

# Customise 'My Courses' menu

## Customising the list of courses and modules

Learning Edge Blackboard 9.1, Service Pack 8

Learning Services • Learning Technology Development

Edge Hill University

## Introduction

---

The 'My Courses' (course menu) as it is known is most often the first place you go to in Learning Edge as it contains the courses and modules you are enrolled on.

As you progress through your course, more and more courses and modules may be added to this list even though at that time you may only need access to a few of them.

This guide will take you through the options of customising your Learning Edge Homepage and importantly the 'My Courses' list so that you can still get to older modules when you need to, but then only the ones you need immediately for the rest of the time.

## Learning Edge Homepage

---

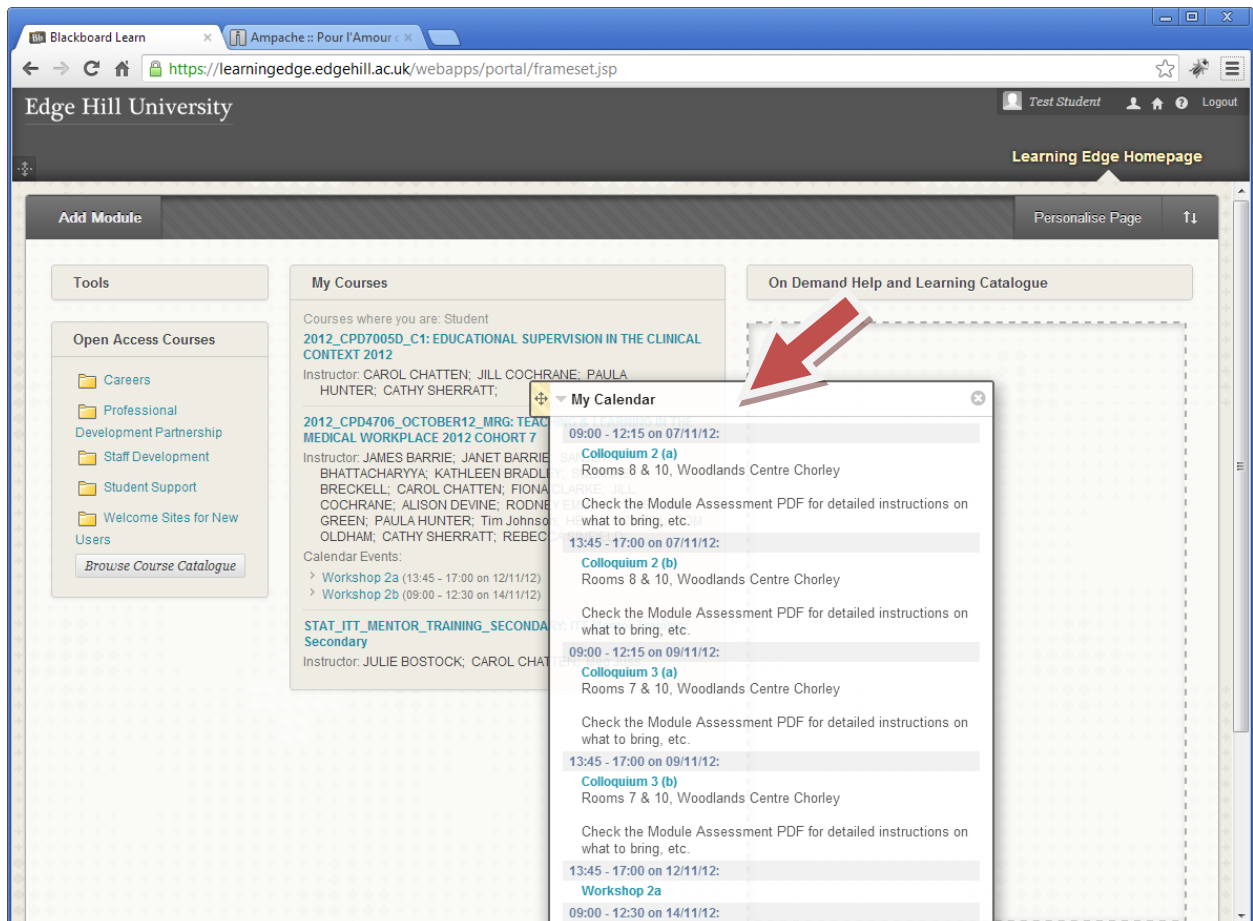
You will probably be familiar with the '**Learning Edge Homepage**' where you access your courses and modules:

The screenshot displays the Learning Edge homepage interface. At the top, there are navigation options: 'Add Module' and 'Personalise Page' with a dropdown arrow. The main content area is divided into several sections:

