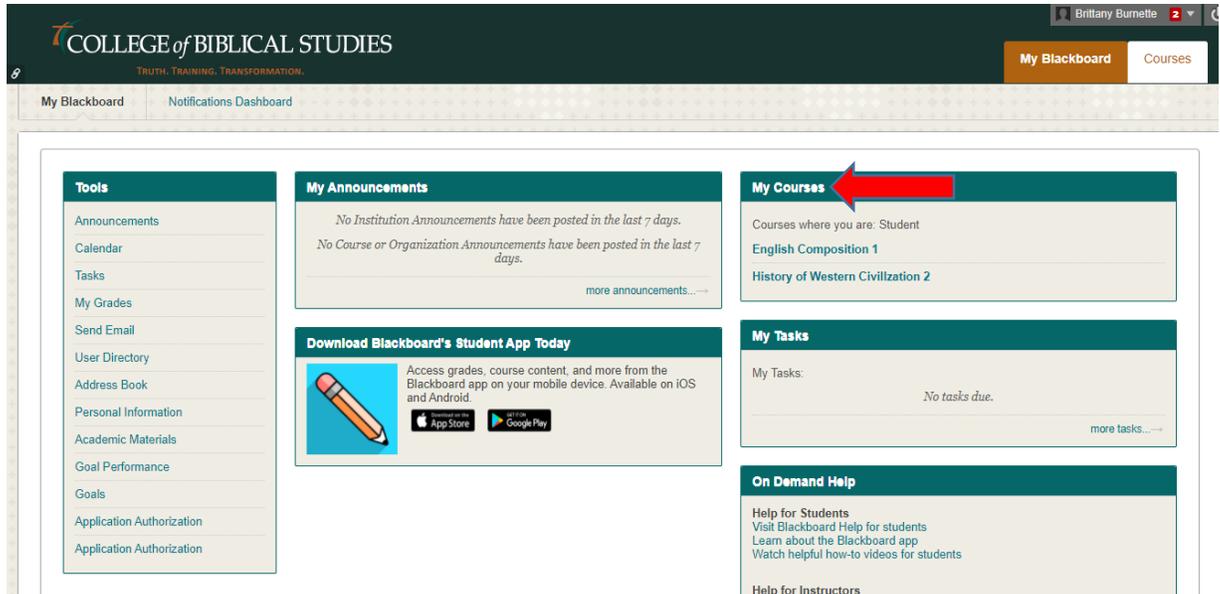


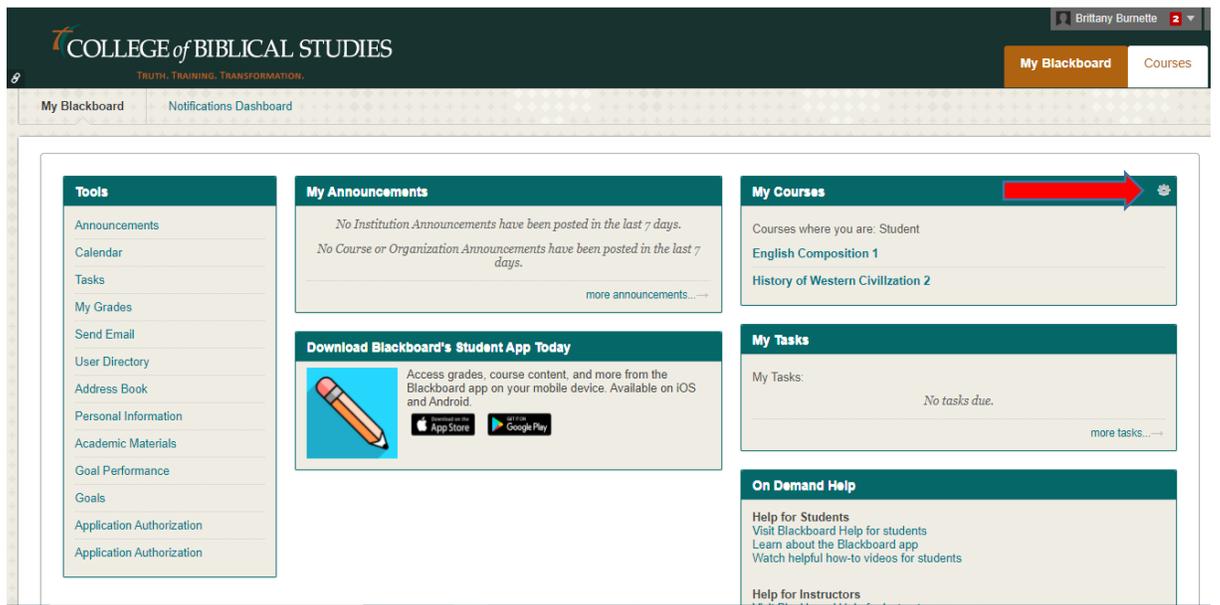
# HIDING AND SHOWING COURSE LISTINGS IN BLACKBOARD

## 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).



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).



# HIDING AND SHOWING COURSE LISTINGS IN BLACKBOARD

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

Look in the “**Course Name**” column and uncheck 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**

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

**Courses in which you are enrolled:**

Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input type="checkbox"/>	ENGL1301_OLE3A_FA-21-OL_CBSBBOL: English Composition 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HIST2322_FFV4A_FA-21-OL_CBSHYBRID: History of Western Civilization 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDIT LIST OF COURSES ON OTHER SYSTEMS

Click *Submit* to proceed.

Cancel **Submit**

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).

COLLEGE of BIBLICAL STUDIES

TRUTH. TRAINING. TRANSFORMATION.

My Blackboard Courses

My Blackboard Notifications Dashboard

**My Courses**

Courses where you are: Student

English Composition 1

**My Announcements**

No Institution Announcements have been posted in the last 7 days.

No Course or Organization Announcements have been posted in the last 7 days.

more announcements... →

**Download Blackboard's Student App Today**

Access grades, course content, and more from the Blackboard app on your mobile device. Available on iOS and Android.

App Store Google Play

**My Tasks**

My Tasks:

No tasks due.

more tasks... →

**On Demand Help**

Help for Students

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Help for Instructors

Visit Blackboard Help for instructors

# HIDING AND SHOWING COURSE LISTINGS IN BLACKBOARD

2. Once again, you'll see a list of all of your courses, including your hidden courses. Look in the "Course Name" column and **check** 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).

**Personalize: My Courses**

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EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

Courses in which you are enrolled:

↕	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input type="checkbox"/>	ENGL1301_OLE3A_FA-21-OL_CBSBBOL: English Composition 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	HIST2322_FFV4A_FA-21-OL_CBSHYBRID: History of Western Civilization 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDIT LIST OF COURSES ON OTHER SYSTEMS

Click Submit to proceed.

Cancel **Submit**

The course is now visible under "My Courses" (see red arrow in screenshot below).

COLLEGE of BIBLICAL STUDIES  
TRUTH. TRAINING. TRANSFORMATION.

My Blackboard Courses

The module has been successfully updated.

My Blackboard Notifications Dashboard

**Tools**

- Announcements
- Calendar
- Tasks
- My Grades
- Send Email
- User Directory
- Address Book
- Personal Information
- Academic Materials
- Goal Performance
- Goals
- Application Authorization

**My Announcements**

No Institution Announcements have been posted in the last 7 days.  
No Course or Organization Announcements have been posted in the last 7 days.  
[more announcements...](#)

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**My Courses**

Courses where you are: Student

- English Composition 1
- History of Western Civilization 2

**My Tasks**

My Tasks:  
No tasks due.  
[more tasks...](#)

**On Demand Help**

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