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.
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You can't reorder courses in the list. Your favorites appear at the top of the page.

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

- **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.*

- **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. *To make a course private, click on the Course>Customization>Properties>Duration>Select Dates>Start Date. Set an end date if you would like the course to be closed or private after the semester has ended.*