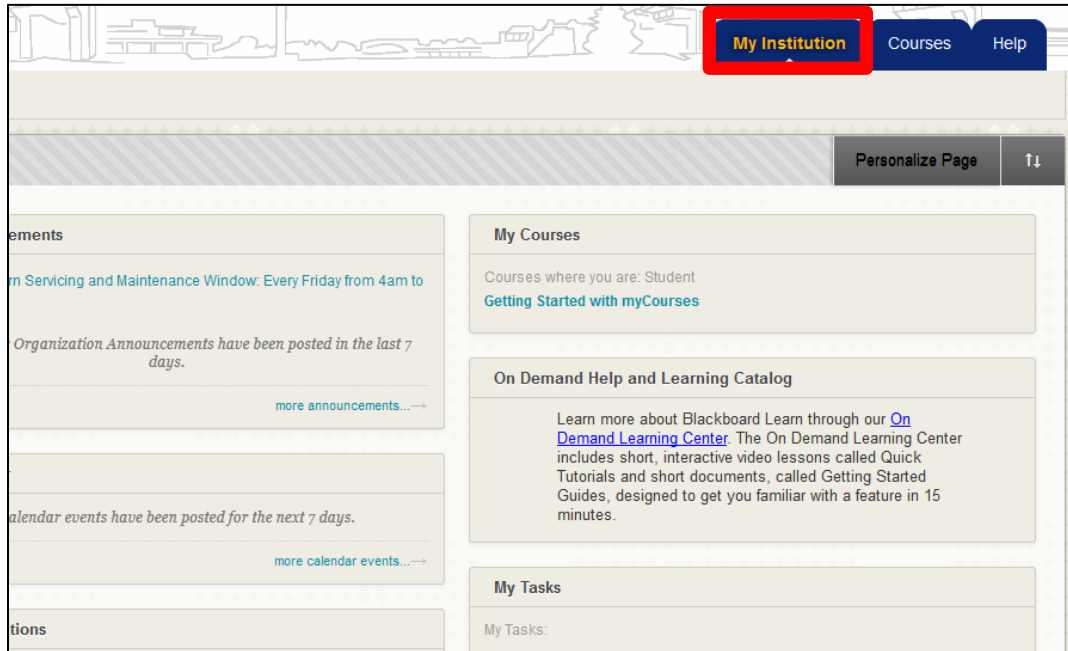


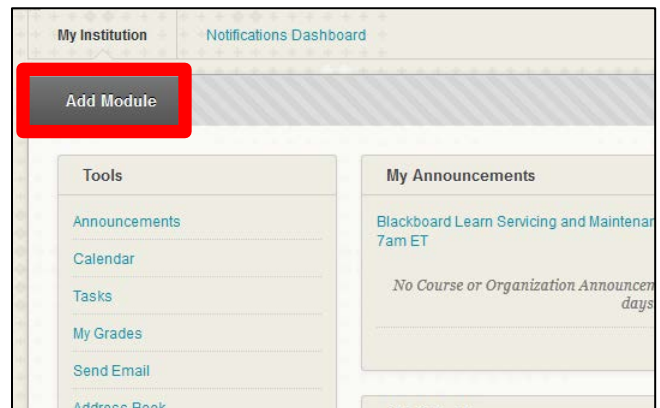
Customizing the My Institution Tab

By customizing the My Institution tab in myCourses you're able to add different modules that will feed in important information for your courses.

1. From within myCourses, click the "My Institution" tab along the top right area of your browser.

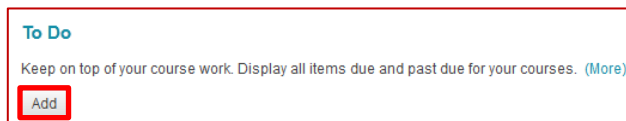


2. From this screen click the "Add Module" button in the upper left-hand corner.

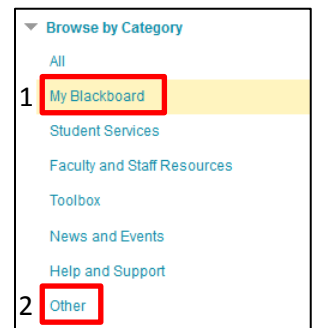
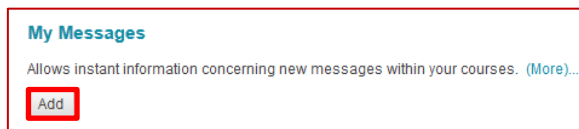


3. Click the "My Blackboard" link on the left-hand side of the window, then click "Add" under the following modules:

- To Do
- What's New



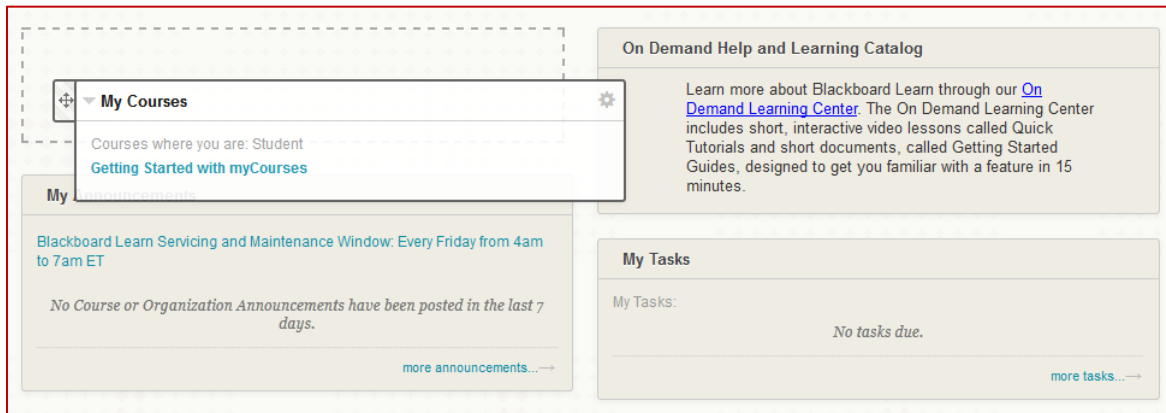
From the "Other" link on the same left-hand menu follow the same process to add "My Messages."



4. Click back onto the “My Institution” tab to see your newly added modules. From here, you can customize the arrangement and visibility of most modules.

To rearrange modules:

Place your cursor along the top of a module to the right of the title. Simply hold down your left-click button to grab the module, then just drag and drop it where you would like it to be.



To remove modules:

Some modules can be removed from the “My Institution” tab. To do this, simply place your cursor over the module you would like to remove and click the “x” button in the upper right corner of the module. **Note: not all modules are able to be removed.**



5. After customizing this tab users can come to this tab at any time to see what’s going on in their different courses from one location.

For a breakdown of what each recommended module can do for you see below:

To Do

Displays upcoming and past due assignments from all courses, sorted by date.

What’s New

Displays notifications for new discussion board posts, newly added content, newly entered grades, new announcements.

My Messages

Indicates when there are unread mail messages in a course.

My Announcements

Displays the most recent announcements from the system and each course a user is enrolled in.

My Calendar

Displays upcoming and recent calendar events.