**How to**

Manage courses in Blackboard

**Steps to follow**

- Select settings tool on the upper right hand corner of the Course List module (Figure 1).

  ![Figure 1](course_list.png)

- Scroll down to Edit Course List and you will find Courses that you are enrolled.
- If you no longer wish to see the course you can uncheck the box and doing this will remove it from the course list (Figure 2).
- You can also organize your courses by term by selecting, “Group by Term.”

  ![Figure 2](course_selection.png)

  ![Figure 3](submit_button.png)

- **Be sure to click submit** in the lower left hand corner of the webpage after making the changes (Figure 3).
- Once clicking submit you will be sent back to the homepage where a green bar will say the module has been updated (Figure 4).

  ![Figure 4](green_bar.png)