# Hiding or Reordering Courses on Your Course List

*There may be a point where you are enrolled in many classes that you are not accessing regularly, or that you want classes you will be accessing regularly to appear at the top of your course list. These instructions will tell how to make it so old courses do not show on your course list at all, or how to rearrange the courses.*

1. Navigate to Blackboard then enter your username and password.
   You can do this either through mywesley or
   blackboard.wesleyseminary.edu
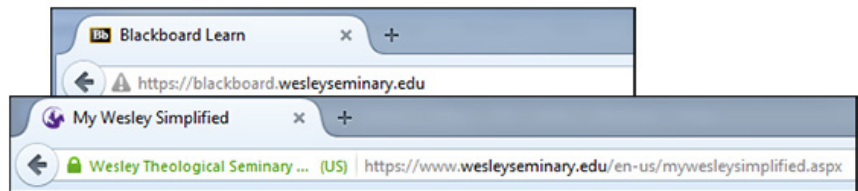
2. In the Welcome Screen under My Institution, locate the **My Courses** tile. Hover your mouse over the upper right of the box so that you see a gear icon. Click on the gear.
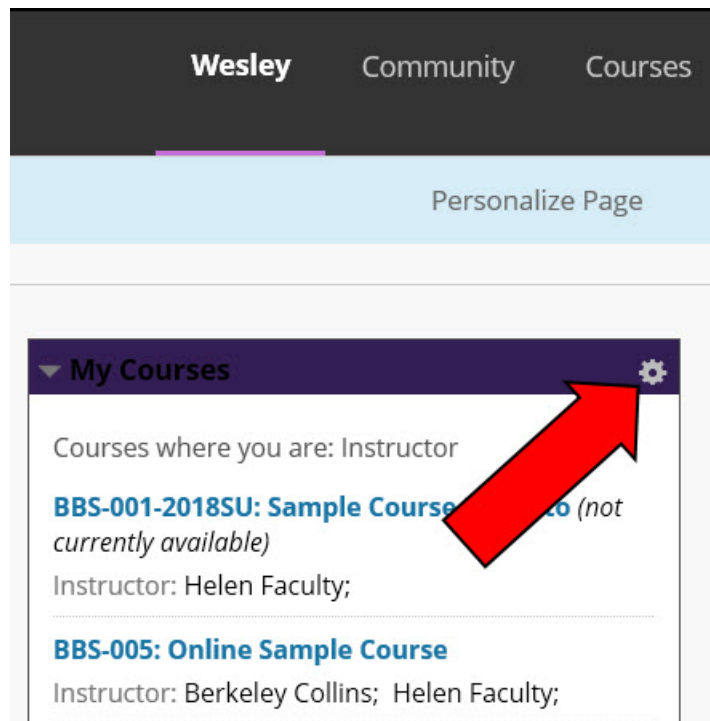
3. To hide a course completely all of the boxes to the right of the course name need to be unchecked. The fastest way to do this is to click the check box under Select All/Unselect All twice. Clicking once will check all boxes, and a second time will uncheck all boxes.

**Courses you are teaching:**

| ↑↓ | Select All/Unselect All | Course | Course Name | Course ID | Instructors | Announcements | Tasks |
|---|---|---|---|---|---|---|---|
| | ☑ | BBS-009-2016F: Sample Course 101 | ☑ | ☑ | ☑ | ☑ | ☑ |
| | ☑ | BBS-001-15: Sample Course 1 | ☑ | ☑ | ☑ | ☑ | ☑ |
| | ☐ | BBS-002-15: Sample Course 2 | ☑ | ☑ | ☐ | ☐ | ☐ |
| | ☐ | WTS-BBS-001-2015S: Sample Course Two | ☐ | ☐ | ☐ | ☐ | ☐ |

**Courses you are teaching:**

| ↑↓ | Select All/Unselect All | Course | Course Name | Course ID | Instructors | Announcements | Tasks |
|---|---|---|---|---|---|---|---|
| | ☑ | BBS-009-2016F: Sample Course 101 | ☑ | ☑ | ☑ | ☑ | ☑ |
| | ☑ | BBS-001-15: Sample Course 1 | ☑ | ☑ | ☑ | ☑ | ☑ |
| | ☐ | BBS-002-15: Sample Course 2 | ☑ | ☑ | ☐ | ☐ | ☐ |
| | ☐ | WTS-BBS-001-2015S: Sample Course Two | ☐ | ☐ | ☐ | ☐ | ☐ |

*If you are done, you can click Submit.  However, if you would like to reorder courses the instructions below will show how.*

4.  Hover over the course you would like to move so that a double headed arrow appears to the left.

**Courses you are teaching:**

| ↑↓ | Select All/Unselect All | Course | Course Name | Course ID |
|---|---|---|---|---|
| | ☐ | BBS-009-2016F: Sample Course 101 | ☐ | ☐ |
| | ☐ | BBS-001-15: Sample Course 1 | ☐ | ☐ |
| ↕ | ☐ | BBS-002-15: Sample Course 2 | ☑ | ☑ |
| | ☐ | WTS-BBS-001-2015S: Sample Course Two | ☐ | ☐ |

5. The cursor will change into a Move cursor (four-headed arrow). Using this, click and drag the course up or down within the list to the desired position.

EDIT COURSE LIST

**Courses you are teaching:**

| ↑↓ | Select All/Unselect All | Course | Course Name | Course ID |
|---|---|---|---|---|
| | ☐ | BBS-009-2016F: Sample Course 101 | ☐ | ☐ |
| | ☐ | BBS-001-15: Sample Course 1 | ☐ | ☐ |
| ✥ | | BBS-002-15: Sample Course 2 | ☑ | ☑ |
| | ☐ | WTS-BBS-001-2015S: Sample Course Two | ☐ | ☐ |

6. Once you have everything set as you would like, click Submit in the lower right corner.

Cancel    Submit

You are still enrolled in any classes that you have opted not to show, they just will no longer appear on your course list.