# Blackboard Help Topic

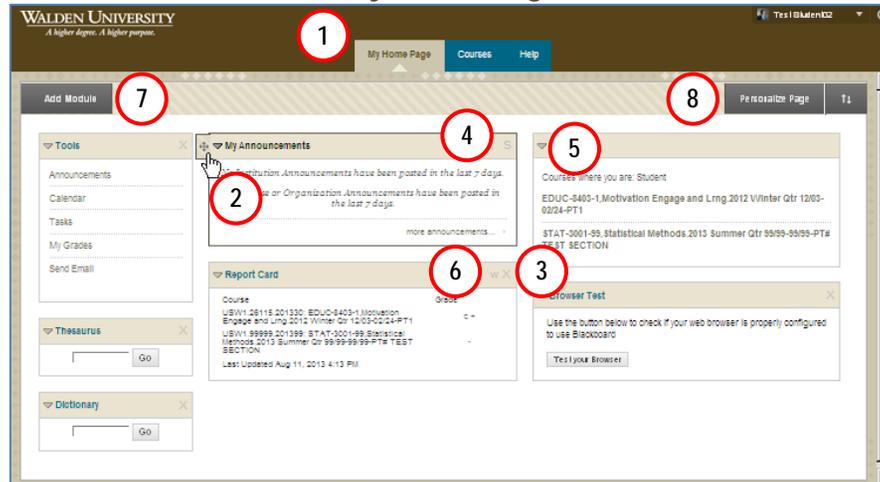## My Home Page

Walden 2013

Updated August 30, 2013

This Blackboard help topic explains the newly customizable "My Home Page", the first page visible when accessing Blackboard using the "Go To Your Classroom" link.

Summary

- "My Home Page"— formerly known as My Institution,—has been given a more descriptive and user-friendly name, in addition to improved usability and customizability.
- The color theme of My Home Page can be changed with the "Personalize Page" button.
- The small boxes containing tools and information on this page are known as "modules," and the selection, content, and location of these modules can now be customized.
- New modules can be added using the "Add Module" button.
- Editing tools for modules will appear when the pointer is moved over the colored title bar at the top of the module.
- Most modules can be removed by clicking the X-shaped "Close Module" button that appears in the upper-right corner of the module: ⬚
- Modules can be moved using the drag-and-drop handle that appears in the upper-left corner of the module: ✛
- Many modules have settings that can be customized by clicking an S-shaped or gear-shaped icon that appears in the upper-right corner of the module: ⚙
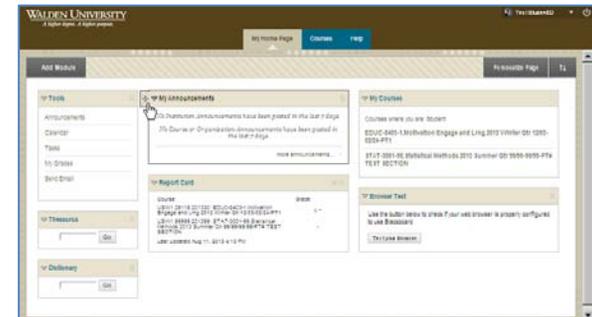
My Home Page

My Home Page includes tool modules such as My Courses, My Announcements, Tools, and more.

1. Click the "My Home Page" tab at any time to return to your home page.

    My Home Page tab

2. The drag-and-drop handle can be clicked and dragged to move this tool module to a new location.
   Note that editing tools are hidden until needed in the new Blackboard; hold the pointer over the colored bar to reveal its editing tools.

   ⊕ Drag-and-Drop "handle"

3. An X-shaped icon will appear in the upper-right corner of some modules. click the icon to remove the module from your Home Page. (This can easily be undone later, if desired.)

   ✕ or ✪ Close Module button, depending on browser

4. An S-shaped or gear-shaped icon will appear in the upper-right corner of some module. This is a "Manage Module Settings" button, which can be used to customize the module's settings.

   ⓢ or ⚙ Manage Module Settings button

5. Clicking a triangle-shaped icon in the upper-left corner of a module will temporarily hide the module's content from view. Click again to reveal its content.

   ▾ / ▸ Collapse/Expand Module button

6. Use the "Open Module in New Window" button (shaped like a W or a pop-up window) to open the module in a new pop-up window.

   ⓦ or 🖥 Open Module in New Window

7. An "Add Module" button in the upper-left corner of the screen can be used to add other optional modules to this page, or to bring back modules that were removed using the "Close Module" button (3).

