

# WebCT Tip of the Day

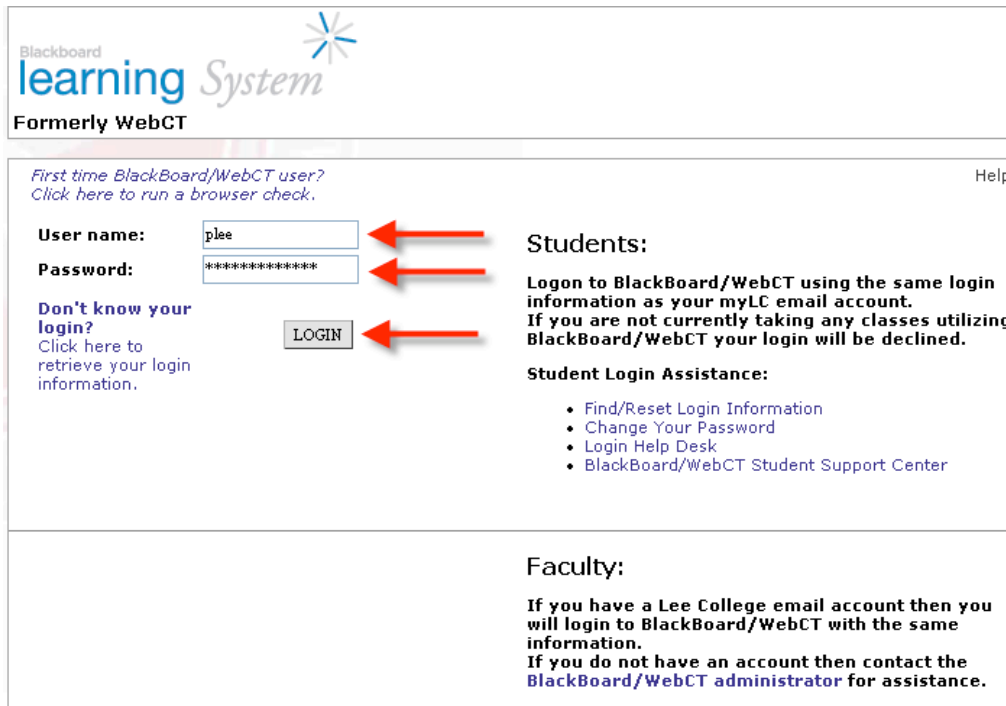
## Hiding Courses on the Interface Page

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If you have quite a few courses listed on your webct interface page, you can do one of two things. The first option is that you can let me know that you do not want them listed any more, and I will unenroll you from the course. The course will still be in my master list on webct, but you will not have access to it anymore.

A second option is to hide the courses. This is actually a nice feature. It allows you to still have access to your previous courses, but not have them showing with the current courses. So here is what you can do....

### 1. Log in to WebCT.



The screenshot shows the Blackboard Learning System login page. At the top left, it says "Blackboard learning System Formerly WebCT". Below this, there is a link for "First time BlackBoard/WebCT user? Click here to run a browser check." and a "Help" link. The login form includes a "User name:" field with "plee" entered, a "Password:" field with "\*\*\*\*\*" entered, and a "LOGIN" button. Three red arrows point to the user name field, the password field, and the LOGIN button. To the right of the login form, there is a "Students:" section with instructions: "Logon to BlackBoard/WebCT using the same login information as your myLC email account. If you are not currently taking any classes utilizing BlackBoard/WebCT your login will be declined." Below this is a "Student Login Assistance:" section with a bulleted list: "Find/Reset Login Information", "Change Your Password", "Login Help Desk", and "BlackBoard/WebCT Student Support Center". At the bottom, there is a "Faculty:" section with instructions: "If you have a Lee College email account then you will login to BlackBoard/WebCT with the same information. If you do not have an account then contact the BlackBoard/WebCT administrator for assistance."

2. On the interface page, look at your course list. (All the courses that I have created for the spring semester end with SP08). Identify courses that you want to keep, but not have them visible. For this example I am going to hide the WebCT 6 Essentials Training Sites.

