

## Removing Outdated Courses from the My Courses Module

Under the “My Courses” **module**, you may remove (hide) course shells from previous semesters or course shells that are no longer in use. Removing course shells from the “My Courses” **module** does not totally remove the courses from Blackboard; the course shells are simply removed from the course list. The course shells can always be found under the “My Courses” **tab** or the course shells can be added back to the course list.


1. Once you log into Blackboard, you will find the “**My Courses**” module on the Blackboard entry page (My Institution tab).



2. To remove courses from this list, you will need to modify the My Courses module. To modify the module, click the pencil icon located in the top right corner of the module.



3. After the icon is clicked, you will modify the course list under the **Customize My Courses** section. Under the **Display Course** column, click the square next to course(s) you would like to remove from the list.


 **Customize My Courses**

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**1 Modify Courses List**

	Display Course	Display Course ID
Courses you are teaching:		
<b>2006F.PUBLIC ADMINISTRATION-ONLINE</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Distance Education</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Clicking the square will remove the green check, which indicates that the course will be removed from the course list.

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5. Scroll to the bottom of the page and click **Submit**.