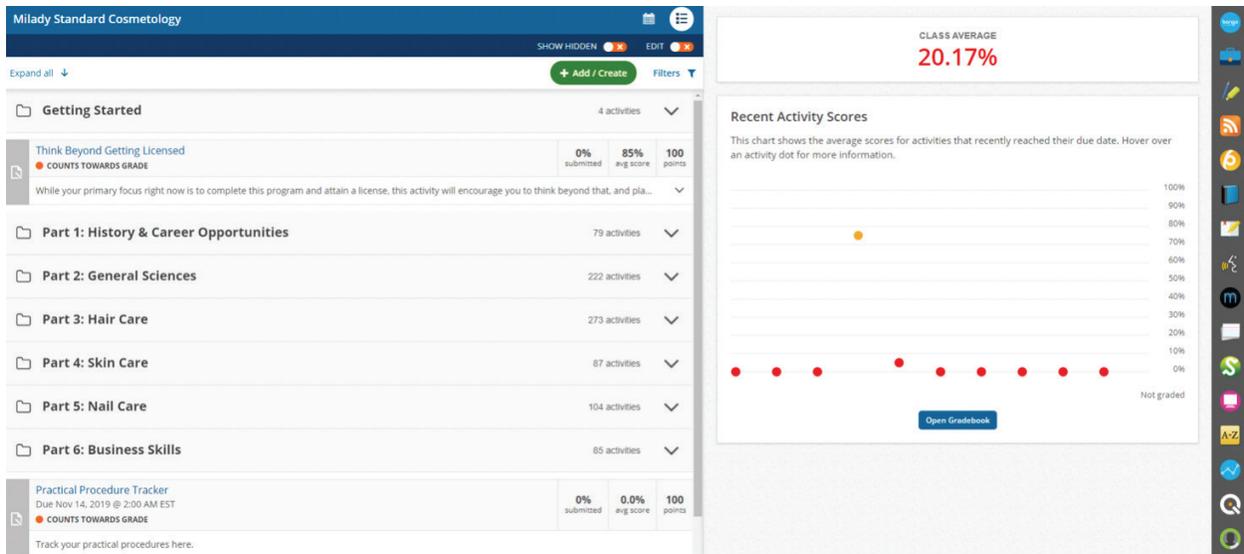
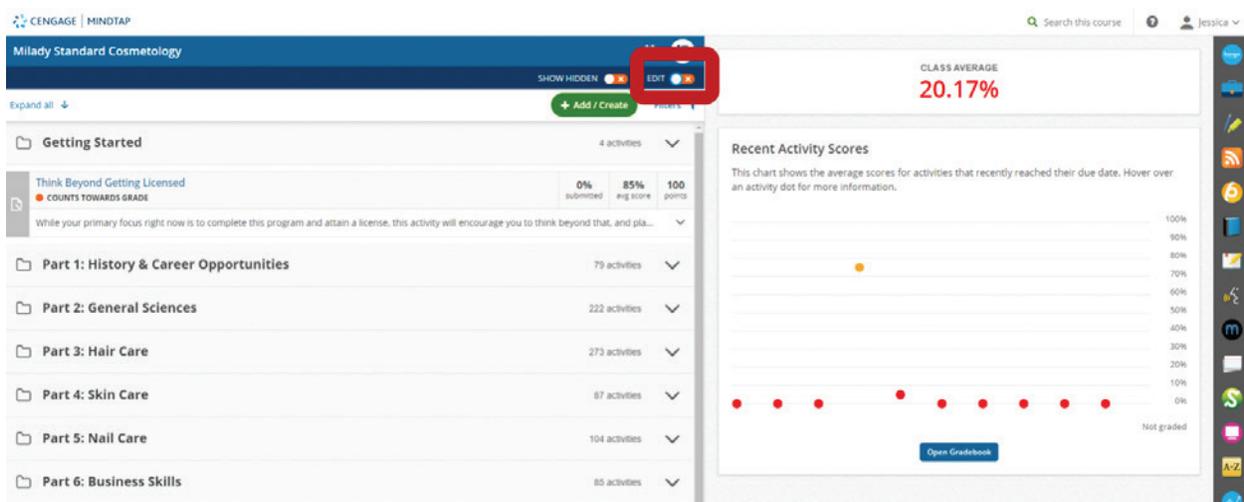


Content can be hidden from the Learning Path. You may hide an entire part, chapter, or activity found within the chapter.

