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Managing your Course List in Bb

Do you have a long list of courses in your Bb Welcome Page? The solution is easy:

Old courses can be hidden from your view. To have these courses not showing in your view, on the "Welcome" page of your Bb, under "My Courses" module (box), click on the settings icon located on the right upper corner:



As best practice we recommend you check the box that says "Group by Term" and then only check the box for the current term you are in. We also recommend you reorder the list accordingly to the most current semester term on top.

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 checked="" type="checkbox"/>	S2016	From January 1, 2016 to August 1, 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	F2015	From April 6, 2015 to February 1, 2016	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	S2015	Continuous	<input type="checkbox"/>	<input type="checkbox"/>

After you have submitted grouping by term, in your welcome page, "My Courses" will now show the current semester or the semester you chose to view:



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My Courses

▼ S2016

Courses where you are: Student

2016S_BCOM201_VA_Introduction to Corporate
Announcements:
> Spring Break Announcement
> Mid-Term Eval Extra Credit Opportunity
> Week 8 Announcement

2016S_GBUS673_VE_Problems in Business: Social Media Marketing
Announcements:
> Weekly Assignments are Posted

2016S_HIST628_VA_Nineteenth Century Europe
Announcements:
> MIDTERM EXAM INFORMATION
> Research Progress Report #1

Then, go to the Edit Course List tab and un-check the boxes on the left side of each course you want to hide:

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 in which you are enrolled:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input checked="" type="checkbox"/>	CTELT000_149: Sandbox_Edward					
	<input type="checkbox"/>	bbtutorial: Blackboard Student Tutorial					
	<input type="checkbox"/>	CTELT000_6: Bb Demo					
	<input checked="" type="checkbox"/>	NURS631_VA_F2015: 2015F_NURS631_VA_Integration of Professional Nursing for the RN					
	<input type="checkbox"/>	BCOM301_master4_MyBCOMLAB: BCOM 301 Business Communication Master Course Shell (MyBCOM LAB)					
	<input type="checkbox"/>	CTELT000_322: New Faculty Workshops 2014 (Sandbox)					
	<input checked="" type="checkbox"/>	CTELT000_321: New Faculty Workshops 2014 (Student View)					
	<input type="checkbox"/>	CTELT_WORKSHOPS: CTELT Bb Workshops					
	<input type="checkbox"/>	HESA_MAPLES: Copyright Infringement Module Project					

The arrow allows you to drag the course up and down in the list in order to arrange it the way you want. Click "Submit" once you are done and the classes will not be shown at your Welcome page anymore. Doing it this way gives you more control of what you want to view, and can be easily changed in the future if you want to access these courses.