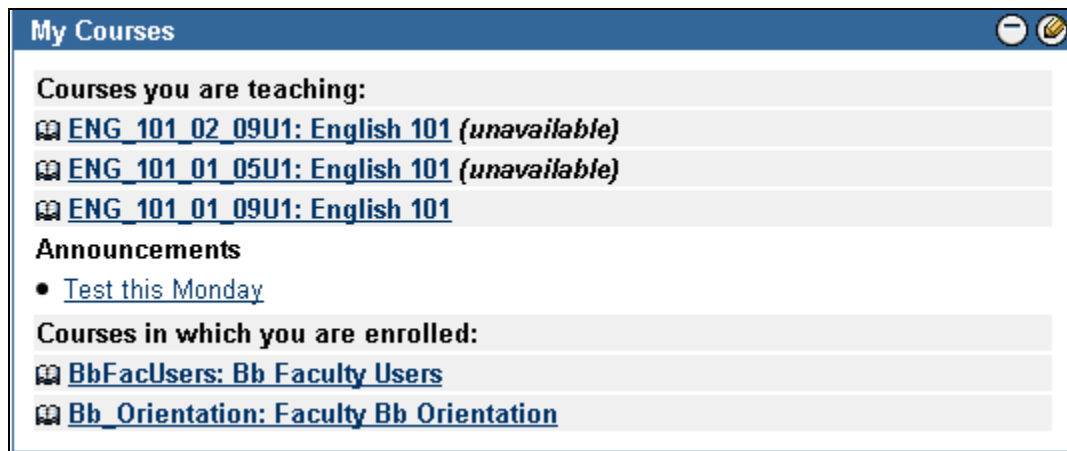


## How to hide your courses in Blackboard 7

There is a course created for every section of a class an instructor is teaching. Often, instructors will put all of their students and course information in one section on Blackboard so it's easier to manage. Courses also build up from semester to semester. After a few semesters this can make the front page of Blackboard very cluttered with courses that you are not using. So, you may want to hide those courses that you're not using so you do not have to see them.

Let's use the dummy account Bob Instructor for an example.



Bob is teaching two sections of English 101 in Fall of 09 and he did teach one back in fall of 05. He only wants to use one Blackboard course this semester and does not want to see the old course from 05. For the two sections that he is teaching in 09 he has already moved all of his students into the ENG\_101\_01\_09U1 course (Please refer to the “Add Users By Role” tutorial for more on that) so this is the only course he wants to see this semester.

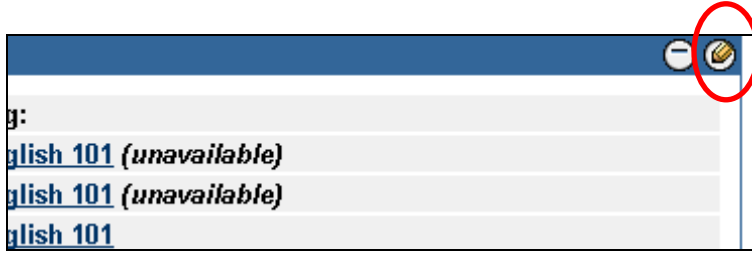
### How To Read a Course ID

Keep note of the course ID, which is the first part of the course name you see in the picture above. The course Bob is going to use is the one that is not “unavailable”; ENG\_101\_01\_09U1.

“ENG\_101” is the name of the course, and the “01” is the section number. The “09U1” means that it is for the year 2009, undergraduate, Fall semester. There are several categories for classes, with U standing for traditional undergraduate, A standing for adult classes, N for nursing and M for MBA. Fall semester is 1, Spring semester is 2, and Summer is 3. Using this information, you can determine which section is which, and decide which course you want to use.

Bob is now ready to hide the courses he does not want to use.

1. Click on the pencil icon in the top right corner of the “My Courses” table.



2. On the next screen you will see a list of the courses you are teaching, as well as check boxes for what is being displayed for each course.

**Customize: My Courses**

**1 Modify Courses List**

Courses you are teaching:

Course	Display Course Name	Display Course ID	Display Instructors	Display Announcements	Display Tasks	Display Calendar Events
ENG_101_02_09U1:English 101 (Unavailable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENG_101_01_05U1:English 101 (Unavailable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENG_101_01_09U1:English 101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Uncheck the boxes for the courses you want to hide. Make sure everything is unchecked. When you are done, scroll down to the bottom of the page and click “Submit.”

