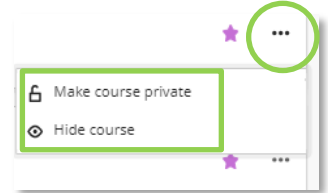




Manage Courses in Blackboard

Easily navigate to past, present, and future courses.

Go to Courses in Blackboard. You can make your courses private while you add or experiment with content, and then open courses to students when they're ready. Students see private courses in their course lists, but they can't access them.



Users can view the Courses page as a **list or a grid**. In grid view, instructors can customize the image on their course cards.

Filter or search your list. Use the Filter menu to modify your view of the page. Your filtered list stays as you access courses. If you navigate to another page, all courses show again. Use the search function to find courses on the current page.

Browse by term. Move to past, current, and upcoming courses. If you teach a lot of courses, you can **choose how many appear on each page**. At the bottom of the list, you'll find a page selector to navigate through long lists.

View your favorites quickly. If you access a course frequently, you can select the star icon to add it to your favorites so it appears at the top of the list. No more scrolling! You can select the star icon again to remove a course from your favorites.

The screenshot shows the Blackboard interface for managing courses. The left sidebar contains navigation options like Institution Page, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Assist, Tools, Admin, and Sign Out. The main content area is titled 'Courses' and shows a list of courses under 'Current Courses'. A search bar and a filter menu are visible. The filter menu is open, showing options like 'All Courses', 'Courses I teach', 'Courses I am taking', 'Open courses', 'Private courses', and 'Completed courses'. The 'Items per page' selector is set to 25. A course card is highlighted with a star icon, indicating it is a favorite.



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You can't reorder courses in the list. Courses are listed in alphabetical order and grouped by term. Your favorites appear at the top of the page.

Manage your courses. You can set your courses to these states:

- **Open:** You can open a course when you're ready for students to participate.
- **Private:** You can make a course private while you add or experiment with content, and then open it to students when you're ready. Students see private courses in their course lists, but they can't access them.

You can't make a course private during an active term. If a user needs access to a private course, contact your administrator about a course's settings.

- **Hide:** You can choose to hide a course from your course list to organize your view. Activity for hidden courses no longer appears in the global pages about all your courses, such as Grades. Only instructors have the option to hide courses. *To show a hidden course, filter the list by Hidden from me > open a course's menu > select Show course.*
- **Complete:** You can choose to set your course to Complete when the course has ended, but you can no longer make changes to it. Students can access the content, but they can't participate in the course any longer. For example, they can't reply to discussions or submit assignments. You can return the course to Open or Private as you want.