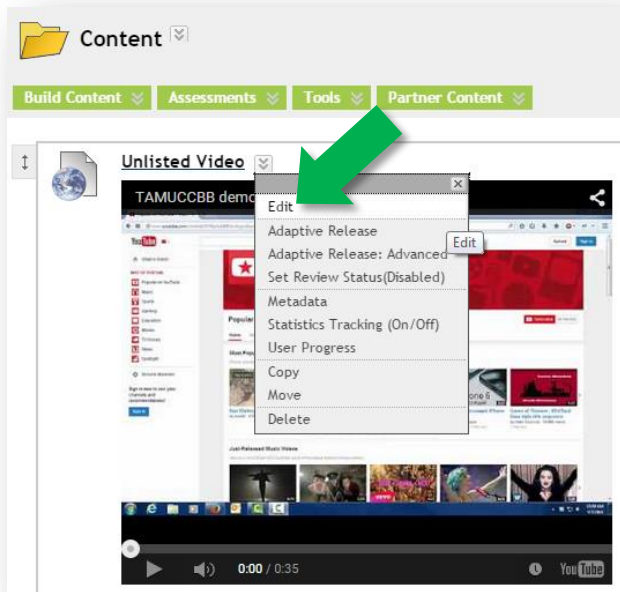


How to Hide and Show Any File, Folder, or Media Object in Blackboard

NOTE: No matter what element you wish to hide (YouTube or MP4 videos, images, documents, folders, etc.) the following Show/Hide method is uniform throughout Blackboard!

Step one: Find the element you wish to hide in your course and then choose the chevron or drop down arrow located next to the element's name (In the example picture the chosen element happens to be a YouTube video). Click on the first option in the drop down list, **"edit"**.



Step two: The edit page will contain a field called **"Standard Options"**. If you want to manually control when the element will appear/disappear to students simply choose either **"yes"** or **"no"** on the **"Permit users to view this content"** option. When you need to either show or hide the content again repeat this step and the step above to toggle the content.

If you have an idea of **when** you'd like the element to appear/disappear from the student's view use the **"select date and time restrictions"** option and adjust the **"display until"** and **"display after"** options appropriately.

Regardless of what method you choose to show/hide the content, choose **"submit"** to save your changes.

STANDARD OPTIONS	
Permit Users to View this Content	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track Number of Views	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select Date and Time Restrictions	<input type="checkbox"/> Display After <input type="text"/> <input type="button" value="Calendar"/> <input type="text"/> <input type="button" value="Clock"/>
	<small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small>
	<input type="checkbox"/> Display Until <input type="text"/> <input type="button" value="Calendar"/> <input type="text"/> <input type="button" value="Clock"/>
	<small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small>