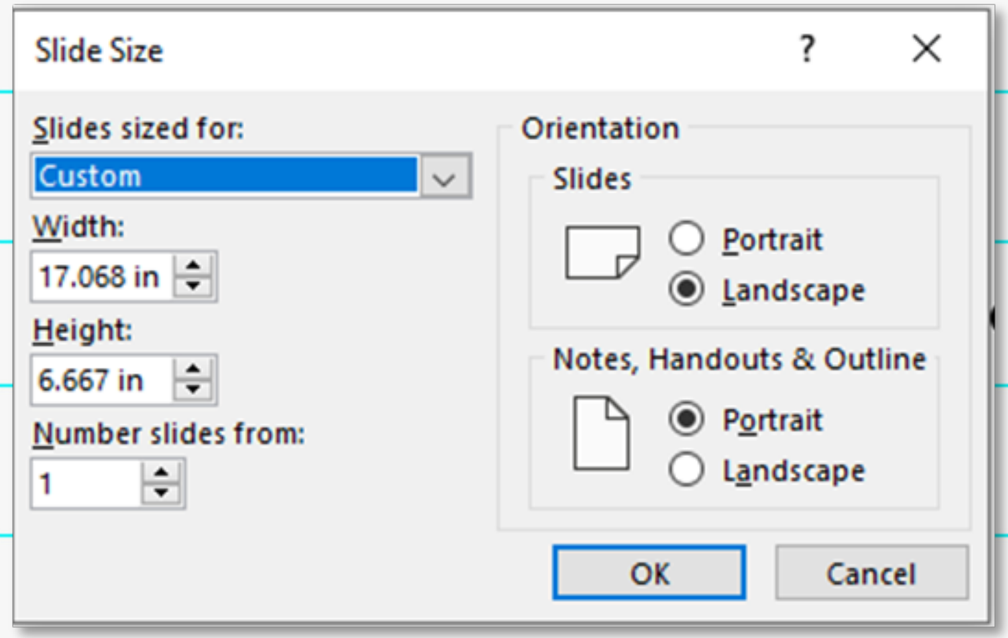
Two recommended ways to create a banner image:

PowerPoint

Canva

PowerPoint Banner Creation

- Use the template we created in the appropriate aspect ratio.
  - Click here to download the template with instructions.
- Change your own PowerPoint ratio:
  - Click Design Slide Size Custom Slide Size
  - Match the settings to the right:
  - Click Okay
  - Click "Ensure Fit"



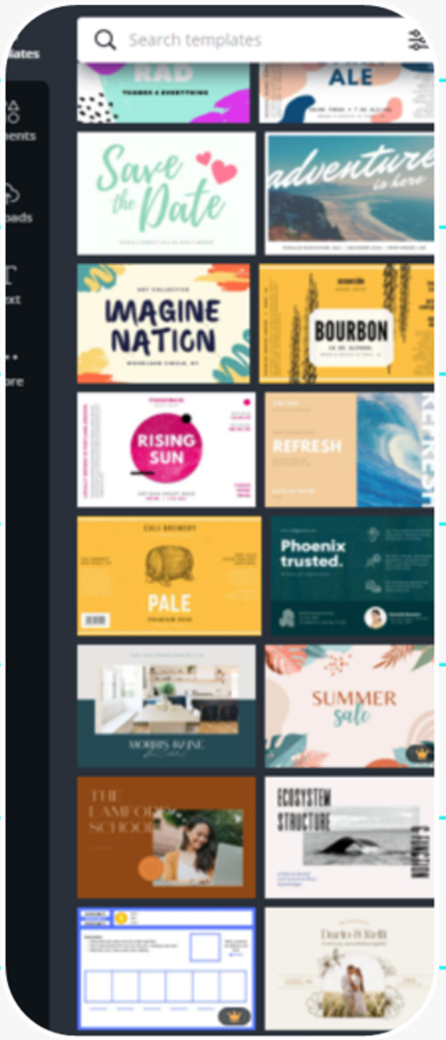
Canva Banner Creation

- Use the template created by Sarah Burress, Clovis East High Activities Director.
  - Click here to access the template.
    - After clicking on the link, click "Use Template"
    - You will be taken to the design template in the correct dimensions.
    - Design your Homepage Slideshow Banner!

