Customizing Your Course List

There may be a time at which you want to hide one or more courses from your course lists in Blackboard. Whether it be old Master Courses you don’t use every day, Semester Offerings from previous terms, or “child” courses from a recent Course Merge, below are the steps you can take to hide these courses from view.

Hiding Courses

1. Once you have logged into Blackboard, locate and click on the “gear” icon in the upper right of your My Courses area.

2. This will bring up the “Personalize: My Courses” screen. Under “Edit Course List”, uncheck the “Course Name” box next to any course you do not wish to see in your My Courses module on the My Institution tab. Then, click the Submit button.
3. To also remove courses you do not wish to see listed on the Course list area, click the Courses tab at the top right of your screen.
4. On the Courses tab, locate and click the “gear” icon in the upper right of the Course List module.

5. This time you will be taken to the “Personalize: Course List” screen. Again, under “Edit Course List”, uncheck the “Course Name” box next to any course you do not wish to see in your My Courses module on the My Institution tab. Then, click the Submit button.

Please note: You will still have access to any course you hide. If a time comes when you need to view a course that has been hidden, simply go back through the steps above, but check the box for “Course Name” instead, and then click Submit. The courses you’ve selected will appear in your Course List again.