

## Blackboard Tutorial

### Steps for Hiding Courses in your Courses Online Module

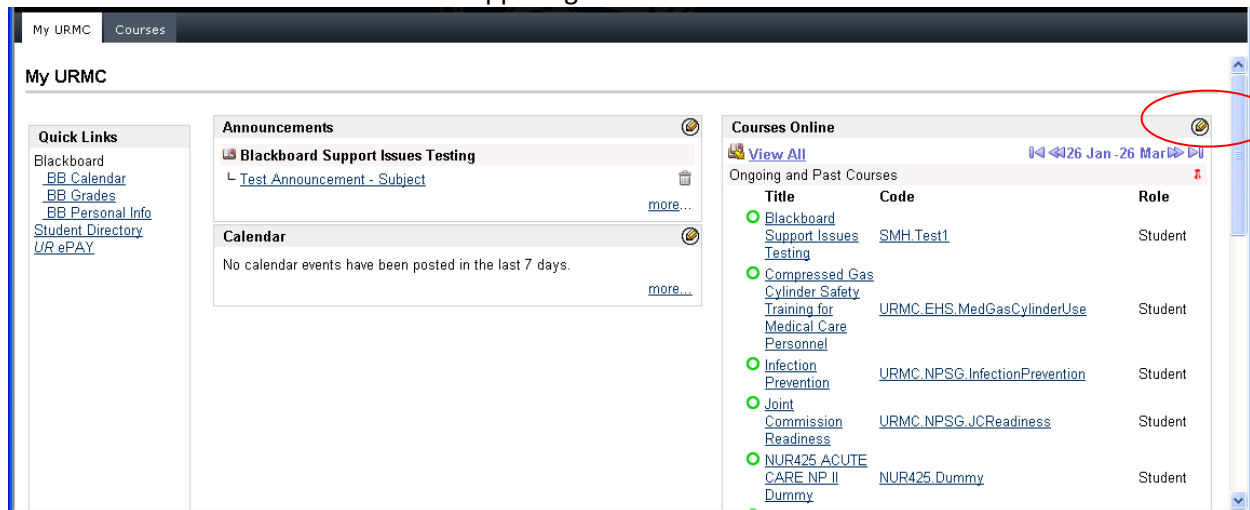
Description:

The Courses Online module appears on the top right of your Blackboard home page, and displays a list of all available courses that you are enrolled in. For employee education courses, the course may remain available for a full year or on an ongoing basis, regardless of whether or not you have completed the course requirements. Follow these steps if you have completed work in a course, and no longer wish to see that course in your Courses Online module.

#### Steps:

If you have any problems with the steps below, please contact Blackboard Support: Phone: (585) 275-6865; Email: [Blackboard Support](#)

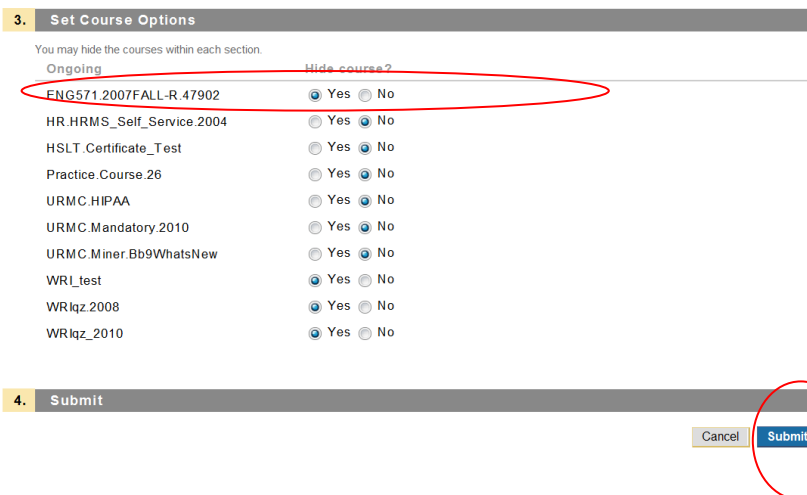
1. Click on the little wheel icon in the upper right hand corner of the module.



The screenshot shows the Blackboard interface for 'My URMC'. The 'Courses Online' module is visible on the right side. A red circle highlights a small wheel icon in the top right corner of the 'Courses Online' header. The 'Courses Online' section displays a table of courses with columns for Title, Code, and Role.

| Title  | Code                          | Role    |
|--|-------------------------------|---------|
| Blackboard Support Issues Testing                                  | SMH_Test1                     | Student |
| Compressed Gas Cylinder Safety Training for Medical Care Personnel | URMC.EHS.MedGasCylinderUse    | Student |
| Infection Prevention   | URMC.NPSG.InfectionPrevention | Student |
| Joint Commission Readiness   | URMC.NPSG.JCReadiness         | Student |
| NUR425 ACUTE CARE NP I Dummy                                       | NUR425_Dummy                  | Student |

2. Scroll down to **Set Course Options**, and select the radio button “yes” next to the name of the course you would like to hide, and under the **Hide Course** column
3. Then click **Submit**.



The screenshot shows the 'Set Course Options' form. The 'Ongoing' section is selected. The 'Hide course?' column has radio buttons for 'Yes' and 'No'. The course 'ENG571.2007FALL-R.47902' has the 'Yes' radio button selected. The 'Submit' button is highlighted with a red circle.

| Course                    | Yes                              | No                               |
|---------------------------|----------------------------------|----------------------------------|
| ENG571.2007FALL-R.47902   | <input checked="" type="radio"/> | <input type="radio"/>            |
| HR.HRMS_Self_Service.2004 | <input type="radio"/>            | <input checked="" type="radio"/> |
| HSLT_Certificate_Test     | <input type="radio"/>            | <input checked="" type="radio"/> |
| Practice.Course.26        | <input type="radio"/>            | <input checked="" type="radio"/> |
| URMC.HIPAA                | <input type="radio"/>            | <input checked="" type="radio"/> |
| URMC.Mandatory.2010       | <input type="radio"/>            | <input checked="" type="radio"/> |
| URMC.Miner.Bb9WhatsNew    | <input type="radio"/>            | <input checked="" type="radio"/> |
| WRI_test                  | <input checked="" type="radio"/> | <input type="radio"/>            |
| WRlqz.2008                | <input checked="" type="radio"/> | <input type="radio"/>            |
| WRlqz.2010                | <input checked="" type="radio"/> | <input type="radio"/>            |