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).

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

Figure 2: Customize the My Courses Module page.
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 it's 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 it's 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.

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