Did you know that you can customize the look, organization, and specific modules included within your Blackboard home screen? You can even change the color scheme!

Let's begin by looking at a typical “Home” screen before any customizations are made:

Each of these boxes is called a "module." Some of these modules can be minimized, removed, or edited. More modules can also be added.

The following symbols, located in a module title, indicate how a module can be altered:

- Module can be minimized.
- Module can be removed.
- Module can be edited.
To Minimize a Module:

1. Click on the “minimize” icon, located in the upper right hand corner of the module.

   **Information**
   
   Accessing E-mail Remotely
   
   Faculty, staff and adjuncts can access their BU e-mail remotely by going to [https://mailhub.bellevue.edu/owa](https://mailhub.bellevue.edu/owa). Be sure that any bookmarks point to this address.

2. This reduces the module to a heading only. You can re-expand the module again by clicking on the “maximize” icon.

To Remove a Module:

1. Click on the “remove” icon, located in the upper right hand corner of the module.

   **My Organizations**
   
   You are not currently participating in any organizations.

2. You will see a warning message asking if you are sure about removing the module. If you are certain, click “OK.”

3. The module is now removed. You can re-add the module by choosing to “Modify Content” on your home page. (See next page)
To Add Modules (or Modify the Content on Your Home Tab)

1. Click the "Modify Content" button, on the upper right hand side of your Home Tab screen.

2. The "Modify Content: Home" screen list of possible modules you could add Home Tab. Click the box that precedes you wish to add; you can also re-click currently checked boxes to remove that Then click “Submit.”

3. Your Home Tab will now display the modules you have chosen. To re-arrange or re-color your modules, you can modify your Home Tab Layout. (next page)
To Modify the Layout of Your Home Tab

1. Click the “Modify Layout” button, on the upper right hand side of your Home Tab screen.

2. Use the “Personalize Page Layout” section to change the order and location of modules on your home page. Click the title of a module to select it; then use the various arrow buttons, as shown in the example below, to move that module up , down , or sideways from module to module .

3. In the “Personalize Theme” area, choose a different color scheme for your home page if you wish from the options listed; then click “Submit” to confirm your layout changes and view your results (see next page).
Here is an example of a modified Home Tab layout, showing the previous content and layout changes: