HIDING AND SHOWING COURSE LISTINGS IN BLACKBOARD

Hiding Courses in Blackboard

1. When you log into Blackboard, you'll see a panel entitled "**My Courses**" on the right-hand side of your screen (see red arrow in screenshot below).

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Tools	My Announcements	My Courses
Announcements	No Institution Announcements have been posted in the last 7 days.	Courses where you are: Student
Calendar	No Course or Organization Announcements have been posted in the last 7	English Composition 1
Tasks		History of Western Civillzation 2
My Grades		
Send Email	Download Blackboard's Student App Today	My Tasks
User Directory	Access grades course content and more from the	My Taske
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Goals		
Application Authorization		Help for Students Visit Blackboard Help for students
Application Authorization		Learn about the Blackboard app Watch helpful how-to videos for students
		Help for Instructors

2. Move your cursor to the green section that contains the title "**My Courses**," and you'll notice that a gear icon appears. Click on the gear (see red arrow in screenshot below).

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3. Now, you can see the courses in which you are enrolled.

Look in the "**Course Name**" column and <u>uncheck</u> the box that appears next to the course that you would like to hide. For example, if I want to hide the "Western Civilization" class that appears in the course listing below, then I would uncheck the box that appears by this course (see blue arrow in screenshot below).

Finally, click the blue "Submit" button (see red arrow in screenshot below).

Personalize: My Courses								
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Select	the attributes to be di	splayed for each Course. Selecting Select All will display all	l attributes for 1	the Course. If	none of the colu	umns are selected, the	Course will	not appear in the module.
Cours	ses in which you are	enrolled:						
↑Ļ	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks	
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		HIST2322_FFV4A_FA-21-OL_CBSHYBRID: History of Western Civillzation 2						
DITLI	ST OF COURSES	HIST2322 FFV4A FA-21-OL_CBSHYBRID: History of Western Civilization 2						

You'll notice that the course no longer appears under "My Courses."

Showing Courses in Blackboard

If you need to make a hidden course visible in Blackboard, then follow these steps:

1. Move your cursor to the green section that contains the title "**My Courses**" and click the gear icon (see red arrow in screenshot below).

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Tools	My Announcements	My Courses
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Goals		Visit Blackboard Help for students
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2. Once again, you'll see a list of all of your courses, including your hidden courses. Look in the "Course Name" column and <u>check</u> the box next to the name of the desired course that you would like to see. For example, if I want to see the hidden "Western Civilization" class, then I would check the box that appears by this course (see blue arrow in screenshot below). Finally, click the blue "Submit" button (see red arrow in screenshot below).

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EDIT L	ISTO	F COURSES (DN OTHER SYSTEMS								
Clic	k Subm	nit to proceed.									
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The course is now visible under "My Courses" (see red arrow in screenshot below).

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We hope this information is helpful as you hide or show your courses within Blackboard.