The screenshot shows the 'My Courses' interface with a 'Content Manager' tab. A welcome message reads: 'Welcome, Paula Lee . Today is January 9, 2008 12:00 PM CST.' On the left, there are three panels: 'Calendar Day' (no entries), 'To Do List' (no items), and 'My Grades' (no new grades). The main 'Course List' box contains the following courses:

- [WebCT 6 Essentials Training Sites - Train 18](#)  
Section Instructor: WebCT Institution Admin , Paula Lee
- [Test Setup - Practice\\_LeeP](#)  
Section Instructor: Paula Lee
- [ASE Adult Secondary Education \(GED\) - \(OnLine\\_GED\\_Practice\)](#)  
Section Instructor: WebCT Institution Admin , Vicki Southworth , Jane Brody
- [ASE Adult Secondary Education \(GED\) - \(VSouthworth\)](#)  
Section Instructor: Brenda Quintanilla , Paula Lee , Vicki Southworth , Jane Brody
- [POFI 1401 - Computer Applications I - \(On Campus - DSutton\)](#)  
Section Instructor: Debbie Sutton , Paula Lee

3. Click on the Pencil located in the right corner of the Course List box. You will see the following page.

The 'Edit Course List' page provides controls to show or hide courses. The table below shows the current state of the course list:

Move	Link	Term	Term Start Date	Term End Date	Visibility	
	<input checked="" type="checkbox"/>	WebCT 6 Essentials Training S...	--	--	--	<a href="#">Hide Link</a>
	<input type="checkbox"/>	Test Setup - Practice_LeeP	--	--	--	<a href="#">Hide Link</a>
	<input type="checkbox"/>	ASE Adult Secondary Education...	--	--	--	<a href="#">Hide Link</a>
	<input type="checkbox"/>	ASE Adult Secondary Education...	--	--	--	<a href="#">Hide Link</a>
	<input type="checkbox"/>	POFI 1401 - Computer Applicat...	--	--	--	<a href="#">Hide Link</a>

Below the table, there are 'Show' and 'Hide' buttons, and a 'Restore Default' button.

4. From here, you can put a check mark in the box next to the course(s) that you want to hide. Then click Hide at the bottom of the listing. When you do this, you will receive a message stating that the course will be hidden. Click OK.

The screenshot shows the 'Edit Course List' interface. At the top, there is a green header with 'My Courses' and 'Content Manager'. Below it, a grey bar displays 'Welcome, Paula Lee . Today is January 9, 2008 12:07 PM CST.' and navigation links for 'Channels', 'Color', and 'Layout'. The main heading is 'Edit Course List', followed by a sub-heading: 'Use the controls below to show or hide courses on the Course List. Hiding a course does not remove the course or change your enrollment, access, or activity in the course.'

Move	Link	Term	Term Start Date	Term End Date	Visibility
	<input checked="" type="checkbox"/> WebCT 6 Essentials Training S... (Hidden) ←	--	--	--	Show Link
	<input type="checkbox"/> Test Setup - Practice_LeeP	--	--	--	Hide Link
	<input type="checkbox"/> ASE Adult Secondary Education...	--	--	--	Hide Link
	<input type="checkbox"/> ASE Adult Secondary Education...	--	--	--	Hide Link
	<input type="checkbox"/> POFI 1401 - Computer Applicat...	--	--	--	Hide Link

Below the table are 'Show' and 'Hide' buttons. A red arrow points to the 'Hide' button. A dialog box is open, titled 'The page at http://webct.lee.edu says:'. The message inside reads: 'The selected course links will be hidden from the Course List. Hiding a course link does not remove the course or change your enrollment, access, or activity in the course.' The dialog has 'OK' and 'Cancel' buttons. A red arrow points to the 'Cancel' button.

OR

5. The other option is to click the visibility link on the right hand side of the screen, changing it from Hide Link to Show Link. The results are the same.

This screenshot shows the same 'Edit Course List' interface as above. The course 'WebCT 6 Essentials Training S... (Hidden)' now has a red arrow pointing to its 'Show Link' button. The 'Hide' button at the bottom is no longer highlighted. The rest of the interface, including the header, welcome message, and other course entries, remains the same.

6. Now click on the My Courses tab. This takes you back to the interface page. Notice that there is 1 hidden link.

The screenshot shows a web interface with a green header bar. On the left, there are three panels: 'Calendar Day' (no entries for today), 'To Do List' (no items), and 'My Grades' (no new grades). The main area is titled 'Course List' and contains a notification: 'Number of Hidden Links: 1'. Below this, there are four course entries, each with a link and instructor information: 'Test Setup - Practice\_ LeeP' (Instructor: Paula Lee), 'ASE Adult Secondary Education (GED) - (OnLine\_GED\_Practice)' (Instructors: WebCT Institution Admin, Vicki Southworth, Jane Brody), 'ASE Adult Secondary Education (GED) - (VSouthworth)' (Instructors: Brenda Quintanilla, Paula Lee, Vicki Southworth, Jane Brody), and 'POFI 1401 - Computer Applications I - (On Campus - DSutton)' (Instructors: Debbie Sutton, Paula Lee). At the bottom, there is an 'External Courses' section.

7. If you need/want to show that link again, you simply do the process in reverse.