

After several terms of classes, students and faculty alike may find their “My Courses” list becoming very lengthy, making it difficult to locate current courses. However, it is an easy process to hide a course so it no longer appears in the course list:

1. Starting from the My Bb Home page, click the small pencil icon that appears in the upper right corner of the My Courses area.



2. The Modify Courses List page appears, providing a list of all enrolled courses. Remove all of the checkmarks in the entire row for any course(s) you no longer want to see on the list. .

	Display Course Name	Display Course ID	Display Instructors	Display Announcements	Display Tasks	Display Calendar Events
Courses you are teaching:						
Intro to Blackboard 2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan2007 BlackBoard Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Scroll to the bottom of the page, and click **Submit**.
4. The message “The module has been successfully updated” will appear. Click **OK**.
5. When My Bb Home page appears, the selected course will no longer appear under the My Courses list.

Frequently Asked Questions

Q: Does this remove the course from the entire Blackboard system, or change my enrollment status in any way?

A: No, this process does not affect your enrollment in the course and it does not remove it from the Blackboard system.

Q: I need to access one of my older courses previously hidden; do I just go back in and re-add the checkmarks to have it show up again?

A: Yes

Q: Why doesn't my course from four years ago show up in my course list?

A: Course shells and the information they contain do NOT remain on the Blackboard system indefinitely. Generally they are kept one year after their end date and are then removed during the next scheduled Blackboard purge.