- Use the tabs on the left-hand side to explore different design components

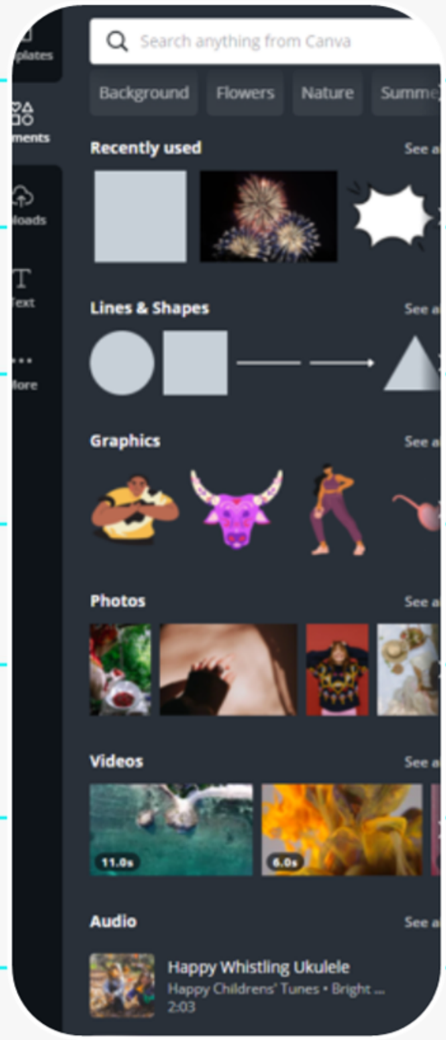
- No crown = FREE to use

- Crown = Paid CanvaPro feature



Templates

Find a layout/design you like

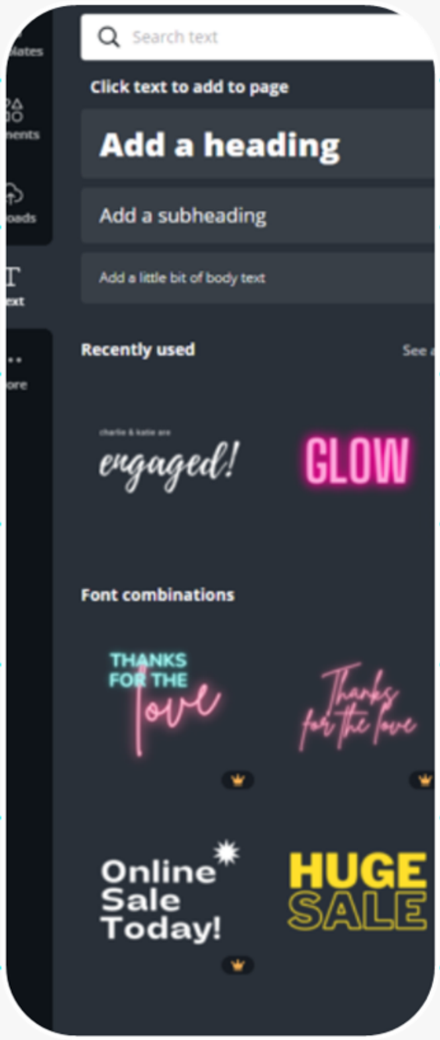


Elements

Insert shapes and graphics