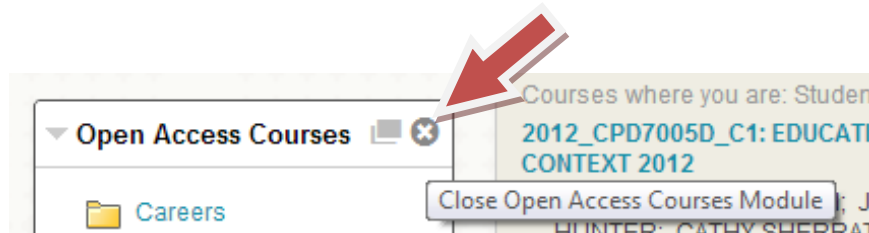
- Tools:** A section for additional resources.
- Open Access Courses:** A list of categories including Careers, Professional Development Partnership, Staff Development, Student Support, and Welcome Sites for New Users. A 'Browse Course Catalogue' button is located at the bottom.
- My Courses:** A central section titled 'Courses where you are: Student'. It lists two courses:
  - 2012\_CPD7005D\_C1: EDUCATIONAL SUPERVISION IN THE CLINICAL CONTEXT 2012** with instructors CAROL CHATTEN, JILL COCHRANE, PAULA HUNTER, and CATHY SHERRATT.
  - 2012\_CPD4706\_OCTOBER12\_MRG: TEACHING & LEARNING IN THE MEDICAL WORKPLACE 2012 COHORT 7** with instructors JAMES BARRIE, JANET BARRIE, and SANJOY.Below these is a 'Calendar Events' section listing 'Workshop 2a' and 'Workshop 2b'. At the bottom of this section is another course: **STAT\_ITT\_MENTOR\_TRAINING\_SECONDARY: ITT Mentor Training: Secondary** with instructors JULIE BOSTOCK, CAROL CHATTEN, and Meg Juss.
- On Demand Help and Learning Catalogue:** A section for additional resources.
- My Announcements:** A section showing 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organisation Announcements have been posted in the last 7 days.' with a 'more announcements...' link.
- My Calendar:** A section showing two events:
  - 09:00 - 12:15 on 07/11/12:** Colloquium 2 (a) in Rooms 8 & 10, Woodlands Centre Chorley.
  - 13:45 - 17:00 on 07/11/12:** Colloquium 2 (b) in Rooms 8 & 10, Woodlands Centre Chorley.A note below the calendar says 'Check the Module Assessment PDF for detailed instructions on what to bring, etc.'

This page contains a number of boxes (or 'modules' as Blackboard calls them) with categorised information in each.

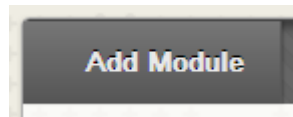
- ✓ Did you know that you can move these boxes around by 'grabbing' the title bar of each one and dragging it to where you want to position it?



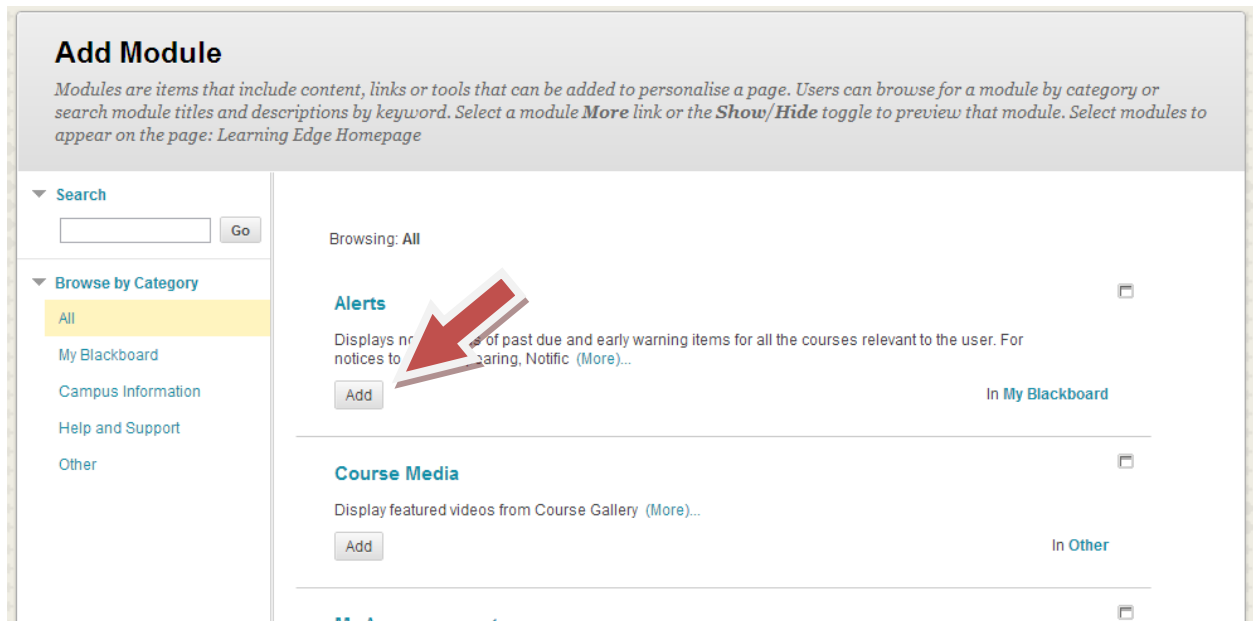
You can also decide which of these boxes you want to see on the page by clicking on the **X** in the top right hand corner of the box to remove it...



