Explain the information available on the My Institution tab

In this section, you will explore Blackboard Learn My Institution Tab as a student.

Learning Outcomes

After completing this section, you will be able to:
  • Explain the information available on the My Institution:
Exploring the My Institution Tab

First, we will explore the contents of the **My Institution** tab. It contains the **My Courses** module which lists all the courses to which you have access.

![Image of My Institution tab](image)

**Take Note**

A. From the page header, go to **My Places**, your institution’s home page, Help, or log out of the system.
   - Clicking the **My Places** link allows you to edit your personal information that is seen by other course members and to set privacy options.
   - From **My Places**, you can also add an avatar image to use in the course. In the Merriam-Webster OnLine dictionary, an avatar is defined as “an electronic image that represents and is manipulated by a computer user.” An avatar image can be a photo of yourself or can be one you create for your alter ego.
   - Your avatar will appear throughout the course, such as in the page header, in the What’s New module, and with Journal entries. The recommended pixel size for an avatar image is 150 by 150. Adding an avatar is a function that must be enabled by the system administrator.

B. To select a course, click its title in the **My Courses** module.
The **My Institution** tab contains modules. Modules are windows of content that organize content and links, and help students navigate to areas in their courses. The system administrator can rename modules and determine which will appear when you log in to your course for the first time.

Modules on the **My Institution** tab collect information from all the courses you are enrolled in, giving you a total picture of news and activity for your courses. The following modules can be found on the **My Institution** tab:

- **Tools** - view announcements and grades for all courses you are enrolled in. Send email to members of any of your courses. View course calendar dates and tasks added by instructors and add your personal calendar events and tasks, which will remain private. Use the **Personal Information** link to access and edit the same personal information found in the **My Places** link in the header.

- **My Announcements** - displays announcements for courses in which you are enrolled. It can also contain announcements from your institution’s system administrator. Announcements communicate important, time-sensitive information.

- **My Calendar** - displays calendar dates for courses in which you are enrolled and any personal events you have added. You can add personal events when accessing the Calendar from the **My Institution** tab and clicking the **Create Personal Event** link on the Action Bar. You cannot create personal events from the Calendar in the course environment.

- **Optional modules** - Add a module to view the list of available modules, such as **Dictionary**, **Report Card**, and **Notes**. Descriptions are provided in the list to help you choose the most significant.

Users are able to add and delete some modules, collapse individual windows, and change the position of modules. To move a module, point to the title bar to access the four arrows. Press and drag the module into its new location and release.