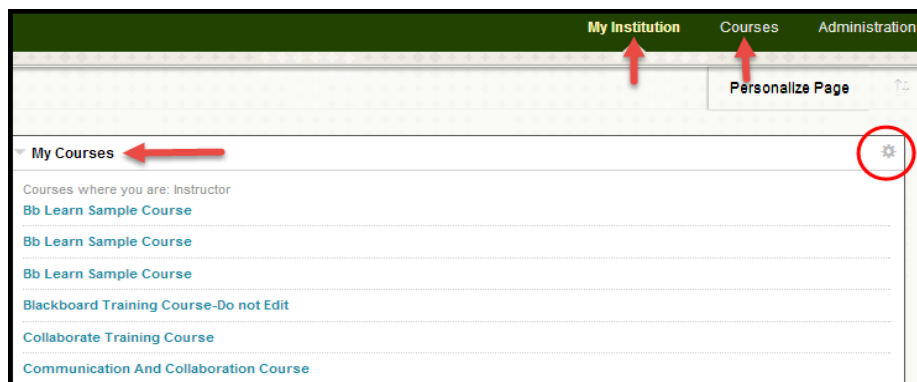


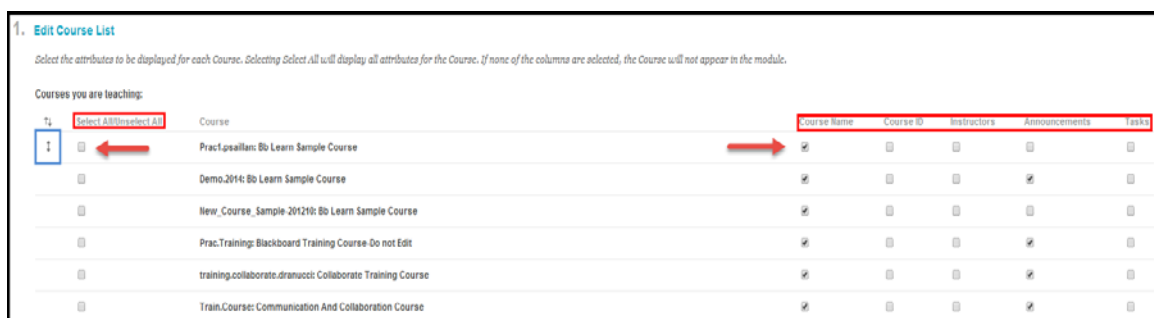
Managing your Course List

Hide or rearrange courses in My Courses list on My Institution page or Course List on Courses page. These lists contain links to courses in which you are currently enrolled in as well as courses from previous semesters. Hiding courses will not delete them from your list.

- Go to either My Institution or Courses tab and hover over the My Courses title bar to see the settings button appear in the top right-hand corner and click it.



- 1. Edit Course List**, will list all of the courses you are either teaching or are enrolled in. By selecting the checkbox(es) on the left-hand side under Select All/Unselect All, it will select all or none of the check boxes on the right-hand side under each column or each individual box on the right-hand side can be selected. By selecting all, each course will display all attributes for that course, if none of the columns are selected, the course will not appear in the course list.
- To rearrange courses within the list, hover over the course to reveal the double-arrow icon (blue box below) in the far left column of each course. Click on the double-arrow icon and drag course up or down.



- Click Submit