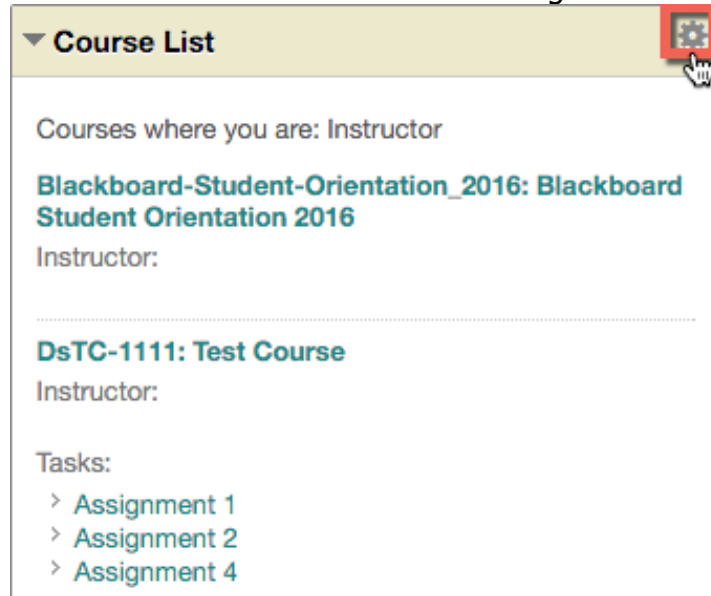


Editing your Blackboard Course List

Proceed to the My Institution page inside of Blackboard. Hover your mouse inside of the Course List module. You will notice a gear icon appear when your mouse is inside of the Course List module and disappear when your mouse is outside of the module. Click the gear icon.





Reordering Course List:

The Personalize: Course List page appears. Position your mouse to the left of the Select All/Unselect All checkbox of the course you would like to move. You will notice your mouse changes to a four-way arrow. Click and drag to move the course to the order of your choice.

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the selected, the Course will not appear in the module.

Courses in which you are enrolled:


	Select All/Unselect All	Course	Course Name	Course ID
<input checked="" type="checkbox"/>		Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	DsTC-1111: Test Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The course has been successfully moved. Click **Submit** to save your changes.

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the selected, the Course will not appear in the module.

Courses in which you are enrolled:

	Select All/Unselect All	Course	Course Name	Course ID
<input checked="" type="checkbox"/>		DsTC-1111: Test Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Blackboard Questions? Contact the *Center for Online Teaching and Learning*
Email: blackboard@govst.edu Phone: (708) 534-4115

You have successfully reordered your Course List.

▼ **Course List**

Courses where you are: Instructor

DsTC-1111: Test Course
Instructor:

Tasks:

- > Assignment 1
- > Assignment 2
- > Assignment 4

Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016
Instructor:

Hiding courses in your Course List:

From the Personalize: Course List page, unselect all the checks under Course Name, Course ID, Instructors, Announcements, and Tasks. The easiest way to complete this task is by selecting all and unselecting all. The screenshot below shows all categories are checked.

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 appear in the module.

Courses in which you are enrolled:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input checked="" type="checkbox"/>	DsTC-1111: Test Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Uncheck the **Select All/Unselect All** next to the course you DO NOT want in your Course List. You will notice all the checkmarks to the right of the course title disappear. Once you do this for all courses you DO NOT want in your Course List, click **Submit**.

Courses in which you are enrolled:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
↓	<input type="checkbox"/>	DsTC-1111: Test Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	Blackboard-Student-Orientation_2016: Blackboard Student Orientation 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The course will disappear from your Course List.

▼ **Course List**

Courses where you are: Instructor

**Blackboard-Student-Orientation_2016: Blackboard
Student Orientation 2016**

Instructor: