Customizing the Course Display and Settings for Blackboard Courses

Customize Course Display:

If you have too many courses displayed which may include courses that are not currently active for the semester, you can customize My Blackboard Courses panel to display only your active courses. The other courses will not be deleted – the courses just won’t display under the My Blackboard Courses panel. Use the Settings Icon to make the courses disappear from your course list.

To make the course disappear from the list, you should uncheck all the columns. To have a course display with just its ID, you would check only the middle column and uncheck the others.

Customize Course Settings:

Customization allows instructors to control how they present their courses in Blackboard. Instructions for customizing course properties (including course availability and course duration), and for customizing course style/design (including course menu style, menu color, the default menu view, default content view, course entry point, and course banner) follow.

Change Course Properties:

1. Make sure the Edit Mode is On.
2. Click on the Customization link under the heading Control Panel.
3. Select the **Properties** link when the menu below appears.

4. On the **Properties** page, the instructor can change the course classification, course availability, course duration, and Language Pack. Instructions about the features of course availability and course duration follow.

4.1. **Course Availability**
To make the course available for students, select **Yes** and then **Submit**. If **Course Availability** is set to **“No”**, students will not be able see or access the course. It’s better to make your course available after you finished developing the course content.

4.2. **Course Duration**
Course duration controls the length of time your course is available to students. This should be set to **Continuous** unless you have a specific date when you want students to no longer access the course.
Customize Course Style/Design:
Instructors can manage the style/design of the course menu and other page elements from the Style page.

1. Click on Customization link under the heading Control Panel.

2. Select Style link when the menu below appears.

3. In the Section 1: Select Menu Style, select Buttons to make the items in the course menu appear as buttons. Select Text to make the items in the course menu appear as text links. Depending upon the Menu Style selected, there are options for instructors to customize the style and color of the text or button.

4. In the Section 2: Course Menu Display, instructors can choose either the Folder View or List View. Click the checkbox to enable users to view the course menu either in the Folder View or List View. Suggestion: keep the default.
5. In **Section 3: Content View**, select how the items on the content page are displayed. Choose either **Icon Only, Text Only**, or **Icon and Text**. **Suggestion**: keep the default.

6. In **Section 4: Select Course Entry Point**, click the drop-down arrow in the **Entry Point** field and choose the Course area that will appear when a user enters the Course. The default course entry point is the Announcements page. In some courses, it may be advantageous to change the entry point to another area.

7. In **Section 5: Select Banner**, an instructor can choose an image to display at the top of the Announcements page. Click on **Browse for Local File** to choose a graphic from the local computer.

8. Click **Submit** to update the change to the banner.