

How To Customize Your List of Courses

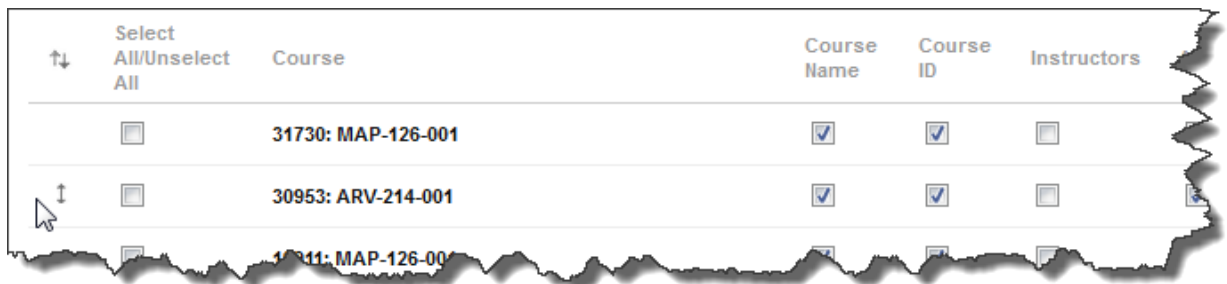
Blackboard has two ways of displaying your list of courses - through the My Blackboard tab or through the Courses tab.

This procedure works for either of them, but if you use both methods, you will need to customize each one separately.

- 1- Hover your mouse over the title bar of the My Courses or the Course List, depending on which tab you are using. A gear icon will appear.



- 2- Click the icon and a page will open showing all the classes to which you have access. The checkboxes represent what will be visible in your list.

A screenshot of the course list settings page, showing a table with columns for 'Select All/Unselect All', 'Course', 'Course Name', 'Course ID', and 'Instructors'. The table contains three rows of course information. The first row is for course 31730: MAP-126-001, the second for 30953: ARV-214-001, and the third for 10311: MAP-126-001. Each row has a checkbox in the 'Select All/Unselect All' column, a checkbox in the 'Course ID' column, and a checkbox in the 'Instructors' column. A double-headed arrow icon is visible on the left side of the table, indicating that the courses can be reordered. The screenshot has a torn edge effect at the bottom.

The course name is selected by default. If you want to show the Course ID (CRN) click that box as well.

If you do not want the course to show on your list, unclick the Course ID box. This will hide the course.

Hiding the course does not remove your enrollment; it simply allows old courses to be hidden from view in this list.

- 3- The double-headed arrow that appears when you move the mouse over the left edge of the course listing allows you to change the order of the courses. When the arrow icon appears, hold your mouse down and drag the course up or down.
- 4- Click Submit when you are finished.
Remember, this only works for one tab at a time. If you use both tabs to access your classes, you'll need to repeat this process for the other tab.