

Blackboard 9.1

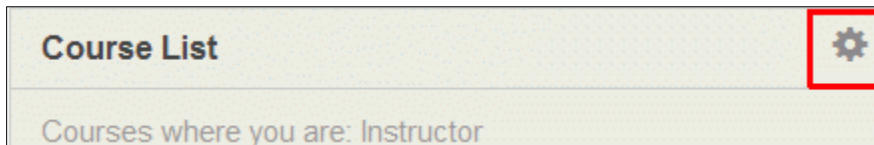
Managing the My Courses and Course List Modules

The “My Courses” module on the My Blackboard tab and the “Course List” module on the My Courses tab can both be managed to “hide” courses you no longer wish to see. You may find it helpful to hide courses from previous semesters at the start of each new semester. In addition, ITS strongly encourages users who request multi-section, “merged course shells,” to immediately hide the individual section, “child,” courses from view.

Hiding a course does *not* remove the course from Blackboard; it simply allows you to manage what you see. You can edit either one or both modules any time to show any course that you have hidden.

Hiding Courses

1. Mouse over the module header to display the “gear” icon on the far right end of the module header. Click on that icon.



2. In section 2 of the “Personalize:” screen that opens, click on the box in front of each course (under the “Select All/Unselect All” column) that you wish to hide from view. That will clear the check marks from each of the boxes to the right of the course.

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements
↓	<input type="checkbox"/>	TEST_ANN: Ann's test course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	TEST_ITS_BB_SUPPORT: Bb Course for Instructional Design Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Click on **Submit**.

Showing Courses

Repeat the steps outlined above. Note that this time, when you click on the box in front of a course, it will check each of the boxes to the right of the course. You can uncheck individual boxes to the right of any course name to remove individual items (e.g. Announcements, Tasks, Calendar Events) from view within the module.