

Student Guide

## Managing your homepage

[Customise your homepage layout](#)

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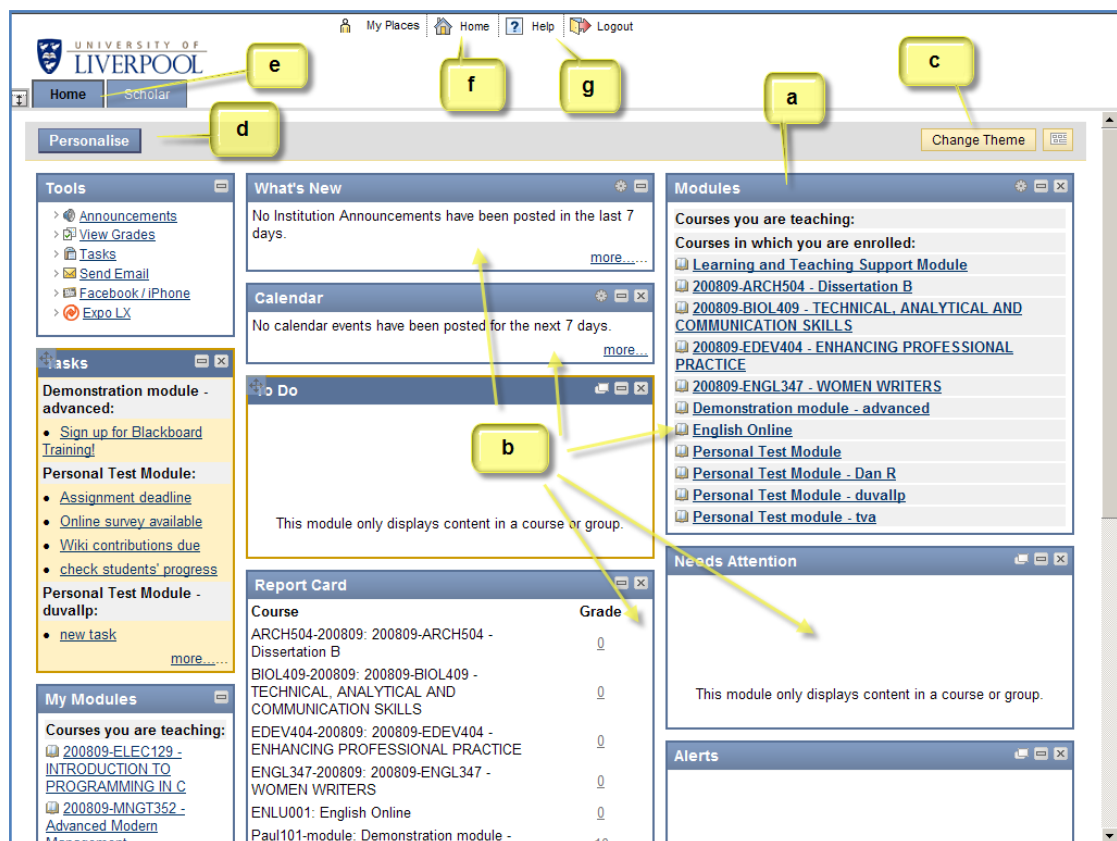
[Customise your homepage content - 'Personalise'](#)

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### Overview

The main area of your VITAL homepage consists of a number of information boxes, or panels (b), containing information and links. The most important of these is the 'Modules' panel (a) which is list of links to all VITAL modules you are enrolled on. This is the starting point for navigating around your VITAL modules. Clicking the 'Home' tab (e) or icon (f) from anywhere in VITAL brings you back to this home page. Help (g) links to the VITAL support for staff and students pages.



