

Customizing the My Institution Page

When you login to GSU Blackboard, the My Institution page will appear. This will be your home page, which contains modules such as Course List, Tools, etc. You may customize by adding modules and personalize by changing the theme.

Add Modules:

Let's start by adding a new module. Click the **Add Module** button near the upper left corner of the webpage.

The screenshot shows the Blackboard My Institution page. At the top, the navigation bar includes the 'Add Module' button, which is highlighted with a red box. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with 'Tools' and 'My Tasks' sections. The 'Tools' section lists various options like Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Browse NBC Archives, NBC Archives Playlist, and Goals. The 'My Tasks' section shows 'My Tasks' and 'Test Course'. The main content area is divided into four sections: 'My Announcements' (showing no announcements), 'What's New' (showing a message about content display), 'Course List' (showing courses where the user is an instructor, including 'DsTC-1111: Test Course' and 'Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016'), and 'On Demand Help and Learning Catalog' (providing links to help videos for students and instructors).

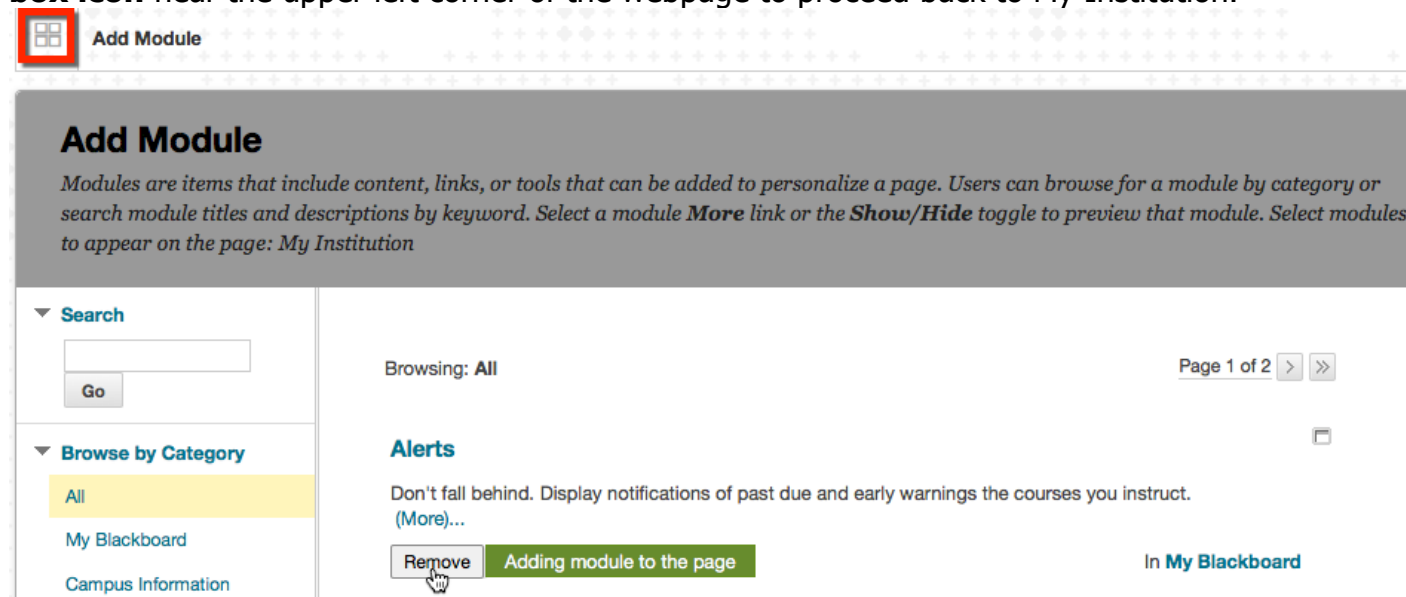
Click the title or the icon to the right of the title to view more of the module description. If you would like to add this to your My Institution page, click **Add**.

