Your Blackboard Vista Course List can be edited to hide (or reveal) sections and to reorder the list.

**Hide or reveal sections**

As anyone who has used Vista for more than one semester knows, the sections you were affiliated with in the past remain in the Course List on your My Blackboard page well past the end of the semester. This is true for both students and faculty. You can hide (or reveal) sections so that the Course List is easier to navigate. Note that the sections will not be deleted, just hidden from view. The process is completely reversible.

Once you know which sections you’d like to hide (see page 3 about how to interpret the “semester code”), click on the “Edit button” on the My Blackboard page. (It looks like a pencil.) On the Edit Course List page, click on the “Hide Link” button(s) for the course(s) you want to hide.

Notice that “(Hidden)” now appears next to the name of the section that we hid; also the button on the right now reads “Show Link” instead of “Hide Link.”

To return to the Course List, click on the “My Blackboard” tab.
Back on the Course List, a message in red reminds you of the hidden section.

To reveal the section, simply go back to the Edit Course List page and click on the “Show Link” button for the desired section.

Reorder sections

The sections on your Course List can easily be reordered on the Edit Course List page. Click on the Edit button on you’re My Blackboard page.

Let’s say you want to move the SOC*-B220 section to the bottom of the list. First, click the check box next to the section you wish to move, then click the reorder icon to the left of the section you wish to move it above or below.

In the selection box that appears, choose “Move Selected Below.”

The “Restore Default” button will order the Course List alphabetically.

The Course List will reflect the order on the Edit Course List page.
To determine which sections are for which semesters, check the semester code in the section name.

**Section names** are constructed as follows:
[Course name] – [CRN].[semester code]-[description]

Example:

BMG-B204 - 30039.108302-Managerial Communication

**Semester codes** are constructed this way:

Example: 108302

<table>
<thead>
<tr>
<th>1</th>
<th>08</th>
<th>3</th>
<th>02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Century</td>
<td>Year</td>
<td>Semester</td>
<td>Campus</td>
</tr>
<tr>
<td>1=21st century</td>
<td>1=spring</td>
<td>02=MCC</td>
<td></td>
</tr>
<tr>
<td>2=summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3=fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4=intersession</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

108102 = Spring 2008 at MCC  
108202 = Summer 2008 at MCC  
108302 = Fall 2008 at MCC  
108402 = Intersession 2008-09 at MCC  
109102 = Spring 2009 at MCC