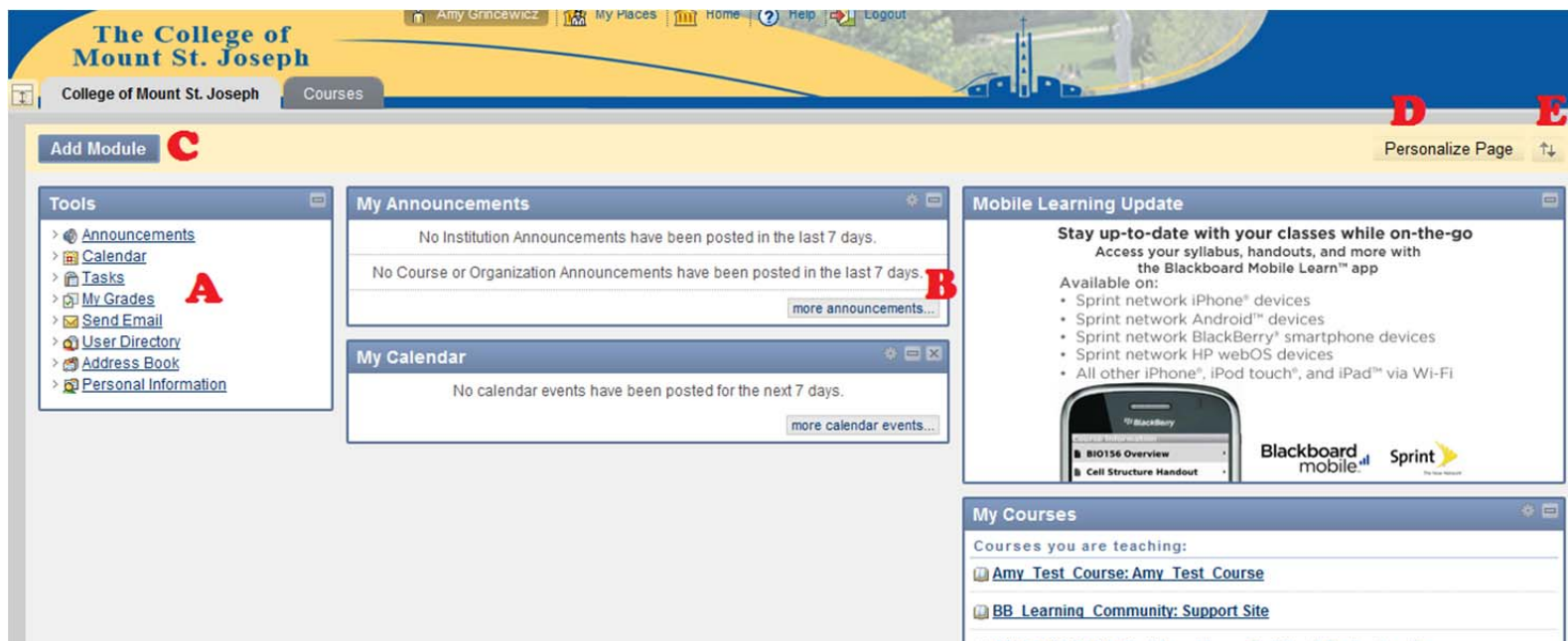


Happy Friday,

This week's Blackboard weekly tip is "How to Customize Modules within the **College of Mount St. Joseph** Tab". The **College of Mount St. Joseph** tab contains tools and content. Several modules include content pulled from courses specific to each user. You may want to customize the layout, so that you "My Courses" module will appear at the top rather than below the "Mobile Learning Update" module.

You can personalize the content and layout of the **College of Mount St. Joseph** tab. The options you set are the default settings that appear each time you login.



**A: Tools:** The Tools panel is the area that contains tools to manage information and communicate with other users.

**B: Module:** Modules contain links that allow you to view information and navigate to your courses.

**C: Add Module:** Select modules to appear on the **College of Mount St. Joseph** page.

**D: Personalize Page:** The Personalize Page function allows you to change the color scheme of your page.

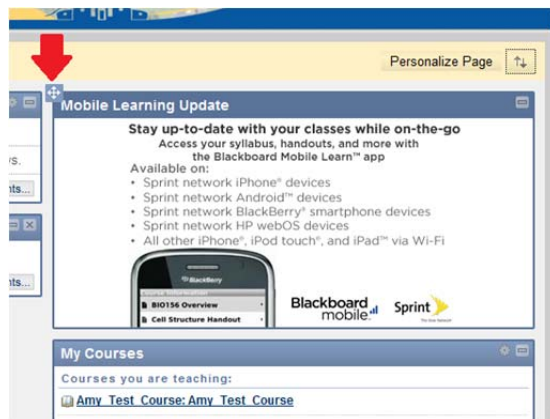
**E: Reorder Modules:** Allows you to reorganize the modules that appear on the **College of Mount St. Joseph** page.

## This week's tip is How to Customize Modules within the College of Mount St. Joseph Tab


You can reorder the modules on the **College of Mount St. Joseph** tab using the drag-and-drop function or the **Keyboard Accessible Reordering** tool.

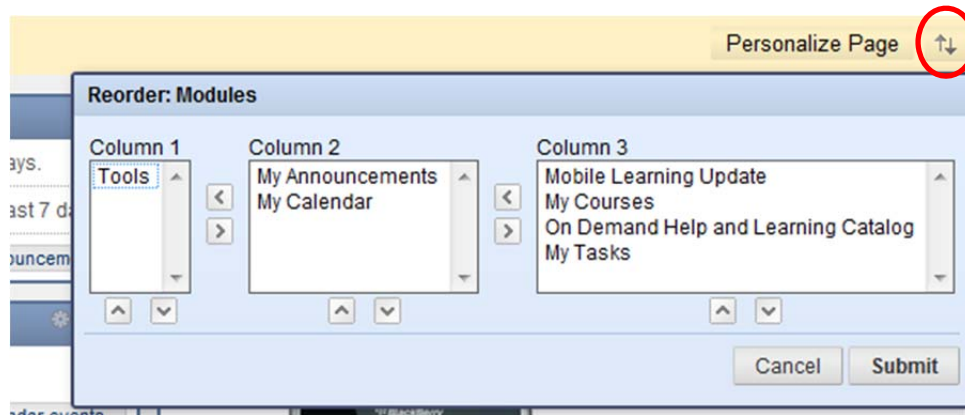
### How to use the drag-and-drop function

1. Place your cursor (mouse) over the top left hand corner of the module you would like to move, click and hold, and drag the module to where you would like it placed.



### How to use the Keyboard Accessible Reordering tool

1. On the Action Bar, click  (letter **E**) access the pop-up **Reorder: Modules** window.



2. Select one of the modules.
3. Use the up and down arrow icons to move the module to a new position in a column list.

-OR-

Use the right and left pointing arrows to move module between columns.

4. Click “Submit”.
5. Click “OK”

Each of the weekly tips can be accessed through the Blackboard Resources links ([https://mymount.msj.edu/ICS/Info\\_and\\_Policies/Technology/Blackboard\\_Resources.jnz](https://mymount.msj.edu/ICS/Info_and_Policies/Technology/Blackboard_Resources.jnz) ). In addition, the following website <http://ondemand.blackboard.com/understand.htm> has video tutorials for understanding and building your Blackboard course.

In addition, please contact Karen Buchanan for creating courses and enrolling students. I can assist you with further developing and designing your Blackboard course.