UNDERSTANDING & USING THE HOME PAGE

Faculty Support
eLearning

Blackboard Learn

By default, every new Blackboard course contains a module page called "Home" that is listed in your course's main menu. A module page is a page containing modules or widgets that pull information from areas or tools in the course that you may be using. Some modules are simple tools, such as a calculator or dictionary. Other modules present information that the instructor or student may use to track performance in the course.

Instructors can choose to add or remove particular modules to the Home Page, adjust their settings, and customize their layout on the screen. Students can't remove or reorganize the modules that appear on their Home Page, but can personalize the function and styling of certain modules.
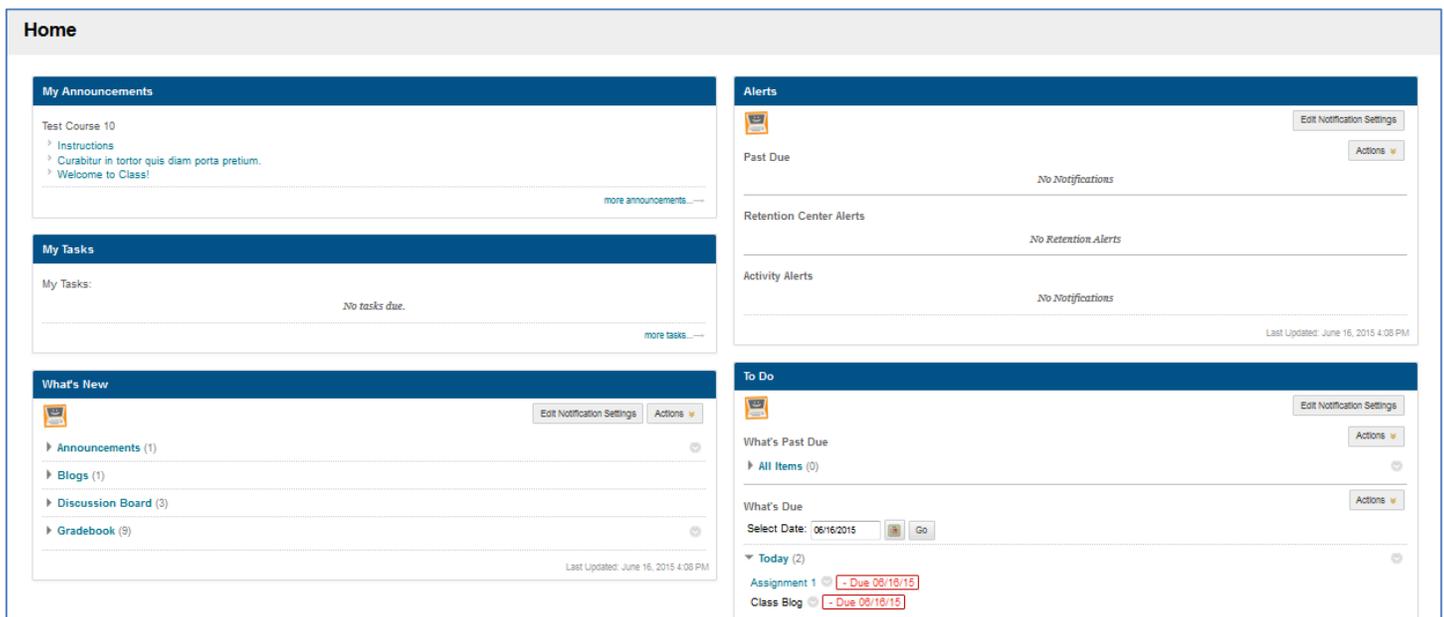
MODULES JUST FOR INSTRUCTORS

Alerts –Displays retention center notifications related to your students' activities in the course. For missed deadline and grade rule notifications to work effectively, the instructor must use the Grade Center and assign due dates to assessments.

Needs Attention – The Needs Attention module displays to the instructor notifications about work that needs to be graded in the course.

MODULES JUST FOR STUDENTS

Whats New - Displays links to all new content that the instructor has added to the course, categorized by content type.

To Do –The To Do module creates organized lists of the available assessments in the course that the student must complete based on the due dates that you assign.

Available assessments that have not been submitted for grading by their due dates will placed under the Past Due heading.

Internships & Job Search – This module displays a search form that connects to Internships.com. If the instructor adds this module to his or her course, students can use this module to search for internships and job opportunities related to their career interests within a 50 mile radius.

This is the same tool that is available to students through Blackboard's My Career tab.


