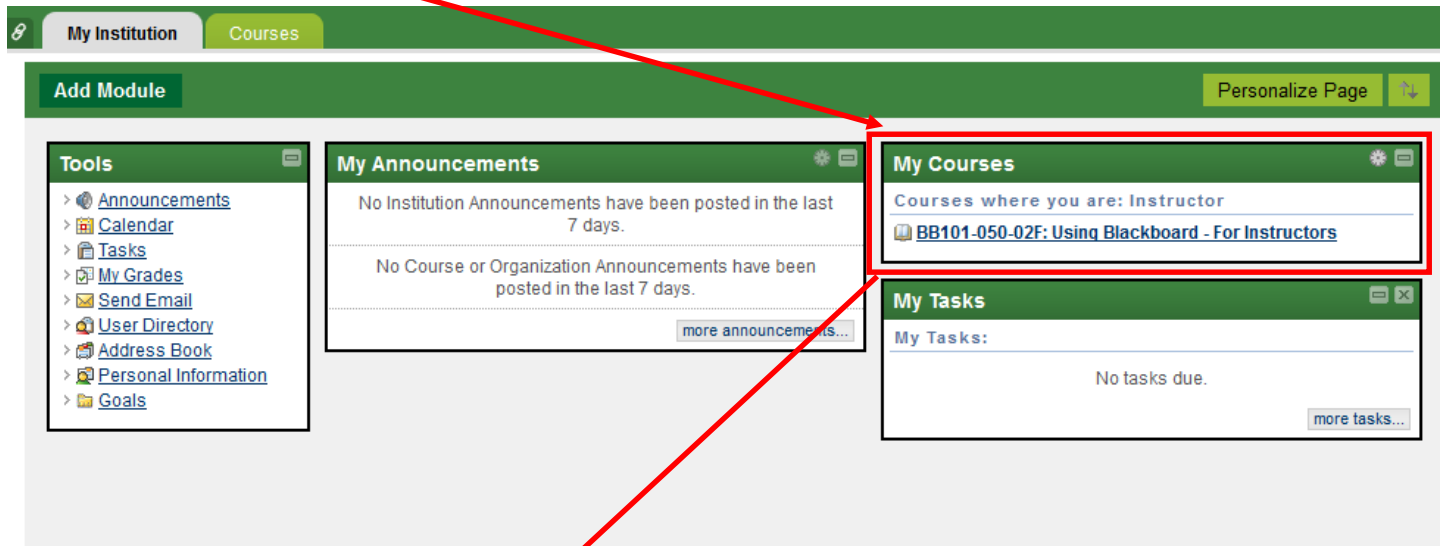


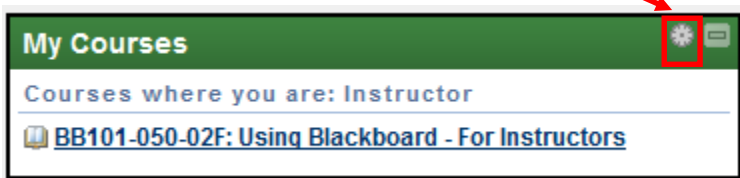
Removing Previous Courses From Blackboard

Even though courses are periodically removed from Blackboard once they hit a certain age, you may still find that your list of courses that show up can grow to be cumbersome, sometimes even making it difficult to locate your current courses for the semester. Fortunately there is a simple way to remove them from your course list on your own while on the My Institution page (The page at which you arrive immediately upon logging in). As per below you will notice the module called **My Courses**:



The screenshot shows the Blackboard My Institution page. At the top, there are tabs for "My Institution" and "Courses". Below this is a "Personalize Page" button. The main content area is divided into several modules: "Tools" (with links like Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Goals), "My Announcements" (showing no announcements in the last 7 days), "My Courses" (highlighted with a red box, showing "Courses where you are: Instructor" and a course "BB101-050-02F: Using Blackboard - For Instructors"), and "My Tasks" (showing no tasks due). A red arrow points from the text above to the "My Courses" module.

Within the title bar of the My Courses module is a gear shaped icon that indicates the tool tip "Manage My Course Module Settings". Click that icon as per below:



A close-up of the "My Courses" module title bar. It shows the text "My Courses" and "Courses where you are: Instructor" above a course link "BB101-050-02F: Using Blackboard - For Instructors". A red box highlights a gear icon in the top right corner of the title bar.

At the next page (Personalize: My Courses) simply click the **Select All/Unselect All** option twice for each course that you no longer require. With all items deselected for the courses you no longer require, click Submit. The courses that you had deselected will no longer show, and you can go back and re-select them at a later date if necessary.



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
	<input type="checkbox"/>	BB101-050-02F: Using Blackboard - For Instructors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>