

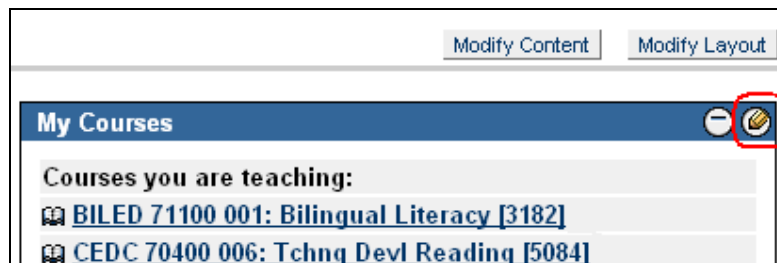
Customizing “My Courses” on Blackboard (instructor version)

The list of courses that instructors see on their Blackboard home page can be tailored to their needs and preferences. If you are an instructor who has taught several courses in the last few semesters, you may be seeing a long list. By default, all the courses for which you are the instructor of record in the past year are listed in the **My Courses** module. You may want to streamline your view of courses by hiding links to courses that you do not currently need.

Another reason you might want to customize the list of courses is to choose how you prefer to see a course listed. For example, you may prefer to display the **Course ID** instead of the **Course Name**. (Course names can be changed by instructors through the **Control Panel** -> **Settings** -> **Course Name and Description** but course IDs cannot.) If you are the coordinator of a program, you may want to display the instructors. **NOTE:** Changes that you make to your home page do not affect what your students or other instructors see.


To customize the display of courses on your Blackboard home page, follow these instructions:

1. Click on the **edit** tool in the shape of a pencil on the upper right hand corner of the screen.



2. If you wish to hide courses, uncheck all the boxes associated with each course that you do not wish to display. By default, **Display Course Name** and **Display Announcement** are checked off.

HOME > CUSTOMIZE: MY COURSES


 **Customize: My Courses**

1 Modify Courses List

Courses you are teaching:

Course	Display Course Name	Display Course ID	Display Instructors	Display Announcements	Display Tasks	Display Calendar Events
HC_BILED_71100_001_200809:BILED 71100 001: Bilingual Literacy [3182]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HC_CEDC 70400 006 200809:CEDC 70400 006: Tchng Devl Reading [5084]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you wish to display Course IDs or Instructors, check the boxes under **Display Course ID** or **Display Instructors** for the appropriate courses.

 **Customize: My Courses**

1 Modify Courses List

Courses you are teaching:

Course	Display Course Name	Display Course ID	Display Instructors	Display Announcements	Display Tasks	Display Calendar Events
HUNTR_LIBR_10000_001_200902:Spring 2009 Information Research: LIBR 10000 001 [1502] (Hunter)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUNTR_AFPRL_20900_051_200902:Spring 2009 Intr:Carib Hist 1900: AFPRL 20900 051 [0018] (Hunter)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Scroll down and click on **Submit**.
4. Click on **OK** to return to the home page.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.