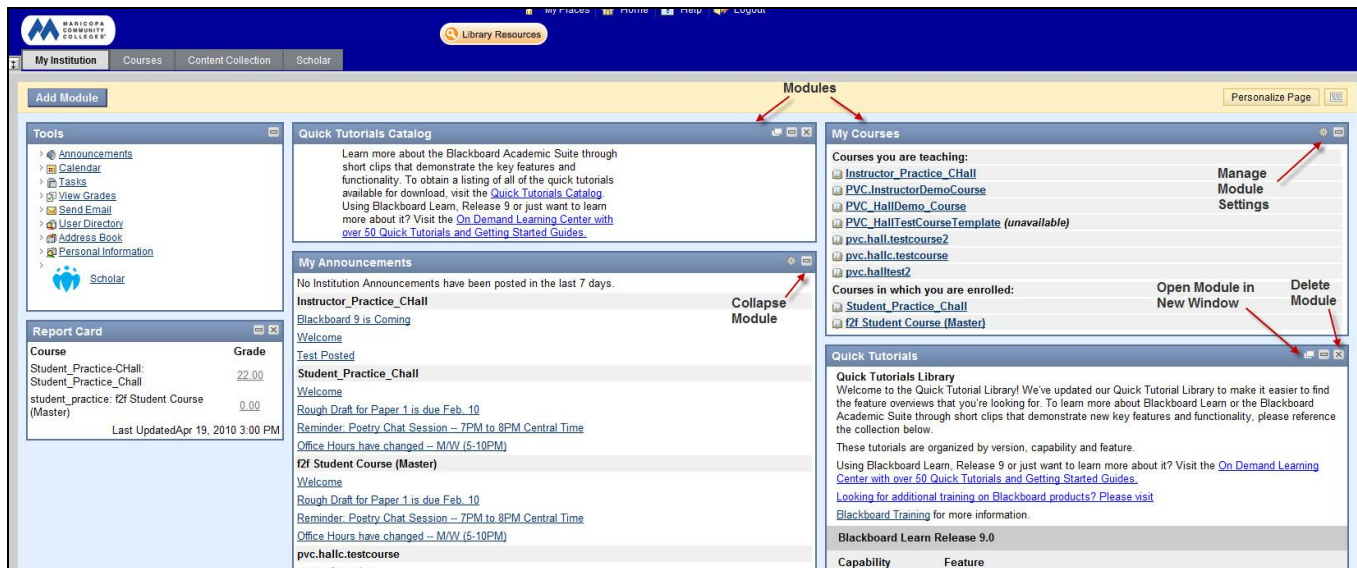




Blackboard

Customize the My Institution Page

Once you login to Blackboard, you will be directed to the *My Institution* welcoming page. This page can be accessed at any time by clicking on the *My Institution* tab located below the Maricopa logo. This page is designed to help you manage your personal information, events, and tasks; give you shortcut access to common tools (functions) used in Blackboard; and serves as a portal to all of the courses you are teaching/taking.



Modify Layout

You can personalize the *My Institution* page layout by deciding where modules will appear on the page. You can also personalize the colors of the *My Institution* page by changing the theme.

To change the color theme for the page, click **Personalize Page**, select a theme, then click Submit.

To move a module, position the mouse over the module header, press and drag to the new location.


To remove a module, click the  icon at the upper right corner of the module.

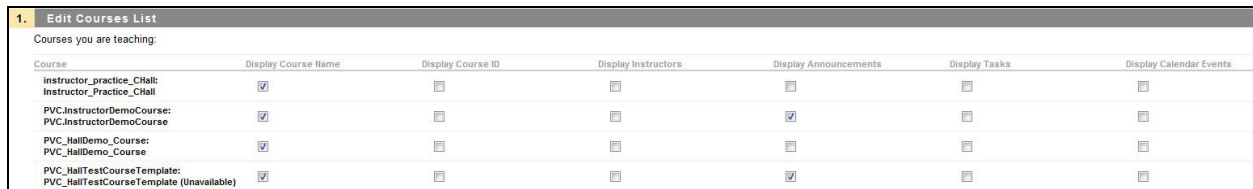
To collapse a module, click the  icon at the upper right corner of the module.

To open a module in a new window, click the  icon at the upper right corner of the module.

Hide Old Courses from My Courses Module:

The Courses module contains links to all the courses you are teaching. You may want to hide links to older courses, to keep this course list small and more manageable.

1. Click the  icon at the upper right corner of the module.



Course	Display Course Name	Display Course ID	Display Instructors	Display Announcements	Display Tasks	Display Calendar Events
Instructor_practice_CHall: Instructor_Practice_CHall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PVC.InstructorDemoCourse: PVC.InstructorDemoCourse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PVC_HallDemo_Course: PVC_HallDemo_Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PVC_HallTestCourseTemplate: PVC_HallTestCourseTemplate (Unavailable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Deselect the checkboxes for the courses you wish to hide. This will not permanently delete the course from your view. You can still access hidden courses by clicking the Courses tab at the top of the Blackboard window.

You may further customize what is displayed in this module by selecting/deselecting checkboxes for the other options. To keep the list as short and simple as possible, you could display the course name only and turn off the rest of the checkboxes.

3. Click **Submit**.

Add Modules

The Add Module button lets you decide which modules will appear on the *My Institution* page. Each module on the Add Module page has a description to help you decide if you want to keep the module. **The My Announcements and My Courses modules cannot be removed.**

1. Click **Add Module**.
2. Select/deselect the checkboxes for modules you want to appear/disappear on the My Institution page.
3. Click **Submit** to finish and save your changes.

Tools

This feature provides shortcut access to many commonly used features of Blackboard:

- **Announcements** – Check institutional and course announcements.
- **Calendar** – View or add calendar entries.
- **Tasks** – View or add tasks.
- **View Grades** – Students view grades.
- **Send Email** – Select one of your courses to send email.
- **User Directory** – View information for users who have privacy settings set to public display.
- **Address Book** – Add contacts to your personal address book
- **Personal Information** – Edit your personal information.