Uploads

Add school logos and your own photos

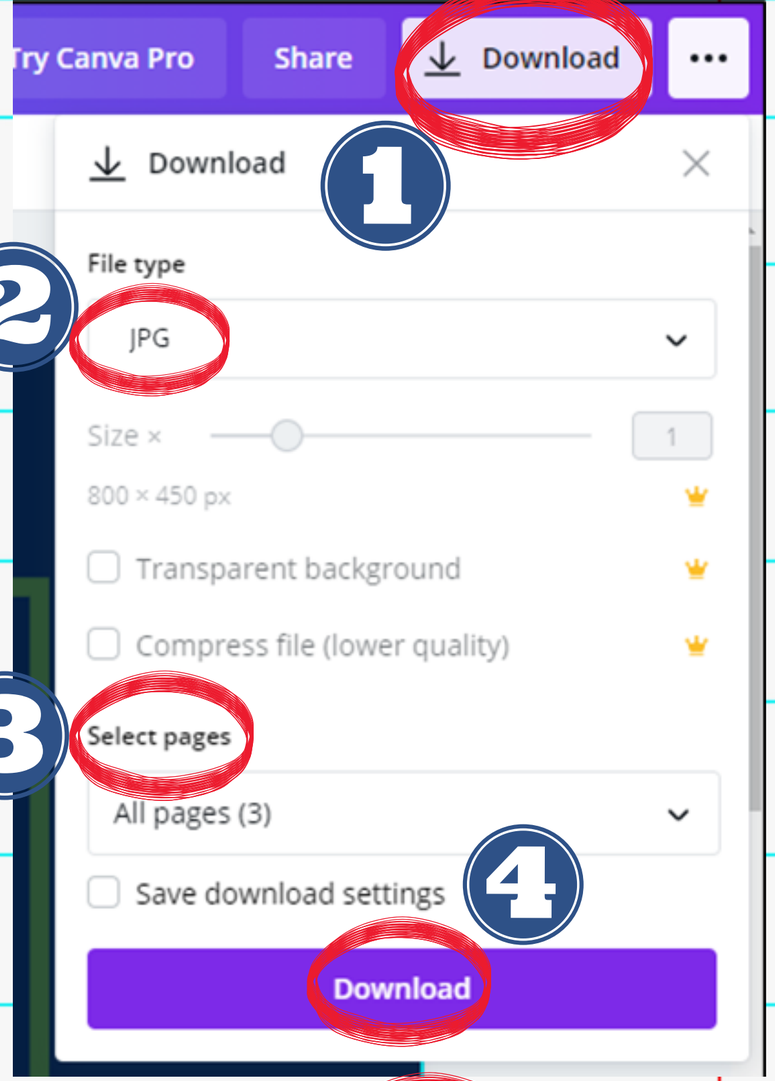


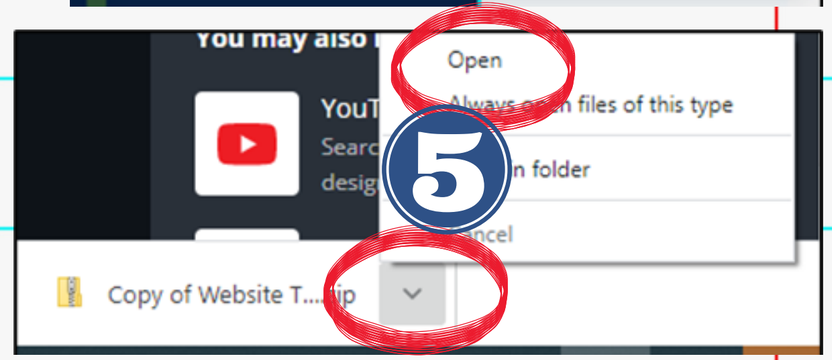
Text

Find fonts and customize text

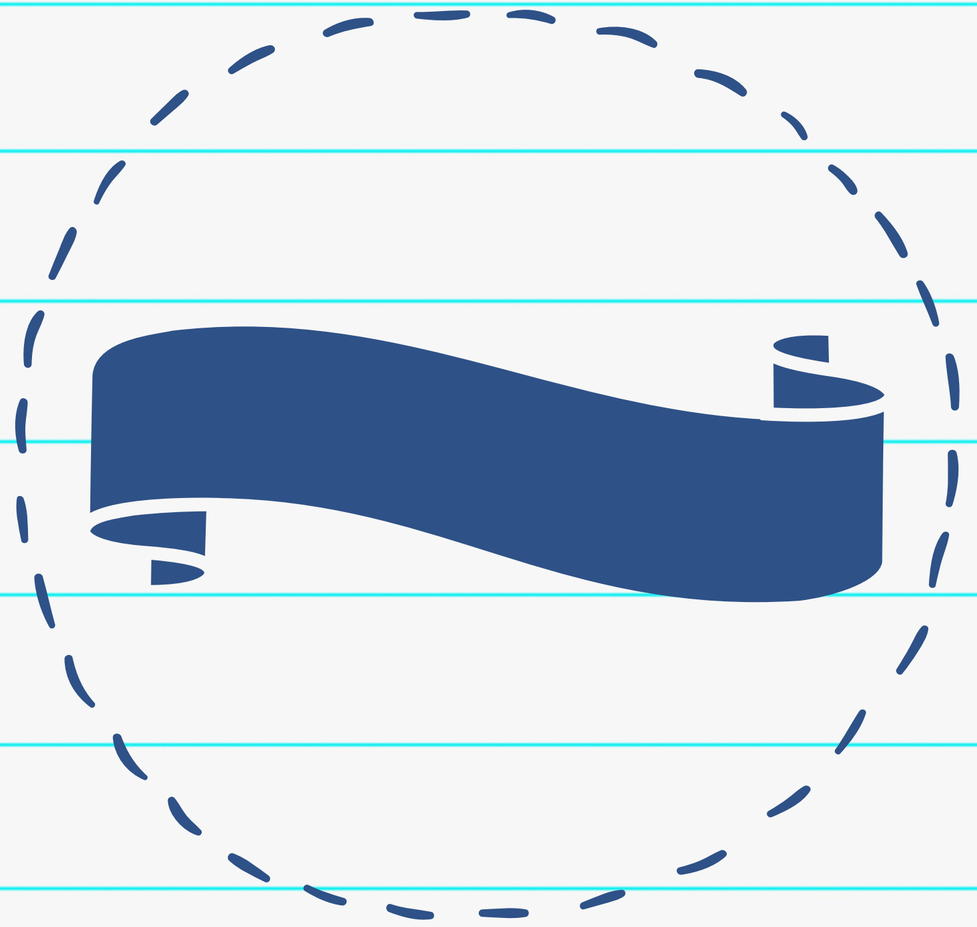
Saving Your Banner File

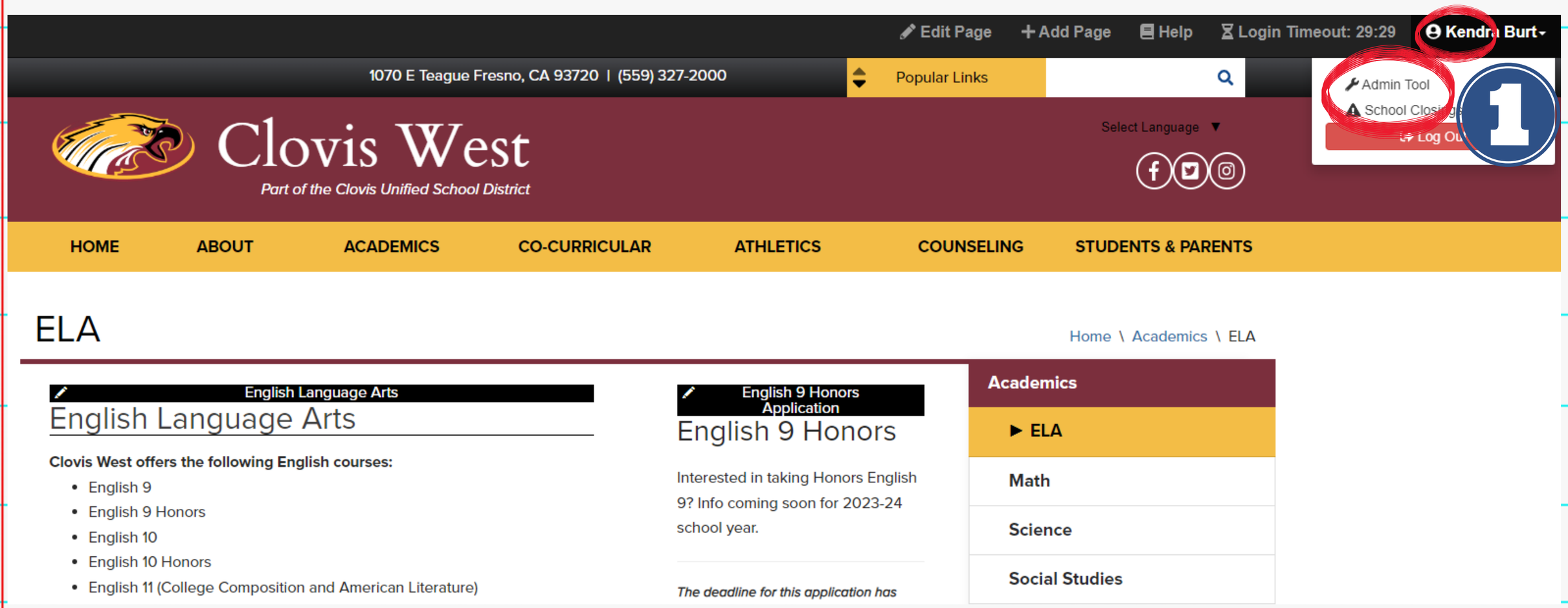
- Saving your web banner:
  - Click "Download" in the top right corner
  - Choose the JPEG file type
  - Choose the pages you want to save
  - Click "Download". Your file will appear in the bottom left.
  - Click the arrow next to the File, then click "Open".
  - Save the File where you'd like.



