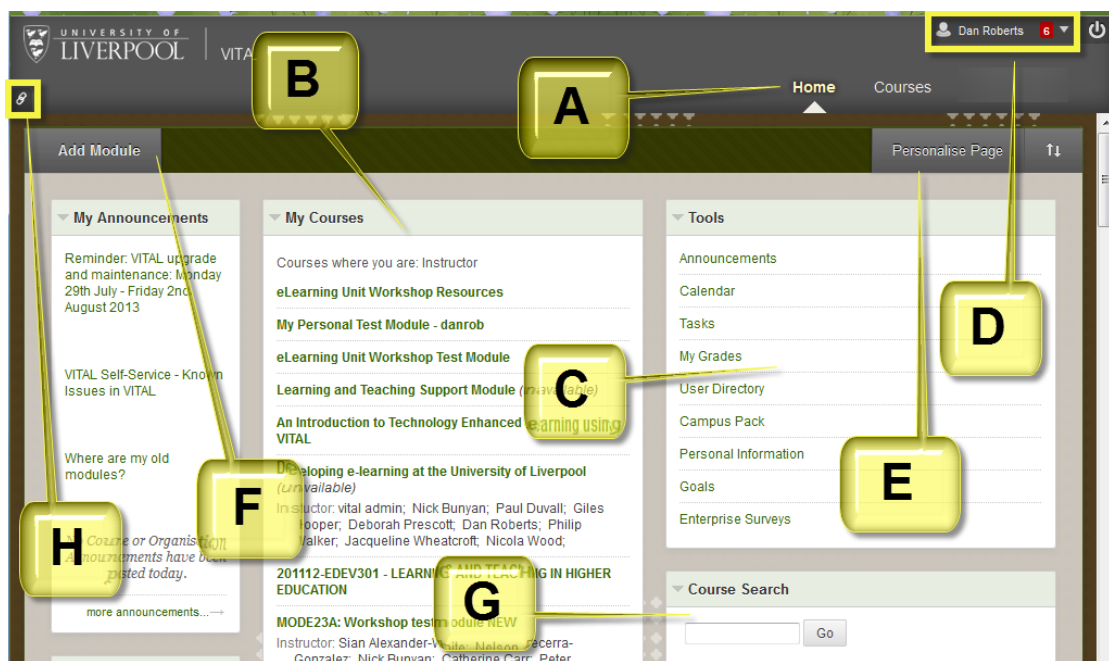


Managing your homepage

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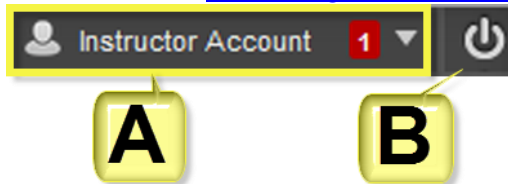
Overview

The main area of your VITAL homepage consists of a number of information boxes, or panels, containing information and links. This page can be customised to a limited degree. All of the boxes can be dragged and dropped to different positions on the home page to suit your preference.



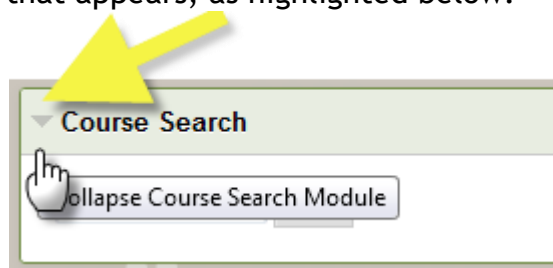
- A. Clicking this **Home** link from anywhere in VITAL brings you back to your home page. **Courses** takes you to a page with a list of all your modules, a module search box and the Catalogue search box from which you can search for any module.
- B. The **My Courses** box lists all the modules you will have access to in VITAL, grouped by your roles on these (Instructor, Course Builder, Student). This list can be modified to change module order, hide modules and include some basic information from that module.

- C. The **Tools** section includes some student tools like **My Grades**. For staff there are links to the Email tool, the **Qwickly** email and announcement tool for posting to multiple modules, and the link to the **Campus Pack Connect** facility.
- D. The top right of the page has a logout button (**B** below) and the link to the **My Blackboard - Global Navigation** area (**A** below). **My Blackboard** is an always-available menu containing useful cross-modular information and tools including module calendar events, email notifications, postings from discussion boards and VITAL Self-Service (FAQs, guides, Known Issues, test student accounts, personal test module - [see this guide for more details](#)).



- E. The **Personalise Page** button enables you to change the colour scheme for your view of the homepage.
- F. **Add Module** lets you add further information panels from a list.
- G. **Course Search** lets you search for any module which has guest access enabled.
- H. **Quick Links**. This tells you which keyboard shortcuts are available on the current page, and lists all the main page sections as links.

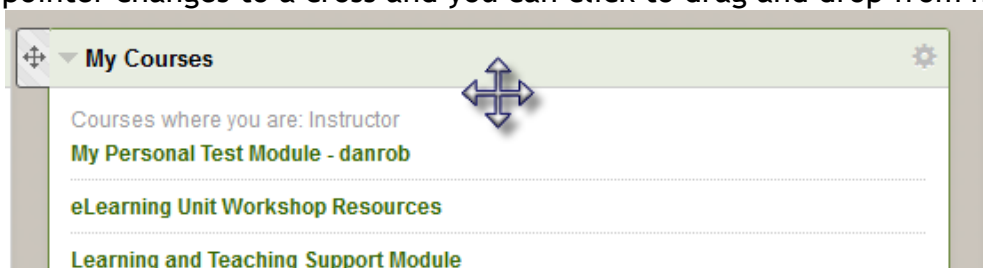
The default boxes cannot be removed from the home page but can be minimised by hovering in the title bar of the box and clicking the ▼ icon that appears, as highlighted below.



