

# Searching and Editing the Course List



## Blackboard - Getting Started

To locate and access the courses to which you are assigned in Blackboard, click on the COURSES link in the base navigation. You may use the following tools to search, filter, favorite, and hide courses.

The screenshot shows the Blackboard interface for the 'Courses' section. On the left is a dark sidebar with navigation links: Institution Page, Megan Hamilton, Activity Stream, Courses (highlighted), Organizations, Calendar, and Messages. The main content area is titled 'Courses' and includes a 'Course Catalog' link. A yellow navigation bar at the top has 'Test Course Shells', 'Current Courses' (selected), and 'Upcoming Courses'. Below this is a search bar (3), a filter dropdown (4) set to 'All Courses', and an 'items per page' dropdown (5) set to 25. A list of courses is shown, with the first one (6) being 'SU2021-SPEECH-201-450 Elements of Speech'. This course is marked as 'Private' and has a 'More info' dropdown (8) containing 'Open course' and 'Hide course' options (7).

1. **Search Navigation** - Use the directional arrows and drop-down menu to find past, current, or future sections. The “Current Courses” page will display sections with start-dates associated with the current semester. The “Upcoming Courses” page will display sections with future start-dates. To view Fall 2020 sections, set the drop-down menu at the top of the page to “Fall – 2020”.
2. **List or Card Mode** - View courses in list or card format. A card displays a course ID, name, and banner image.
3. **Search Bar** - Use this search tool to locate a course by keywords (ex: SU2021, PMO, English 1).
4. **Filter** - View all open, private, and hidden courses in your list.
5. **Items per Page** - Control the length of your Course List (list 25, 50, or 100 courses per page).
6. **Course Link** - Courses will be listed by name in the Course List. Click a link to view a course.
7. **Favorite** - Mark courses as favorites to re-organize them at the top of your course list for easy access.
8. **More Options** - Click on the \*\*\* icon to [manage a course’s availability to students](#). Courses unavailable to students are marked as **Private!**

## To Hide an Old Course from the List

When a course is not available to students (“Private”), click the course’s **More Options** \*\*\* icon and select **HIDE COURSE**.

## To View Hidden Courses

Click the Filter drop-down menu and select **HIDDEN FROM ME**. To add the hidden course back to your list, click the course’s **More Options** \*\*\* icon and select **SHOW COURSE**.

## To Favorite a Course

Click the star associated with a course to add it to or remove it from the Favorites section at the top of the page. Courses with purple stars are favorites.

## Using List Mode

List Mode lists your courses in alphabetical order. Click the **More Info** link to view a course ID. Click on the **name** of a course to view it. Click **More Options** ... to manage course availability.

Courses Course Catalog

Fall - 2020 Master Course Shells

Search your courses

FA2021-PSYCH-237-001  
Child Psychology (PSYCH-237-001) Original Course View  
Private | Megan Hamilton | More info

FA2021-ZMTG-900-031

Open course  
Hide course

## Using Card Mode

Cards display a course's name, ID, and availability status in an easy to read visual format. Click **More Options** ... to manage course availability and banner image. Blackboard automatically assigns sample banner images to cards; you may replace an image with one of your own if desired. To **upload your own banner image** to a card, select **Edit Course Image**; custom images must be 1200 x 300 pixels or larger to upload to Blackboard.

Courses Course Catalog

Fall - 2020 Master Course Shells

Search your courses 25 items per page

Private

FA2021-PSYCH-237-001  
Child Psychology (PSYCH-237-001)  
Megan Hamilton

FA2021-ZMTG-900-031  
LAS Math Mtgs F2F (ZMTG-900-031)  
Megan Hamilton

Edit course image  
Open course  
Hide course