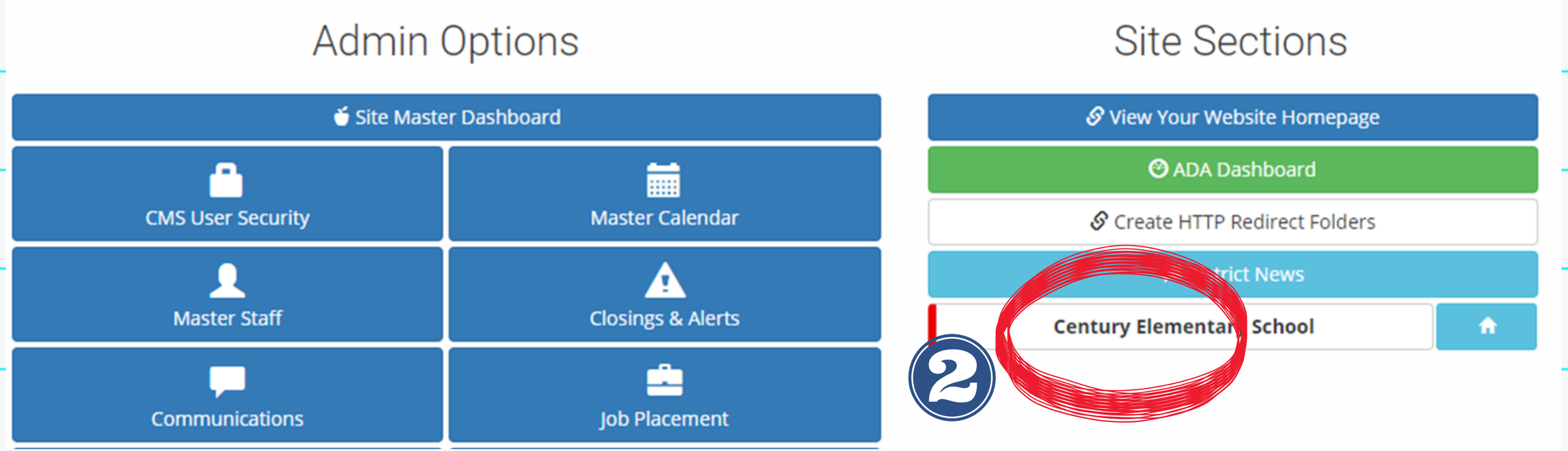


Adding a Homepage Banner

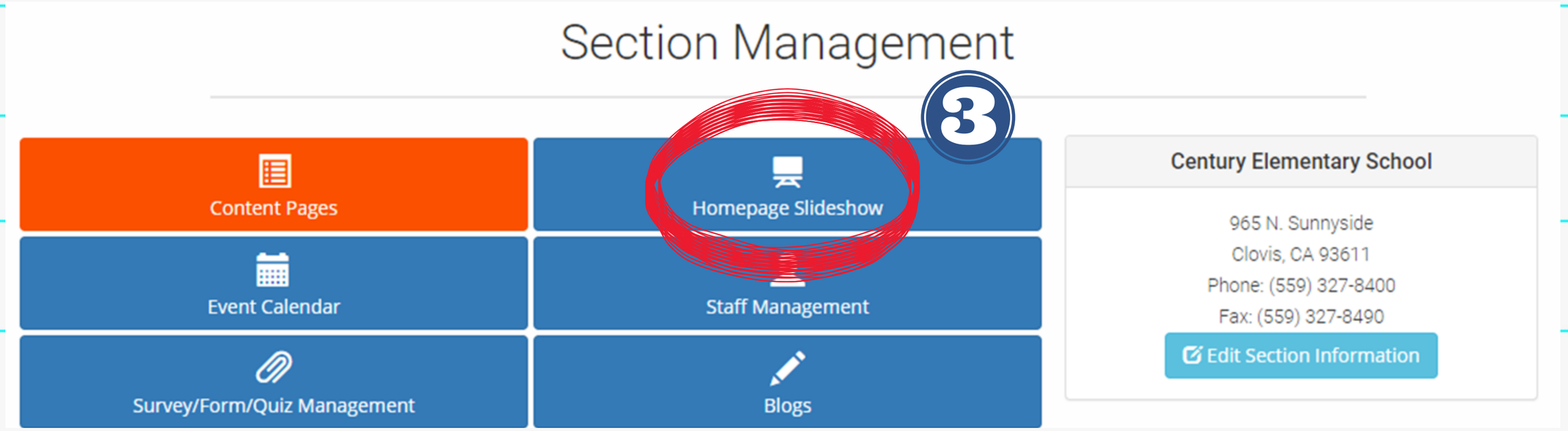


