

Transcript of video

Quick Tips – Customising “My Courses”

<http://blackboard.tlc.aston.ac.uk/2018/01/05/quick-tips-customising-my-courses/>

In this quick tip we're going to be looking at customization of the My Courses panel on the Welcome page.

So you can see here we on the welcome page in blackboard and here's my My Courses panel. Now from my account I have access to a significant number of modules and as you can see this list is sort of crazily long, completely unwieldy, and not very user-friendly. As default, the list is only split up into courses in which you're a student, which is at the bottom of my list, and courses where you are an instructor. Now we can change how the courses panel lists your courses that you have access to.

So we're going to go up to the cog icon here. OK this takes you to this personalization page. So the thing that I'm really want to go over today is the group by term feature so if I just click that, it then creates a list here of different terms. Now term is a little bit misleading for the way in which we use this feature Aston, this should really maybe be called something like category but as you can see here there are a number of different categories that different modules will be classified under. So we have that by year, so 15-16, 16-17, 17-18 and we also have a couple of others here that are non date specific.

I'm simply going hit submit at this point. OK so that brings us back to welcome page here and you can see that we now have the different categories that were in the previous screen, in our my courses panel and if I say pop open that one you can see some more modules there, but we can go a step further at this point.

Let's go back into the personalization screen. So there's a number of other things we can do at this point. So for me personally year 15-16 is not particularly useful, as I hardly ever use those modules anymore. I'm just going to uncheck show term. What that's going to do is just hide that from my view. 17-18 is the category of modules that I use the most at the moment so I'm going to click expand term and I'll show you what that does in a moment when we go back to the welcome screen. The last thing I'm going to do is alter the order in which these categories appear. You can do that by simply hovering over this area of the list clicking and in this instance dragging important or journal information to the top. Lets' hit submit.

So as you can see now the 15-16 category has disappeared, important and general information is at the top and the expand term option I selected for 17-18 now means that the modules that are listed under that category are expanded automatically, so I don't have to keep clicking the name of that category every time I load up the page.

Thanks for watching.