

Editing Your Course List



Blackboard - Getting Started

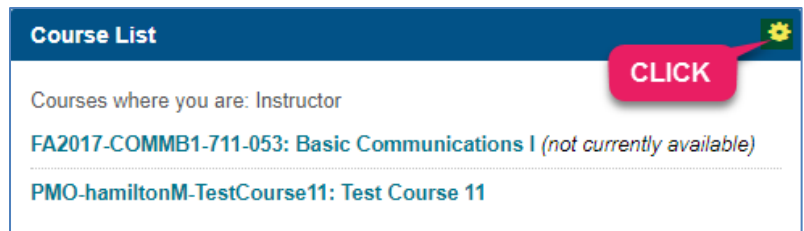
The *Course List* in Blackboard lists all semester courses, master courses, and test courses to which you have access. To improve access to older course records, semester courses will now remain in Blackboard for a duration of seven (7) years past course end date.

To manage the information in your *Course List*, you may hide, show, and reorder courses using these instructions. These changes *do not* impact course enrollments or availability.

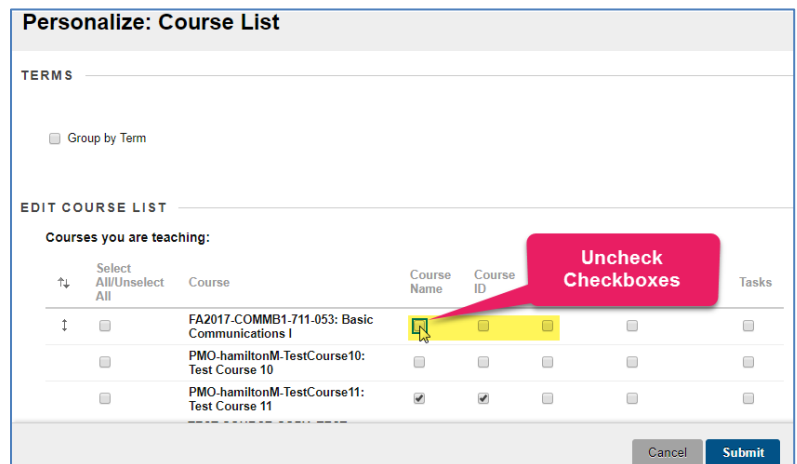
To Hide Old Courses from the Course List

Before you hide a course, make sure that the course is [not available](#) to students.

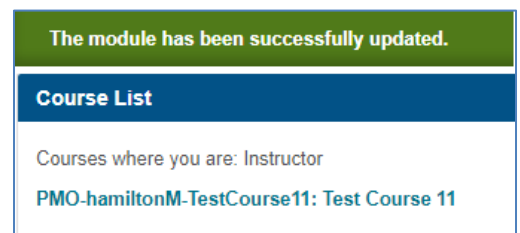
1. When you are logged into Blackboard, go to the **EMPLOYEE** or **COURSES** tab and locate the **COURSE LIST** module. Roll your mouse over the blue header of the module and click the gear icon that appears.



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.

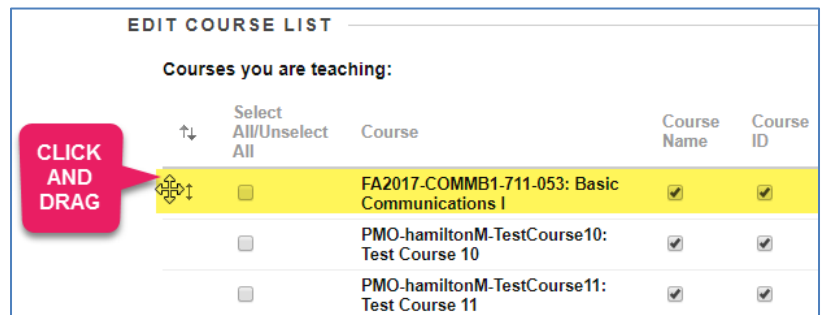
To Rearrange Order of Courses in the Course List

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.



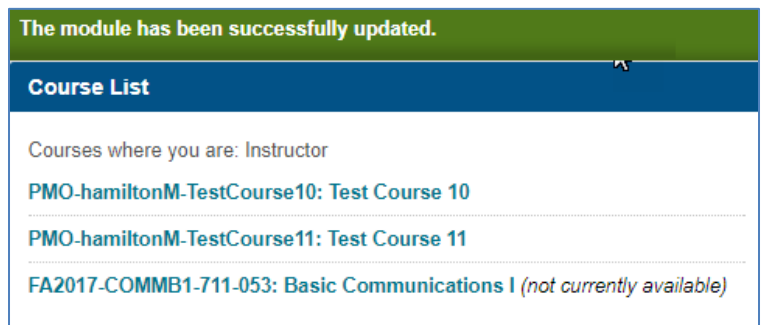
2. That will take you to the **PERSONALIZE COURSE LIST** page. Roll your mouse over the name of a course.

An up-and-down arrow icon  will appear along the left edge of the selected row. Your mouse cursor will transform into a crosshair icon .



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.



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.