Edge Hill University

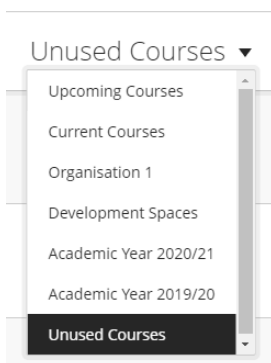# Using Terms to 'hide' unused courses in Blackboard Ultra Based Navigation

Why do this?

In Ultra Base Navigation, the Course page will list all courses a student is attached to even if that course is not being used and/or is unavailable.

To avoid confusion, departments have the option to move courses into a Term called 'Unused Courses'. You would only move courses into this Term if they are **never** going to be used. Courses that are simply unavailable but will be made available later, should remain in their originally assigned Academic Year Term.
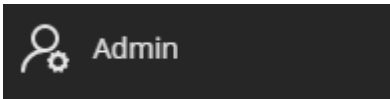
Unused Courses Term

In practice, what this does is move the courses into a Term which may be a filter option on the home Courses page for users.

Users will only see 'Unused Courses' in the filter if they are attached to courses which are in that Term.

How edit the course Term

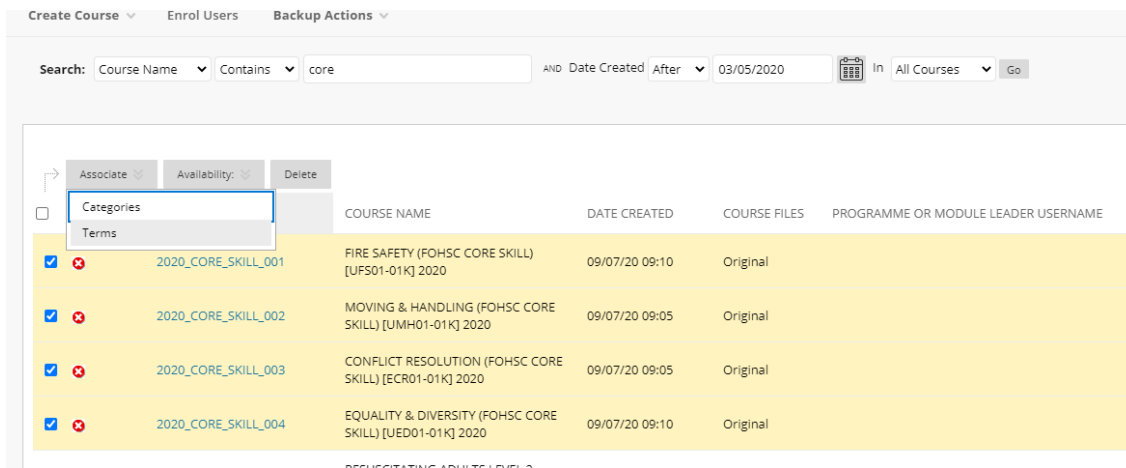You can edit a Course Term via the Administrator Panel.

Click on the 'Courses' link to open it.

Search for the course(s) using the search filter. In the example below, the search is based on the course name and the date of creation.

Tick the courses for which you want to change the Term, then click Associate – Terms:

Select the Term 'Unused Courses' and Click Submit.