

## How to Hide, Show, or Reorder RamCT Sections (For Faculty and Students)

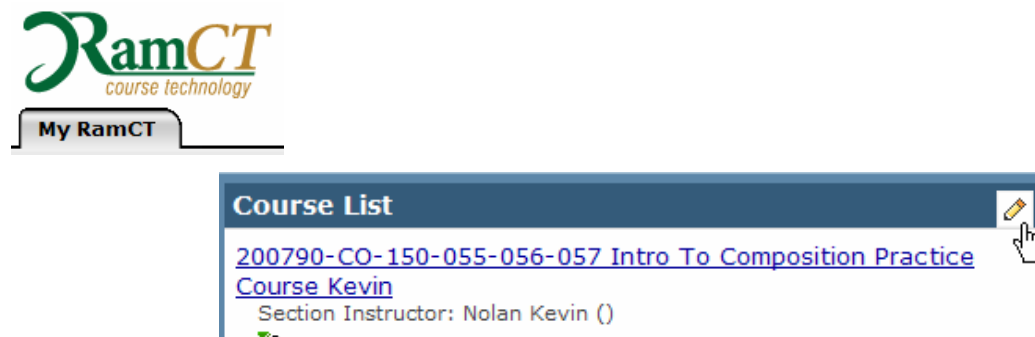
Under the new RamCT system the current plan is to allow instructors the opportunity to keep 1 ½ - 2 years worth of sections in RamCT. We are also working on a process that will allow instructors at the end of the spring and fall semesters to notify us about deleting or keeping their RamCT sections. In the meantime, if your course list under My RamCT is getting too long you can hide the course from your own view.

- I. [Hide/Show Sections](#)
- II. [Hide or Show Multiple Sections](#)
- III. [Restore Default My RamCT Course List](#)
- IV. [Reorder Sections in My RamCT Course List](#)

### I. Hide/Show Sections

1. *Login* to **RamCT**
2. On your My RamCT page *click* on the **pencil icon** in the top right corner of your Course List.



This will take you to the “Edit Course List” page. Here you can hide or show courses in your Course List and rearrange the order in which you see your courses.



The far right column on the Edit Course List page is called Visibility.

#### Edit Course List

Use the controls below to show or hide courses on the Course List. Hiding a course does not remove the course or change your enrollment, access, or activity in the course.

Move	Link	Term	Term Start Date	Term End Date	Visibility
	<input type="checkbox"/> 200790-CO-150-055-056-057 I...	200790	Aug 20, 2007	Dec 14, 2007	Hide Link
	<input type="checkbox"/> 205 Practice Course Kevin	--	--	--	Hide Link



Hide Link indicates the course is currently visible and can be hidden.

Show Course Link indicates a course is currently hidden and can be made visible.

3. Clicking on the **Hide** Link button for a course will hide it from your My RamCT Course list and change the visibility value to Show Link
4. Clicking on the **Show** Link button for a course will show that section on your My RamCT Course List and change the visibility value to Hide Link

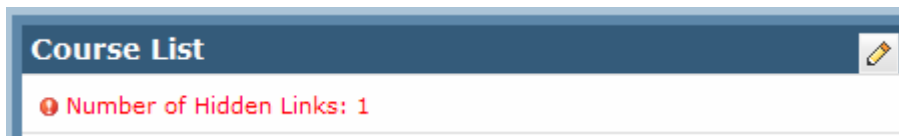
#### Edit Course List

Use the controls below to show or hide courses on the Course List. Hiding a course does not remove the course or change your enrollment, access, or activity in the course.

Move	Link	Term	Term Start Date	Term End Date	Visibility
	<input type="checkbox"/> 200790-CO-150-055-056-057 I... (Hidden)	200790	Aug 20, 2007	Dec 14, 2007	Show Link
	<input type="checkbox"/> 205 Practice Course Kevin	--	--	--	Hide Link

5. Click on the **My RamCT tab** to return to your Course List

Note the 200790-CO-150 course is now hidden and at the top of the Course List channel it lists the number of hidden links.

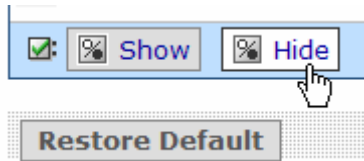


## II. Hide or Show Multiple Sections

On the Edit Course List page you can hide or show multiple courses at a time.

1. Place a *check* next to the **courses** you would like to hide or show

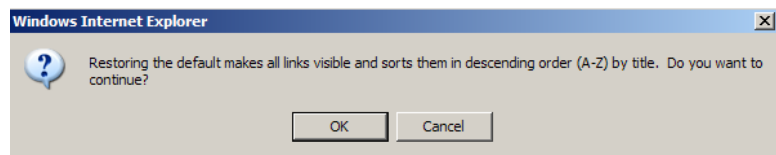
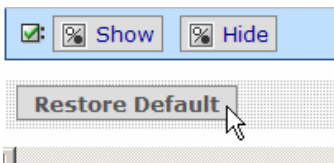
- At the bottom of the page *click* on either the **Show** or **Hide** button. This will Show or Hide all of the courses you selected.



- Click* on the **My RamCT tab** to return to your Course List

### III. Restore Default My RamCT Course List

At the bottom of the Edit Course page is a Restore Default button. This makes all course links visible and arranges your RamCT sections listed under the My Course List in alphabetical order.



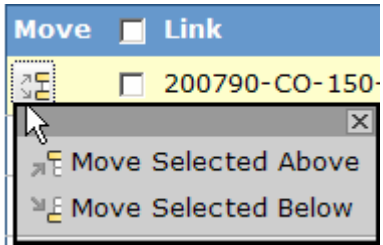
### IV. Reorder Sections in My RamCT Course List

You can arrange the sections in any order for your own view.

- Place a *check* next to the **section** you would like to move.

Edit Course List	
Use the controls below to show or hide courses on the access, or activity in the course.	
Move	Link
	<input type="checkbox"/> 200790-CO-150-055-056-057 In...
	<input type="checkbox"/> 205 Practice Course Kevin
	<input type="checkbox"/> ACT-205-810-2008SP Fundamenta...
	<input type="checkbox"/> ANTH-440-001-2008SP Theory in...
	<input type="checkbox"/> AREC-342-001-2008SP Econ Anal...
	<input checked="" type="checkbox"/> Assignment Testing Practice C...
	<input type="checkbox"/> BMS-200-001thru008-2008SP Con...

2. Click the **Move** icon on the line where you want the section to relocate.



3. Select either **Move Selected Above** or **Move Selected Below**, and the section will move to the location you chose.