...and if you want to bring the box back later, simply click on **'Add Module'**...



...and then click **'Add'** by the *modules* you wish to add back onto the page.

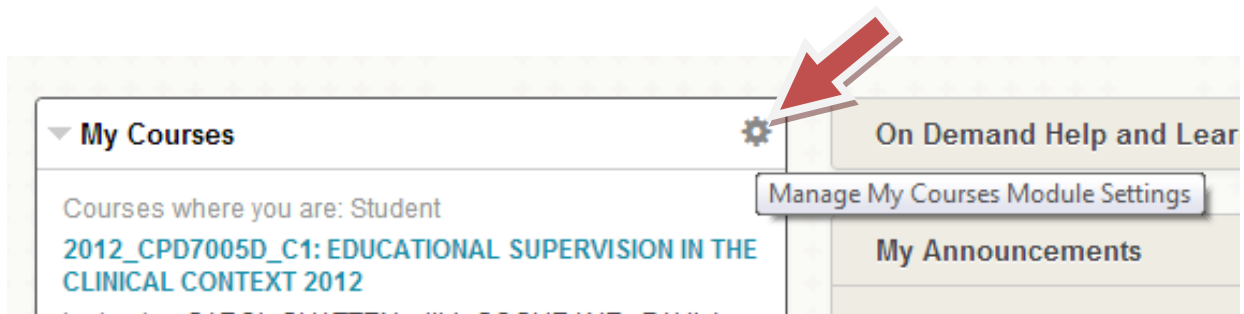


## My Courses

---

You can also organise your 'My Courses' list to hide courses or modules you don't want to always see when you log in or unhide any courses or modules you may need to refer to at a later date.

To begin, click on the **cog** in the top right-hand corner of the **'My Courses'**.



This will take you to the **Personalise: My Courses** page

Courses in which you are enrolled:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events
<input checked="" type="checkbox"/>		TEST_CAROL2: test carol2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		2012_CPD7005D_C1: EDUCATIONAL SUPERVISION IN THE CLINICAL CONTEXT 2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		2011_CPD4454: TEACHING & LEARNING IN THE CLINICAL CONTEXT 2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		2011_CPD4706_MRG: TEACHING & LEARNING IN THE MEDICAL WORKPLACE 2011 COHORT 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		2012_CPD4706_OCTOBER12_MRG: TEACHING & LEARNING IN THE MEDICAL WORKPLACE 2012 COHORT 7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		STAT_TEST_CAINA: Test Course - Adrian Cain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		2012_STAT_TEST_MRG: Test Course - Martin Baxter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		EBOOK_PROJECT_AUA_2011: eBook Project: AUA 2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		STAT_ITT_MENTOR_TRAINING_SECONDARY: ITT Mentor Training: Secondary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		2012_CPD4708_JUNE12_MRG: MANAGING & DEVELOPING MEDICAL EDUCATION 2012 Cohort 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		STAT_TEST_BAXTERM: Test Course - Martin Baxter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

On this page, all your course, programme and module areas are listed.

The check boxes next to each item refers to the information that you want or don't want displayed on your Learning Edge Homepage; 'My Courses' list.

It is made up of:

- **Course Name:** The name of your course, programme or module in full.
- **Course ID:** The code for your course or module (for example ABC1001) and the *academic year* (for example 2012) you studied that module.
- **Instructors:** All the tutors and any other significant staff providing the information in the area.
- **Announcements:** Whether you want to receive 'Announcements' on the Learning Edge Homepage area for that course or module.
- **Tasks:** Whether you want to view the 'Tasks' on the Learning Edge Homepage area set for that course or module.
- **Calendar events:** Whether you want to view calendar information on the Learning Edge Homepage for that course or module.

If you hover over the area to the left of the **'Select All/Unselect All'** checkbox an up/down arrow will appear. If you grab the up/down arrow, you can move around the position of that course or module in your list. For example, you may wish to move semester 1 modules to the bottom of your list once you have started semester 2.



When you are happy that you have shown or hidden all the courses or modules you want with the relevant checkboxes either selected or unselected and you have the list in the order you want click on **'Submit'** at the top or bottom of the page.



You will be returned to the Learning Edge Homepage where your 'My Courses' list will have been updated. Repeat this process as often as you like depending on what you want to show or hide in your My Courses list.

## Other Sources of Help and support for Staff

---

- **The 'Help' link within the Course Control Panel**

Click the 'Help > Blackboard Help' link within the Course Control Panel at the bottom left of your course to access 'Blackboard Help for Instructors'.

- **Learning Services Wiki**

Visit the Learning Services wiki within the GO Portal to access a range of information including, policies, guides and resources.

**Wiki:** <https://go.edgehill.ac.uk/wiki/display/ls/Home> > 'How do I...? Develop my Learning Edge'

- **Learning Technology Development**

Contact the Learning Technology Development if you need further assistance or have any further queries.

**Email:** [ltdsupport@edgehill.ac.uk](mailto:ltdsupport@edgehill.ac.uk)

**Telephone:** 01695 650754