

## 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:

Click the **Add Module** button near the upper left corner of the webpage.

The screenshot shows the Blackboard My Institution page for a user named Daniel Farnsworth. The page has a dark header with the Governors State University logo and navigation links for 'My Institution' and 'Courses'. Below the header is a navigation bar with 'Add Module' (highlighted in a red box), 'Personalize Page', and a refresh icon. The main content area is divided into several sections: 'My Tasks' (listing assignments), 'My Announcements' (no announcements), 'Report Card' (a table of course grades), 'Course List' (listing courses like 'Blackboard-Student-Orientation\_2016'), and 'On Demand Help and Learning Catalog'.

| Course   | Grade  |
|--|--------|
| BB-COLLAB- : Test course by  | -      |
| BB9.1_Instruction: Blackboard Faculty Tutorials                          | -      |
| Blackboard   | -      |
| Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016 | 140.75 |
| DsTC-1111: Test Course   | -      |
| JOY-TEST-SP11: Testing SP 11   | -      |
| TESTING-ACCT-2110: Testing ACCT course copy                              | -      |

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**.

The screenshot shows the 'Alerts' section of the Blackboard interface. It includes a heading 'Alerts', a paragraph of text: 'Don't fall behind. Display notifications of past due and early warnings the courses you instruct. (Less)...', and an 'Add' button (highlighted in a red box). Below the text is a box labeled 'Alerts' with a refresh icon in the top right corner (also highlighted in a red box). At the bottom, it says 'In My Blackboard'.

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.

**Add Module**

Modules are items that include content, links, or tools that can be added to personalize a page. Users can browse for a module by category or search module titles and descriptions by keyword. Select a module **More** link or the **Show/Hide** toggle to preview that module. Select modules to appear on the page: My Institution

▼ Search

Go

▼ Browse by Category

- All
- My Blackboard
- Campus Information

Browsing: All

Page 1 of 2 > >>

**Alerts**

Don't fall behind. Display notifications of past due and early warnings the courses you instruct.  
(More)...

Remove Adding module to the page

In My Blackboard

The module appears at the bottom of the page.

Add Module Personalize Page

▼ My Tasks

My Tasks:

- Test Course:
- Assignment 4
- Assignment 1
- Assignment 2

more tasks...→

▼ 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...→

▼ Report Card

| Course   | Grade  |
|--|--------|
| BB-COLLAB-JOY: Test course by Joy Bensingier                             | -      |
| BB9.1_Instruction: Blackboard Faculty Tutorials                          | -      |
| Blackboard-Faculty-Orientation: Faculty Orientation                      | -      |
| Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016 | 140.75 |
| DsTC-1111: Test Course   | -      |
| JOY-TEST-SP11: Testing SP 11   | -      |
| TESTING-ACCT-2110: Testing ACCT course copy                              | -      |

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▼ Alerts

This module only displays content in a course or group.

▼ Course List

Courses where you are: Student

**Blackboard-Student-Orientation\_2016: Blackboard Student Orientation 2016**  
Instructor: Douglas Johnson; Nikki LaGrone; Barbara Mandel;

**DsTC-1111: Test Course**  
Instructor: Douglas Johnson; Barbara Mandel;  
Tasks:  
▶ Assignment 1  
▶ Assignment 2  
▶ Assignment 4

**Blackboard-Faculty-Orientation: Faculty Orientation**  
Instructor: Douglas Johnson; Barbara Mandel; Teri Sosa;

▼ On Demand Help and Learning Catalog

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[Videos for Students](#)  
[Videos for Instructors](#)

**Blackboard Questions?** Contact the Center for Online Teaching and Learning  
Email: [blackboard@govst.edu](mailto:blackboard@govst.edu) Phone: (708) 534-4115

## Organize Modules:

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

The screenshot shows a Blackboard course page with a top navigation bar containing "Add Module" and "Personalize Page" buttons. The main content area is divided into several modules: "My Tasks", "My Announcements", "Report Card", "Tools", "Course List", and "On Demand Help and Learning Catalog". A red box highlights the "Alerts" module, which contains the text "This module only displays content in a course or group." A red arrow points from the "Alerts" module to the "Report Card" module, indicating a drag-and-drop action. The "Report Card" module contains a table with the following data:

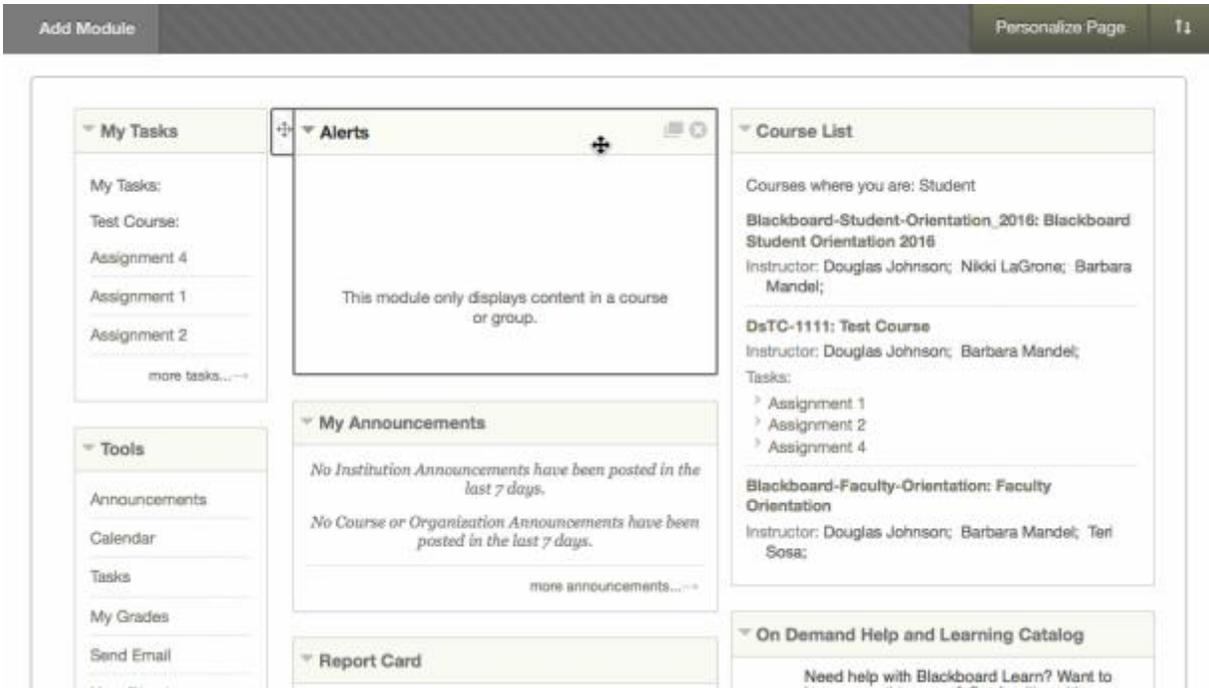
| Course   | Grade  |
|--|--------|
| BB-COLLAB-JOY: Test course by Joy Bensiger                               | -      |
| BB9.1_Instruction: Blackboard Faculty Tutorials                          | -      |
| Blackboard-Faculty-Orientation: Faculty Orientation                      | -      |
| Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016 | 140.75 |
| DsTC-1111: Test Course   | -      |
| JOY-TEST-SP11: Testing SP 11   | -      |
| TESTING-ACCT-2110: Testing ACCT course copy                              | -      |

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 box is titled "Reorder: Modules" and has a "Personalize Page" button in the top right corner. The dialog box is divided into three columns: "Column 1", "Column 2", and "Column 3". Each column contains a list of modules and a set of arrows for repositioning. The "Personalize Page" button is highlighted with a red box. The "Reorder: Modules" dialog box contains the following data:

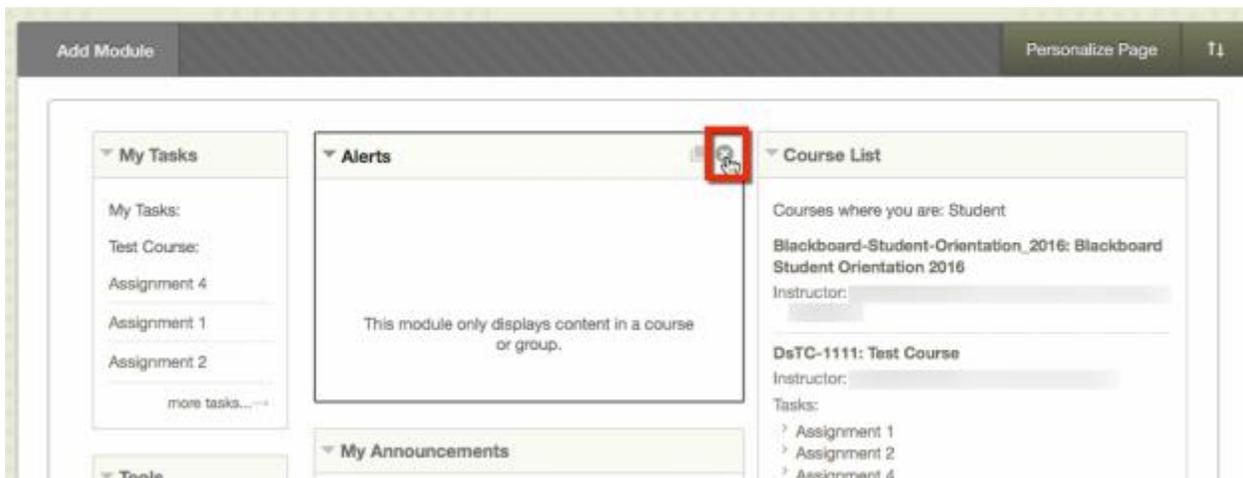
| Column 1          | Column 2                        | Column 3   |
|-------------------|---------------------------------|--|
| My Tasks<br>Tools | My Announcements<br>Report Card | Course List<br>On Demand Help and Learning Catalog |

The module has successfully moved from one location to another.

