

Sorting the My Courses List

The My Courses list on the Blackboard Home Page can be sorted and edited.

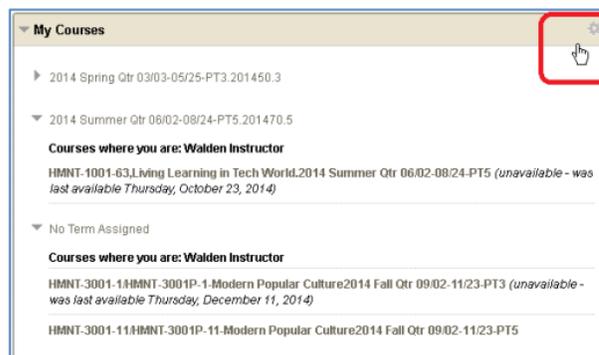
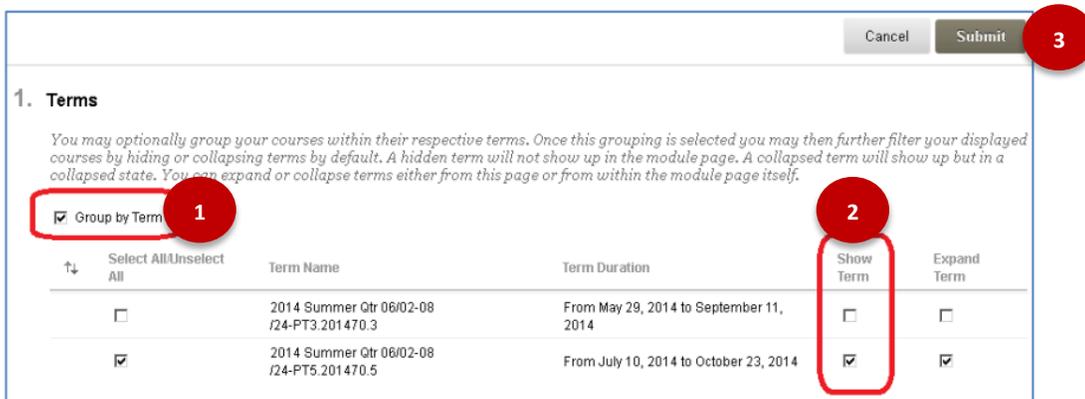
Accessing the My Courses List

To access your My Courses list, select the My Homepage tab in Blackboard. The My Courses list is a module that appears on this page.

Sorting Courses by Term

Move your mouse pointer over the heading of the My Courses module.

Select the gear-shaped “Manage My Courses Module Settings” button. For users who are accessing Blackboard with a screen reader or similar service, you may need to use the keyboard tab button to get to this button.

1. 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

↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
	<input type="checkbox"/>	2014 Summer Qtr 06/02-08 /24-PT3.201470.3	From May 29, 2014 to September 11, 2014	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	2014 Summer Qtr 06/02-08 /24-PT5.201470.5	From July 10, 2014 to October 23, 2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

Note that the below numbered items refer respectively to the image above. If you cannot view the image, or if you are having difficulty accessing the tools, please call the Student Support team for more assistance.

1. In Section 1, “Terms”, check the “Group by Term” box to turn the Group by Term feature on.
2. Optionally, you can choose to uncheck the boxes in the “Show Term” column for older terms to hide older courses from your view, making current courses easier to see.
3. Click “Submit” to save changes.

Editing the Course List

Cancel Submit 3

2. 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 where you are: Walden Instructor

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
2 <input type="checkbox"/>	<input type="checkbox"/>	USW1.F5.201450: ENGL-1001-14 ENGL-1001P-14-English Composition2014 Spring Qtr 03/03-05/25-PT5	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	USW1.DA.201510: ENGL-1001P-1 ENGL-1001-1-English Composition2014 Fall Qtr 09/02-11/23-PT3	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	USW1.DA.201450: ENGL-1001P-1 ENGL-1001-1-English Composition2014 Spring Qtr 03/03-05/25-PT3	<input type="checkbox"/>				
1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	USW1.30068.201470: HMNT-1001-63, Living Learning in Tech World.2014 Summer Qtr 06/02-08/24-PT5	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	USW1.30010.201470: HMNT-1001-2, Living Learning in Tech World.2014 Summer Qtr 06/02-08/24-PT3	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	USW1.30422.201510: HMNT-1001-30, Living Learning in Tech World.2014 Fall Qtr 09/02-11/23-PT3	<input type="checkbox"/>				

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By default, all courses in the My Courses List are displayed in alphabetical order. You can change the display order, which courses to display, and what information to display for each.

1. In Section 2, “Edit Course List”, you can uncheck all the boxes to the right of one or more courses to hide them from your view. This will allow you to hide older courses, so that your current courses are easier to see. You can also use these boxes to determine which information appears for your courses.
2. Mouse-over the “white space” to the left of courses to reveal a double-arrow button or “handle”; click and drag this handle to drag-and-drop courses into a new sort order of your choice. This can be a useful way to move your most commonly-accessed courses to the top of the list, for example. For users who are accessing Blackboard through a screen reader or similar service, you may need to use the tab key on your keyboard to navigate to “Keyboard Accessible Reordering: List of Courses”
3. Click the “Submit” button to save your changes.