Managing the Course List in Blackboard Learn

The Course List contains links to courses in which you are currently enrolled as instructor, designer, or student. The Course List may also contain courses from previous semesters.

Things to remember:
- You can hide the course links that you do not need for the current semester.
- Hiding a course link does not remove the course, change your enrollment, remove your access, or alter anything within the course. If you need to enter the course later, you can “show” a hidden course at any time.
- You may also rearrange the courses in the Course List.

Hiding or Showing Courses

1. From the My Blackboard tab, locate the Courses and Information list.

2. Click the Edit Course List icon.

3. The Personalize: My Courses list screen will appear.

4. To hide a course, remove the checkmark from its corresponding box in the Course Name column, and click Submit.

5. To show a course, place a checkmark in its corresponding box in the Course Name column, and click Submit.

Note: You can check and uncheck multiple boxes to hide or show multiple courses.
Course List Reorder Courses using Drag and Drop

1. From the My Blackboard screen, locate the Courses and Information tab.

2. Click the Edit Course List icon.

3. The Personalize: My Courses list screen will appear.
   a. Reordering courses can be done by dragging and dropping them into position. You do this using the Drag and Drop Arrows.
   b. To reposition a course in the list, click on the Drag and Drop Arrow beside the course. The Drag and Drop Arrow will turn to a quad-headed arrow which you will drag to the desired position then release the mouse button.
   c. Click Submit once you have finished reordering your course list.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)