MODULES FOR ALL COURSE USERS

My Announcements - Displays links to announcements that the instructor has posted using the course's Announcements tool. Students can customize this area to display all announcements or those from the last 7 or 30 days by clicking the "gear icon" and choosing the appropriate option.

My Tasks - This module pulls information from the course's Tasks tool. If you use this tool, this module will display links to the tasks you create for all students in the course.
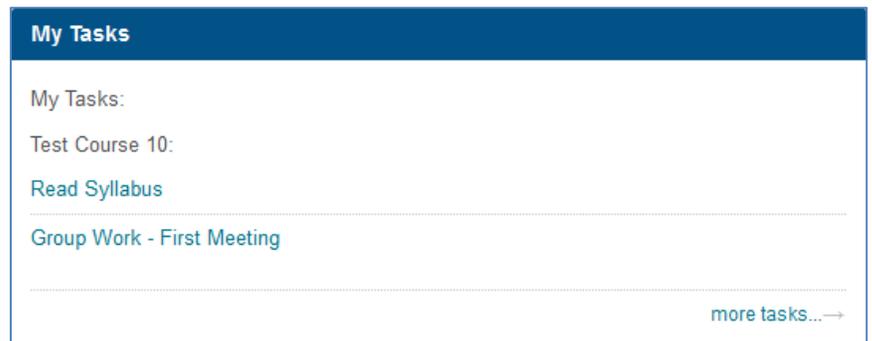
TextPad – Displays a blank box that the user can type a personal message in HTML for their own use. Messages typed in the TypePad can only be seen by the individual who typed the message. To type HTML into the box, click the gear icon in the right-corner on the module.

Dictionary - Type a term in the text-box and click Go to access Dictionary.com in a new window.
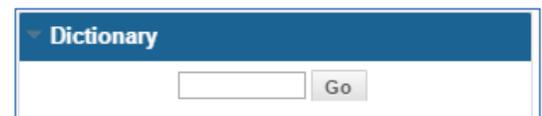
Thesaurus - Type a term in the text-box and click Go to access Thesauraus.com in a new window.

Calculator - Displays a simple calculator tool.

MANAGING YOUR HOME PAGE

All new Blackboard courses are given a Home module page with the following modules posted on it:

- My Announcements
- My Tasks
- What's New
- Needs Attention
- To Do
- Alerts

You may manage your Home page using these instructions when you have EDIT MODE turned on in the course.

Closing Unwanted Modules
If you do want to use certain modules on the Home page, you may close them by rolling your mouse over a module and clicking the close button.

Closing a module simply removes the module from view. It *does not* delete content that it referred to.
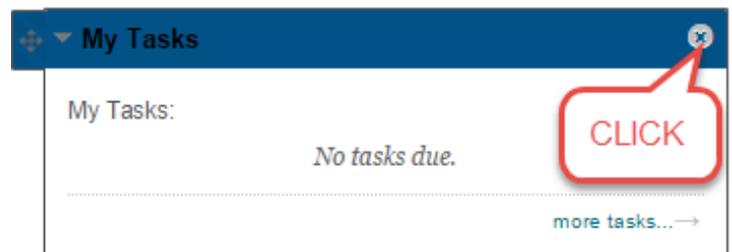
Re-ordering Modules
Simply roll your mouse over the header of the module and click and hold your left mouse button on the drag-drop direction arrow tab that appears. Drag and drop the module to a new location on the page.
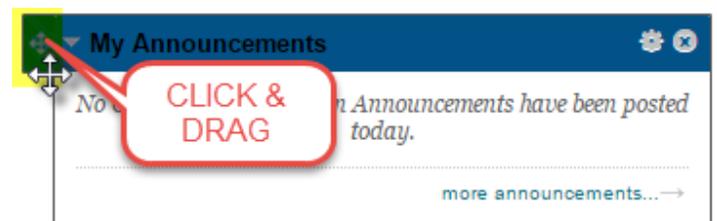
Adding Modules

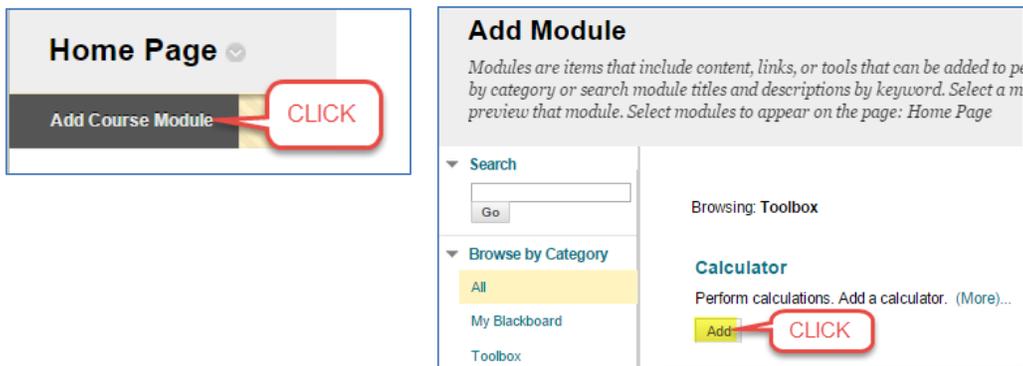When viewing the Home Page, click the **ADD COURSE MODULE** button. On the **ADD MODULE PAGE** that appears, click on the **ADD** buttons associated with the modules you would like to add to your Home page. When done, click the **OK** button to return to the Home page.

Adding Content to Modules

You cannot add content directly to a module because it pulls content from tools or other areas of the course. For example, when using the Announcement tool to post a new notice to the course, the Announcement Module will update and display this information. Similarly, if you add new content or a new assignment with a due date to the course, this information may appear in the What's New or To Do module.

Removing Content from Modules

You cannot directly remove content from a module because it pulls content from tools or other areas of the course. Instead, make the content that the module refers to unavailable to students in the course. Unavailable content, assessments, and announcements do not appear in modules.
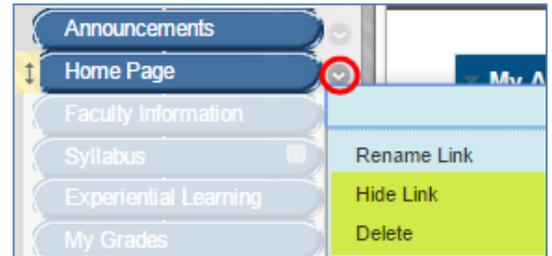
Creating a New Module Page

If you want to create a new blank module page, roll your mouse over your course menu's **ADD** button and select **MODULE PAGE**. Complete the simple form that appears and click the **SUBMIT** button to add the blank module page to your course menu. Once you have created the module page, you must add modules to it through the process mentioned at the top of the page.
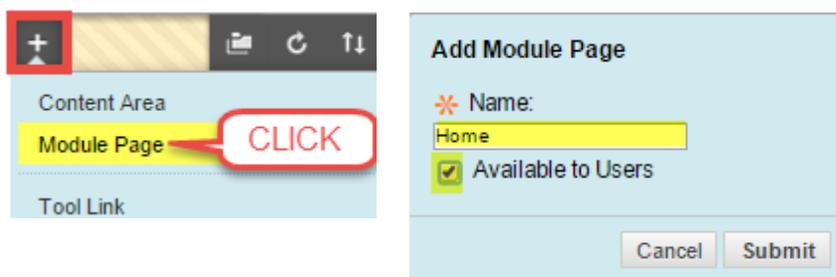
DELETING OR HIDING THE HOME PAGE

If you do not want to use the Home page, you may hide or delete the button from your course's menu. Roll your mouse over the Home page button, click the gray context button and select an option from the button's context menu.

Deleting the Home page also deletes the modules that are posted on it, but not the content that the modules referred to.

CREATING A NEW MODULE PAGE

If you have deleted your default Home page or need to make a new *blank* module page, follow these steps:

1. In your Blackboard course, make sure that you have **EDIT MODE** turned on so that you see the "Add" menu for adding and editing content in the course menu.

   The "Add" menu is available to you when "Edit Mode" is turned on.

2. Roll your mouse over the **ADD** button and select **MODULE PAGE** from the menu that appears.
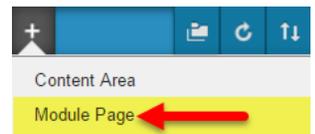
3. In the form that appears, give the page a **NAME**, select the **AVAILABLE TO USERS** checkbox, and click **SUBMIT**.
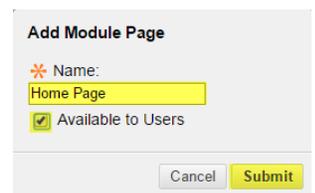
4. The module page button will be added to your course menu. Click on the new module page button to view the page.

5. The page will be **blank** at first. Use the page's "**Add Course Modules**" button to add your preferred modules to the module page.