



# FORT HAYS STATE UNIVERSITY

## LEARNING TECHNOLOGIES

*Forward thinking. World ready.*

### Merged Bb Course Shells

Once your merge request is completed, you will see 3 shells; one master where you should put content and assignments etc... And 2 individual shells marked as unavailable.

The screenshot shows three course shells in a list. The first two are labeled "Bb Training FAKE (unavailable - Child course of Bb Training FAKE Merged)" and are crossed out with a light gray line. The third is labeled "Bb Training FAKE Merged". An orange arrow points from the text "Individual 'Child' shells (Do NOT use them) You can hide them from your course view (See below)" to the first two shells. Another orange arrow points from the text "The Master shell where you can put content, grades, etc... This is the one you must use" to the third shell. A text box on the right contains the text: "This is what the students will see. They will not see the merged shell".

If you open one of the individual shells, you will see this warning message at the top:

The screenshot shows a Blackboard course page. At the top, there is a warning message: "Unavailable child course: Students will not see changes made to this course. Please work in master course. > Home Page". Below this, there is a yellow banner with the same message: "Unavailable child course: Students will not see changes made to this course. Please work in master course."

How to hide course shells you don't need:

1- On the "Welcome" page of your Bb, under "My Courses" module (box), click on the settings icon located on the right upper corner:

The screenshot shows the "My Courses" module in Blackboard. A settings icon (a gear) is highlighted with an orange box in the top right corner of the module. Below the module, there is a button labeled "Manage My Courses Module Settings".



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2-Then, un-check the boxes on the left side of each course you want to hide:

### 1. Edit Course List

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

**Courses you are teaching:**

| ↑↓ | Select All/Unselect All             | Course   | Course Name                         | Course ID                           | Instructors                         | Announcements                       | Tasks                               |
|----|-------------------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|    | <input type="checkbox"/>            | MIS602_VA_F2013: 2013F MIS602_VA_Information Systems Design and Development (Unavailable)      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
|    | <input type="checkbox"/>            | NURS307_VB_U2013: 2013U_NURS307_VB_Pathophysiology II  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| ↓  | <input checked="" type="checkbox"/> | CTELT000_320: CTELT_VoiceThread_Pro  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|    | <input type="checkbox"/>            | INT876_VF_Copy_F2013: INT876_VF_Copy_F2013: Grad Research Methods in Informatics (Unavailable) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
|    | <input type="checkbox"/>            | CTELT000_322: New Faculty Workshops 2013 (Sandbox)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
|    | <input type="checkbox"/>            | CTELT000_321: New Faculty Workshops 2013 (Student View)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
|    | <input checked="" type="checkbox"/> | CTELT000_146: Sandbox_Ahmed  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

1. Click "Submit" and the classes will no longer be shown on your Welcome page. This will give you more control of what you want to view, and can be easily changed in the future if you want to access these courses.

This is what the students will see. They will not see the merged shell