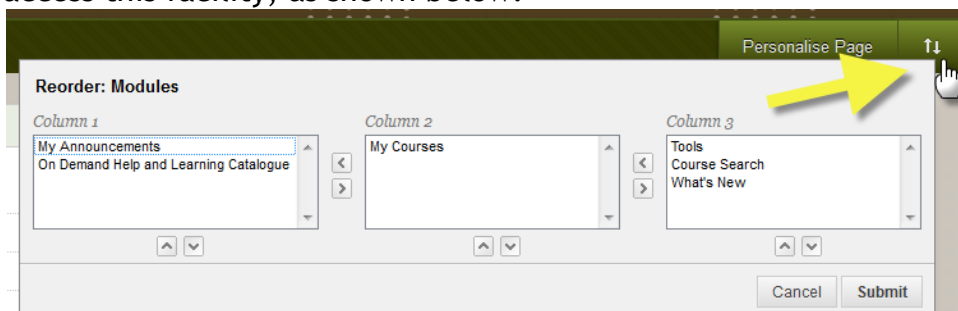
Customise your homepage layout

Each of the panels can be moved into a different position on the page. The home page is organised into three columns.

1. You can drag and drop panels to different areas on the page. Hover the mouse pointer in the title bar of the panel you want to move. The mouse pointer changes to a cross and you can click to drag and drop from here.



- An accessible, keyboard-based facility also lets you move panels around. Click the double arrow button next to the **Personalise Page** button to access this facility, as shown below.

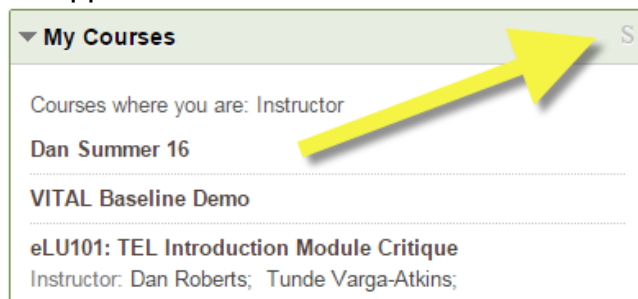


- Use the arrows on the window to move panels around the screen. Click on the **Submit** button to save changes.

Customise the 'My Courses' list

You can hide (and restore) modules from this list, change the order of the list, and choose to display some information about a module in the list, including the name, ID, Instructors, Announcements, Tasks and Calendar events.

- To access the **My Courses** set-up page, hover the mouse pointer in the title bar of the **My Courses** panel and click the small **S** icon that appears.



- For each module you want to hide from the home page, in the column **Course Name** (highlighted below) uncheck the relevant box. Click **Submit** to save the changes.

1. Edit Course List

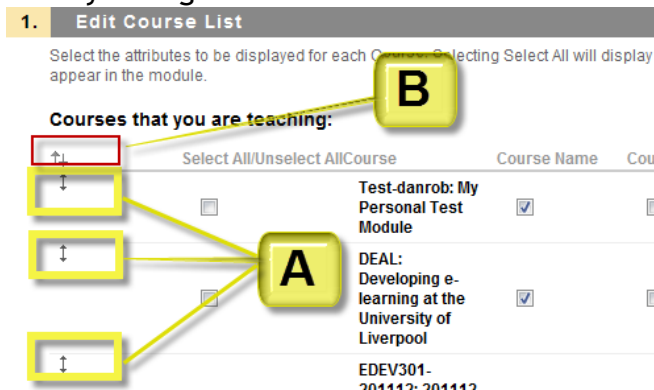
Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns is selected, the Course will not appear in the module.

Courses that you are teaching:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events
↑↓	<input type="checkbox"/>	Test-danrob: My Personal Test Module	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↑↓	<input type="checkbox"/>	DEAL: Developing e-learning at the University of Liverpool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↑↓	<input type="checkbox"/>	EDEV301-2014142-2014142	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

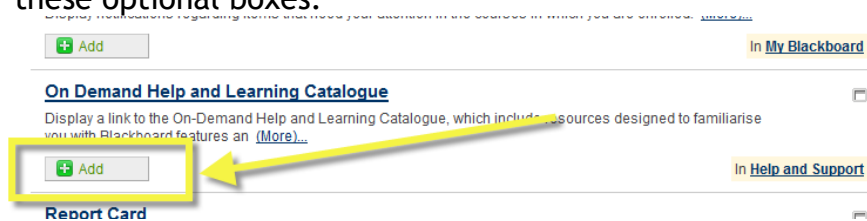
You are not deleting the modules themselves or removing yourself from the module and you can come back to this page to re-display them.

- There are further display options that can be set on a module-by-module basis for your module list, namely: Course ID, Instructors on the module, latest Announcements, Tasks and Calendar Events.
- To re-order the list of modules, either drag and drop module entries up and down the list using the double-headed arrows highlighted below (a), or for a keyboard accessible facility, click on the small double arrow icon above these (b) and a dialogue box appears that lets you move modules up and down the list using the keyboard. Click the **Submit** button to save any changes.



Add information boxes - Add Module

- Clicking the **Add Module** button opens a page with a list of optional information boxes you can add to your homepage. Some of these may be of use if you are enrolled on modules as a student.
- To add an information box to your homepage from this list, click the green, **+Add** button for the required box. Return to this page to remove any of these optional boxes.



The Tools panel

The links on this panel include:

- Announcements** is a list of all announcements on all your modules, by default. This can be modified by time, type and module.
- My Grades** is where students can check their grades in all their modules.
- Campus Pack** is a personal website builder and community space that operates outside of the module structures in VITAL.
- Qwickly** lets you send the same email or announcement to more than one module.
- Send Email** lets you navigate quickly to a module to send an email from that module.