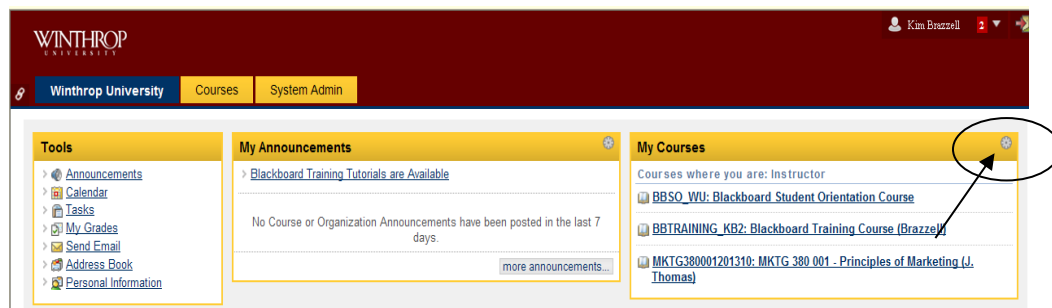


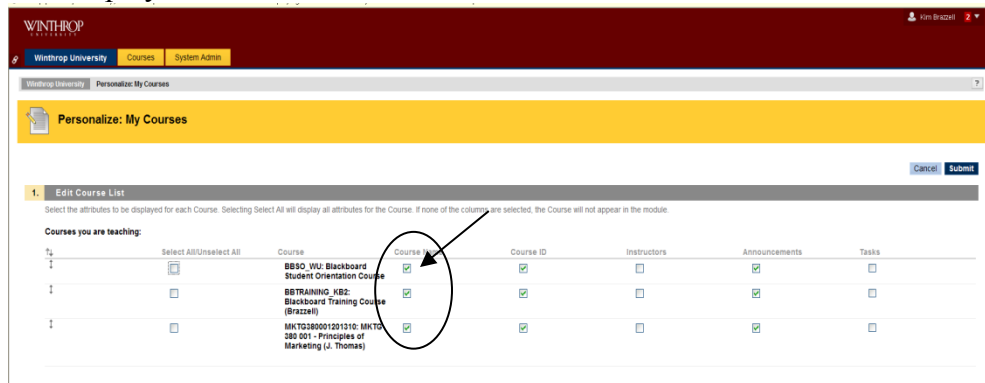
How to Customize your Blackboard Course Listings

Hide, Show, and Re-order Courses in your Course Listing

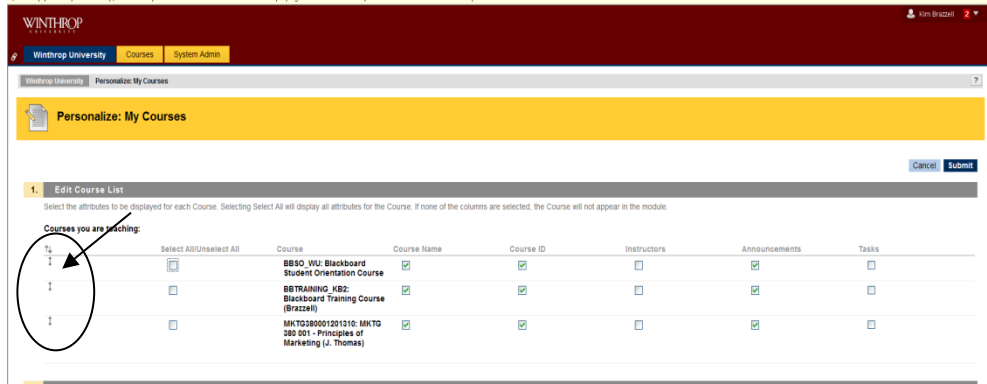
1. Log in to Blackboard and click on the **Winthrop University tab** or on the **Courses tab** at the top left of your screen.
2. Click on the **wheel icon** at the top, right corner of the module containing the list of courses.



3. On the screen that appears,
 - a. In the column titled “Course Name,” check the box beside the courses that you want to display and un-check the box beside the courses that you do not want to display.



- b. To reorder the courses in the list, use the drag-and-drop arrows located on the far, left side of the page. Left click and drag the arrows up or down to reorder a course in the list.



4. When finished, click the **Submit** button.
5. If any additional changes are needed, click on the **wheel icon** again located at the top, right corner of the module containing your list of courses.