



Eggleston Hall
 Fauntleroy Hall
 Foster Hall
 Gandy Hall
 Greenhouse Laboratory
 Guest House
 Hams Hall
 Heating Plant
 Honors House
 Howard Hall
 Hunter - McDaniel Building
 Jesse B. Boling Building
 Johnston Memorial Library
 Jones Dining Hall
 Langston Hall
 Lindsay - Montague Building
 Lockett Hall

44 Maintenance W
 18 Memorial Hall-
 Services
 51 Nicholas Hall
 42 Owens Hall
 14 Physical Plant
 30 Police and Pul
 25 Post Office/La

BLACKBOARD LEARN 9.1
EXPLORING THE
MY INSTITUTION TAB
FOR STUDENTS

Developed by
Blackboard
 Edited by
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Technology Services

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.

The screenshot displays the 'My Institution' tab interface. At the top, the user is identified as Henry Wagner, with navigation links for My Places, Home, Help, and Logout. The main content area is organized into several modules: 'Tools' (Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, Personal Information), 'My Announcements' (No Institution Announcements have been posted in the last 7 days, Earth System Science Mentors Available), 'My Calendar' (Journal Entry Due on 9/17/09), 'My Courses' (Earth System Science, Introduction to Oceanography (Materials Demo)), and 'My Tasks' (Introduction to Oceanography (Materials Demo), Group Projects Begin). A large letter 'A' is overlaid on the user profile picture, and a large letter 'B' is overlaid on the 'Earth System Science' course title.

► 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 determines 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 in which you are enrolled. 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.