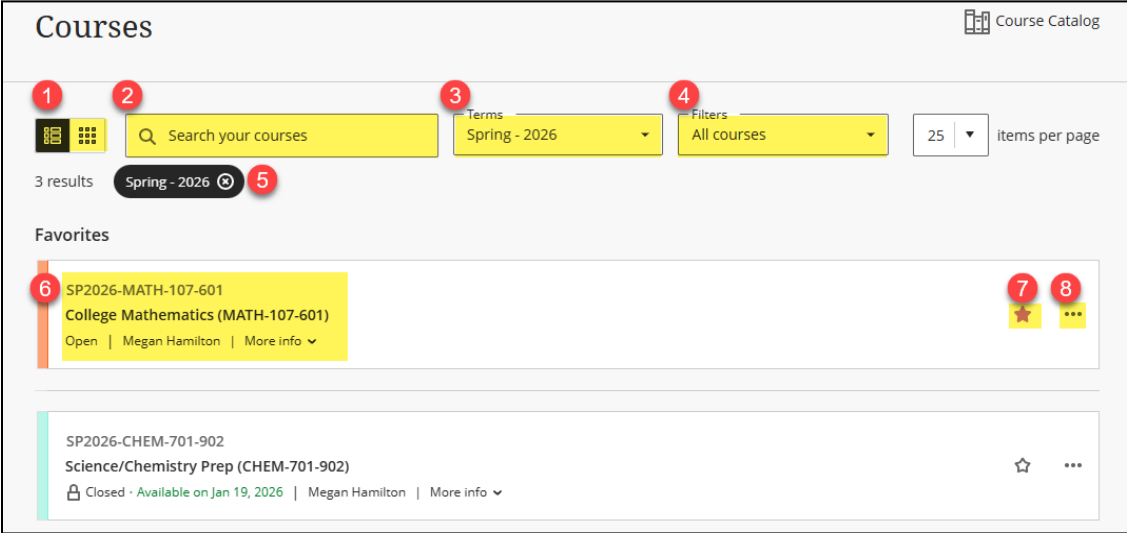


Searching and Editing the Course List

Blackboard

The settings you select will remain selected each time you access Blackboard unless you change them.



The screenshot shows the Blackboard 'Courses' page. At the top right is a 'Course Catalog' link. Below the header, there are four numbered callouts: 1 points to the view toggle buttons (list and card); 2 points to the search bar; 3 points to the 'Terms' dropdown menu (currently set to 'Spring - 2026'); 4 points to the 'Filters' dropdown menu (currently set to 'All courses'). Below these is a '25 items per page' selector. The main content area shows '3 results' for 'Spring - 2026', with a pill icon labeled 5. Under the 'Favorites' section, the first course is 'SP2026-MATH-107-601 College Mathematics (MATH-107-601)' by Megan Hamilton. It has a pill icon labeled 6, a star icon labeled 7, and a more options icon labeled 8. Below it is another course, 'SP2026-CHEM-701-902 Science/Chemistry Prep (CHEM-701-902)', which is 'Closed' and 'Available on Jan 19, 2026'.

Courses Page Navigation

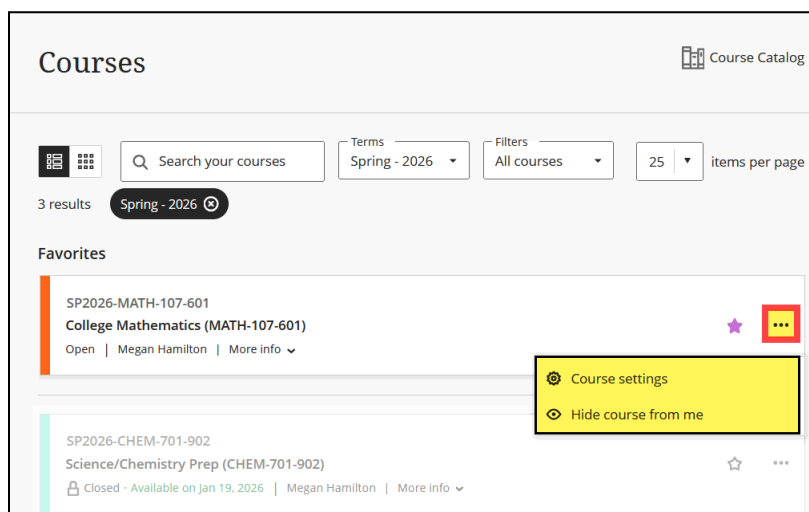
1. **List or Card Mode** – Click the toggle buttons to view sections as a list or card grid.
2. **Search Bar** – Use this search tool to locate a course by keywords (ex: SP2026, MATH, Mathematics).
3. **Terms** – View a filtered list by semester start-dates. *Current Courses* is the default selection and will show you sections that begin this month or are currently running. Select *Upcoming Courses* to view future sections.
4. **Filter** – Display All Courses, Open Courses, Completed Courses, Private Courses, or Hidden Courses.
 - o To locate and unhide a course, set the Filter to **Hidden from Me**. Click on the hidden course's **More Options** icon and choose **Show Course**. To return to the main view, set Filter to **All Courses**.
5. **Search & Filter Results** – When you use the search, term, or filter tools, pill icons will appear here to show you how results are generated. You may deselect these items by clicking on pill X icons
6. **Section** – Click the section's name to access the course. Sections that display "Closed" status are unavailable to students. Instructors must **open sections by their start-dates** or earlier by [editing Course Settings](#).
7. **Favorite** – Click stars to mark favorite courses; favorites appear at the top of the course list for easy access.
8. **More Options** – Click this icon to access course settings, edit a banner image, or hide a section from your view.

If You Do Not See Your Assigned Section in Blackboard

- If you see your assigned section in *Self-Service* but not *Blackboard*, refresh your browser screen. Then, use the Terms and Filter menus to search for courses by semester or status (All, Hidden, Completed etc). If you still do not see your assigned section, contact onlinelearning@matc.edu to investigate.
- If you do not see your assigned section in *Self-Service*, contact your associate dean or lead faculty so that Class Scheduling takes action.

Using List Mode

List Mode lists your courses down the page in alphabetical order. Click ... **More Options** to access **Course Settings** and manage course availability.



Using Card Mode

Card Mode lists your sections in a tiled grid with colorful thumbnails organized in alphabetical format. Click ... **More Options** to access Course Settings and manage availability. You may also [edit the course image](#); you may upload your own image or select one from the UnSplash stock image library.

