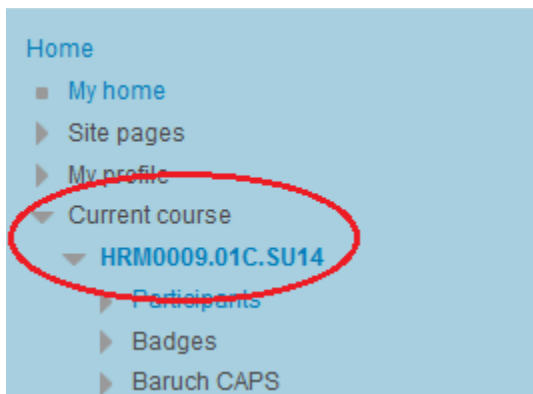
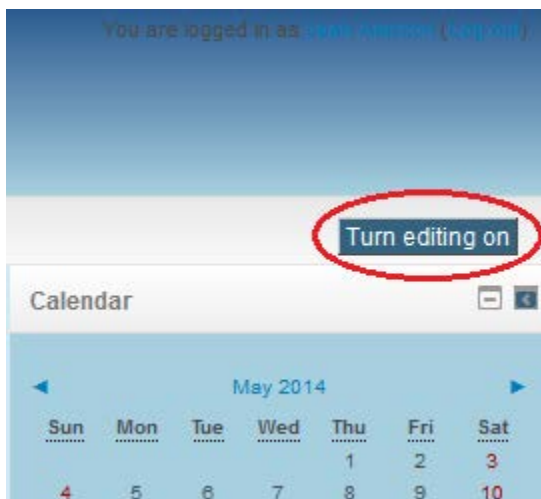


How to Hide a Document

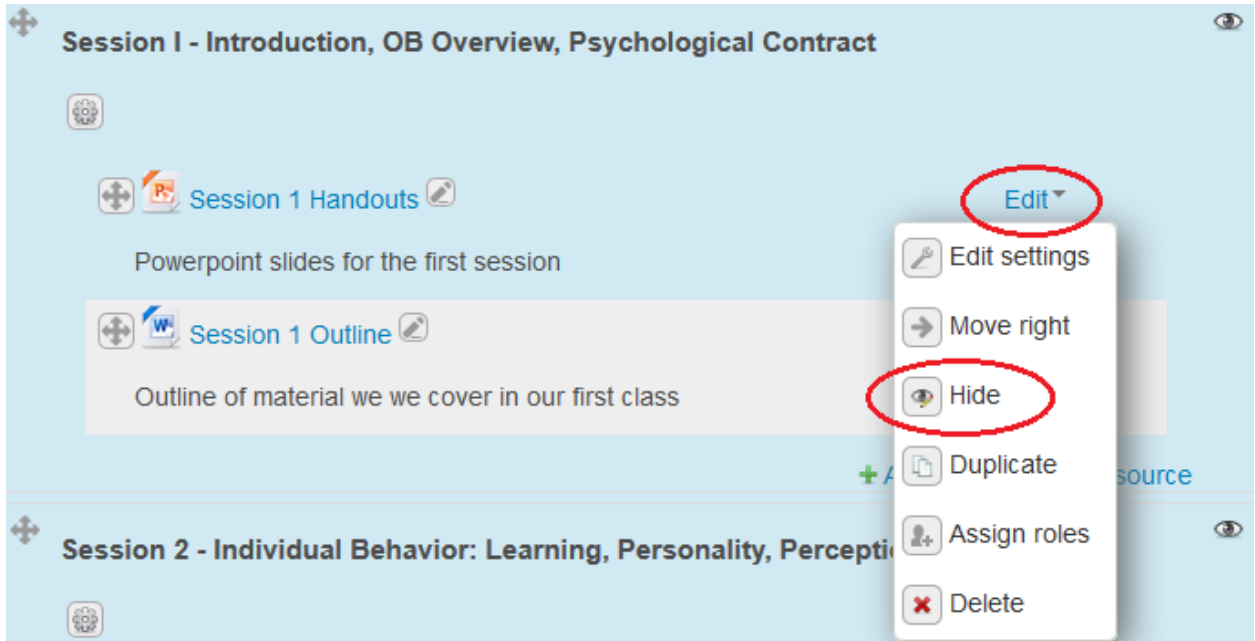
1. Log into your Moodle account and go to your **Current Course**



2. In order to make changes to your course, you have to enable editing. On the upper right hand side of the page, click on **Turn editing on**.



- To hide individual documents, identify the specific document you would like to hide. Click on the **Edit** menu next to that document, and click **Hide**. Students will no longer be able to view this document.



- You also have the option of hiding entire **sessions**. To do this, click on the **Opened Eye** icon next to the session you would like to hide.



- When the icon is clicked, it will change from an opened eye to a closed eye. The entire session will now be **hidden**, including all corresponding documents within this session. The documents will be greyed-out and students will no longer be able to view this session or any of the documents located within.

The screenshot shows a light blue interface for a course session. At the top left, there is a plus sign icon and the session title "Session I - Introduction, OB Overview, Psychological Contract". Below the title is a small icon of a document with a plus sign. The main content area contains two resource entries, each with a plus sign icon, a document icon, the resource name, a description, and an "Edit" button with a dropdown arrow. The first entry is "Session 1 Handouts" with the description "Powerpoint slides for the first session". The second entry is "Session 1 Outline" with the description "Outline of material we we cover in our first class". At the bottom right, there is a green plus sign icon followed by the text "Add an activity or resource".

Session I - Introduction, OB Overview, Psychological Contract

Session 1 Handouts [Edit](#)

Powerpoint slides for the first session

Session 1 Outline [Edit](#)

Outline of material we we cover in our first class

[+ Add an activity or resource](#)