

Managing your WebCT Course List


These instructions will walk you through “hiding” courses that you don’t want to see on your course list, as well as revealing courses you’ve hidden and changing the order in which they are displayed.

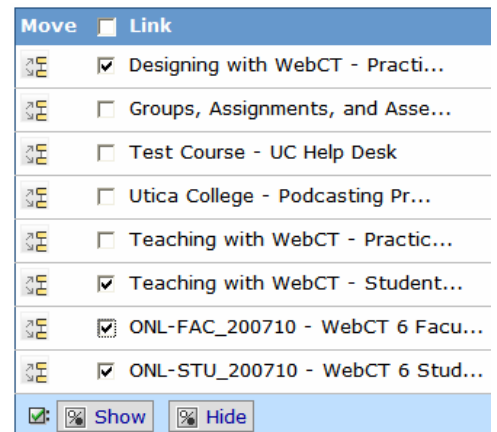
First, we must be aware of which courses are which. Sometimes two courses will have the same name, but they are for two different semesters. The course name contains a 6 digit code representing the semester. The first 4 digits are the year, the last two represent the semester. The codes are listed to the right.

02 - Winter Session
10 - Spring semester
50 - Summer
80 - Fall

For example you may have two courses listed as ACC-201_200750 and ACC-201_200780. They are both Financial Accounting, but the first is for the summer of 2007, and the second is for the fall.

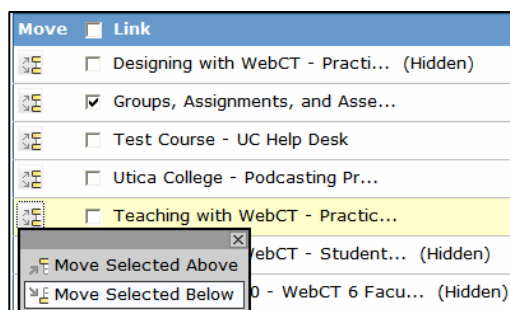
Hiding and Revealing courses:

1. Login to WebCT but do not click on a specific course.
2. Click on the pencil icon at the top of the course list. 
3. Click on the check box next to each course you wish to hide from the course list.
4. Press the Hide button below the list.
5. Press the OK button to confirm this action. It will not remove any data from the course, but only remove it from the Course List screen.
6. Courses now appear with “(Hidden)” after the name to indicate they will not be shown in the Course List. If you wish to add a course back to the list, simply press the Show Link button next to the course.



Reordering the Course List:

1. Again, click on the pencil icon in the Course List to get into the edit mode.
2. Check the box next to a course you wish to move up or down the list.
3. Click on the Move icon next to where you wish the checked course to go.
4. Click on either the “Move Selected Above” or “Move Selected Below” option.



The “Groups...” course moved to below “Teaching with WebCT”.

View your Changes:

Click on the my uticaonline tab to go back to the main screen and see the results of these changes.

As a reminder, the Course List will show how many links are hidden _____

