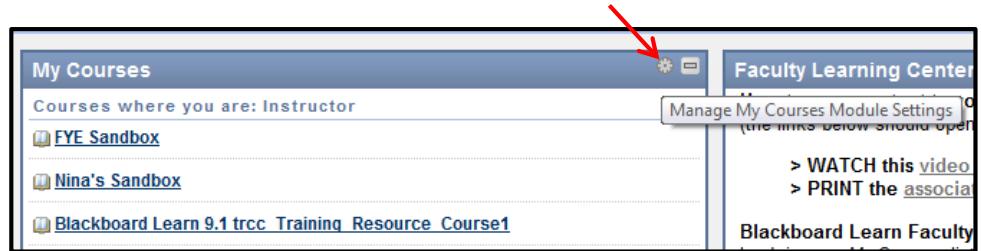




How to Edit My Blackboard Learn Course Listing (My Courses Module)

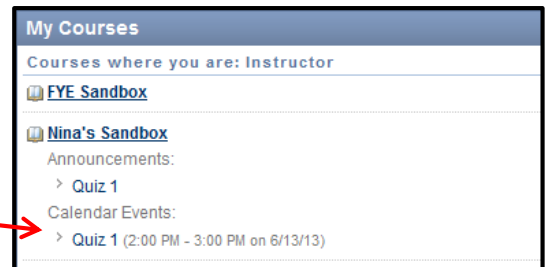
1. Log-in to Blackboard, but stay on the main page. Do not go to one of your courses.
2. Go to the **My Courses** module and click on the **Manage My Courses Module Settings** icon.



3. You will see the list of courses that you have taught in the past and are currently teaching. There are items at the top for each course that you can select or deselect. Notice that **Course Name** and **Announcements** are checked by default for all of your courses.

| Courses you are teaching: | | | | | | | |
|---------------------------|-------------------------------|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| ↑↓ | Select All/Unselect AllCourse | Course Name | Course ID | Instructors | Announcements | Tasks | Calendar Events |
| ↓ | <input type="checkbox"/> | TRCCSandboxStein: FYE Sandbox | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ↓ | <input type="checkbox"/> | TRCC_2012_Fall3: Nina's Sandbox | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ↓ | <input type="checkbox"/> | trcctraining1: Blackboard Learn 9.1 trcc_Training_Resource_Course1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- a. The items that are selected will show under the course name in the My Courses module. For example, if **Calendar Events** was selected for a particular course, you would see the most recent event in the My Courses module.



- b. The **Course ID** will show the CRN number, which is redundant because it is already with the Course Name, and if it is a newmigrate.
- c. Selecting **Instructors** will list the instructors who have access to the course.
- d. Selecting **Tasks** will list any tasks set by the instructor.

4. You can also use the arrows to reorder the list of courses.

| Courses you are teaching: | | |
|---------------------------|-------------------------------|--|
| ↑↓ | Select All/Unselect AllCourse | Course Name |
| ↓ | <input type="checkbox"/> | TRCC SandboxStein: FYE |
| ↓ | <input type="checkbox"/> | TRCC_2012_Fall3: Nina's |
| ↓ | <input type="checkbox"/> | trcctraining1: Blackboard trcc_Training_Resource |

5. You must click the **Submit** button to save any changes that you make.