

# Editing Your Course List

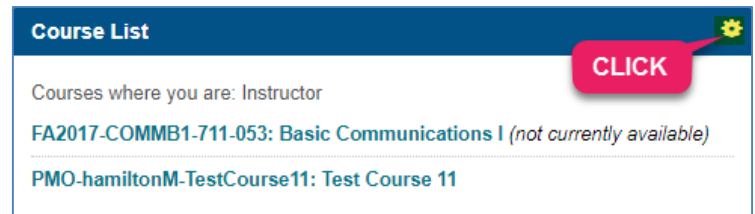


## Blackboard - Getting Started

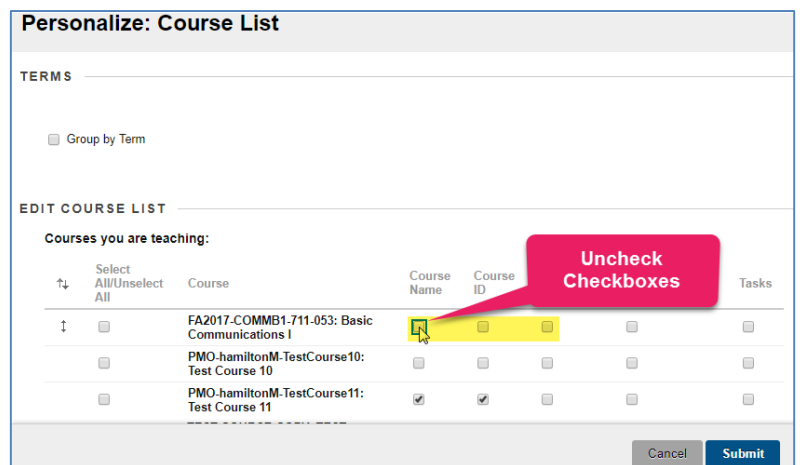
Instructors can change how course information appears in their personal Course List module in Blackboard using these instructions. These steps simply change how information is displayed in the Course List module and does not delete courses or enrollments.

### To Hide Old Courses from the Course List

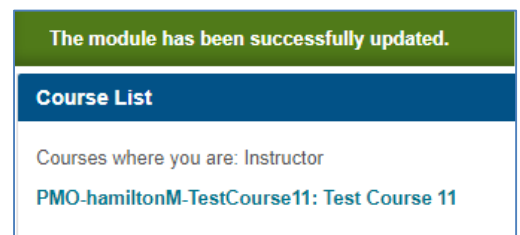
1. When you are logged into Blackboard, go to the **EMPLOYEE** or **COURSES** tab and locate the **COURSE LIST** module. Roll your mouse over the blue header of the module and click the gear icon that appears.



2. That will take you to the **PERSONALIZE COURSE LIST** page. Uncheck the checkboxes associated with the courses that you want to hide from your list. Then, click **SUBMIT** to save your changes.



3. If you are successful, you will see a confirmation message on the screen and your Course List module will display according to your selected settings.

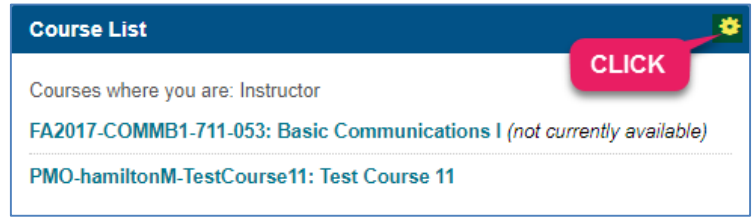


### To Show Courses in the Course List

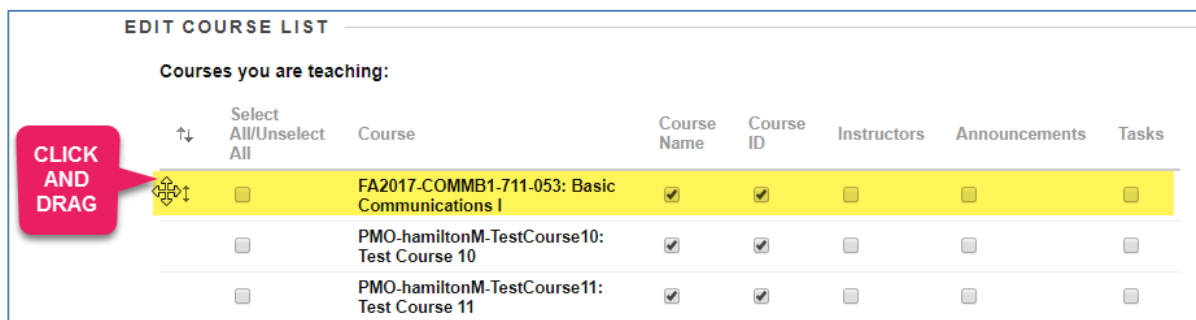
Follow the previously mentioned steps to access the Personalize Course List page and select the checkboxes associated with the courses that you want to display in your Course List.

## To Reorder Item in the Course List

1. When you are logged into Blackboard, go to the **EMPLOYEE** or **COURSES** tab and locate the **COURSE LIST** module. Roll your mouse over the blue header of the module and click the gear icon that appears.



2. That will take you to the **PERSONALIZE COURSE LIST** page. Roll your mouse over the name of a course. An up-and-down arrow icon  $\updownarrow$  will appear along the left edge of the selected row and your mouse cursor will transform into a crosshair icon  $\oplus$ . Click hold your left mouse button down to **drag and drop** the item to a new position in the list.



3. When you are done, click the **SUBMIT** button to save your changes.
4. If you are successful, you will see a confirmation message on the screen and your Course List module will display according to your selected settings.

The module has been successfully updated.

### Course List

Courses where you are: Instructor

[PMO-hamiltonM-TestCourse10: Test Course 10](#)

[PMO-hamiltonM-TestCourse11: Test Course 11](#)

[FA2017-COMMB1-711-053: Basic Communications I \(not currently available\)](#)

## A Few Words about the Group by Term Feature

On the Personalize Course List page, DO NOT select the GROUP BY TERM setting. MATC does not use terms to group courses by fall, spring, or summer semester but instead by course end date. These terms are solely used in the course evaluation survey delivery process.