   Add Module

8. Use the "Personalize Page" button to customize your color theme.

   Personalize Page

My Home Page
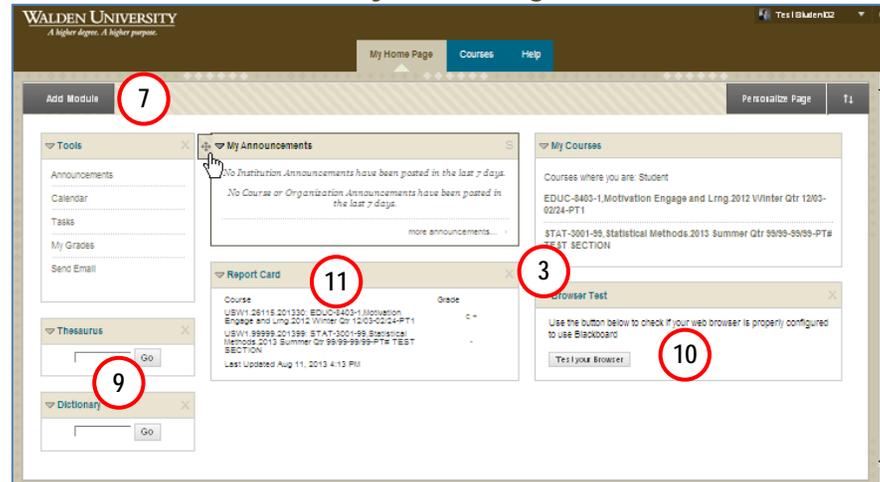
Common examples of modules include My Courses, My Announcements, and Tools.

9. Two new modules added to My Home Page by default are an online thesaurus and dictionary. You can add additional modules using the "Add Module "button in the upper-left corner of the page (7), and remove them using the X-shaped "Close Module" button located in the upper-right corner of any module that can be removed.

10. A "Browser Test" module has been added to help detect problems with your browser that may prevent Blackboard from working properly.

     Tips: We suggest clicking the "Test Your Browser" button in the "Browser Test" Module at the start of your first term to make sure your browser will work with the new Blackboard, and it is a good idea to click it again as a first step in troubleshooting any difficulties you may encounter in the future.

11. The "Report Card" module displays your final grades for your courses at the end of each course.
    Courses for which final grades have not yet been issued will have a minus/dash (–) symbol instead of a grade.
    As a shortcut, clicking on the final grade or the minus/dash symbol will take you directly to the My Grades page for that course.

Add Module
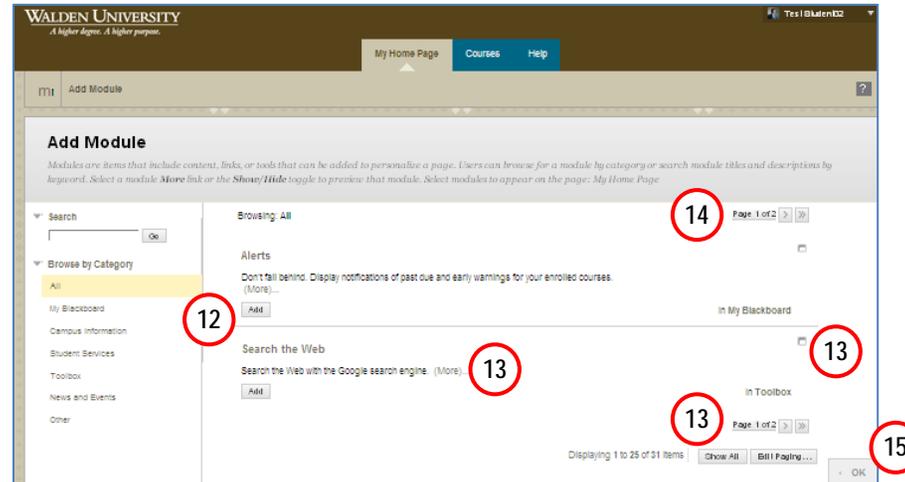
The Add Module page that appears after clicking the "Add Module" button (7). See Page 2.