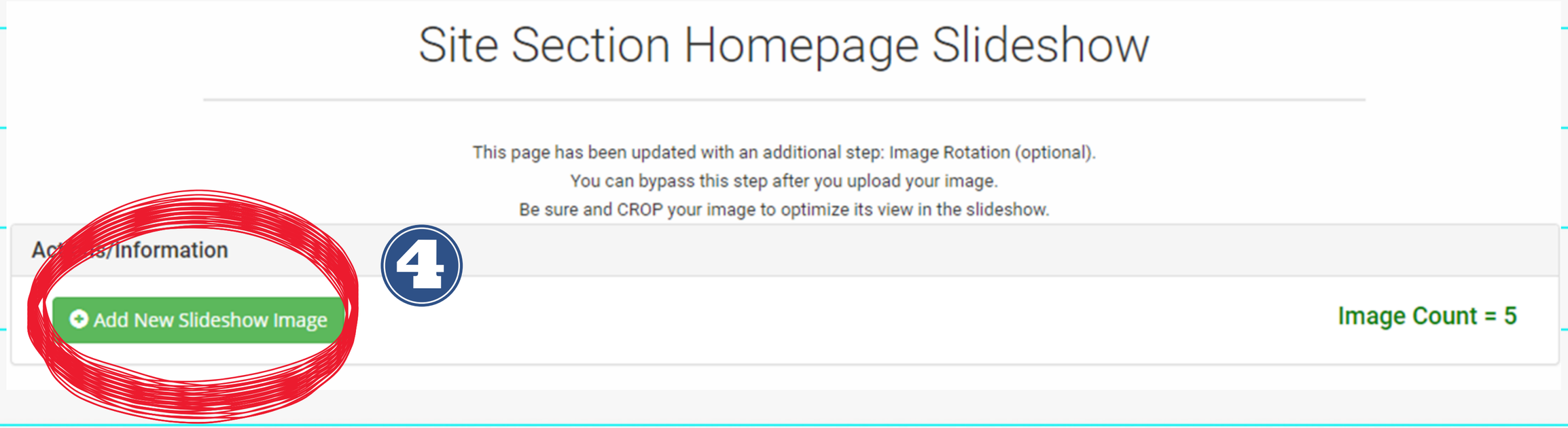


1. After logging in, click your name in the top right corner. Then click "Admin Tool".

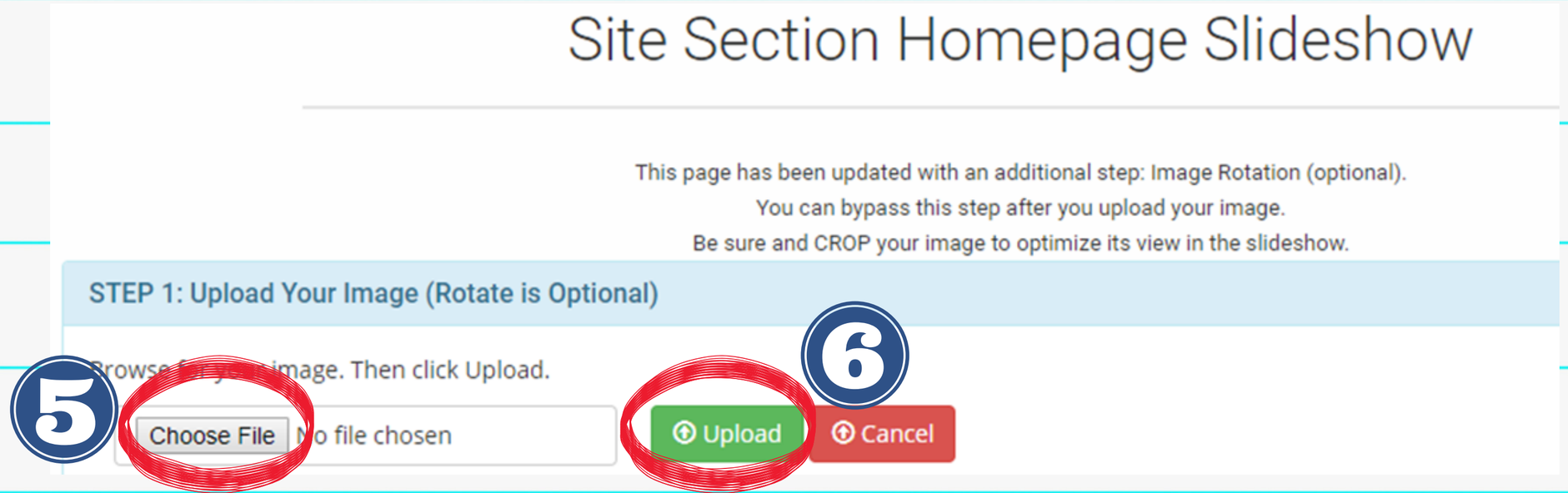


