Managing the My Courses Module

To Remove Courses

The following process does NOT remove access to your courses it simply controls which courses are displayed on the main page in Blackboard. Courses are still accessible from the Courses tab.

- Click on the icon at the top right of the My Courses module. The icon does not appear unless you place your mouse in the module.

- Release the checkmarks for any course that you do NOT want to be listed in the My Courses module. You can identify the semester of a course by looking at the first five characters of the full course number (e.g. 201203362030001). The first four characters correspond to the calendar year and the fifth character refers to a semester code (0=winter, 1=spring, 7=summer, 9=fall).

- Click the red Submit button at the top right or bottom left.

Re-Ordering Courses

By default, courses are displayed in alphabetical order but you may now customize the order in which the courses are listed in the My Courses module.

- Click on the icon at the top right of the My Courses module.
• Use your mouse to drag and drop the course into the correct order using the up and down arrow at the left of the course.

OR

Click on the re-order tool, select the course and use the up or down options to move it to the correct position and click Submit.

• Click the red Submit button at the top right or bottom left.