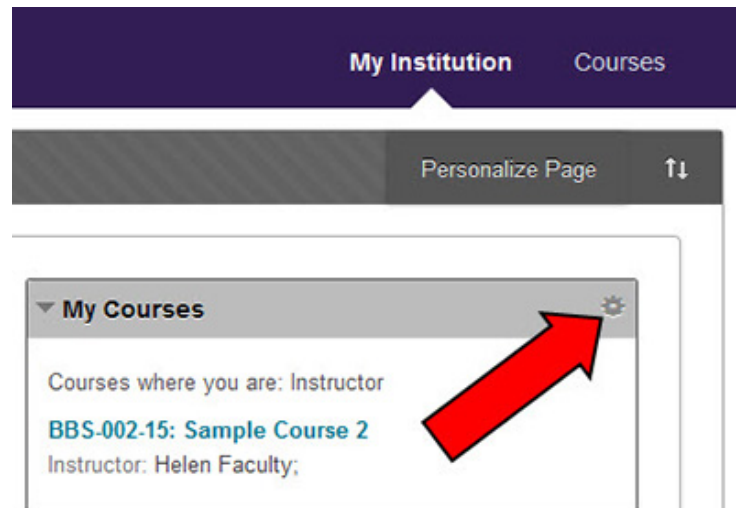


Hiding Courses in Your Course List

Log in to Blackboard, but do not enter your course

1. On your Welcome Screen locate the My Institution tile. (you enter Blackboard here by default) Hold your mouse over the upper right corner of the **My Courses** box until the Gear Symbol appears. When you see the Gear Symbol, click it once.



2. To hide a course, uncheck all of the boxes shown associated with it.

A fast way to do this is to click **Select All/Unselect All** twice. Locate the course you wish to hide from view under Course




EDIT COURSE LIST

Courses you are teaching:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input type="checkbox"/>	WTS-001-2015S: Sample Course - Spring 2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BBS-001-15: Sample Course 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BBS-002-15: Sample Course 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BBS-004-2015F: Sample Course Four	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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3. You can also change the order courses appear on the course list. Move your mouse to the left of the check box under Select/Unselect All for the course you wish to move. A small arrow pointing both up and down will appear. Use this arrow to drag your course to the desired location in the list.

Courses you are teaching:

 Select All/Unselect All	Course	Course Name
<input type="checkbox"/>	WTS-001-2015S: Sample Course - Spring 2015	<input type="checkbox"/>
<input type="checkbox"/>	WTS-BBS-001-2015S: Sample Course Two	<input type="checkbox"/>
 	BBS-001-15: Sample Course 1	<input type="checkbox"/>
<input type="checkbox"/>	BBS-002-15: Sample Course 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BBS-004-2015F: Sample Course Four	<input checked="" type="checkbox"/>

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4. When you have your course list set the way you want, click **Submit**.