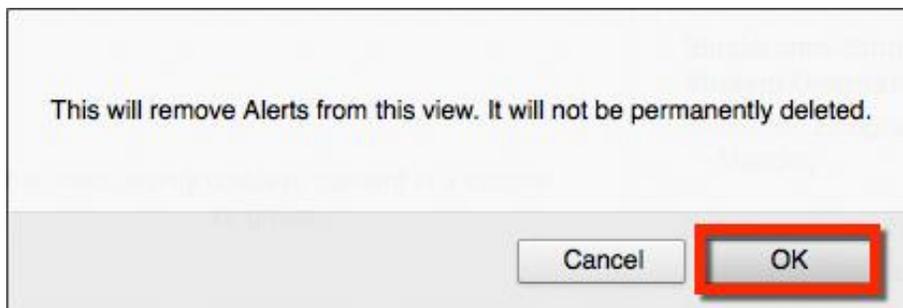


### Remove Modules:

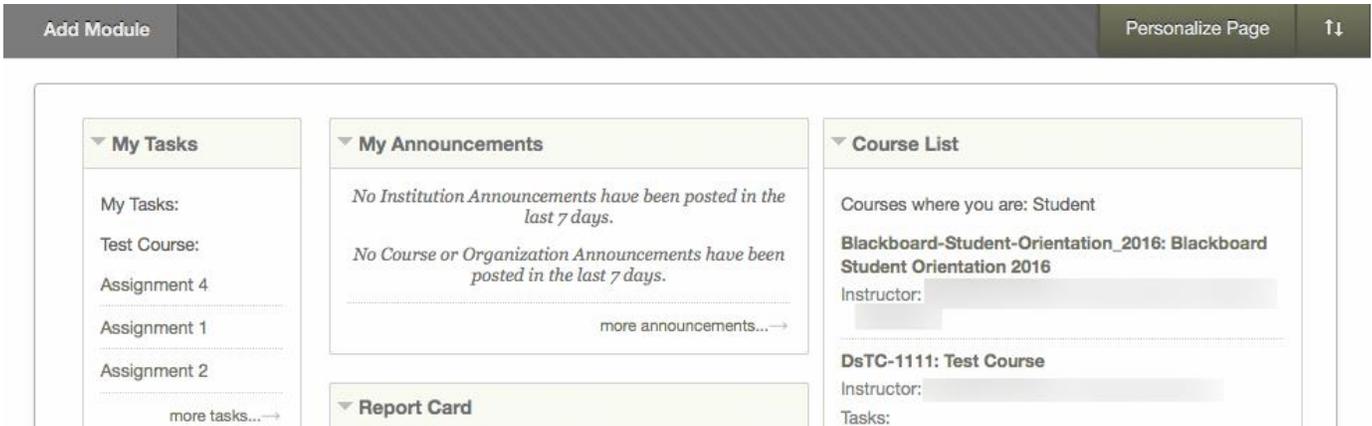
To remove modules, proceed to the upper right corner of the module and click the "x" icon.



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

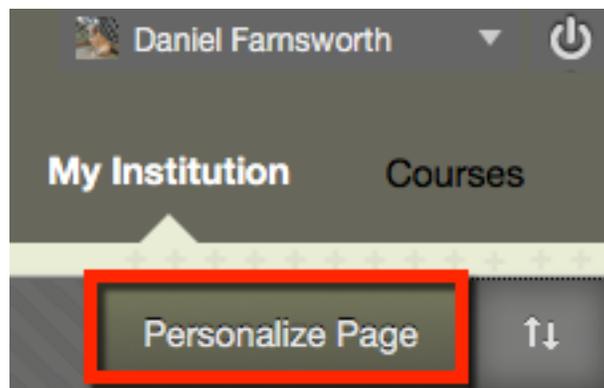


The module is now removed from you're my Institution page.