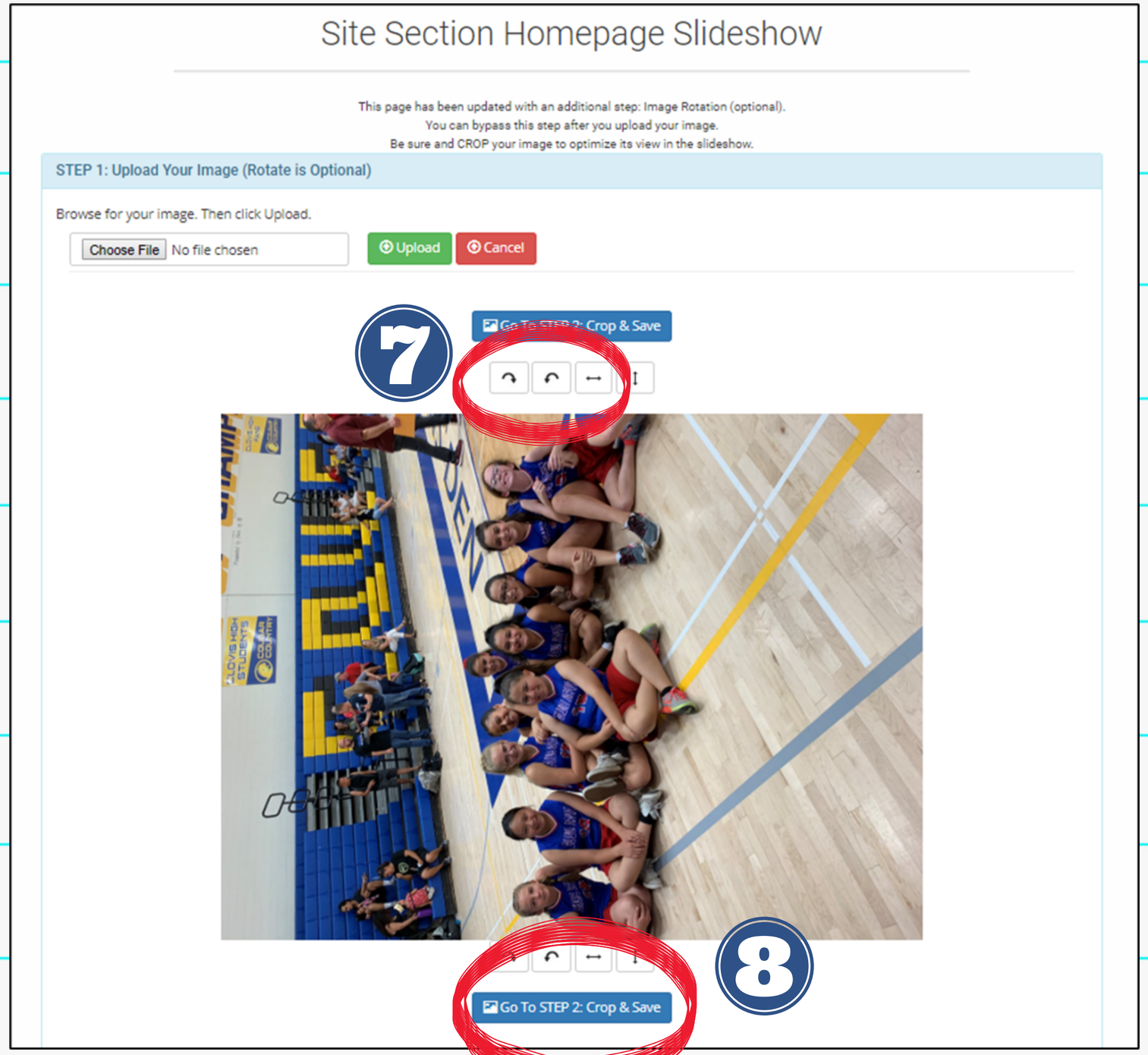
2. Click on your school name.
3. Click on "Homepage Slideshow".





