

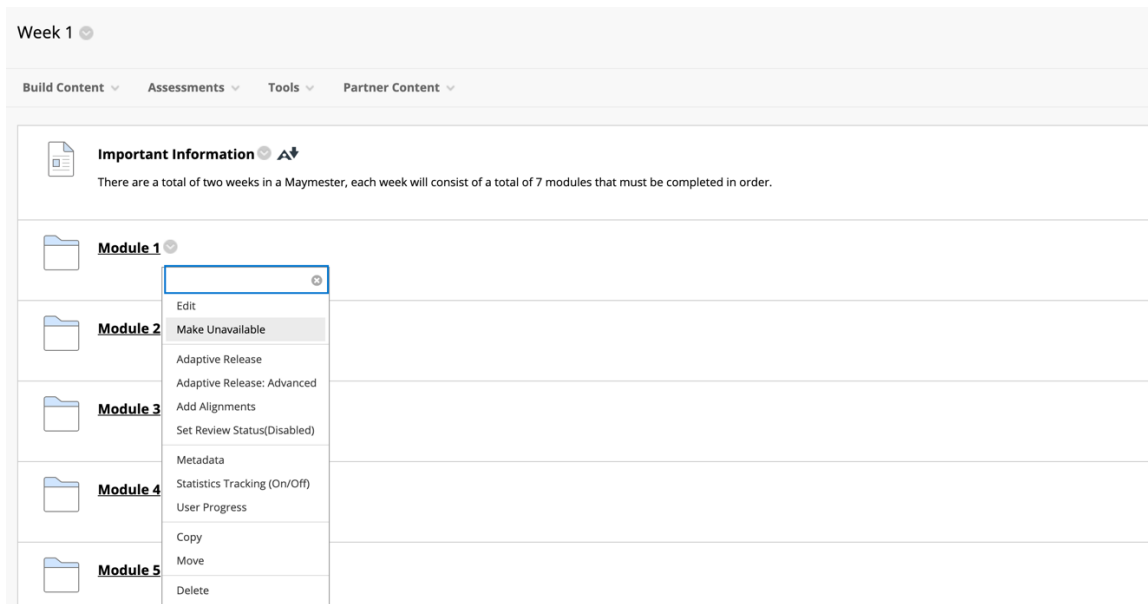


Deleting and Hiding Content from Blackboard

Blackboard allows instructors and staff to hide and delete uploaded content, such as assignments, quizzes/tests, reading material, among others. Additionally, you can also hide and delete grade columns linked to assignments and tests in Blackboard.

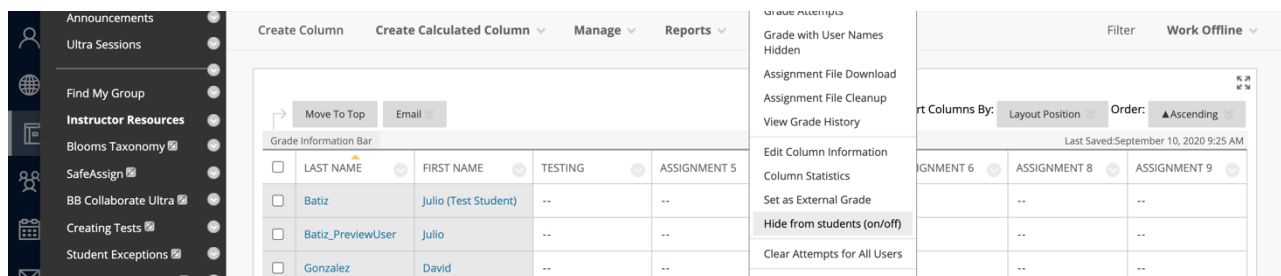
Hiding Content

Enter the Blackboard page of the course you would like to make changes to and proceed to the document and content you would like to hide from your students. Once you identify the item you plan to hide, select the arrow point down to the right of the item's title. Once selected, choose the "Make Unavailable" option. Should you like to make the item available in the future, follow the same steps, but select the "Make Available" options instead.



Hiding Grade Columns

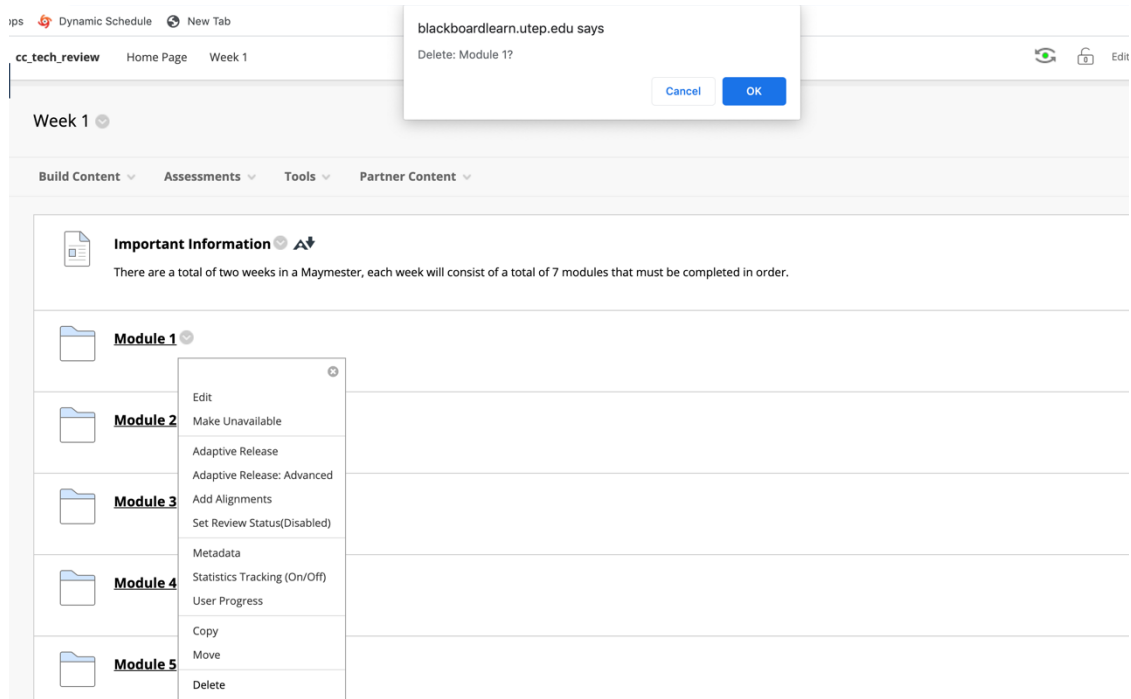
Instructors also have the option of hiding grade columns from the students. Once you enter a course on Blackboard, proceed to the "Full Grade Center" and identify the column you wish to hide from the class. Like hiding content, selected the arrow pointing down to the right of the title of the column and choose "Hide from Students."





Delete Content

If you intend to delete an item from Blackboard, follow the same steps highlighted in the “Hiding Content” paragraph above. After selecting the arrow, please click on “Delete” and proceed to select “OK” at the top of the page.



Deleting a Grade Column

If the item you deleted is linked to a grade column, please proceed to the full grade center. Once there, select the arrow next to the column you intend to remove and choose “Delete Column.” **Please be cautious if you delete a grade column with recorded grades because you will not recover them!**

