Step by Step: Adding A Course Dashboard

The default home page for Blackboard Learn courses is technically a Module Page. A “module” is a container that automatically pulls information from other parts of the course. Available modules include My Calendar, Announcements, What’s New, and To Do. These modules together comprise what is commonly called a “dashboard” that lets students see this information at a glance on the course home page. You can create one dashboard for students and another one for instructors that is hidden.

In comparison, instructors choose to use a Course Content page as the home page. The two types of home pages are compared below:
Step by Step: Adding A Course Dashboard

1. Open the course and be sure **Edit Mode** is **ON**.

2. Point to **Add (+)** in the Content Menu and select **Module Page** from the drop-down menu.

3. **Name** the **Module Page**. You can also choose to check the **Available to Users** box now.

4. Click the **Submit** button.

5. The new Module Page has been added at the bottom of the course menu. Click its title to enter.
6. The new, empty **Course Dashboard** page is displayed. Click the **Add Course Module** button.

7. Click the Add button next to the desired module. UAMS has enabled these modules:
   - My Announcements
   - My Calendar
   - My Tasks
   - What’s New
   - Tasks
   - Alerts
   - To Do (Students only)

   If you select one that is not enabled, it will not show up on the page.

8. The new module page appears. Change the order of modules by clicking on the shaded title bar of a module. When the cursor changes to ✖️ drag the module to the new location.
Step by Step:  Adding A Course Dashboard

9. To edit the settings of the module page, click its action link and click **Edit** from the drop-down menu.

10. On the **Edit Module Page**, enter a new name in the **Name** field, if needed.

11. Check the box to **Permit Users to Personalize the Page**. This lets students change the page’s color scheme.

12. Click the **Yes** button to make the page available. Access for guests and observers should both be set to **No**.

13. Click the **Submit** button.
Step by Step: Adding A Course Dashboard

14. To reposition the new module page on the course menu, hover your mouse over the item. Click and drag the **up/down arrows** and move the item to the top of the course menu.

15. Make the new course home page the entry point for your course. Go to the **Control Panel** and click on **Customization>Teaching Style**.

16. On the **Teaching Style** page, go to **step 2– Select Course Entry Point**. Click the desired home page in the drop-down list. Only visible content areas or tools on the course menu will appear in the list.

17. Click the **Submit** button. The students will now enter your course at the new Course Dashboard page.