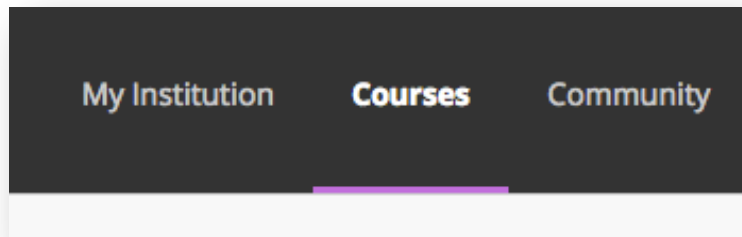


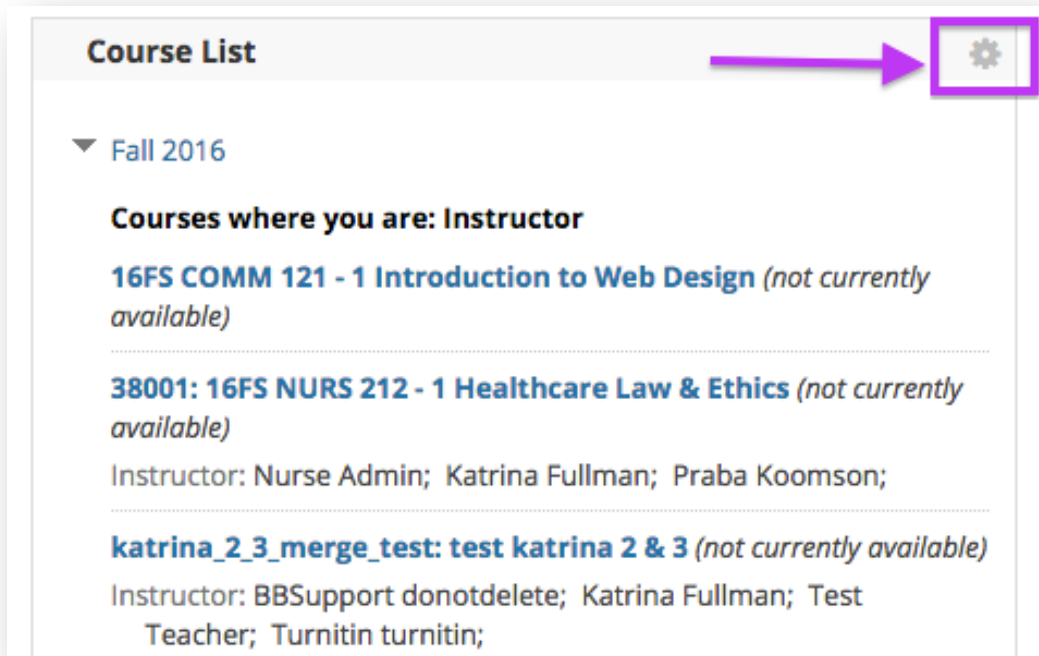
Blackboard Cloud: Edit Your Course List

Follow these instructions to refine your course list so you only see recent or current courses.

1. Log in to the New Blackboard Cloud-Hosted version (this is our new Blackboard instance where all course from spring 2013 forward are housed).
<https://hnu.blackboard.com>
2. Click on the Courses Tab in the grey bar at the top of the page.



3. Hover over the Course List title bar until you see a gear icon



4. Click on the gear icon, this will take you to the Personalize: Course List Page.

- At the top of the page, select the Group By Term checkbox. This is a new feature that will create a header in your course list for each term. *(Note: Fall 2016 and all future terms will use the Group by Term feature. All courses prior to this term will show up under the header No Term Assigned).*

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

- Under Edit Course List, unselect any courses you want to hide from your Course List. For example you may want to deselect all courses from 2013 and 2014.

Courses you are teaching:

Columns represent information that shows in course list for each course - can select/unselect each item individually

Click to select or unselect all columns in a row

Select	Course	Course Name	Course ID	Instructors	Announcement
<input checked="" type="checkbox"/>	37840: 16FS COMM 121 - 1 Introduction to Web Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	test_katrina_4: Test Katrina 4 - Fall 2016 Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	test_katrina_5: Test Katrina 5_Turnitin Workshop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	TEST-01-Fullman: Katrina Test 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	online_course_sample: TEST-Online Course Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Quantitative_Reasoning_Assessment: Quantitative Reasoning Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	test_enrollment: Test Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hidden courses - no columns selected

- Click Submit at the bottom of the page.

Cancel **Submit**