

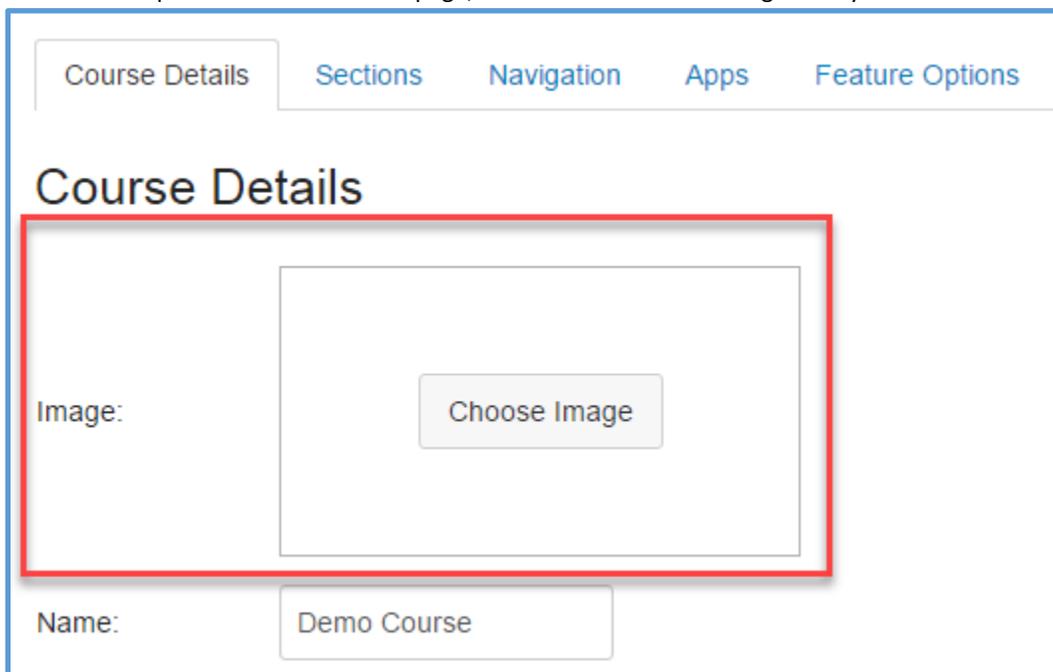
## USING A DASHBOARD CARD IMAGE IN CANVAS

It is possible to set an image to appear in the background of a Dashboard course card, which will display for all students and teachers of the course. Individual users can still control the color of the course card, but the image set for a course will appear shaded in whatever color is set, rather than the course card appearing as a solid block of color.

## CHECKING FOR FUNCTIONALITY

To discover if the Dashboard Card Image function is allowed on your Canvas system:

1. Go into your course site, and click Settings on the Course Navigation menu.
2. Make sure you are on the Course Details tab.
3. Look at the top of that Course Details page, and see if there is an "Image" entry.



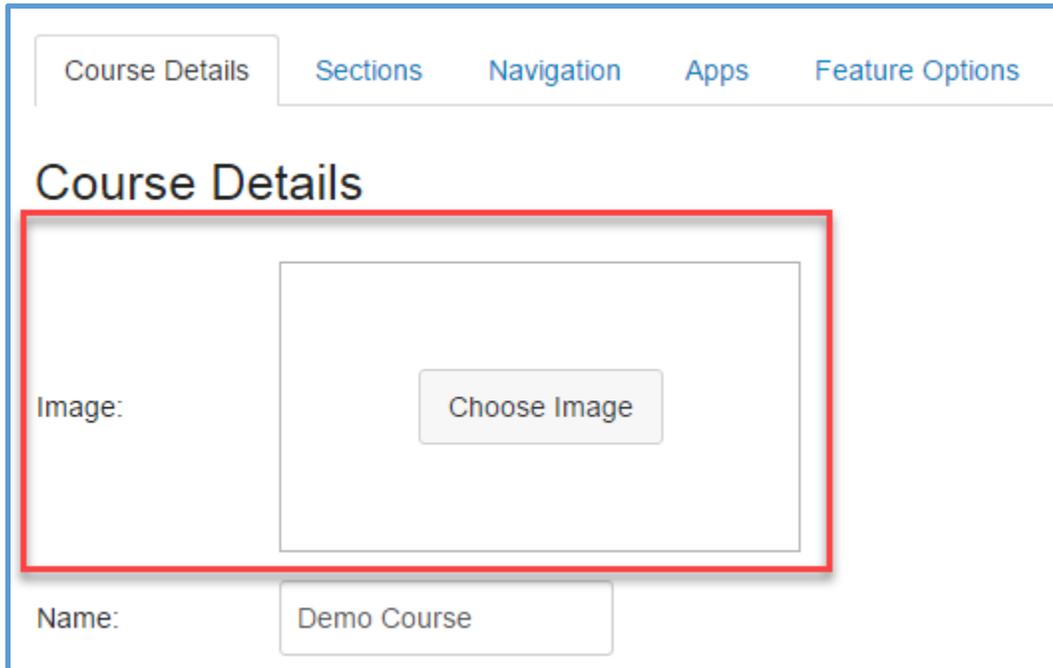
The screenshot shows the 'Course Details' page in Canvas. At the top, there are navigation tabs: 'Course Details', 'Sections', 'Navigation', 'Apps', and 'Feature Options'. The 'Course Details' tab is selected. Below the tabs, the title 'Course Details' is displayed. A red rectangular box highlights the 'Image' field, which contains a 'Choose Image' button. Below the 'Image' field, the 'Name' field is visible, containing the text 'Demo Course'.

