



**KSAU-HS**  
IT UNIT

# Blackboard Manual

(Customize My Courses List)  
College of Nursing

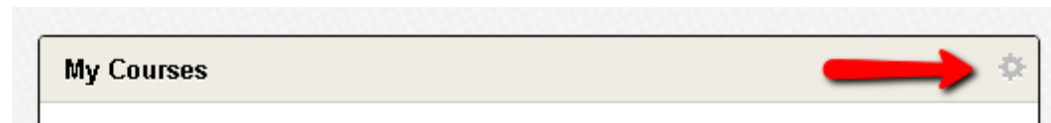
## How to Customize “My Courses” List in Blackboard

If you've had many courses in the past, you may have a large list of courses in the My Courses module on the front page of Blackboard.

Here is a quick way to reduce the clutter and make it easier for you to find current courses more quickly:

1. Log in to Blackboard.
2. On the Home tab, you will find the "My Courses" module.

Hover your mouse at the upper-right corner of the module, and click on the gear-shaped icon that appears.



3. The Customize My Courses screen appears. You will notice a list of your courses with a series of check boxes to the right of each.

4. **Uncheck** the boxes in the "Select All" column for the courses you want to **remove**. Make sure that all boxes (Course Name, Course ID, Instructors, Announcements, Tasks, and Calendar Events) are unchecked.

**Courses you are teaching:**

Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events
<input type="checkbox"/>	R051121ELEC109: A Poet and a Poem (Unavailable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R05122ELEC109: A Poet and a Poem (Unavailable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	R051121ENGL211: Advance English Grammar (Unavailable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Click Submit when you are done.