

Customize Your Course List

Overview

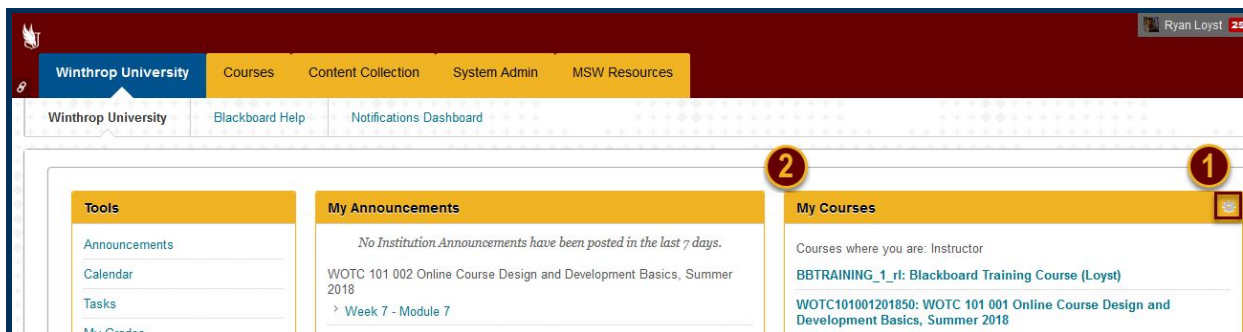
This tutorial will explain how to customize your **Course List**. The Course List appears in the My Courses module, showing all courses you are currently instructing or participating in.

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].



If you do not see a My Courses module, click on the *Courses* tab [3] in the Portal Menu. Then, click on the *Settings* icon [4] in the Course List module [5].




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

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not be displayed.

Courses you are teaching:

 Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input checked="" type="checkbox"/>	BBTRAINING_1_rl: Blackboard Training Course (Loyst)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	READ620601201810: READ 620 601 Literacy Strategies for Struggling Learners (3), Spring 2018 - Second Half-Semester	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WOTC101001201850: WOTC 101 001 Online Course Design and Development Basics, Summer 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WOTC101002201810: WOTC 101 002 Online Course Design and Development Basics, Spring 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WOTC101002201850: WOTC 101 002 Online Course Design and Development Basics, Summer 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WOTC102001201850: WOTC 102 001 Online Course Facilitation & Management, Summer 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WOTC102002201810: WOTC 102 002 Online Course Facilitation & Management, Spring 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Courses in which you are enrolled:

- ✓ **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.

 Select All/Unselect All	Course
<input checked="" type="checkbox"/>	BBTRAINING_1_rl: Blackboard Training Course (Loyst)

Step 4

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