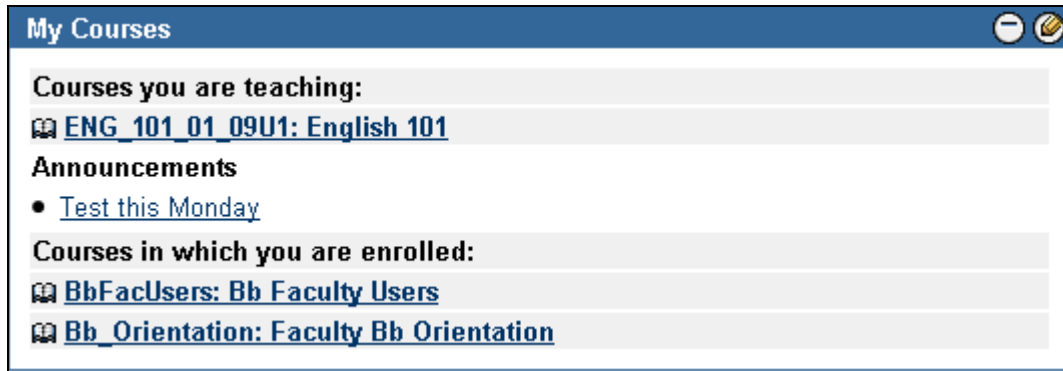
**Customize: My Courses**

**1 Modify Courses List**

Courses you are teaching:

Course	Display Course Name	Display Course ID	Display Instructors	Display Announcements	Display Tasks	Display Calendar Events
ENG_101_02_09U1:English 101 (Unavailable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENG_101_01_05U1:English 101 (Unavailable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENG_101_01_09U1:English 101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

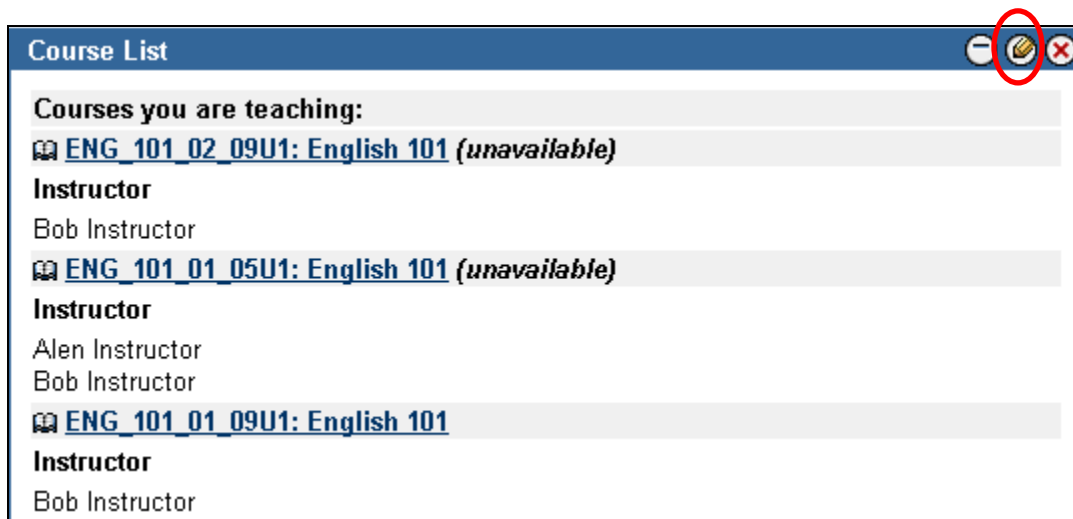
4. Now when Bob is back on the “My Institution” page of Blackboard (the main page), only one course of English 101 is displayed.



However, when you click the “Courses” tab (shown below) at the top of the page, those courses are still visible on that page.



You may want to leave the “Courses” tab this way so that you have a list all courses as active links on this tab and your filtered list on the “My Institution” tab. However, if you want to hide the courses that display on this page as well, you can click on the pencil icon in the “Course List” table, and uncheck the boxes for the ones you do not want again.



You can still click on the pencil icon to make those courses visible again, on either page.

This can be very useful for anyone teaching many classes.