

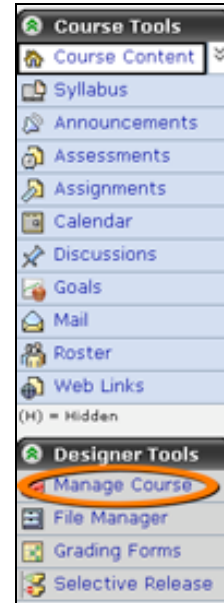
Blackboard Vista: Hiding and Unhiding Course Tools

Course tools in Blackboard Vista can be manually hidden from students. Hiding course tools allows you to add content or information without students being aware the tool exists within the course. This feature is very similar to Blackboard Vista's selective release feature, except this is a manual process versus a date/time released process.

NOTE: Course tools cannot be selectively released.

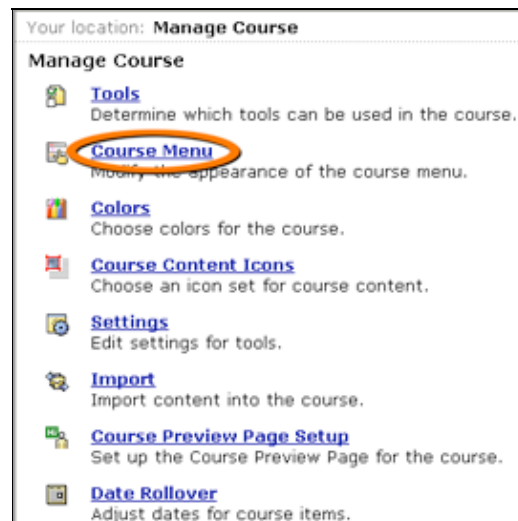
Step 1: Access Manage Course Screen

1. From either the Build or Teach tab, in the “Designer Tools” area, click **Manage Course** . The Manage Course screen is displayed.



Step 2: Access Course Menu

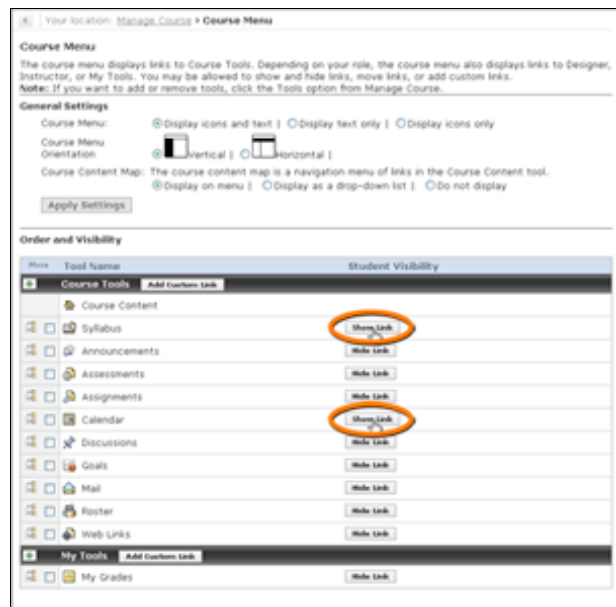
1. Click the **Course Menu** link. The Course Menu screen is displayed.



Step 3: Hide Course Tools

1. From the "Order and Visibility" area, click the **Hide Link** button beside each tool you want to hide. In this example, the Syllabus and Calendar tools will be hidden.

NOTE: The button text changes from Hide Link to Show Link.

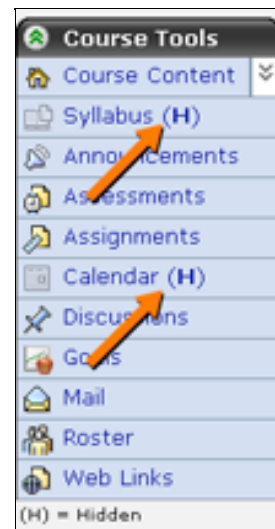


Step 4: Verify Hidden Course Tools

1. On the Build and Teach tabs, in the "Course Tools" area, an **(H)** identifies hidden course tools. In this example, the Syllabus and Calendar tools are hidden.

NOTE: Although course tools are hidden from students, content and information can still be added, edited, or removed.

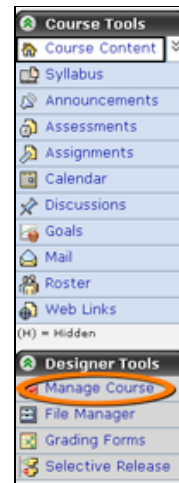
2. Selected course tools are now invisible to students. To verify, click the **Student view** tab.



Unhiding Course Tools

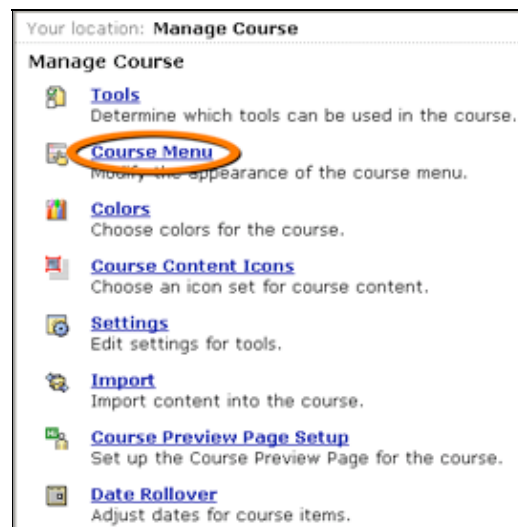
Step 1: Access Manage Course Screen

1. From either the Build or Teach tab, in the “Designer Tools” area, click **Manage Course** . The Manage Course screen is displayed.



Step 2: Access Course Menu

1. Click the **Course Menu** link. The Course Menu screen is displayed.



Step 3: Unhide Course Tools

1. From the "Order and Visibility" area, click the **Show Link** button beside each tool you want to unhide. In this example, the Syllabus and Calendar tools will be unhidden.

NOTE: The button text changes from Show Link to Hide Link.

2. All course tools are now visible to students. To verify, click the **Student view** tab.



Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte