Customizing the "My Courses" Module

The list of courses that instructors see on their Blackboard home page can be tailored to their needs and preferences. If you are an instructor who has taught several courses in the last few semesters, you may be seeing a long list. By default, all the courses for which you are the instructor of record in the past year are listed in the **My Courses** module. You may want to streamline your view of courses by hiding links to courses that you do not currently need.

Another reason you might want to customize the list of courses is to choose how you prefer to see a course listed. For example, you may prefer to display the **Course ID** instead of the **Course Name**. If you are the coordinator of a program, you may want to display the instructors.

NOTE: Changes that you make to your home page do not affect what your students or other instructors see.

Customizing the display of courses on your Blackboard home page:

1. Click on the **edit** tool located on the upper right hand corner of the screen. You must mouse over on the top right corner of the My Courses box in order to see the gear.

2. A *Personalize: My Courses* page will open. If you wish to hide courses, uncheck all the boxes associated with each course that you do not wish to display. By default, **Display Course Name** and **Display Announcement** are checked off. If you wish to display Course IDs or Instructors, check the boxes under **Display Course ID** or **Display Instructors** for the appropriate courses.

3. You can re-order the list of the courses you are teaching by clicking on the opposite arrows, selecting a course and clicking on the 'up' or 'down' arrow. Click **Submit** when you are finished.

4. The area **Editing List of Courses on Other Systems** should be left blank.

5. Scroll down and click on **Submit.**

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