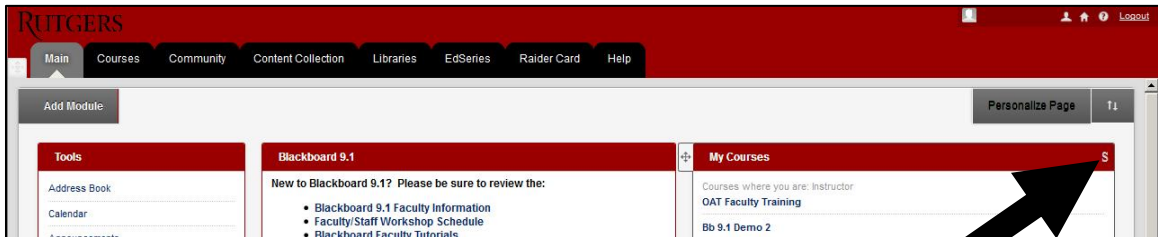


Managing the My Courses Module

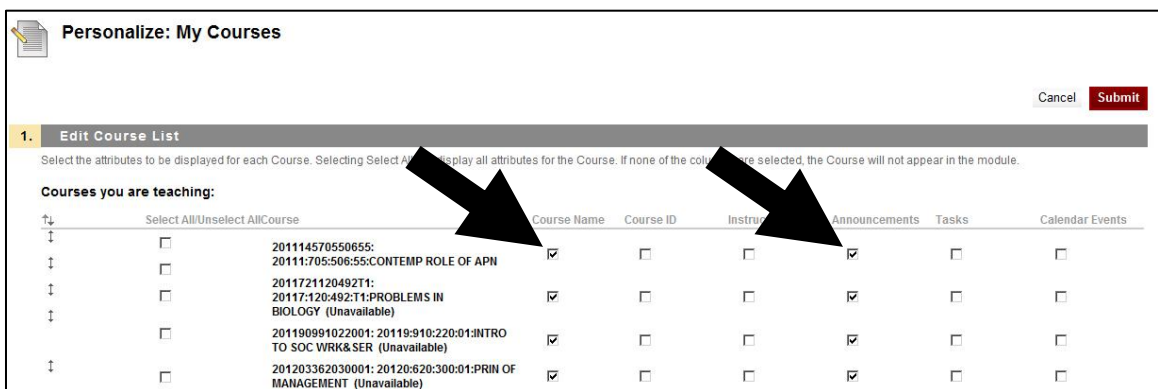
To Remove Courses

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 ID (0=winter, 1=spring, 7=summer, 9=fall).

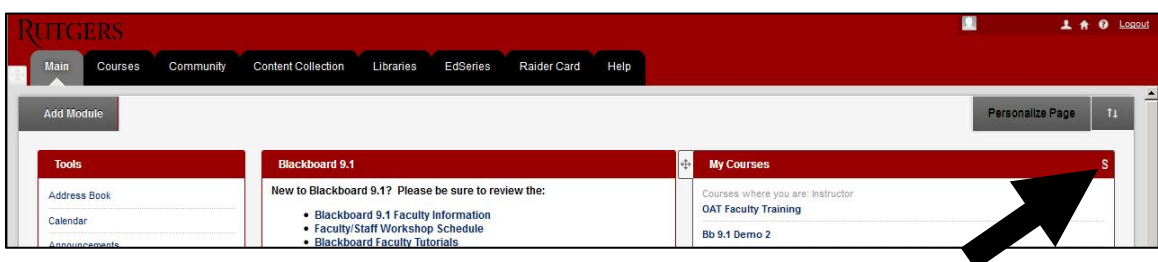


- Click the red **Submit** button at the top right or bottom left.

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.

Personalize: My Courses

Cancel Submit

1. 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 you are teaching:

Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events
<input type="checkbox"/>	201114570550655:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20111:705:506:55:CONTEMP ROLE OF APN		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2011721120492T1:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20117:120:492:T1:PROBLEMS IN BIOLOGY (Unavailable)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	201190991022001: 20119:910:220:01:INTRO TO SOC WRK&SER (Unavailable)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	201203362030001: 20120:620:300:01:PRIN OF MANAGEMENT (Unavailable)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**.

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Personalize: My Courses

Cancel Submit

1. 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 you are teaching:

Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events
<input type="checkbox"/>	Mentors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20111:705:488:01:LEADRSH & MANAGEMNT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20111:705:506:55:CONTEMP ROLE OF APN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20117:120:492:T1:PROBLEMS IN BIOLOGY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20119:910:220:01:INTRO TO SOC WRK&SER		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20120:620:300:01:PRIN OF MANAGEMENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Team (bteam) - TO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cartridge - Kohli		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ment 2010		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	entation: Elluminste		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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