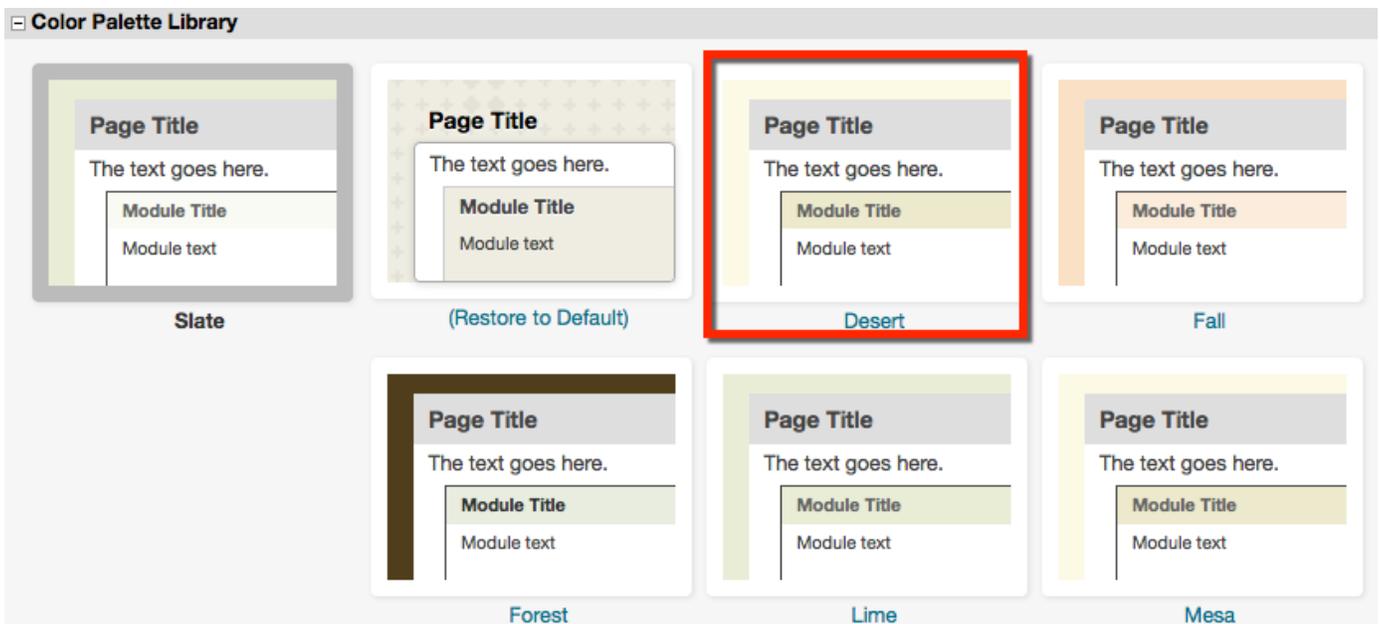


### Change Theme:

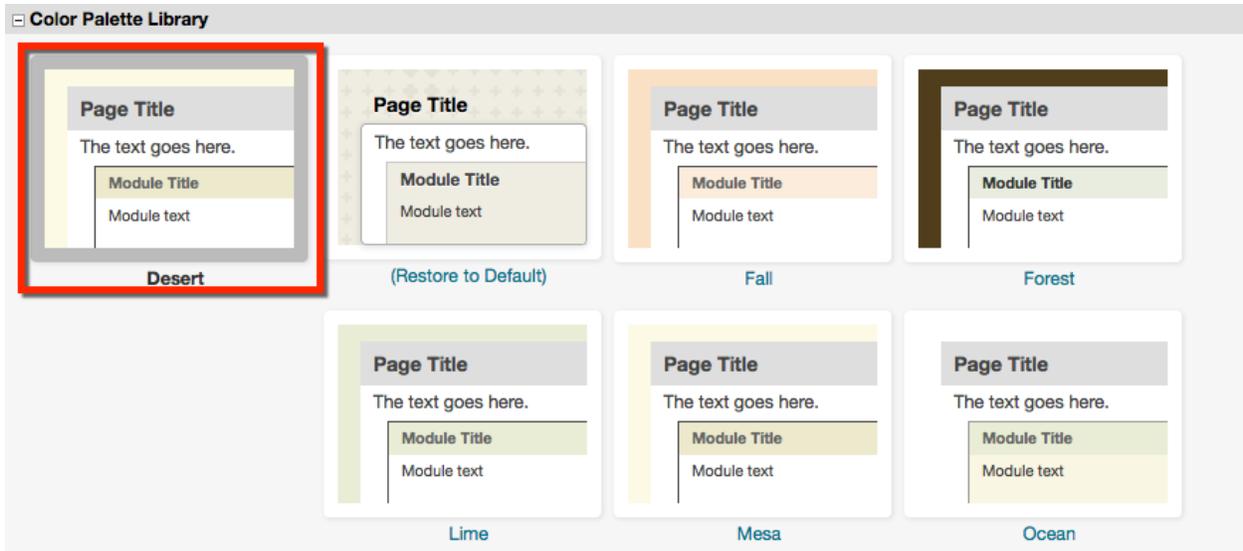
Near the upper right corner of the webpage, select Personalize Page.



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.

