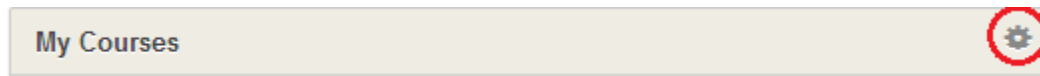


MxCC Distance Learning Documentation

Blackboard – How to Hide/Show Courses on “My Institution” Page

After you have taught a course in the past semester, you are able to hide the course in “My Institution” page. A hidden course can be shown at a later time.

1. On “My Institution” page, click on the setting icon – “Manage My Courses Module Settings”.



2. To hide a course, uncheck the Selection box under Course Name and make sure all selection boxes are unchecked. Click “Submit” at the top right or the bottom right corner of the page.

Courses you are teaching:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input type="checkbox"/>	3298.114306: PSY-F111-3298-Fall2014-General Psychology I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	1300.114106: PSY-F111-1300-Spring2014-General Psychology I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↓	<input type="checkbox"/>	4016.113406: PSY-F111-4016-Winter2013-General Psychology I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. To show a course, check the “Select All” box. Uncheck the “Tasks” box. Click on “Submit”.

Courses you are teaching:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input type="checkbox"/>	3298.114306: PSY-F111-3298-Fall2014-General Psychology I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	1300.114106: PSY-F111-1300-Spring2014-General Psychology I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	4016.113406: PSY-F111-4016-Winter2013-General Psychology I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	3298.113306: PSY-F111-3298-Fall2013-General Psychology I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↓	<input checked="" type="checkbox"/>	1133.113106: ECE-F101-1133-Spring2013-Intro to ECE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	3299.112306: PSY-F111-3299-Fall2012-General Psychology I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>