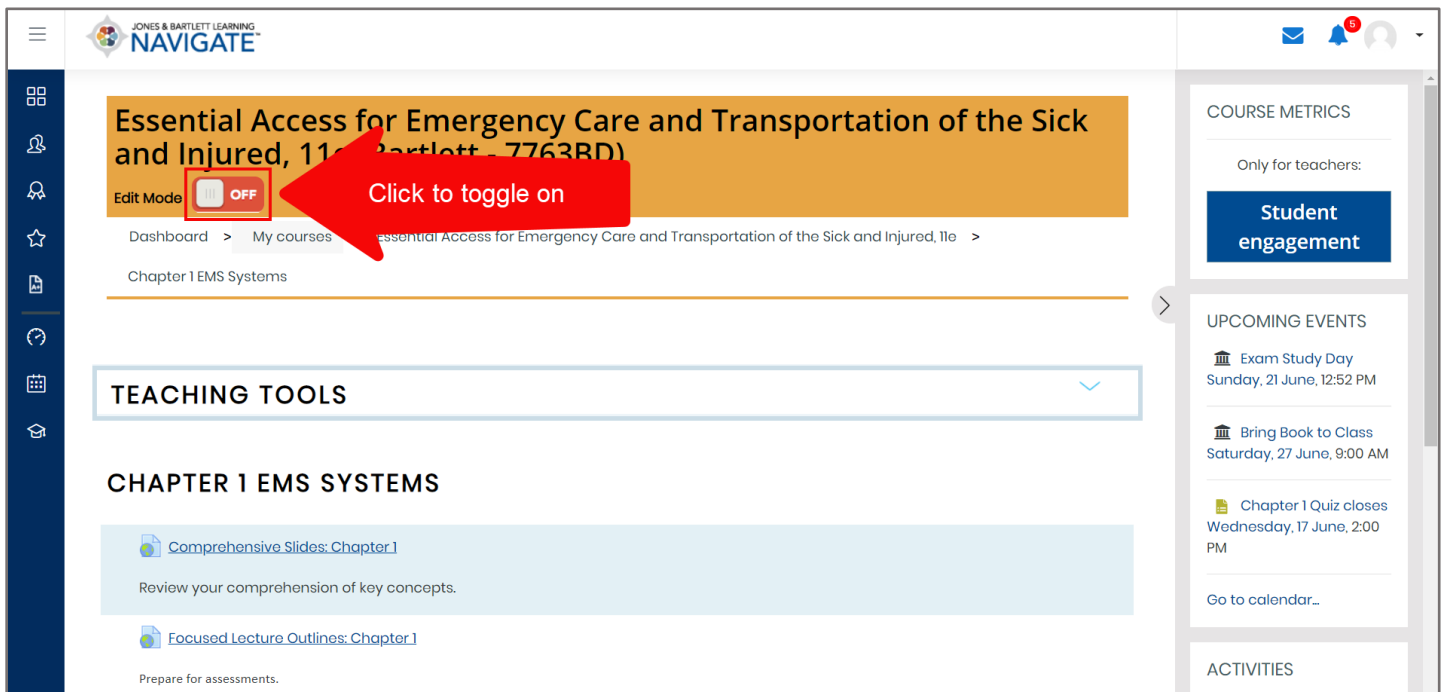


How to Hide Course Items from My Students

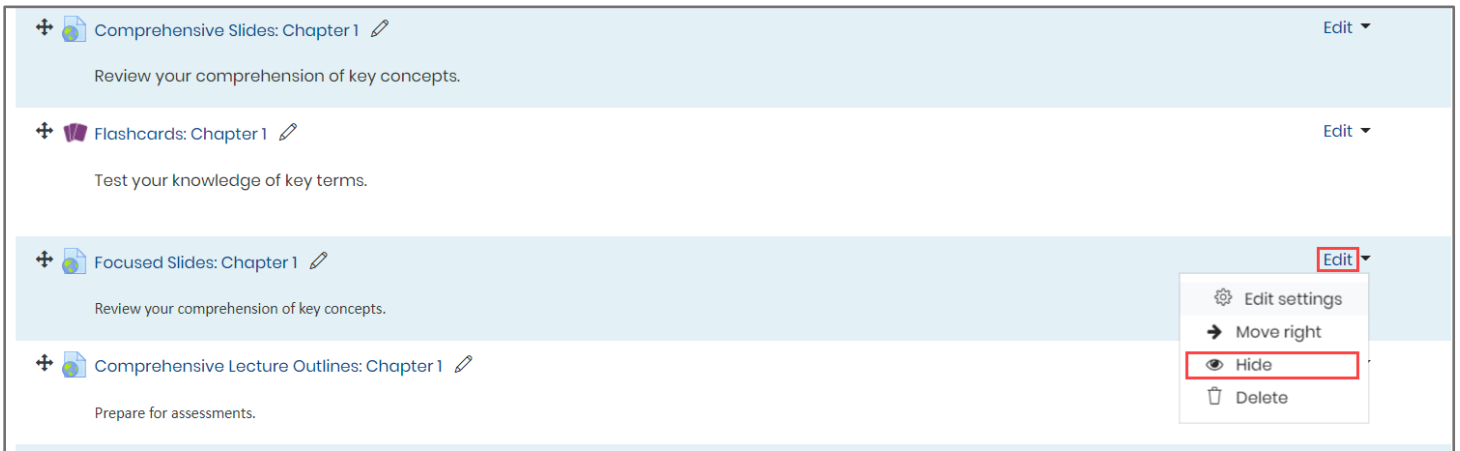
This document contains instructions for how to hide course items (assignments, slides, lecture outlines, etc.) from students so that they cannot see or complete hidden resources and activities until you choose to reveal them.

1. Navigate to the course page which contains the items you would like to hide, then toggle on the course **Edit Mode** by clicking this switch at the top of the page.



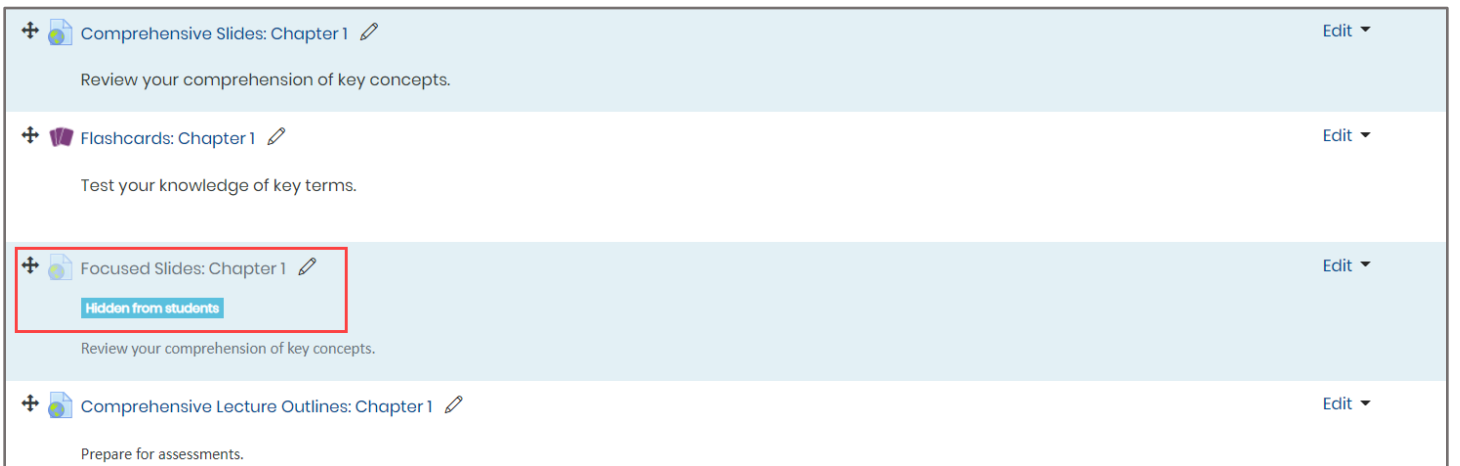
The screenshot shows the course page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". At the top, there is a navigation bar with the "NAVIGATE" logo and a hamburger menu icon. Below the navigation bar, the course title is displayed in a large orange banner. To the left of the banner, there is an "Edit Mode" toggle switch that is currently set to "OFF". A red arrow points to this switch with the text "Click to toggle on". Below the banner, there is a breadcrumb trail: "Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems". The main content area is titled "TEACHING TOOLS" and "CHAPTER 1 EMS SYSTEMS". Under "CHAPTER 1 EMS SYSTEMS", there are two items: "Comprehensive Slides: Chapter 1" and "Focused Lecture Outlines: Chapter 1". On the right side of the page, there is a sidebar with "COURSE METRICS" (including a "Student engagement" button), "UPCOMING EVENTS" (listing "Exam Study Day", "Bring Book to Class", and "Chapter 1 Quiz closes"), and "ACTIVITIES".