12. Click the "Add" or "Remove" buttons to add or remove modules from My Home Page.

13. Click the "(More)" link to view more information about what the modules do.

14. A module may have more than one page; click the page arrows or "Show All" button to view additional pages.

15. Click "OK" when you are finished. You can then organize modules on My Home Page using the drag-and-drop handle that appears when holding the pointer over a module's colored title bar
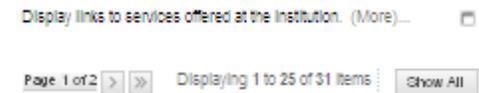
Examples of Added Modules
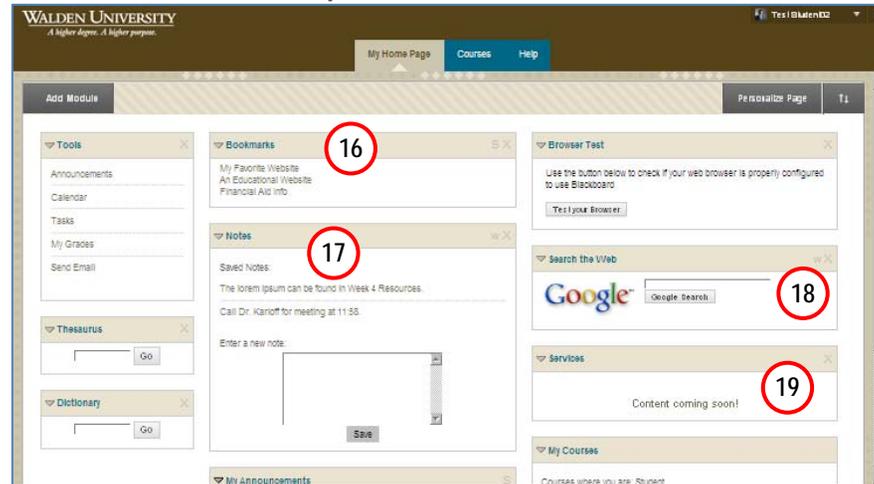
My Home Page includes tool modules such as My Courses, My Announcements, Tools, and more.

16. Bookmarks — Click the gear-shaped or S-shaped icon in the upper-right corner of this module to add up to three custom bookmarks to websites of your choice.

17. Notes — Add simple text notes as reminders for yourself.

18. Search the Web — Add a Google Web search tool to My Home Page.
Tip: Click "Open Module in New Window" to open the search engine in a new window that can be used alongside Blackboard.

19. Services — We plan to links to useful Walden services in this module.

20. …and more! — Other modules are available through the "Add Module" button—and we plan to add new features in the future!

Change Color Theme using Personalize Page
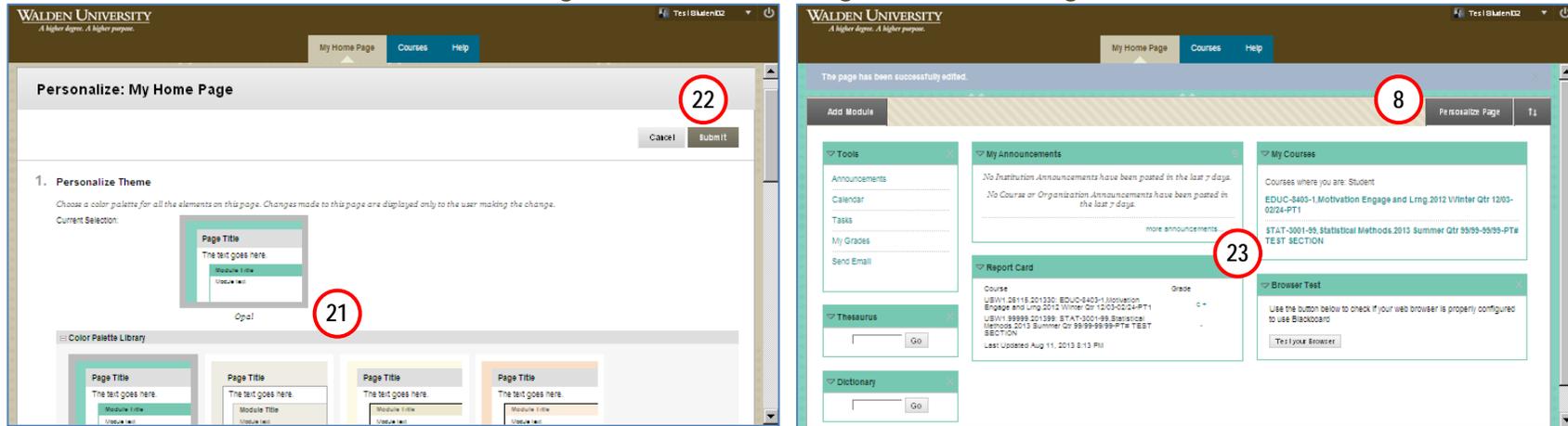
Click the Personalize Page button (8) to change the color theme.

21. Click the "Personalize Page" button (8) to select a color theme.

22. Click the "Submit" button to save the changes.

23. Your My Home Page can be customized with a color theme.

24. If you change your mind later, the default color theme is Sandstone.

Notes

- Until the 2013 upgrade, My Home Page was known as My Institution; some of Blackboard's notes and help files may still refer to it this way.

- Icons may look different depending on the browser used. For example, the "Edit Module Settings" button may be either S-shaped or gear-shaped.