

## How to Modify the My Courses Module

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**Purpose:** This document describes how to modify the **My Courses** module in order to control what information appears in the **My Courses** module on the **Courses** tab.

Modifying the **My Courses** module allows all users to show or hide the displayed **Course Name**, **Course ID**, **Instructors**, **Announcements** and **Tasks** associated with the course. Modifying the display does not delete the course from the Blackboard Server. Only the Blackboard Administrator can remove a course or organization.

### Modifying the Data in the My Courses Module

1. After logging in to Blackboard, click the **Courses** tab.
2. Locate the **MY Courses** module.
3. Click the Gear icon  located on the upper right side of the module.
4. After clicking the Gear icon, a **Personalize: My Courses** page appears. If you want course links to display within **My Courses** module, place a check mark inside the box associated with the course in the **Courses You are Teaching** section. In order to remove the link, uncheck the box.

**Personalize: My Courses**

Cancel Submit

1. **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 you are teaching:**

↕	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input checked="" type="checkbox"/>	SM221-5021_6021-FALL-2014-1: CALCULUS III WITH VECTOR FIELDS:SM221/5021_6021(FALL-2014-1)	<input checked="" type="checkbox"/>				
	<input type="checkbox"/>	HH215P-1001_2001-SPRING-2012-1: PLEBE ONLY - THE WEST IN THE PREMODERN WORLD:HH215P/1001_2001(SPRING-2012-1)	<input type="checkbox"/>				
	<input checked="" type="checkbox"/>	FP482A-6001-SPRING-2012-1: POLITICAL GEOGRAPHY:FP482A/6001(SPRING-2012-1)	<input checked="" type="checkbox"/>				

5. To accept the changes click **Submit** on the bottom or top right side of the page.
6. A confirmation page will display once changes have been submitted. The course links are now hidden from the **My Courses** module. Remember that the course has not been removed from Blackboard. Only the Blackboard Administrator can delete a course.

If you need assistance, please contact the [Information Resource Center \(IRC\)](#) at [syshelp@usna.edu](mailto:syshelp@usna.edu), by calling 410-293-3500.