


Hiding Courses from your Course List in Blackboard

Courses will stay in Blackboard for one academic year after the semester ends. As a result, the list of courses you teach and have taught can become quite long and can clutter your “My Courses” area in Blackboard. This tutorial will show you how to hide courses you don’t want to appear in the “My Courses” area of your Blackboard welcome page.

Step 1: After logging in to Blackboard, locate and click on the small “pencil” icon in the upper right-hand corner of the “My Courses” area.



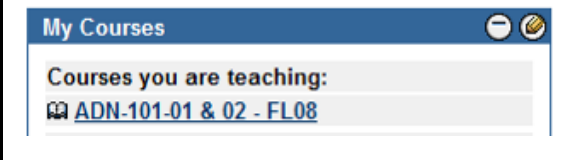
Clicking on the pencil icon will bring up a list of all the course you teach or have taught within the last year as well as several check boxes next to each (like below).

Course	Display Course Name	Display Course ID	Display Instructors	Display Announcements	Display Tasks	Display Calendar Events
74859:ADN-101-01 & 02 - FL08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DITSBL:Introduction to Podcasting for iTunesU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OOL101BP3:Orientation to Online Learning - Fall 2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 2: Uncheck the boxes of the items for each course that you do not want displayed on your Blackboard welcome page. **Make sure you leave the boxes checked for the current course(s) that you are teaching!**

Click the **Submit** button at the bottom of the page. Submit

Step 3: Your “My Courses” area will now reflect your changes.



Note: You can bring any of this information back to your “My Courses” area by clicking on the pencil icon and checking the appropriate boxes.

For help with this process or technical questions about Blackboard software, please contact Andy Mitkos in the department of Instructional Technology and Distance Education at 786-2763 or andy.mitkos@llcc.edu.