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.

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, by calling 410-293-3500.