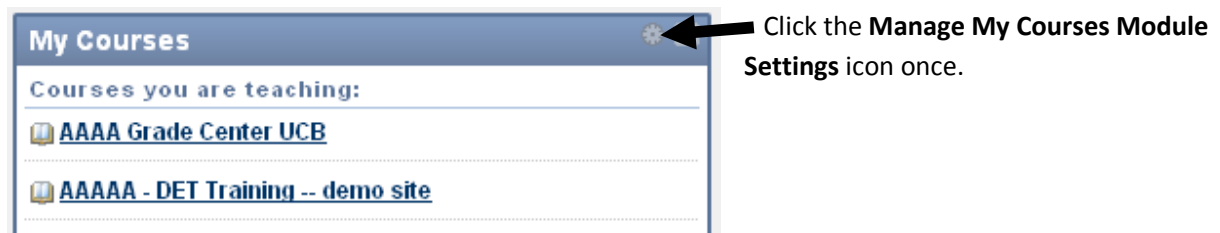


## Organizing your Homepage: Cleaning up your **My Courses** list

If your homepage has a long list of courses that are from past semesters, or sections that you will not need to access on a regular basis, you can shorten that list in order to display only those courses you are currently teaching.



On the next screen:

Click once in the checkbox before the course that you wish to hide. If it places a checkmark in all the boxes to the right of the course information, click the box to the left a second time and those checks will go away. This will hide that course from your Blackboard Homepage but still allow you to access it from the Courses tab in Blackboard.

*Example:*

1 View when you first access the Personalize: My Courses:

**Courses you are teaching:**

↑↓	Select All/Unselect All Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events
↑↓	<input type="checkbox"/>	DEV_A_GCUCB: AAAA Grade Center UCB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↑↓	<input type="checkbox"/>	DEV_A_DET6: AAAAA - DET Training -- demo site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2 View after you've clicked once in the Select All/Unselect All Course checkbox:

**Courses you are teaching:**

↑↓	Select All/Unselect All Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events
↑↓	<input checked="" type="checkbox"/>	DEV_A_GCUCB: AAAA Grade Center UCB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑↓	<input type="checkbox"/>	DEV_A_DET6: AAAAA - DET Training -- demo site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3 View after clicking a second time in the left-hand checkbox: (*this is what you want for all the courses that you wish to hide from your homepage*)

**Courses you are teaching:**

↑↓	Select All/Unselect All Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar	Events
↓	<input type="checkbox"/>	DEV_A_GCUCB: AAAA Grade Center UCB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↓	<input checked="" type="checkbox"/>	DEV_A_DET6: AAAAA - DET Training -- demo site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you have completed this process for all the courses that you wish to hide from your Homepage, click the Submit button.

**Submit**

The Homepage will be displayed and across the top you will see the following message:

The module has been successfully updated.

*Result from the above example:*



You can still access any course that you have hidden from the My Courses module of the homepage. To do so, click the **Courses** tab and find your course in the **Course List**.