Browsing: All

Page 1 of 2 > >>

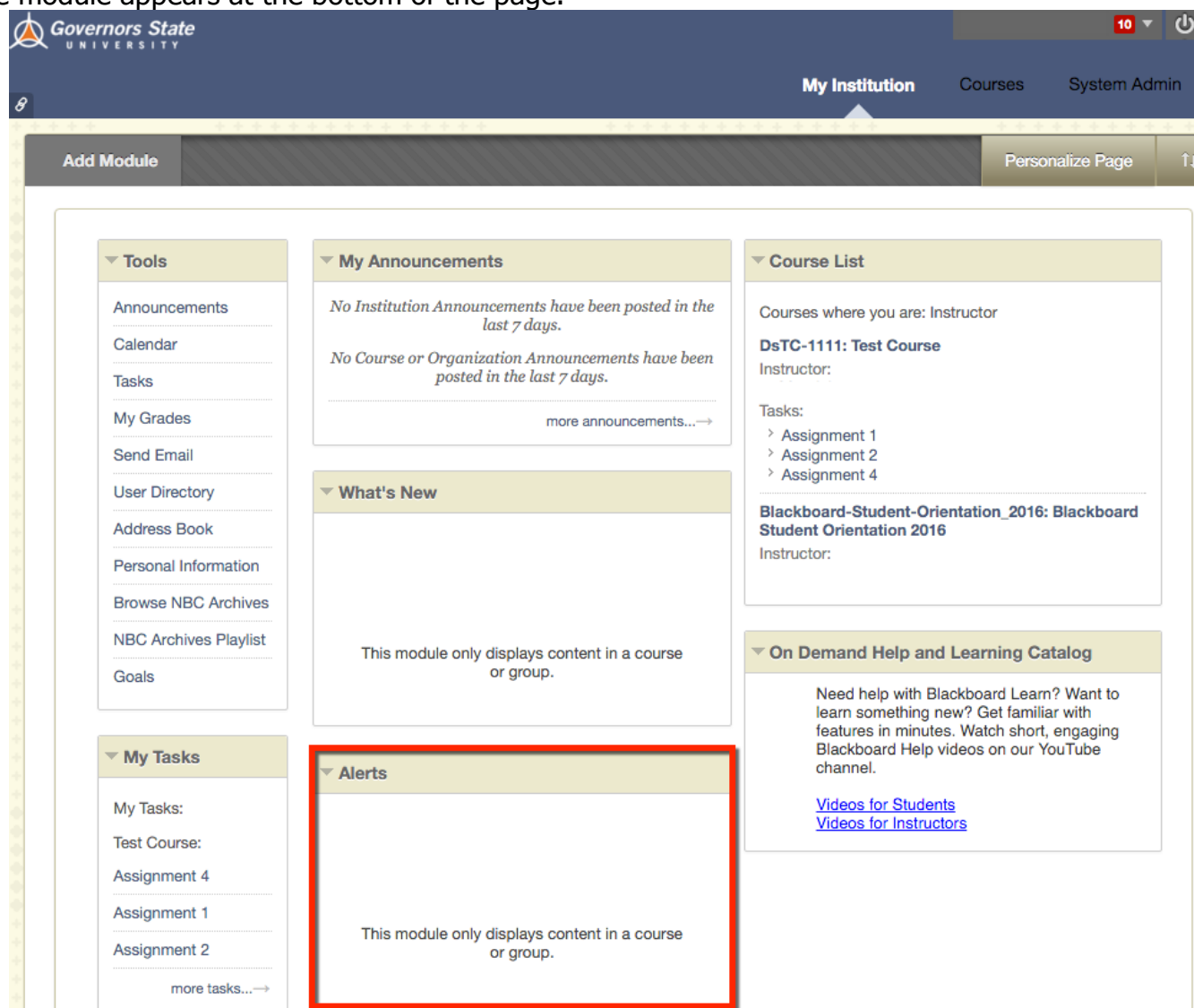
The screenshot shows the Blackboard Alerts section. The title 'Alerts' is highlighted with a red box. Below the title, there is a text block that reads: 'Don't fall behind. Display notifications of past due and early warnings the courses you instruct. (Less)...'. Below this text, there is an 'Add' button, which is also highlighted with a red box. To the right of the text and button, there is a box labeled 'Alerts'.

The module is being added to the page. Once you are finished adding modules, please click the **4 box icon** near the upper left corner of the webpage to proceed back to My Institution.



The screenshot shows the 'Add Module' dialog box. At the top left, there is a '4 box icon' (a square with four smaller squares) and the text 'Add Module'. Below this is a search bar with a 'Go' button. To the right of the search bar, it says 'Browsing: All' and 'Page 1 of 2'. Below the search bar, there is a 'Browse by Category' section with a list of categories: 'All', 'My Blackboard', and 'Campus Information'. To the right of this list, there is an 'Alerts' section with the text 'Don't fall behind. Display notifications of past due and early warnings the courses you instruct. (More)...'. Below the 'Alerts' section, there is a 'Remove' button and a green button that says 'Adding module to the page'. In the bottom right corner, it says 'In My Blackboard'.