4. If so, you are ready to add a course image.
5. If not, navigate to the Feature Options tab.
6. Look for a setting to "Enable Dashboard Images for Courses" and see if there is a switch to turn on this function.
7. If so, click the switch to enable adding a course image.
8. If not, your Canvas system administrator has not enabled the Course Card Image function. You should contact them to determine when you may get this functionality.

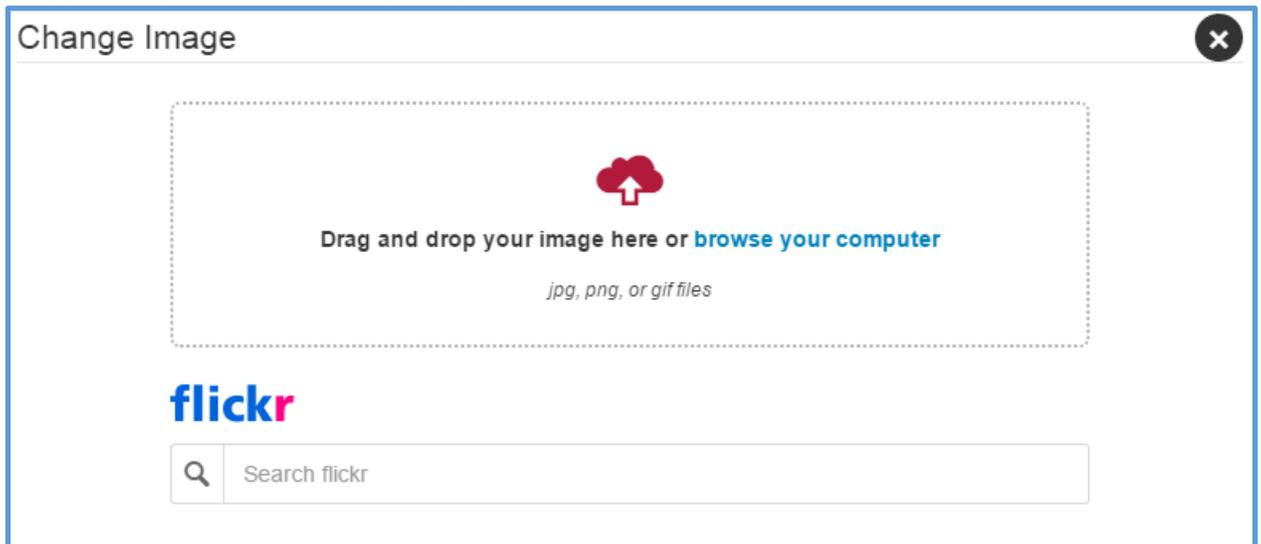
## SETTING A DASHBOARD CARD IMAGE

Assuming you already have a dashboard card image file prepared, here is how to add the image:

1. Go into your course site, and click Settings on the Course Navigation menu.
2. Make sure you are on the Course Details tab.
3. Click the “Choose Image” button.



4. Drag your image file onto the Change Image screen.



5. Your image will immediately be added as a background image on the Dashboard screen.

**Please Note:** Course cards only display on the Dashboard if they are marked as Favorites on the All Courses list. If you do not see your course on the Dashboard, click “Courses” on the Global Navigation menu, click the “All Courses” link, then click the star icon to the left of the course you want on the Dashboard.

## TIPS FOR CREATING A DASHBOARD CARD IMAGE

Canvas allows any dimensions of image to be set as the dashboard card image. However, for better results, you should create your image so that it will match the resolution ratio of the dashboard cards. It would also be wise to keep your file size small; even if Canvas allows you to upload a 50 Mb image file that still wouldn't be a good idea.

Here are some practical recommendations for a Dashboard Card Image:

- Create your image size at 360 x 200 pixels.
- Save your image as a GIF, JPG, or PNG file.
- Keep your file size well under 1 Mb. My own sample card files have been PNG files between 12 and 30 Kb.
- If possible, keep the main background of the image white. Remember that this image will display behind an overlay of color, and that the default colors of individual users are set at random.
- If you are not a graphics expert, check to see if your school has someone on staff who can help you with creating the dashboard card image.
- As always when creating material for your course, make sure you are not violating copyright when assembling the dashboard card image.