Overview

This tutorial will explain how to customize your Course List. The Course List appears in the My Courses module, showing all courses you are currently instructing or participating in.

Quick Steps

My Courses > Settings > Checkboxes > Reorder > Submit

Step 1

Log in to Blackboard. From the Blackboard Homepage, click on the Settings icon [1] in the My Courses module [2].

Step 2

From the Personalize: My Courses page, check the checkboxes in the Edit Course List section to show/hide courses and/or notifications. Each table in this section details courses you are teaching, are enrolled in, are a TA in, are an Observing Instructor in, etc.

![Edit Course List Table]

- ✓ Select All - check “Select All” to show or hide an entire course.
- ✓ Course Name - check “Course Name” to show or hide only the Course Name.
- ✓ Course ID - check “Course ID” to show or hide only the Course ID.
- ✓ Instructors - check “Instructors” to show or hide the list of Instructors.
- ✓ Announcements - check “Announcements” to show or hide all Announcements.
- ✓ Tasks - check “Tasks” to show or hide all Tasks.

Step 3

You can also reorder the courses in the list by clicking and holding your mouse while hovering over the double-sided arrows in the first column. To use keyboard accessible reordering, click on the Keyboard Accessible Reordering icon located in the table header.

![Reordering Icon]

Step 4

When finished editing the Course List, click the Submit button.