4. Click "Add New Slideshow Image".
5. Click "Choose File" to add the banner image you're uploading.
6. Click "Upload".





7. If needed, rotate and adjust your image. **Highly recommended to upload a high-quality photo that is already horizontal for best results.**

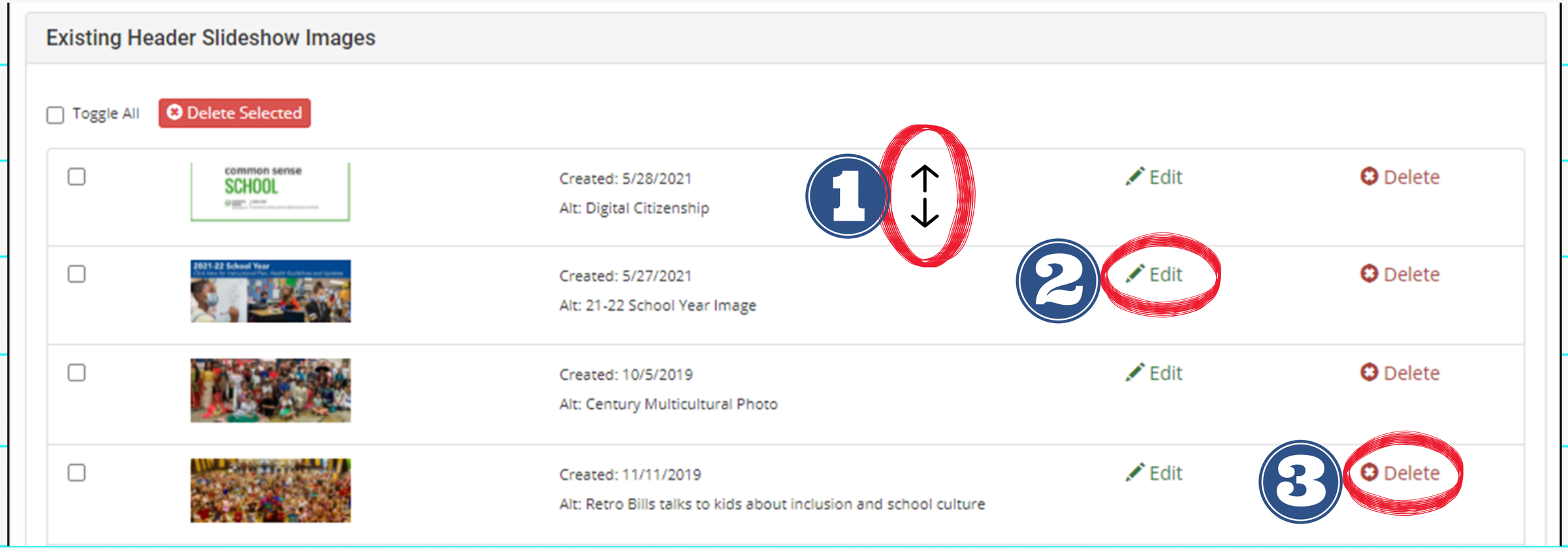
8. When done, click "Go to Step 2: Crop and Save".

9. (Optional) Add a photo title, which will appear on the image in your slideshow. ***DO NOT add a photo caption - it will appear as a duplicate!**

10. (Optional) Add a link to another webpage (internal or external).

11. **REQUIRED:** Add alternative text for your image. You cannot finish this process without adding alternative text.

12. To crop, hover over the image until your cursor becomes a +. Click and drag to crop. Save when done.



1. Your new banner will appear in the list. You can rearrange them by clicking and dragging the image bar up and down.
2. To edit a website banner, click "Edit".
3. To delete a website banner, click "Delete".

HAVE QUESTIONS?
LET ME KNOW!

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