Searching and Editing the Course List

Blackboard

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.

1. **Search Navigation** - Use the arrows and the menu to find past, current, or upcoming sections. The navigation sorts sections by term categories, start-dates, and end-dates.
   - Locate current sections by setting the drop-down menu to the needed term or to "Upcoming".
   - Make a section available to students earlier than its start date through these instructions – pg 2.
   - ***If you do not see your section listed***:
     - Check Self-Service to verify your assignment. If you are not assigned, follow up with your dean.
     - Refresh your browser window to force the Courses page to update.
     - Check the Courses page for hidden courses – see the information provided below.
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: SP2022, PMO, English 1).
4. **Filter** - View all open, private, and hidden courses in your list.
5. **Course Link** - Click a link to view a course. A course marked as "Private" is unavailable to students.
6. **Favorite** - Mark courses as favorites to re-organize them at the top of your course list for easy access.
7. **More Options** - Click on the ••• icon to make a course available, hide a course, and edit a card thumbnail image.

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 Find a Hidden Course

Clear the search bar. Click the Filter menu and select **HIDDEN FROM ME**. To add the hidden course back to your main 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.
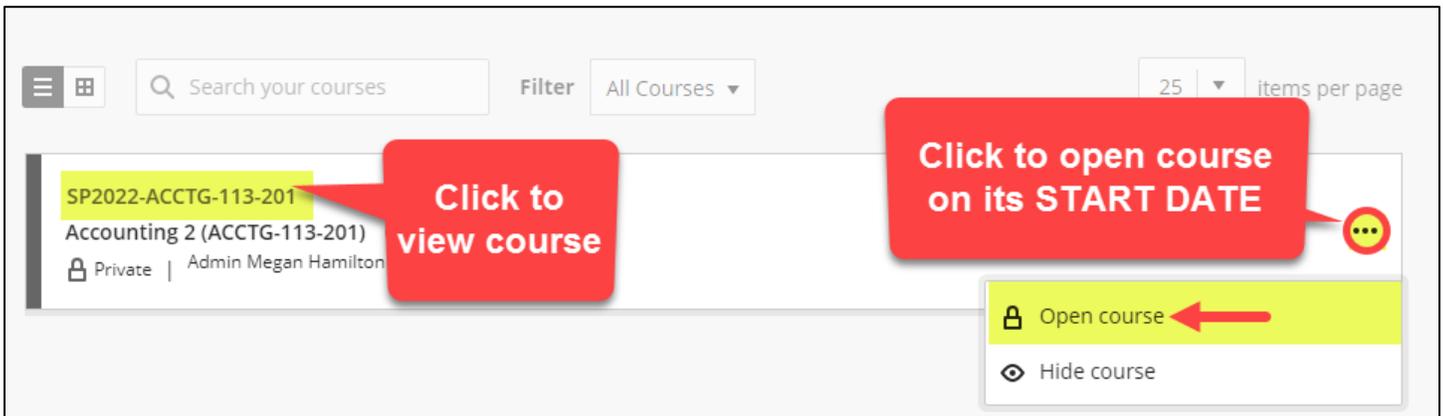
Using Card Mode

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 its 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.