

### Removing Courses from the My UM tab

You may remove courses from your initial screen (the My UM tab) to simplify your current course list. They will still remain listed and accessible from the Courses tab. This, also, does not make them unavailable to the students enrolled in those courses.

To remove old classes from your My UM Blackboard page, please do the following:

1. Log in to Blackboard.
2. Click the gear/flower shaped icon in the top right corner of the My Courses module.
3. Uncheck the Courses box beside any courses that you no longer wish to view.
4. Click the Submit button at the bottom of the screen.



5. Click OK to return to your My UM page.

#### Courses you are teaching:

↑↓	Select All/Unselect All	Course	Course Name	Course ID
↓	<input type="checkbox"/>	FTDC_Test_Course_SP13: FTDC Test Course SP13	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Training_Test_Course_5: Training Test Course 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Making Courses Unavailable in Blackboard

Current and future courses will need to be made available/unavailable through the MyOleMiss interface. In MyOleMiss, go to Faculty tab -> Class Info -> Class Rolls and Grades -> select appropriate semester & submit -> Set Blackboard Options -> De-select Make Available checkbox -> Submit.

Thirty days after the end of a semester, courses are automatically set to unavailable. This just means that they are unavailable to the students; you still have access. If you should need to make the course available again, you can make those courses unavailable to students by going into the Control Panel of the course. Select Customization -> Properties. Set the Availability to 'Yes', and Submit. This will only be effective for past courses.

### Removing Courses from Blackboard

Send an email to [blackboard@olemiss.edu](mailto:blackboard@olemiss.edu) with the list of courses that you would like removed completely from Blackboard.