

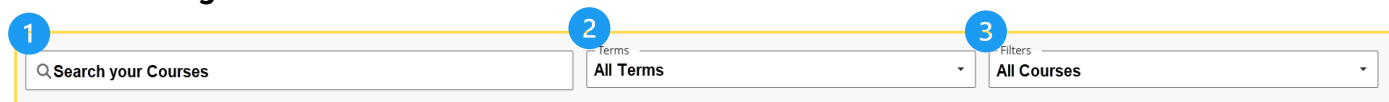
## Blackboard Course List Filtering, Friend or Foe?

### Are you having trouble finding your assigned course in your Blackboard Course List?

It may be due to filtering issues.

Course list filtering helps you find your courses quickly and easily when you have a long list. However, filtering incorrectly can result in the wrong information displayed.

### Understanding the Blackboard course search function:



The diagram shows the Blackboard course search interface with three numbered callouts: 1 points to the search bar, 2 points to the 'Terms' dropdown menu, and 3 points to the 'Filters' dropdown menu.

#### 1 Search Your Courses:

You can enter text or numbers in the Search Your Courses field. However, be mindful that what you enter in the box will affect the filtered results and can result in no courses listed.

#### 2 Terms:

Lists available terms for any classes you are taking or teaching. If you do not see a term listed, then you don't have a class for that term.

- All Terms will list every course you are enrolled in whether an instructor or student.

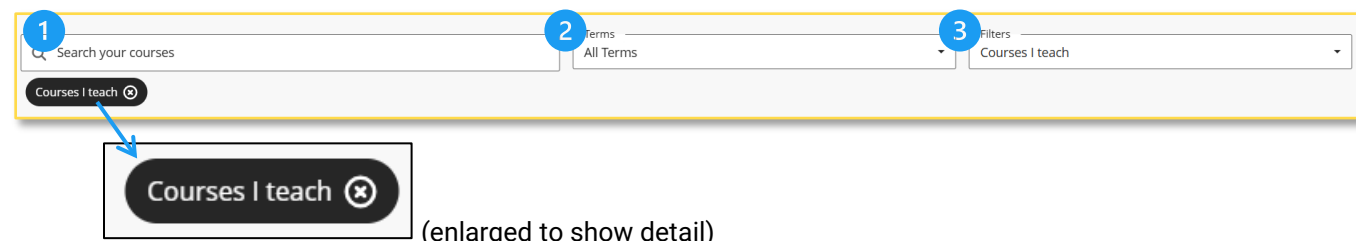
#### 3 Filters:

Allows further refinement of results including listing only the courses you are teaching or taking, open or closed courses and courses that you have hidden.

- If you see the "Hidden from Me" option, then you have hidden courses. Select "Hidden from Me" to see these courses.

### Still having trouble finding a course? Here are some tips:

Make sure you close out of any filters. Previously used filters will be listed below the search bar. The example below has a "Courses I teach" filter applied as indicated by the pill shaped icon below. To reset the filter, click the x.



The diagram shows the Blackboard course search interface with a filter applied. Callout 1 points to the search bar, callout 2 points to the 'Terms' dropdown menu, and callout 3 points to the 'Filters' dropdown menu. Below the search bar, a pill-shaped icon labeled 'Courses I teach' with an 'x' icon is shown. An arrow points from this icon to a larger, detailed view of the 'Courses I teach' pill-shaped icon, which also has an 'x' icon. The text '(enlarged to show detail)' is next to the detailed icon.

#### 1 Search your Courses – do not enter anything into this box

#### 2 Terms – choose All Terms

#### 3 Filters – choose All Courses