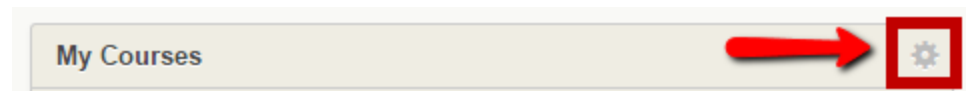


Customizing your Blackboard Course List

Reordering Courses

The My Courses module located on your Blackboard homepage contains links to each course in which you are enrolled. To organize the order in which your courses appear, use the following instructions:

1. Log into Blackboard and hover your cursor over the **My Courses** title bar.
2. A **gear icon** should appear in the upper right corner of your My Courses box. Click there.
3. The **Personalize: My Courses** screen will appear.
4. Use the **drag and drop arrows** in the left side of the screen to position each of your courses.
5. Click **submit** to save your selections. Your Blackboard homepage should reload reflecting your changes.



Hiding Courses

As a Blackboard user, you also have the option to hide courses from your My Courses module display. Hiding a course does not delete the course, change your access or enrollment, or alter course content in any way. If you need to enter the course later, you can “show” a hidden course at any time.

- Log into Blackboard and hover your cursor over the **My Courses** title bar.
- A **gear icon** should appear in the upper right corner of your My Courses box. Click there.
- **Check or uncheck boxes** corresponding with the courses that you wish to view or hide. Any course that is checked under the **Course Name** column will appear in your My Courses list. You may modify this list at any time.
- To hide a course, make sure that all check marks are cleared for the corresponding row.
- Click **submit** to save your selections. Your Blackboard homepage should reload reflecting your changes.

Personalize: My Courses

Cancel Submit

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 are selected, the Course will not appear in the module.

Courses you are teaching:

| ↑↓ | Select All/Unselect All | Course | Course Name | Course ID | Instructors | Announcements | Tasks |
|----|-------------------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | <input checked="" type="checkbox"/> | INDT125-CAL-L1-201520: Fall 2015:-CAL-Industrial Wiring Principles | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input checked="" type="checkbox"/> | HLHS101-CAL-L1-201520: Fall 2015:-CAL-Medical Terminology | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> | COMM101-01L-L1-201330: Spring 2014:-01L-Fundamentals Public Speaking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input checked="" type="checkbox"/> | HLHS101-CBL-L1-201520: Fall 2015:-CBL-Medical Terminology | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input checked="" type="checkbox"/> | BBRD101-00L-L1-201520: Fall 2015: Introduction to Blackboard for Faculty | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |