

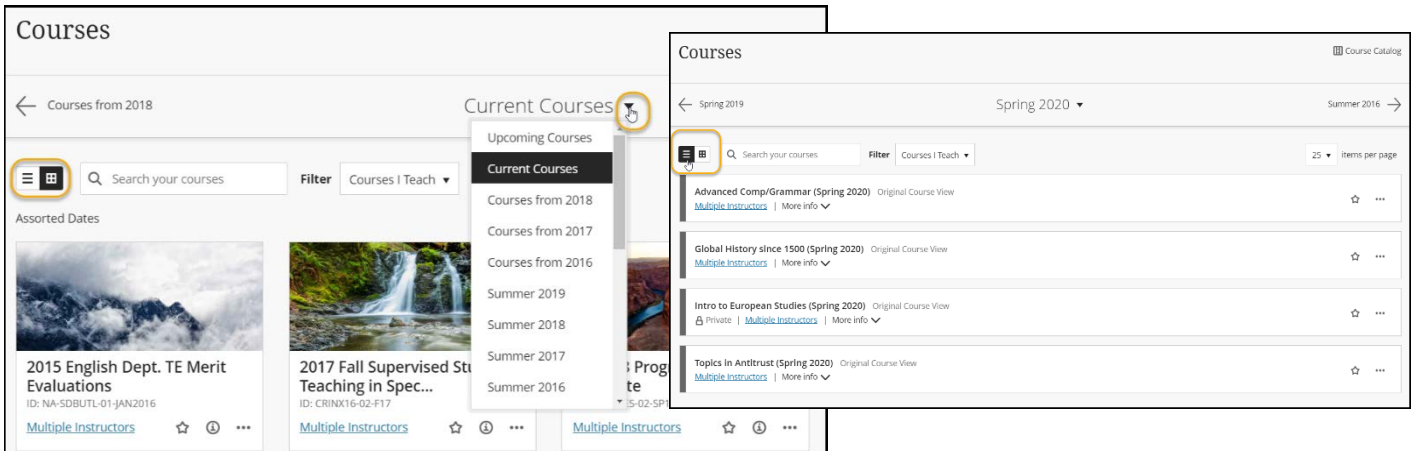
Customizing the Blackboard Ultra Course Listing

Accessing your Courses

When logging into Blackboard you will notice that there are several options for displaying your courses. You can now customize your course listing to accommodate your needs.

- View the course page in a list or a grid view depending on your preference.
- Unavailable courses appear with a gray accent line and you students want be able to view until you make them available.
- Use the search bar to narrow your course search on the current page.
- Frequently accessed courses can select the star or favorites icon to add to the favorite listing so it appears at the top of your course list.
- Move between past, current and upcoming courses.
- Choose the term to display your course listing.

To change the course view:



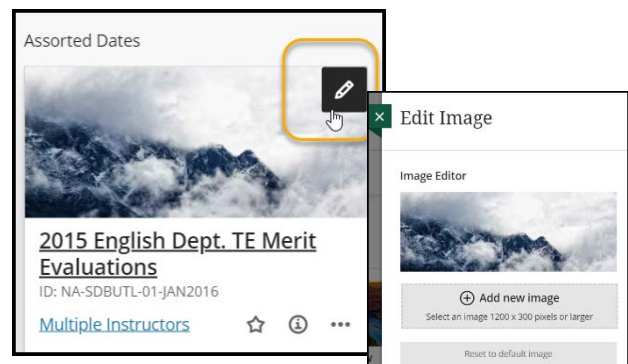
- Select the list or grid view to change the display on the Courses tab.
- Click on the down arrow to select the courses to display (current courses, term, past courses)
- Use the search bar to search for your course.
- Change the image in the Grid View for your course by selecting the menu option.

Note: When using the Ultra Base Navigation it is recommended that you use the Chrome or Firefox Browser for optimal views.

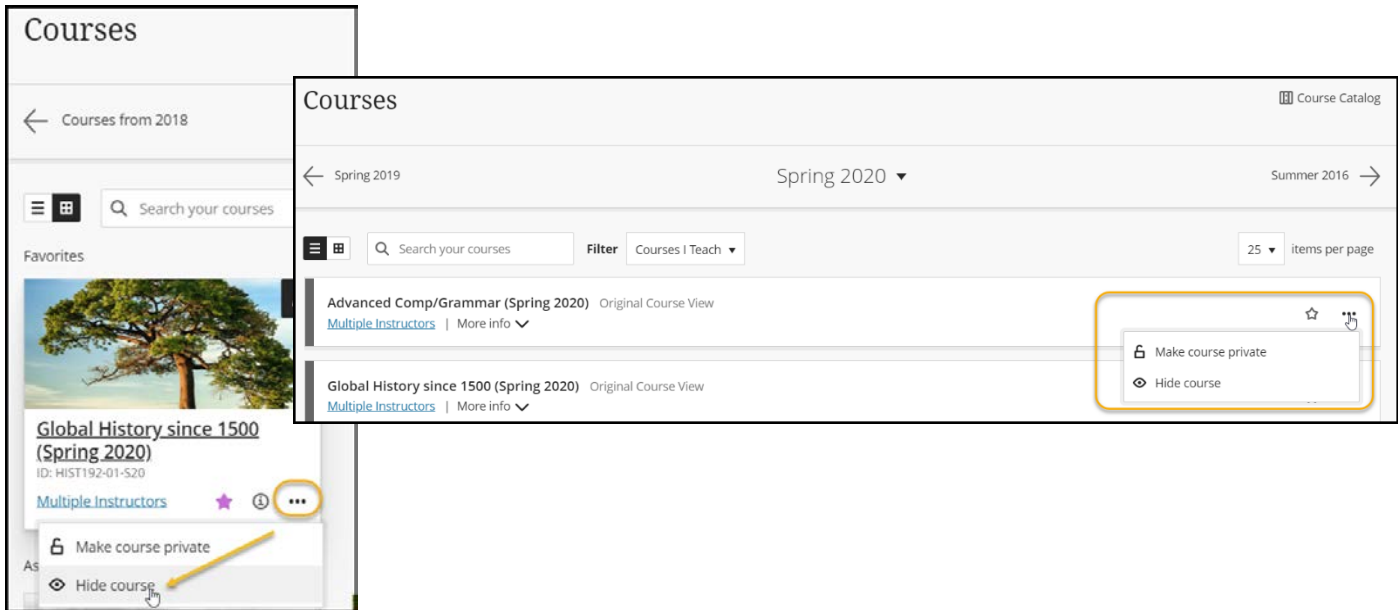
Changing Course Display Image in Grid View

- Click on the pencil icon to edit your image.
- Add the image and save.

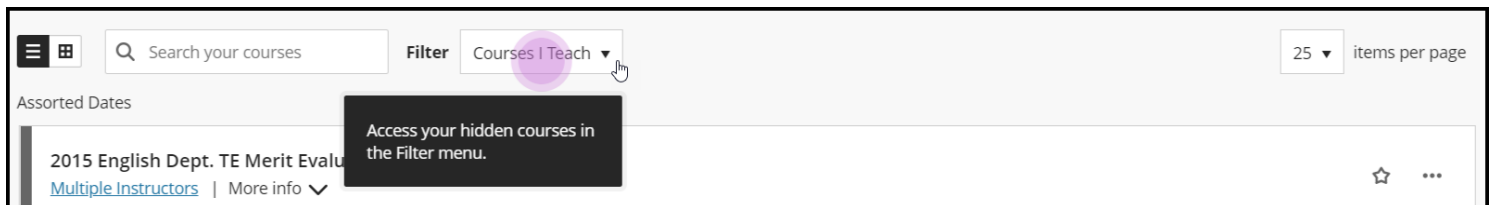
Note: This does not change the banner image within your course, only the display image in your course listing.



Hiding Courses in Your Menu

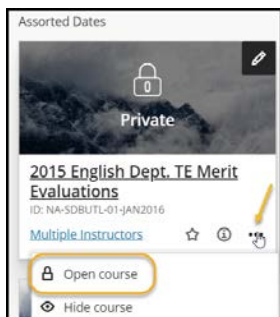
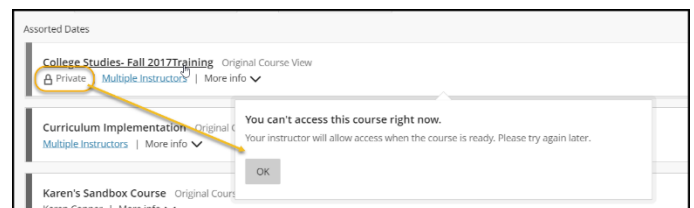


When you hide your course from the menu listing it will be hidden from your current listings. This does not remove your course. This will only change your course display listing. To filter your hidden courses, you will need to select them from the filter dropdown listing and choose courses **Hidden from me**. Once hidden you can always choose to show course and add back to your listing.



Making Your Course Unavailable or Private

In your course listing you can click on the menu icon to bring up your options for making the course private or unavailable. Once you make the course private you will see a closed lock in your course listing. When students try to access the course they will get a message saying they can't access the course right now.



When you are ready to show your course to users, you can click back on the menu icon and select **Open course**. When courses are created through the Blackboard Generator the default is set to available. Students will be able to see your course unless you make it private. If you make your course private, please be sure to open it back up before the first class meeting for students to see in their listing. Courses remain available after the end of the term by default. You can also make them private at this time if you choose to close the course for students to view.