**1** From the MindTap Dashboard, you can hide an entire part, chapter, or activity.



**2** Click the “Edit” toggle.



## To Hide a Part/Folder

1 Click the edit pencil icon.

The screenshot shows the MindTap interface for the course 'Milady Standard Cosmetology'. The left sidebar lists several folders: 'Getting Started', 'Think Beyond Getting Licensed', 'Part 1: History & Career Opportunities', 'Part 2: General Sciences', 'Part 3: Hair Care', 'Part 4: Skin Care', 'Part 5: Nail Care', and 'Part 6: Business Skills'. The 'Part 3: Hair Care' folder is highlighted with a red box, and its edit pencil icon is also highlighted with a red box. The right side of the screen shows a 'Recent Activity Scores' chart with a class average of 20.17%.

2 Select "Hide Folder."

The screenshot shows the 'Edit Folder' dialog box open over the 'Part 3: Hair Care' folder. The dialog box has three options: 'Edit Folder', 'Hide Folder', and 'Cancel'. The 'Hide Folder' option is highlighted with a red box. The background shows the same course content as the previous screenshot.

3

The folder is now hidden from the Learning Path. To view hidden content, click the “Show Hidden” toggle.

The screenshot shows the MindTap interface for 'Milady Standard Cosmetology'. At the top right, the 'SHOW HIDDEN' toggle is highlighted with a red box. Below it, the 'EDIT' toggle is also visible. The main content area shows a list of folders: 'Getting Started' (4 activities), 'Think Beyond Getting Licensed' (COUNTS TOWARDS GRADE), 'Part 1: History & Career Opportunities' (79 activities), 'Part 2: General Sciences' (222 activities), 'Part 4: Skin Care' (87 activities), 'Part 5: Nail Care' (104 activities), 'Part 6: Business Skills' (85 activities), 'Practical Procedure Tracker' (Due Nov 14, 2019 @ 2:00 AM EST, COUNTS TOWARDS GRADE), and 'Before You Graduate' (5 activities). On the right side, there is a 'CLASS AVERAGE' of 20.17% and a 'Recent Activity Scores' chart showing a single data point at approximately 70%.

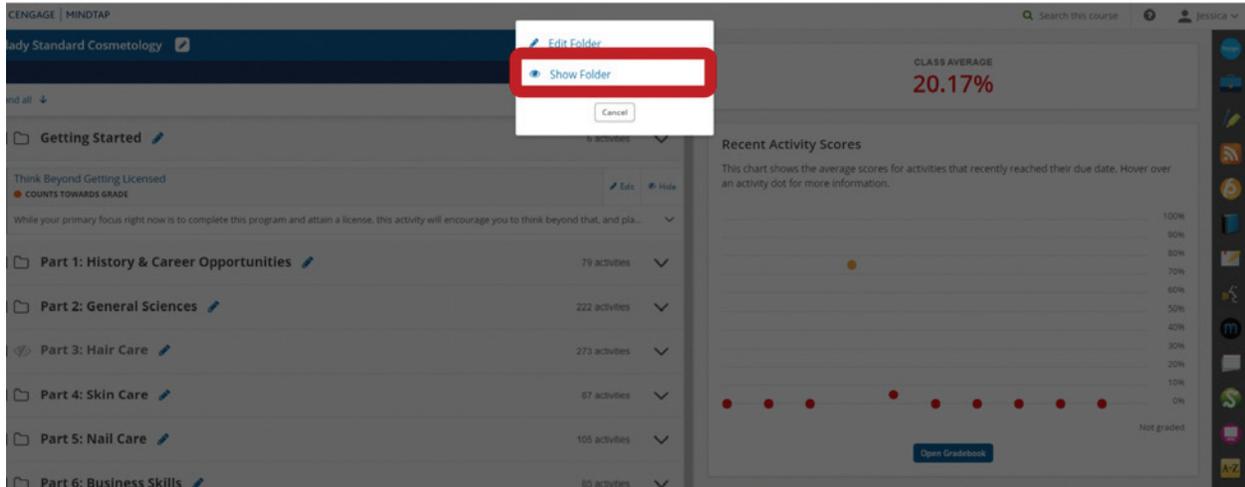
4

Click “Show Hidden” toggle. Hidden folders will be indicated with the hide eye icon. Click the “Edit” toggle to show the folder in the Learning Path, click the edit pencil icon.

