ITS Resource Center Home

How to Customize Blackboard

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How to Customize Your Own View of Blackboard

1. Remove old courses from your My Courses module (on the My Blackboard page):
    a. Click the little round icon in the upper right-hand corner of the module.
    b. Uncheck the Display Course and Display Announcement boxes for the courses you no longer wish to see.
2. How to distinguish between similarly-named courses:
    a. Click the little round icon in the upper right-hand corner of the My Courses module.
    b. Check the Display Course ID box for the courses that have similar names. This will show the section numbers as well as the semester and year.
3. How to change the modules displayed or modify the layout:
    a. Click the "Add Module" button to choose which modules you'd like on your home page.
    b. Click the "Personalize Page" button in order to choose different colors for the title bars.
    c. Mouse over the title bar (until the cursor changes to a four-pointed arrow) in order to drag-and-drop the module to a new place.
    d. In the upper-right corner of any module, click the minus sign to collapse the module listing, the restore-window sign to expand it or the "X" to remove it.
4. Change personal information, editing and language options:
    a. In the Tools area of the My Blackboard page, click on Personal Information.
    b. Click on Edit Personal Information to change your first name or remove your middle name.
    c. Select the "Change Personal Settings" option to change your default options for the text editor, Language Pack or Page Instructions as desired.
5. Change the appearance of the navigation area (within a course):
    a. At the top of the course menu area, select any one of the display icons to see alternate methods of displaying the menu (list, folder, or separate window).
    b. Click the hide/show tab between the navigation area and the course page to create more room for course material (or for the menu).

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