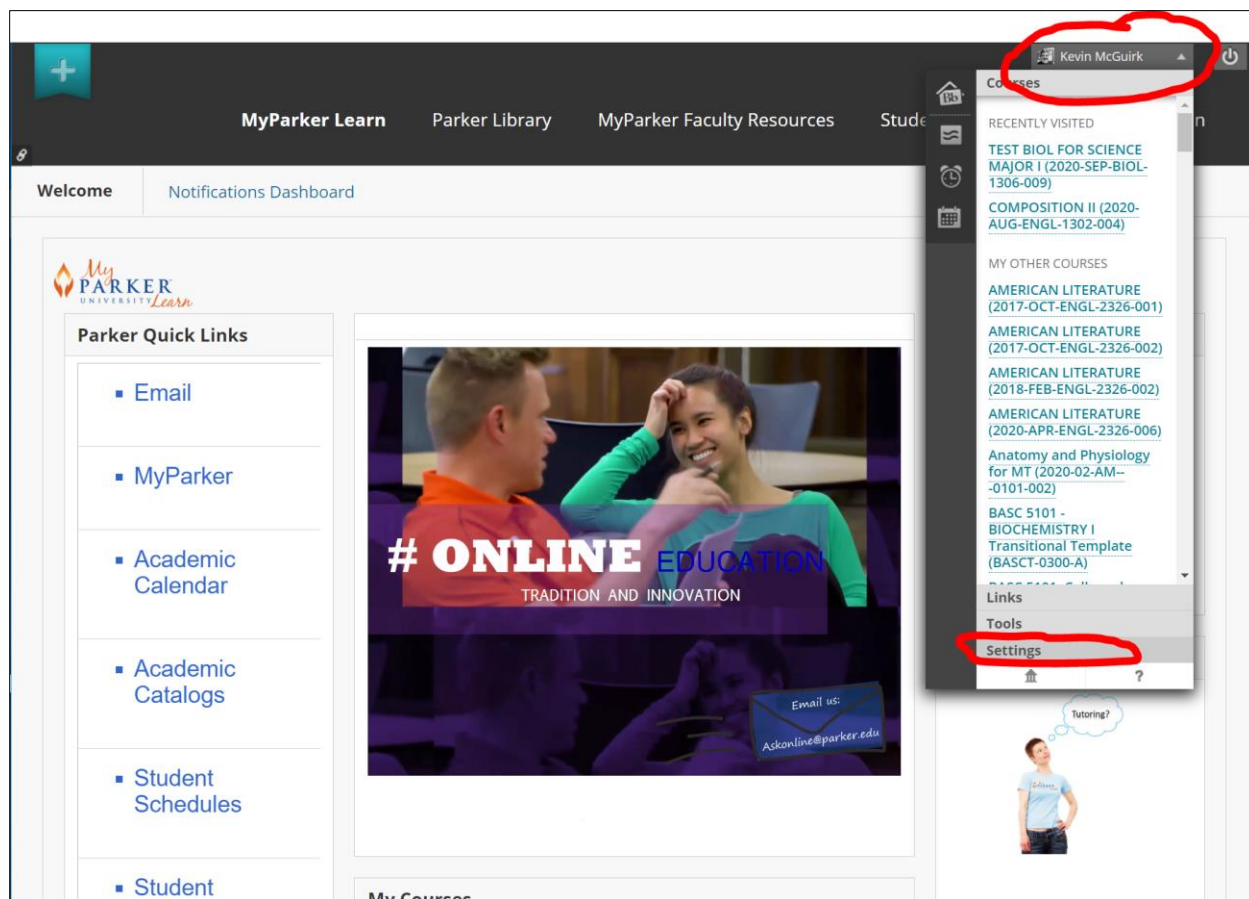


## How to Control Which Courses Display in the Drop-Down List of Courses

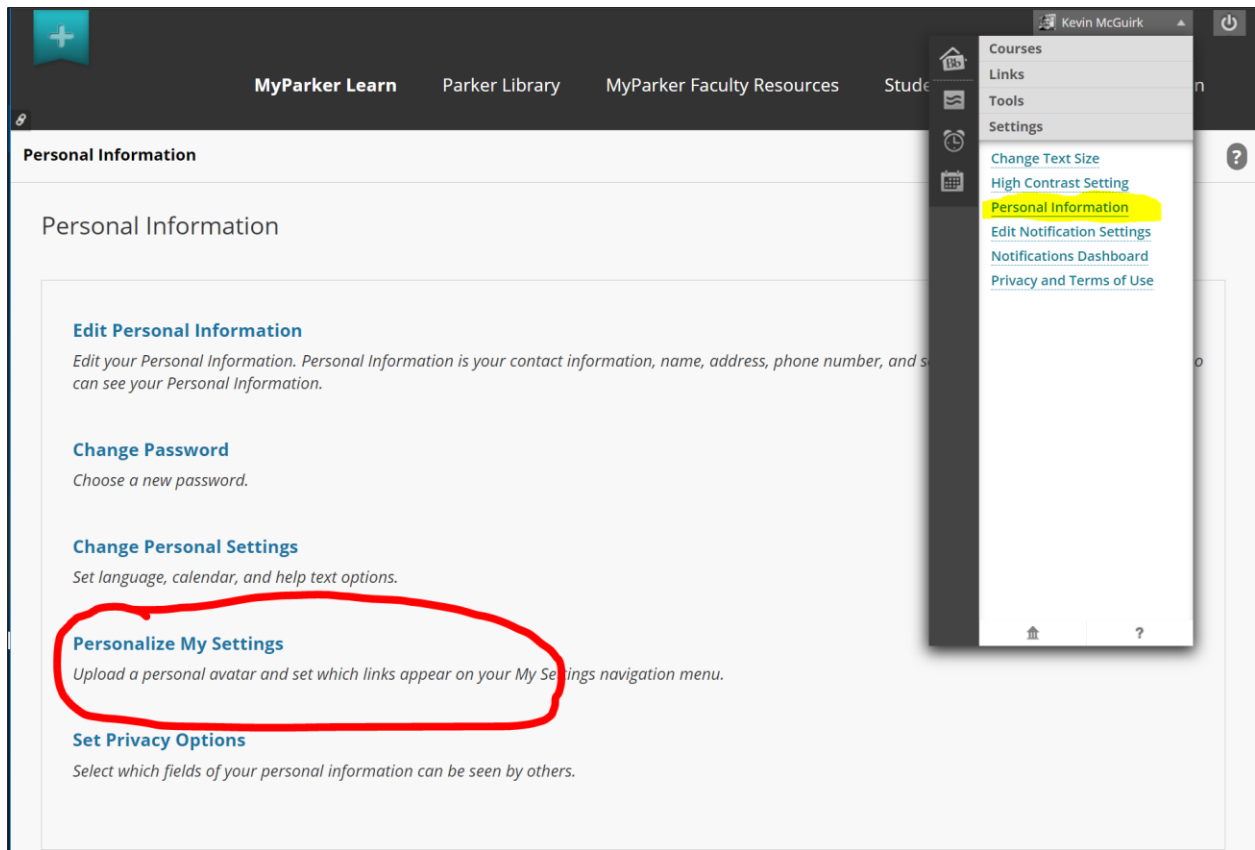
It is possible to have some control over which courses display in the drop-down list of courses accessible underneath one's name in the top right corner of the page in Blackboard.

