


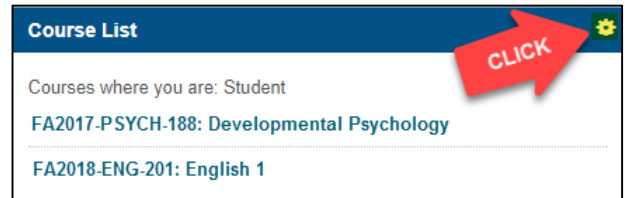
Reviewing Your Course List Settings



Blackboard

Are your classes from past semesters still appearing in Blackboard? Are classes not appearing? Review and edit your Blackboard *Course List* settings using these instructions.

1. When you are logged into Blackboard, go to the **STUDENT** page and roll your mouse over the **COURSE LIST** module. Click the **gear icon**  that appears in the top-right corner of the module.



2. The **PERSONALIZE COURSE LIST** page will open and display all courses that are still available to you.

- To **hide** a course from your list – Uncheck all checkboxes associated with the course.
- To **show** a course – Check the course's *Course Name* and *Course ID* checkboxes.

Personalize: Course List

TERMS

You may optionally group your courses within their respective terms. Once this grouping is selected you may then further filter your displayed courses by hiding or collapsing terms by default. A hidden term will not show up in the module page. A collapsed term will show up but in a collapsed state. You can expand or collapse terms either from this page or from within the module page itself.

Group by Term **DO NOT SELECT!**

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 in which you are enrolled:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
↓	<input type="checkbox"/>	FA2017-PSYCH-188: Developmental Psychology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	FA2018-ENG-201: English 1	<input type="checkbox"/>	<input type="checkbox"/>			

Check to show course.

Uncheck to hide course.

3. When you are done, click **SUBMIT** to save your changes. If you do not see an immediate change in your Course List's display after making changes, please [clear your browser's cache](#).

A Few Words about the Group by Term Feature

On the Personalize Course List page, **DO NOT SELECT GROUP BY TERM**. MATC does not use terms to group courses by semester but instead by course end date. These terms are used solely for delivering course evaluation surveys to students.