2. To the right of the item, locate and click the **Edit** menu. Then click the **Hide** option.



The screenshot shows a list of four course items. The third item, 'Focused Slides: Chapter 1', is highlighted. An 'Edit' dropdown menu is open for this item, showing three options: 'Edit settings', 'Move right', and 'Hide'. The 'Hide' option is highlighted with a red box. The other items are 'Comprehensive Slides: Chapter 1', 'Flashcards: Chapter 1', and 'Comprehensive Lecture Outlines: Chapter 1'.

3. Hiding an item will remove it from students' view, both in the course and the gradebook (if it is a graded activity). Students will be prevented from accessing or completing the hidden resource or activity until you choose to reveal it.



The screenshot shows the same list of four course items. The third item, 'Focused Slides: Chapter 1', is now highlighted with a red box. Below the item title, there is a blue label that says 'Hidden from students'. The 'Edit' dropdown menu is no longer open.

4. You may apply the **Hide** setting to any individual item or, to hide an entire topic full of content from the students, simply select the **Hide** option from the **Edit** menu of the applicable topic.

The screenshot shows the 'TEACHING TOOLS' interface. At the top, there is a header 'TEACHING TOOLS' with a dropdown arrow and an 'Edit' button. Below this is the 'CHAPTER 1 EMS SYSTEMS' section, also with an 'Edit' button. The main content area contains two items: 'Comprehensive Slides: Chapter 1' and 'Flashcards: Chapter 1'. The 'Comprehensive Slides' item is highlighted in light blue and contains the text 'Review your comprehension of key concepts.' The 'Flashcards' item contains the text 'Test your knowledge of key terms.' An 'Edit' menu is open on the right side of the 'Comprehensive Slides' item, showing options: 'Edit topic', 'Highlight', 'Hide topic' (highlighted with a red box), and 'Delete topic'.

5. When content is hidden, you will see that its title becomes opaque, and it displays a notice stating that it is hidden from your students. As an instructor, you may still access any hidden items as needed without ever revealing them to your students.

The screenshot shows the 'TEACHING TOOLS' interface. At the top, there is a header 'TEACHING TOOLS' with a dropdown arrow and an 'Edit' button. Below this is the 'CHAPTER 1 EMS SYSTEMS' section, also with an 'Edit' button. The main content area contains two items: 'Comprehensive Slides: Chapter 1' and 'Flashcards: Chapter 1'. The 'Comprehensive Slides' item is highlighted in light blue and contains the text 'Review your comprehension of key concepts.' The 'Flashcards' item contains the text 'Test your knowledge of key terms.' An 'Edit' menu is open on the right side of the 'Comprehensive Slides' item, showing options: 'Edit topic', 'Highlight', 'Show topic' (highlighted with a red box), and 'Delete topic'. A red box highlights the text 'Hidden from students' on the left side of the 'Comprehensive Slides' item.

- Should you decide to unhide any hidden item in the course, simply toggle on **Edit Mode** for the page displaying the hidden item, click the **Edit** menu to its right, and select the **Show topic** option to make it available again.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7th Edition)

Edit Mode **ON**

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems

TEACHING TOOLS Edit

CHAPTER 1 EMS SYSTEMS

Hidden from students

- Comprehensive Slides: Chapter 1**
Review your comprehension of key concepts. Edit
 - Edit topic
 - Highlight
 - Show topic**
 - Delete topic
- Focused Lecture Outlines: Chapter 1**
Prepare for assessments.
- Case Study: Chapter 1** Edit
Review your comprehension of key concepts.

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