

Hide Courses in the My Courses Section of Your Blackboard Window

When you first log into Blackboard, you are presented with a **My Courses** section showing all of the courses you have taught along with any courses currently being taught. In order to reduce the clutter in this section, you can hide courses you have finished and no longer need to see.

Once hidden, the courses are out of sight but can be redisplayed in the future if the need arises.

1. Log in to Blackboard.
2. At the upper right corner of your **My Courses** screen click on the **Pencil** icon. The **Customize My Courses** window appears.
3. Under the section labeled **Modify Courses List**, remove the checkmarks from all but the current semester in the **Display Course Name checkboxes**. You will also need to remove the checkmarks from the **Display Announcements** section or the announcements will still be shown even if the course is not. The courses and announcements will remain hidden but can be redisplayed if the need ever arises.
4. After removing the checkmarks, scroll to the bottom of the screen and click the **Submit** button.
5. Click the **OK** button to complete the action. Your courses are now hidden from view.