How To
Add a Course Dashboard to Blackboard

Step 1: Click on the “+” icon to add a new item to your course menu. Select “module page.”

Step 2: Give the dashboard a name that will be intuitive to your students. Make sure to click the checkbox to make it available to users.

Step 3: Now that the link is available, click on the menu item that you just created to begin customizing it for your students.
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Step 4: Click on “Add Course Module” to begin adding the tools that you would like to provide for your students on the dashboard.

Step 5: Click the “Add” button for any tools that you want to add. The descriptions for each module should help you decide whether it would be a useful addition.

The “My Announcements,” “To Do” and “What’s New” modules are intended for student use.

Modules such as “Alerts” and “Needs Attention” provide information to the instructor only and should not be added to module pages that students can access.
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Tips
• If you want to delete a module from your dashboard page, you can click the “x” button to remove it.
• Log in as a test student to make sure these modules are working as you intended. Students will see content that you won’t see.
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Questions? Contact an Instructional Designer.

Jessica Morris
morris@lasalle.edu

Sherri Place
place@lasalle.edu

John Caputo
caputo@lasalle.edu