Customizing the Courses Module

Purpose: the purpose of this job-aid is to demonstrate the options for managing the grouping, ordering and display of courses in the Courses Module on the Blackboard dashboard.

1. Log into Blackboard and locate your course module. Hover over the title bar of the module until the gear icon appears in the upper right-hand corner of the module. **Click** on the gear.

2. When you are brought to the workflow page, **Click** on “Group By Term” to organize your courses by the term in which they occurred.

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1. **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**
3. Once you click on “Group By Term” you will be able to determine if you would like the term (and corresponding courses) to show or be hidden. Once you chose the terms you would like to show, you determine if you want the term to be expanded or collapse. You may choose to expand the current term and collapse previous term.

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   ![Group by Term Table]

4. Next, you can choose the information regarding the courses that you would like to see. You can choose to show the Course Name and Course ID (Course ID will show the section number). You can show the Instructor’s name, announcements or any tasks that have been added to the course. You can also determine the order in which the courses are listed by dragging and dropping them into your preferred sequence.

2. **Edit Course List**

   ![Edit Course List Table]
5. Once you have made the necessary adjustments, click submit to save the settings and return to the Blackboard dashboard.

6. Once you are back at the Blackboard dashboard, you will see how the courses are organized by term. You can click on the arrows next to the term names to expand collapsed terms so that you can access older courses.