

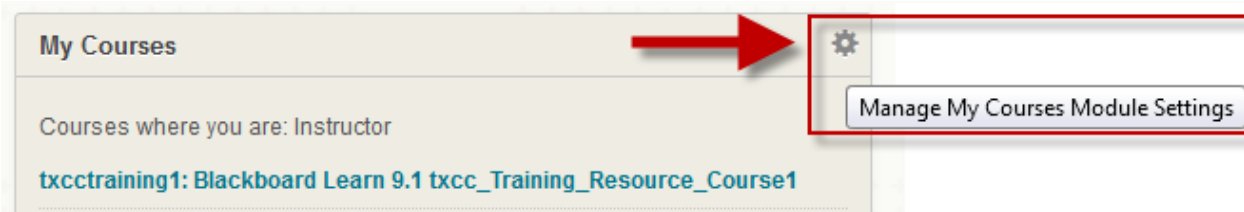
Tunxis Distance Learning Documentation

How to Hide or Show Courses on the “My Institution” Page in the “My Course” Module

As a “faculty member” or a “student” you can “hide” or “show” courses in your “My Course” module on the “My Institution” page of Blackboard. This is beneficial for those who wish to hide the courses that they are no longer teaching or taking.

To Hide or Show a Menu Item:

1. Hover over the right hand side of the “My Courses” module and click on the “Manage My Courses Module Settings” icon that appears to the right of that item (the icon looks like a sprocket or gear).



2. “Uncheck” [hide] or “Check” [show] each individual check box under “Course Name, Course ID, Instructors, Announcements & Tasks” next to the course you wish to hide or show.

*Alternatively you can toggle the “Select All/Unselect All” Check Box next to the course you wish to hide or show by checking and unchecking the box.

Courses you are teaching:		Faculty					
↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input checked="" type="checkbox"/>	Show	txcctraining1: Blackboard Learn 9.1 txcc_Training_Resource_Course1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		txcctraining10: Blackboard Learn 9.1 txcc_Training_Resource_Course10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Courses in which you are enrolled:		Students					
↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input type="checkbox"/>	Hide	txcctraining8: Blackboard Learn 9.1 txcc_Training_Resource_Course8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		txcctraining8: Blackboard Learn 9.1 txcc_Training_Resource_Course9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click “Submit”.

