Are you tired of having old courses listed under your My Courses tab on the Home tab? Use the following steps to make these courses invisible. Many Blackboard features are standardized and set for the entire system. However there are some customizable settings like making courses visible and invisible or changing the default color scheme to one more to your liking.

**ICONS**

- **Personalize module** – only available with certain modules (e.g. My Courses)
- **Open module in a new window** – only available with certain modules (e.g. Calculator)
- **Minimize module** – available for all modules
- **Close module** – only available for certain modules (e.g. Calculator)
- **Reorder: Modules** – used to rearrange the modules in the three column layout in your Blackboard Home page

**ADDING / REMOVING MODULES TO BLACKBOARD HOME TAB**

The Blackboard home tab for each user consists of a number of modules (My Courses, My Announcements, My Organizations, Tools, etc.). Some modules are embedded in the page at the system level, meaning they cannot be removed (though they can be minimized to move them out of the way). Each Blackboard user also has the option to add modules to their view of the Blackboard home page.

To add a module:

1. Click **Add Module** at the top of the page. **NOTE: Home tab is selected.**
2. Click the green **Add** button for each of the modules you would like to add. Which modules are available depends on which modules are enabled by the institution. Some modules may not be available to you due to institutional policies.

3. Click **Submit** when finished.

To remove a module:

1. Instead of clicking the green **Add** button, click the red **Remove** button:
PERSONALIZING MODULES ON BLACKBOARD HOME

In addition to adding and removing modules, users have the option of modifying modules to show different levels of information. Only modules which have the personalize module icon (a small gear wheel) can be modified.

Although the options available to users will vary by module, one very useful modification is in the My Courses module. Instructors often like to modify this module so it only displays active courses. By default, it will display ALL courses the instructor is teaching or has taught in the past. For instructors who have been teaching for many years, this can quickly become very distracting. Thus, it is useful to make unavailable courses (i.e. those courses not being taught in the current semester) “invisible” to the instructor. They are still there, and can be made visible again at any time, but they are not cluttering up the instructor’s Blackboard Home page.

To make courses “invisible” in the My Courses module:

1. Click the gear wheel icon in the header for the My Courses module.

2. Simply by checking/unchecking the check boxes, you can determine which courses are visible. In this window you may choose which of the following pieces of information will be displayed for each of the courses in which you are a student or an instructor. **NOTE:** If you clear all the checkboxes for a particular course, no information for that course will be displayed in the module.

   - Course name
   - Course ID
   - Instructors for the course
   - Course announcements
   - Course tasks
   - Course Calendar events
3. When you have finished making changes, click **Submit**.

4. You now have the courses you wish to see in My Courses. **NOTE:** Don’t panic if you removed current courses. You can always make them visible by clicking the personalize module icon and simply re-checking the appropriate boxes.
CHANGING COLORS OF BLACKBOARD HOME

It is possible to change the colors and overall theme of your Blackboard Home page. The palette is limited to specific subset and users cannot custom create their own colors and themes.

1. Click **Personalize Page** near the top right of the page.

2. Select a theme from the available options.

3. Click **Submit** when finished.

Your Blackboard Home page has changed to reflect your currently selected color theme.
CHANGING LAYOUT OF BLACKBOARD HOME

You can change the layout of your Blackboard Home page. Blackboard uses three columns of modules. You can reorder the modules in any way you like within those three columns.

1. Click **Reorder: Modules icon**.

![Personalize Page](image)

2. Select a module in one of the three columns that you want to move.
   
   a. Use the up/down arrows under that column to move the module up or down in that column.
   
   b. Use the left/right arrows next to the column to move the module one column to the left/right.

3. Click **Submit** when finished rearranging modules.

   **NOTE:** It is possible to move all the modules from one column to another, effectively removing one column. However, Blackboard will still allocate space on the page for that column.