Personalize the My 9.1 Bb Tab

The page you see when you first log in to Blackboard is the My 9.1 Bb tab. You can get to this home page by clicking on the My 9.1 Bb tab at the top of the screen at any time. There are also a number of ways you can personalize this page for your convenience. The following documentation describes how to make the My 9.1 Bb tab your own:

Adding Modules to the My 9.1 Bb Tab:

1. Login to Blackboard.
2. You should already be on the tab page, but click on the My 9.1 Bb tab, first in the row of tabs near the top of the window, in order to make sure you are on your Blackboard home page.
3. Click the Add 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 My 9.1 Bb tab 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 My 9.1 Bb tab.
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 My 9.1 Bb tab and should see all the modules you selected.
11. There are default modules, some of which cannot be removed from the tab’s 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(this appears as you hover your mouse over it). You can also minimize modules by clicking on the **“arrow” icon** in the top left corner. When a module is minimized, you can maximize it by clicking on the **“arrow” icon** that is pointing to the right.

### Moving Modules on the My 9.1 Bb Tab:

1. Login to Blackboard.
2. You should already be on the tab page, but click on the **My 9.1 Bb tab**, first in the row of tabs near the top of the window, in order to make sure you are on your Blackboard 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.
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 the My 9.1 Bb Tab:**

1. Login to Blackboard.
2. You should already be on the tab page, but click on the **My 9.1 Bb tab**, first in the row of tabs near the top of the window, in order to make sure you are on your Blackboard home page.
3. Click on the **Personalize 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).