The module appears at the bottom of the page.



The screenshot shows the Blackboard 'My Institution' page. At the top, there is a navigation bar with 'My Institution', 'Courses', and 'System Admin'. Below this is a header bar with 'Add Module', 'Personalize Page', and a '10' icon. The main content area is divided into several sections: 'Tools' (Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Browse NBC Archives, NBC Archives Playlist, Goals), 'My Announcements' (No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days. more announcements...→), 'What's New' (This module only displays content in a course or group.), 'Course List' (Courses where you are: Instructor. DsTC-1111: Test Course. Instructor: Tasks: > Assignment 1, > Assignment 2, > Assignment 4. Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016. Instructor:), 'On Demand Help and Learning Catalog' (Need help with Blackboard Learn? Want to learn something new? Get familiar with features in minutes. Watch short, engaging Blackboard Help videos on our YouTube channel. Videos for Students, Videos for Instructors), 'My Tasks' (My Tasks: Test Course: Assignment 4, Assignment 1, Assignment 2. more tasks...→), and 'Alerts' (This module only displays content in a course or group.). The 'Alerts' section is highlighted with a red border.

Organize Modules:

If you would like to reposition a module, simply left click and drag the module to a new location.

The screenshot shows the 'Add Module' interface in Blackboard. At the top, there are buttons for 'Add Module' and 'Personalize Page'. The main area is divided into several sections:

- Tools:** A list of links including Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Browse NBC Archives, NBC Archives Playlist, and Goals.
- My Announcements:** A section with two messages: 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organization Announcements have been posted in the last 7 days.' with a 'more announcements...' link.
- Course List:** A section titled 'Courses where you are: Instructor' showing 'DsTC-1111: Test Course' with a list of tasks: Assignment 1, Assignment 2, and Assignment 4. Below it is 'Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016'.
- What's New:** A section with the text 'This module only displays content in a course or group.'
- Alerts:** A section with the text 'This module only displays content in a course or group.' This section is highlighted with a red box.
- On Demand Help and Learning Catalog:** A section with text about getting help with Blackboard Learn and links for 'Videos for Students' and 'Videos for Instructors'.

A red arrow points from the 'Alerts' section to the 'What's New' section.

You may also click the up arrow / down arrow icon near the upper right corner of the webpage to reposition a module.

The screenshot shows the 'Reorder: Modules' dialog box in Blackboard. The dialog has three columns for reordering modules:

- Column 1:** Tools, My Tasks
- Column 2:** My Announcements, What's New
- Column 3:** Course List, On Demand Help and Learning Catalog

Each column has up and down arrow icons for reordering. The 'Personalize Page' button in the top right corner of the main interface is highlighted with a red box.

The module has successfully moved from one location to another.

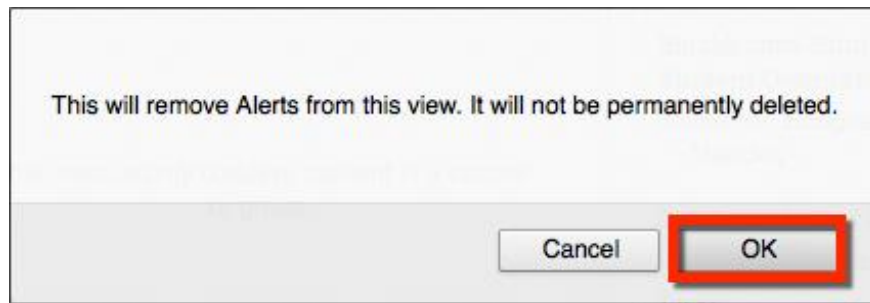
The screenshot shows the Blackboard interface with a top navigation bar containing 'Add Module', 'Personalize Page', and a sort icon. The main content area is divided into several modules. On the left is a 'Tools' sidebar with links like Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Browse NBC Archives, NBC Archives Playlist, and Goals. Below this is a 'My Tasks' section. The central area features an 'Alerts' module at the top, which contains the text 'This module only displays content in a course or group.' Below it are 'My Announcements' and 'What's New' sections. The right side of the page shows a 'Course List' with two courses: 'DsTC-1111: Test Course' and 'Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016'. At the bottom right is an 'On Demand Help and Learning Catalog' section with links for 'Videos for Students' and 'Videos for Instructors'.

