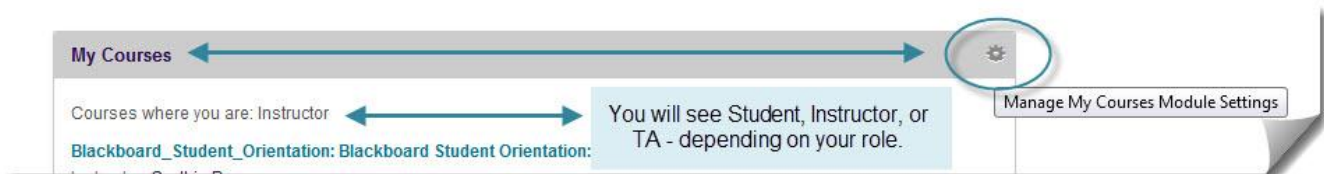




## How to Hide (“Remove”) Your Past Courses from your My Courses in Blackboard

**Step 1:** Go into My Courses. Click the little gear icon on the My Courses bar. See below.



**Step 2:** Uncheck EACH course that you *do not want to display*. (You can also use other check boxes to determine how you want your courses to display.)

**FYI:** We ask instructors to make their courses unavailable at the end of the semester. Until that happens, this is the best way to hide your old courses from your view.

**1. Edit Course List**

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course module.

**Courses you are teaching:**

↑↓	Select All/Unselect All	Course	Course Name
<input type="checkbox"/>		melinda_sandbox: Melinda Sandbox Course	<input checked="" type="checkbox"/>

Uncheck any course(s) you do NOT want to display

**Courses in which you are enrolled:**

↑↓	Select All/Unselect All	Course	Course Name
<input checked="" type="checkbox"/>		bbonsite: Blackboard Onsite Training Course 2013	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		cindy_pilot_sandbox: Cindy Sandbox	<input checked="" type="checkbox"/>