Adding and Organizing Modules on the Course Home Page

The Home page is a page consisting of modules. A module is a tool that pulls information from other tools and content that is available in the course and summarizes it. Examples of content displayed in a module are upcoming calendar dates from the Calendar Tool or recent announcements from the Announcement tool.

Instructors can easily organize the modules on the course’s Home page when the course has “Edit Mode” turned on.

MODULE TYPES

There are several useful modules that you can add to your Home page. They fall into two categories: 1) Modules that integrate with other Blackboard tools or features; 2) Work productivity tool modules.

Integrated Modules

- **Alerts** – Integrates with Early Warning System; Displays notifications and alerts.
- **My Announcements** – Integrates with the Announcements Tool; Displays announcements.
- **My Tasks** – Integrates with the Tasks Tool; Displays tasks that have been assigned.
- **To Do** – Integrates with items in the Grade Center that have due dates; For the instructor, it displays student’s status (past due/due) regarding course items.
- **Needs Attention** – Displays course items that need the student’s attention.
- **What’s New** – Displays and links to new items added to the course, such as announcements or quizzes.
- **Calendar** – Integrates with the Calendar Tool. Displays dates and events relevant to student.

Work Productivity Tool Modules

- **Thesaurus** – Online thesaurus search tool.
- **Dictionary** – Online dictionary search tool.
- **Calculator** – Web-based calculator tool.
- **Text pad** – A simple tool for displaying text or HTML.

TO ADD A HOME PAGE WITH MODULES

If you do not already have a Home page, you can create one by following this process:
1. In your course, roll your mouse over the button that is located above your course navigation. From the pop-up menu, click **CREATE MODULE PAGE**.

   ![Module Page Creation](image)

2. In the **ADD MODULE PAGE** form that appears, name the page “**HOME**” and check the **AVAILABLE TO USERS** checkbox. Click **SUBMIT**. The Home button will be added to the bottom of your course navigation.

   ![Add Module Page](image)

   You may rearrange the order of your menu buttons when the course’s **EDIT MODE** is turned on. You may drag and drop buttons into the desired order.

3. To make this page the first page students see when they access the course, scroll down to the **CONTROL PANEL** and expand the **CUSTOMIZATION** menu. In the Customization menu, click **TEACHING STYLE**.

   ![Control Panel](image)

4. On the **TEACHING STYLE** page, locate the option called **SELECT COURSE ENTRY POINT**. From the **ENTRY POINT** menu, choose your new module page. Then, click **SUBMIT**.

   ![Select Course Entry Point](image)
TO ADD MODULES

1. Navigate to your course’s HOME page. On the HOME page, click on the ADD COURSE MODULE button.

2. You will be taken to the ADD MODULE page. You may browse through the list of modules or use the search tools to locate modules of interest. Once you find a module you would like to use, click the module’s ADD button.

3. A green status bar will appear next to the ADD button to indicate that the module is being added to the page. The status bar will disappear once the module has been added.

4. When you are done adding modules, click the OK button at the bottom of the page. The modules will be added to your module page.
TO ORGANIZE MODULES

To adjust the location or order of modules on the page, roll your mouse over a module and wait for a directional cross-hair symbol to appear. When this symbol appears, CLICK AND HOLD YOUR MOUSE DOWN on the module and DRAG it to a location on Home page. The Home page will highlight areas on the screen where the module can go as you drag it across the screen. DROP the item in one of these locations. Repeat as necessary.

TO REMOVE A MODULE

1. Roll your mouse over the module to see the controls for the module. Click the button.
2. A confirmation pop-up alert will appear. Click OK to remove the module from the page.

MANAGING A MODULE

Some modules have personalization settings that you and your students can adjust, like the Announcements module. Modules with settings will display a gear-shaped icon when you roll your mouse over the module.

1. Roll your mouse over the module to display the module’s controls. Click on the gear-icon.

2. This will take you to the module’s PERSONALIZE page. Here, you can make adjustments to what the module will display to you. When you are done, click SUBMIT.

Please Note! - Adjusting the personalization setting of a module effects only your view of the module’s contents.