## To hide old courses on your Blackboard Welcome page:

- 1. Log in to Blackboard to get to the "Welcome" screen that lists your courses.
- 2. Click on the **pencil icon** in the upper right corner of the "My Courses" box.

Velcome, Karen				
Tools	My Courses			
<ul> <li><u>Announcements</u></li> <li><u>Calendar</u></li> <li><u>Tasks</u></li> <li><u>View Grades</u></li> <li><u>Send Email</u></li> </ul>	Courses you are teaching: M <u>* What's New in Bb 7.1?</u> Announcements No Announcements.			
<ul> <li>Personal Information</li> <li>User Directory</li> </ul>	ACA 111-401 College Student Success (Fall 2007, Mini 2)			

3. A list of your courses is displayed. For any course you wish to hide, un-check the boxes in the columns to the right. (There will be 2 boxes to un-check per course.)

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Courses you are teaching:				
* What's New in Bb 7.1?				~
ACA 111-401 College Student Success				
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4. Scroll down to the bottom and click SUBMIT to save changes, then click OK to return to the Welcome screen.

**NOTE:** Any time you want to access hidden courses again, simply click the pencil icon and re-check the boxes.