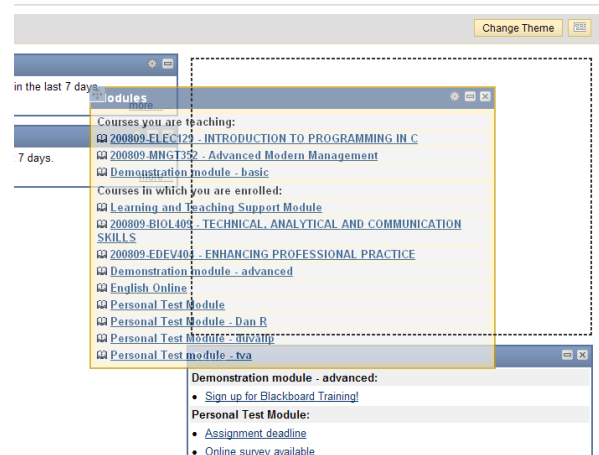
Your homepage is customisable in the following ways:

- modify the 'Modules' panel (a) to change the number of modules displayed and add extra information about modules, such as the module ID

- drag and drop the panels (b) to arrange the page to suit you
- change the colour scheme of your view of VITAL through the 'Change Theme' button (c)
- add or remove panels through the 'Personalise' button (d)

## Customise your homepage layout

1. Each of the panels can be dragged and dropped into a different position on the page. The home page is organised into three columns and this cannot currently be modified.  
*Accessibility note: the page layout can be altered through keyboard commands. Click the icon next to the 'Themes' button to access this facility.*



## Customise your homepage list of modules

2. If you want to reduce the number of modules that appears in your 'Modules' list, e.g. you don't want to see modules from previous years, click the cog icon in the blue title bar of the 'Modules' panel.



A page where you can edit your list of modules appears.

3. In the column 'Display Course Name' (highlighted below) uncheck all of the modules you do not want to see on your home page list. Click **Submit** to save the changes. 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. *You cannot currently re-order the actual list to put your most accessed modules at the top.*

**Personalise: Modules**

Cancel Submit

1. Edit Courses List

Courses you are teaching:

| Course   | Display Course Name                 | Display Course ID        | Display Instructors      | Display Announcements    | Display Tasks            | Display Calendar Events  |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Support-module: Learning and Teaching Support Module | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test-russell: Personal Test                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. There are further display options that can be set on a module-by-module basis for your module list, namely display the: Course ID, Instructors, Announcements, Tasks and Calendar Events.

### **Customise your homepage content - 'Personalise'**

5. To quickly 'hide' any panels you don't want to appear, click the 'x' icon at the top right of the blue title bar of the panel (where this is available) as you would for closing a Word document.
6. The main method for adding and removing panels is to click the **Personalise** button (d) and check/uncheck the relevant panels. Click the **Submit** button to save your changes.
7. 'Modules' is a modifiable list of your VITAL modules which will appear on your homepage by default. There is also a 'My Modules' panel which you can minimise on your homepage - this is the full list of all your VITAL modules and is non-modifiable.
8. The remaining panels are:
  - 'What's New' - displays all announcements across all your modules;
  - 'Report Card' - displays your grades across your modules;

The less used panels are:

- 'Calendar' - calendar items if your tutor has set up any for your modules;
- 'Tasks' - any tasks that your module tutors set up for you
- 'Alerts' - any alerts that your modules tutors
- 'Needs Attention' - any items that your module tutors have created for your attention;
- 'To Do' - any to do items.

### **The Tools panel**

9. This panel cannot be completely hidden on the Homepage, only minimised. The links on this panel are:  
**Announcements**, by default is a list of all announcements on all your modules - view can be modified by time, type and module;  
**View Grades** is where you can check their grades in all your modules;  
**Send Email** is quick way of emailing specific people or groups on your modules without going into individual modules;  
**Facebook/iPhone** is where you can set up their Facebook account or iPhone to get updates and alerts from your VITAL modules;  
**Expo LX** is a personal website builder and blogging tool.

### **Customise the colour scheme - 'Change Theme'**

10. Click the **Change Themes** button (c) and click on a colour scheme displayed. Click **Submit** to save your changes.