To do so, access the drop-down menu, and then select **Settings**:



The screenshot displays the Blackboard user interface. At the top right, the user's name "Kevin McGuirk" is shown in a dropdown menu, which is circled in red. Below the name, a list of courses is visible, including "TEST BIOL FOR SCIENCE MAJOR I (2020-SEP-BIOL-1306-009)", "COMPOSITION II (2020-AUG-ENGL-1302-004)", and several "AMERICAN LITERATURE" courses. At the bottom of the dropdown menu, the "Settings" option is highlighted with a red circle. The main content area of the page shows a "Parker Quick Links" sidebar on the left and a central banner for "# ONLINE EDUCATION" with the tagline "TRADITION AND INNOVATION".

When the Settings page comes up, select Personal Information, and then Personalize My Settings:



The screenshot shows the 'Personal Information' settings page in MyParker Learn. The page title is 'Personal Information'. Below the title, there are several settings sections: 'Edit Personal Information', 'Change Password', 'Change Personal Settings', 'Personalize My Settings', and 'Set Privacy Options'. The 'Personalize My Settings' section is circled in red. A dropdown menu is open on the right side of the page, showing a list of settings options: 'Courses', 'Links', 'Tools', 'Settings', 'Change Text Size', 'High Contrast Setting', 'Personal Information', 'Edit Notification Settings', 'Notifications Dashboard', and 'Privacy and Terms of Use'. The 'Personal Information' option in the dropdown menu is highlighted in yellow.

On this screen, users can control which courses are displayed in the top of their drop-down list of courses. To do so, simply enter a value in the box for “Show only courses visited since: x days,” as follows:

**MyParker Learn**   Parker Library   MyParker Faculty Resources   Student Resources   System Admin

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### AVATAR IMAGE

Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

Display Options

Do not display avatar image

Use custom avatar image



Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

Attach File

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### MY SETTINGS LINKS

Choose links to display in My Settings

My Courses

Show only courses visited since:  days

My Organizations

Show only organizations visited since:  days

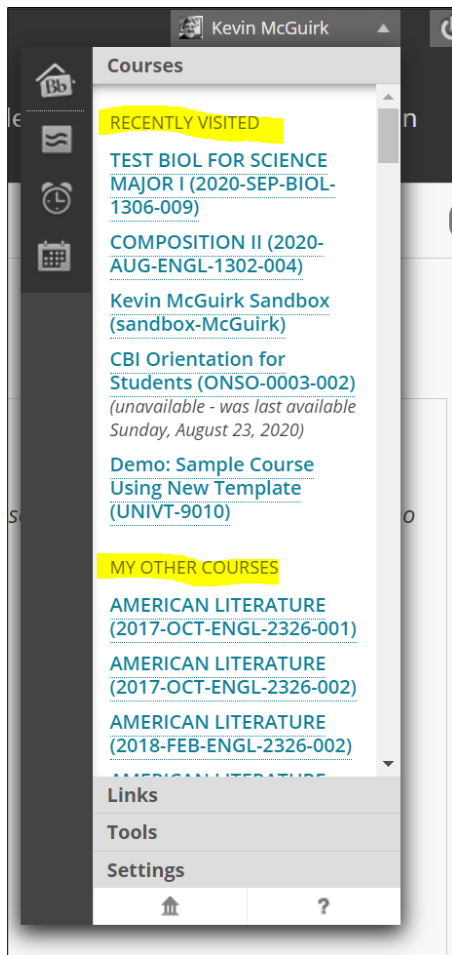
Content Collection:

Bookmarks

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Click **Submit** to proceed.

Here the example shows 10 days, but any reasonable value would work that would include all the courses one wants to display. Courses such as lab courses that students do not actually access in Blackboard *per se* would not appear in the list of recent courses at the top of the drop-down lists.



Please note that this technique only controls the courses that show up at the top of one's drop-down lists, grouped under the heading **RECENTLY VISITED**. It does not have any effect on the list of **MY OTHER COURSES**, which will still contain everything.

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For additional assistance, please contact your designated Technology Representative or [AskOnline@parker.edu](mailto:AskOnline@parker.edu) or [ServiceDesk@parker.edu](mailto:ServiceDesk@parker.edu).