Controlling Contents of My Courses

After several semesters the My Courses module can become cluttered with many courses. Students generally do not experience this problem because we make courses unavailable and they disappear. But for faculty the system is designed to provide continued access to old courses for reference and to facilitate reuse of materials. So how can you manage the growing list of courses and make it easy to find your current offerings? Blackboard provides a tool for editing the list of courses that appears on the My Courses module.

The key to managing the course list in My Courses is the gear icon at the top right corner (figure 1). You must hover the mouse pointer over the title bar for the icon to appear.

![Figure 1: Gear Icon in My Courses Module](image1.png)

Click on the gear icon and the Customize page appears (figure 2):

![Figure 2: Customize the My Courses Module page.](image2.png)
The first section of the Personalize My Courses page is the Terms section. You can enable Blackboard to sort your courses by term and select which term(s) should be expanded by default.

You can also choose which courses appear in the My Courses module. By clicking on the check boxes you can select or deselect what appears on the My Courses module for each course or if a course is displayed. If there is a check in the check box then that item will be displayed. The items are independent so it is possible that if you deselect "Display Course Name" but leave display announcements checked that you will see announcements for a course but not its name. If you deselect all the items in the courses row, then no items for that course will be displayed.

So, by deselecting your old courses you can reduce clutter and easily get to your current courses. If you need to get back to an old course, you can reactivate it by checking its Display Course Name check box or you can go to the courses tab. The Course List module on the Courses page has a similar customization page but it’s advised that you leave your old courses here for ease of access.

You can also reorder the items on the My Courses Module. Mouse over the drag handle for the course, click on the drag handle, and drag the entry to the position you want. The mouse pointer becomes a four headed arrow when you have control of the drag handle. Once you have reordered your course list you click the submit button to make the changes appear on your AC Blackboard page.