Remove Modules:

To remove modules, proceed to the upper right corner of the module and click the "x" icon.

This screenshot is identical to the previous one, but with a red square box highlighting the 'x' icon in the upper right corner of the 'Alerts' module, indicating where to click to remove the module.

Click **OK** to remove from the My Institution page.



The module is now removed from you're my Institution page.

Add Module

Personalize Page

▼ **Tools**

Announcements
Calendar
Tasks
My Grades
Send Email
User Directory
Address Book
Personal Information
Browse NBC Archives
NBC Archives Playlist
Goals

▼ **My Tasks**

My Tasks:
Test Course:

▼ **My Announcements**

No Institution Announcements have been posted in the last 7 days.
No Course or Organization Announcements have been posted in the last 7 days.
more announcements...→

▼ **What's New**

This module only displays content in a course or group.

▼ **Course List**

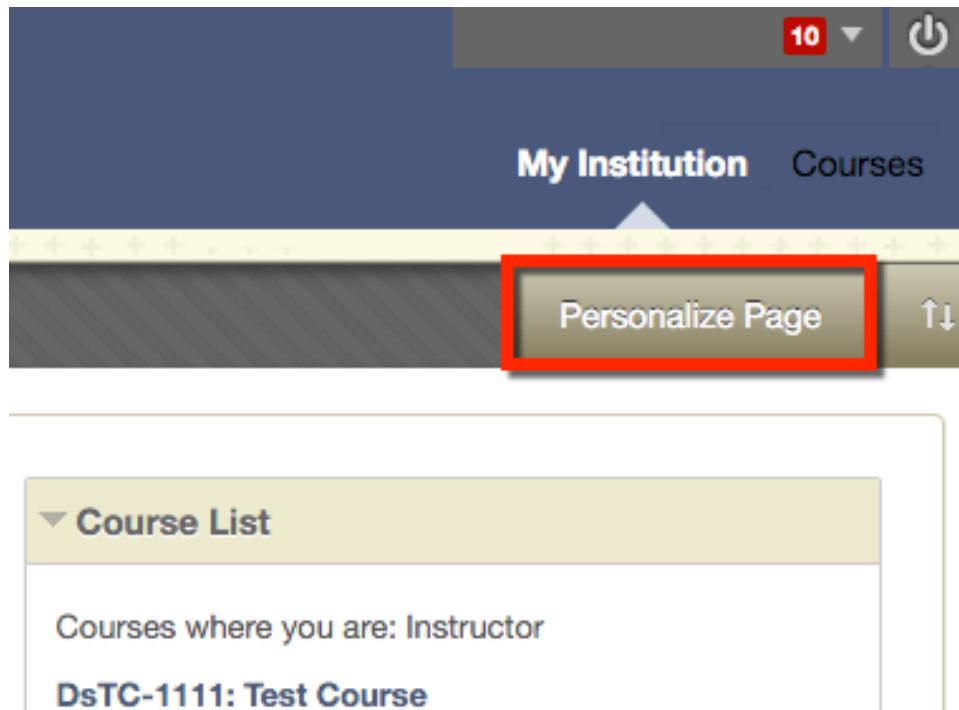
Courses where you are: Instructor
DsTC-1111: Test Course
Instructor:
Tasks:
 > Assignment 1
 > Assignment 2
 > Assignment 4
Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016
Instructor:

▼ **On Demand Help and Learning Catalog**

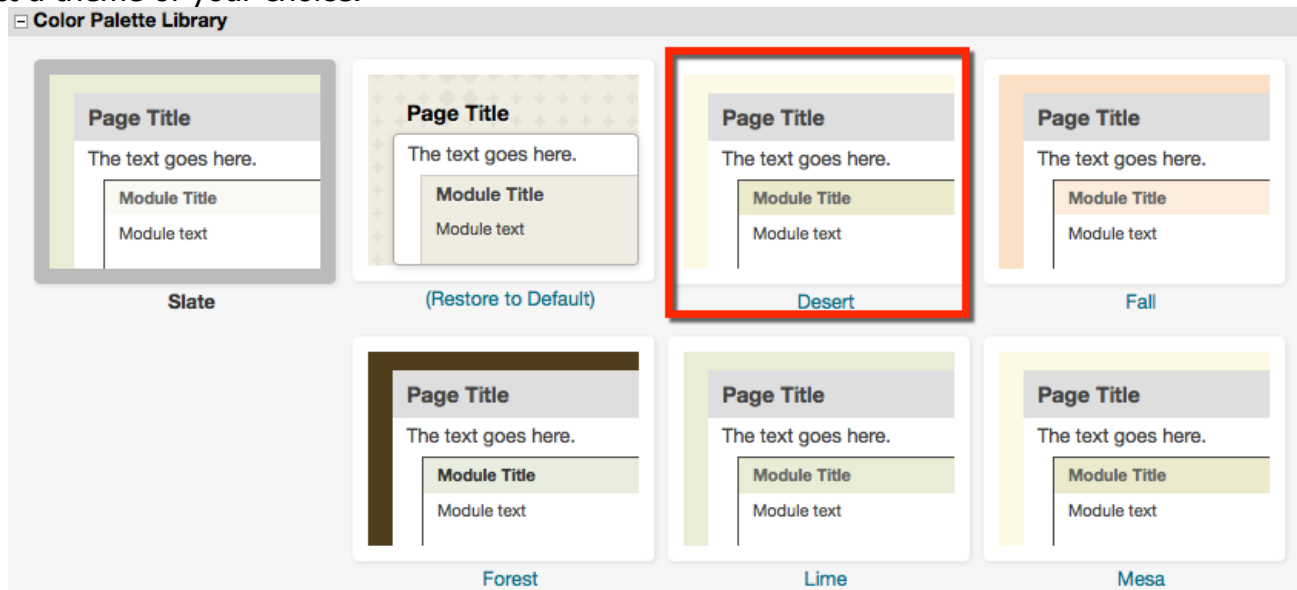
Need help with Blackboard Learn? Want to learn something new? Get familiar with features in minutes. Watch short, engaging Blackboard Help videos on our YouTube channel.
[Videos for Students](#)
[Videos for Instructors](#)

Change Theme:

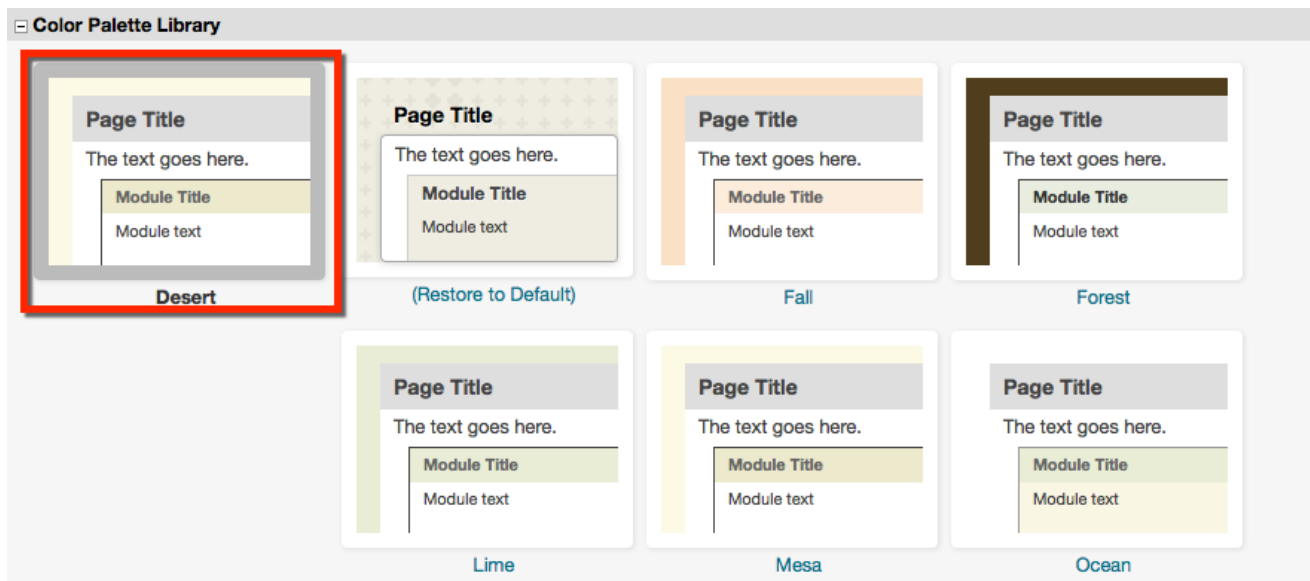
Near the upper right corner of the webpage, select Personalize Page.



Select a theme of your choice.



You will notice the theme of your choice is the first box to the left. Once you are done selecting a theme, click **Submit**.



The theme was successfully edited.

