Add/Remove Modules on Course Home Page

The default page users see when first entering a Bb 9.1 course is the Home Page. This page is meant to be an overview of the current events in the course, such as Announcements and Due Dates. The page can also provide tools for student use, such as a Calculator or Dictionary. The following documentation describes how to add and remove modules on a course home page:

Adding & Removing Modules on a Course Home Page:

1. Login to Blackboard.
2. Enter the course within which you wish to work and make sure you are on the course Home Page.
3. Click the Add Course Module button to see a list of modules from which to choose.
4. On the Add Module page, you can search for specific modules, browse by category, or browse all modules. Each entry lists the module’s name, a description, and the category to which it belongs. There is also a (More)... link that you can click to see a preview of the module as it will appear on your course home page.
5. To choose a module, simply click the + Add button below the module’s name and description.

6. Once you click the + Add button, there will be a short “Adding” message, then a “– Remove” button will appear in place of the “+ Add” button.
7. Follow the same procedure for each module you wish to add to your course home page.
8. If you wish to remove a module at any point, you can simply click the – Remove button.
9. When finished selecting modules, click OK at the bottom right of the window.
10. You will be returned to the course home page and should see all the modules you selected.
11. There are default modules, some of which cannot be removed from the home page, but others can easily be removed by the process described above or by clicking on the “X” icon in the top right corner of the module. You can also minimize modules by clicking on the “¬” icon in the top right corner. When a module is minimized, you can maximize it by clicking on the square icon that appears in place of the “¬” icon.
Moving Modules on Course Home Page:

1. Login to Blackboard.
2. Enter the course within which you wish to work and make sure you are on the course Home Page.
3. To change the positions of the modules, you simply need to mouse over a module, **click and hold the left mouse button**, then drag the module to where you desire it to be. There will be a black dotted line outline of the module dragged so you can see the location to which it will be moved.
4. Alternatively, you can reorder modules by clicking on the **square with two arrows** (one up, one down) located in the top right of the screen next to the Personalize Page button:

   ![Image of module reordering](image)

5. Then you can reorder the modules by highlighting the module you wish to move, then clicking on the **left or right arrows** to switch the column within which it is located, and clicking on the **up or down arrows** to move it correspondingly within the column.
6. Repeat the process to move modules as desired.
7. When finished with reordering, click **Submit**.

Personalizing the Theme of a Course Home Page:

1. Login to Blackboard.
2. Enter the course within which you wish to work and make sure you are on the course Home Page.
3. Click on the **Customize Page** button to change the theme of the page.
4. Select a Color Palette.
5. Click **Submit** to save the change.
6. Repeat the process to make a change or to revert to the default theme (will be designated).