The screenshot shows the MindTap interface for 'Milady Standard Cosmetology'. At the top right, the 'SHOW HIDDEN' toggle is highlighted with a red box. Below it, the 'EDIT' toggle is also visible. The main content area shows a list of folders: 'Getting Started' (6 activities), 'Think Beyond Getting Licensed' (COUNTS TOWARDS GRADE), 'Part 1: History & Career Opportunities' (79 activities), 'Part 2: General Sciences' (222 activities), 'Part 3: Hair Care' (273 activities), 'Part 4: Skin Care' (87 activities), 'Part 5: Nail Care' (105 activities), and 'Part 6: Business Skills' (85 activities). The 'Part 3: Hair Care' folder is highlighted in yellow and has a red box around its edit pencil icon. On the right side, there is a 'CLASS AVERAGE' of 20.17% and a 'Recent Activity Scores' chart showing a single data point at approximately 70%.

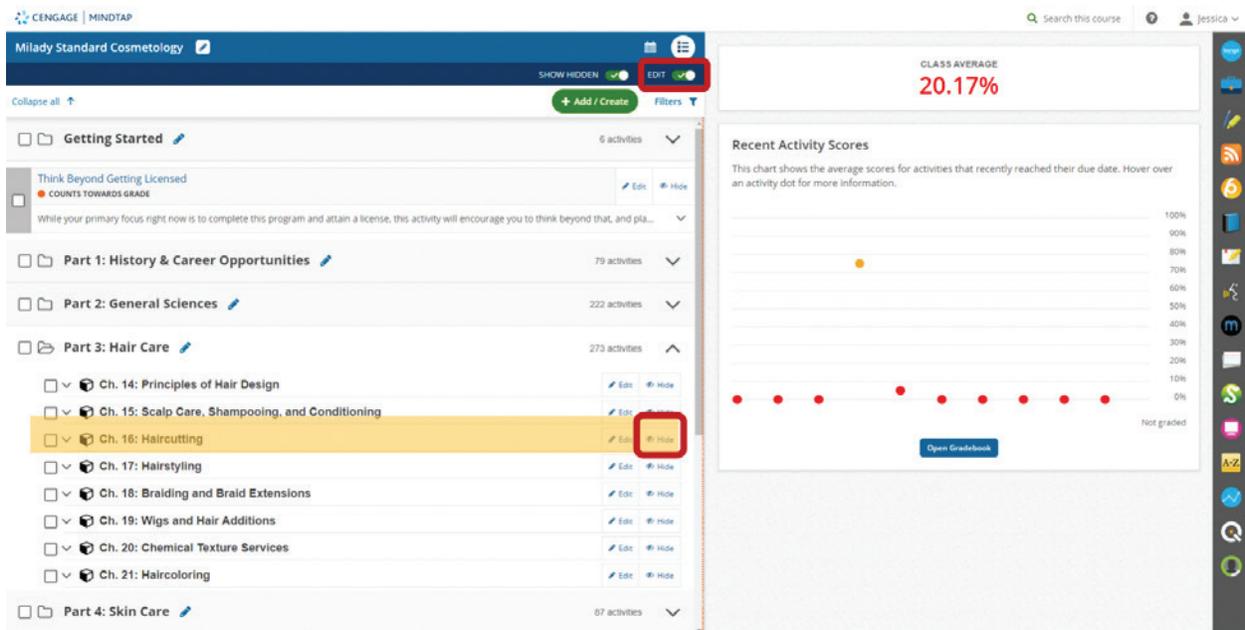
3

5 Select “Show Folder” to have folder reappear in the Learning Path.



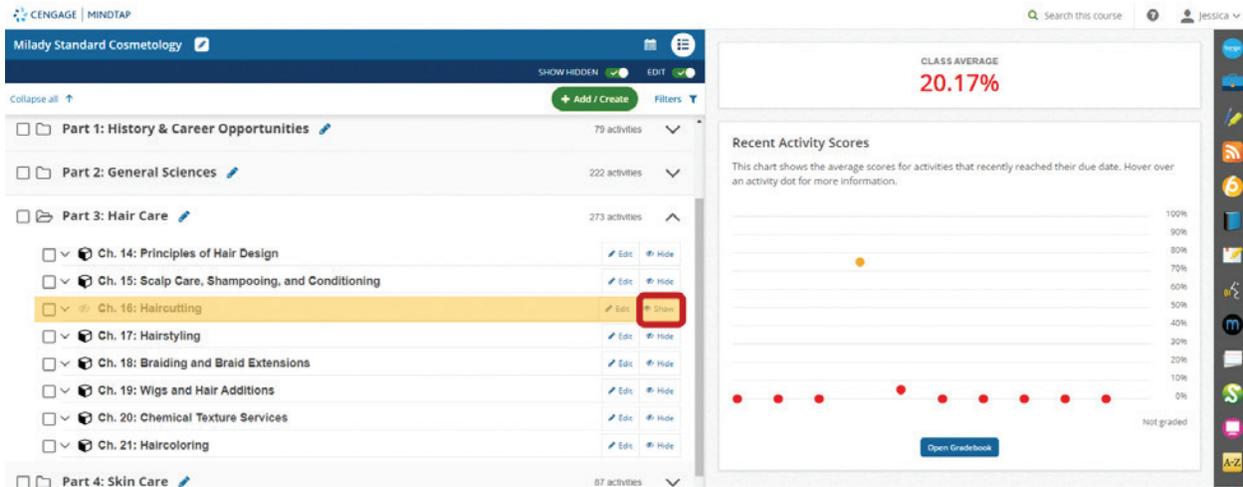
## To Hide a Chapter

1 From the main dashboard click the “Edit” toggle on. Click ▼ to expand the folder and locate desired chapter that you wish to hide and click “Hide.”



2

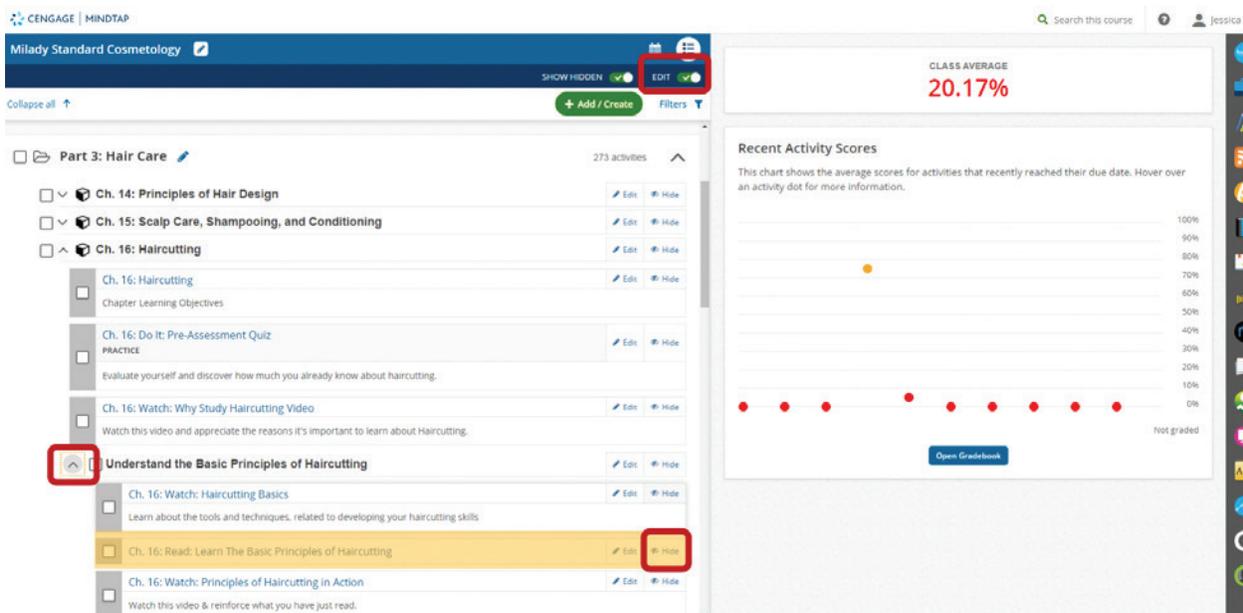
To un-hide the chapter in the Learning Path, click the “Edit” toggle on and click “Show.”



### To Hide an Activity

1

From the main dashboard click the “Edit” toggle on. Click  to expand the chapter, locate the desired activity you wish to hide. Click “Hide.”



2

To unhide an activity in the Learning Path click the “Edit” toggle on. Click “Show.”

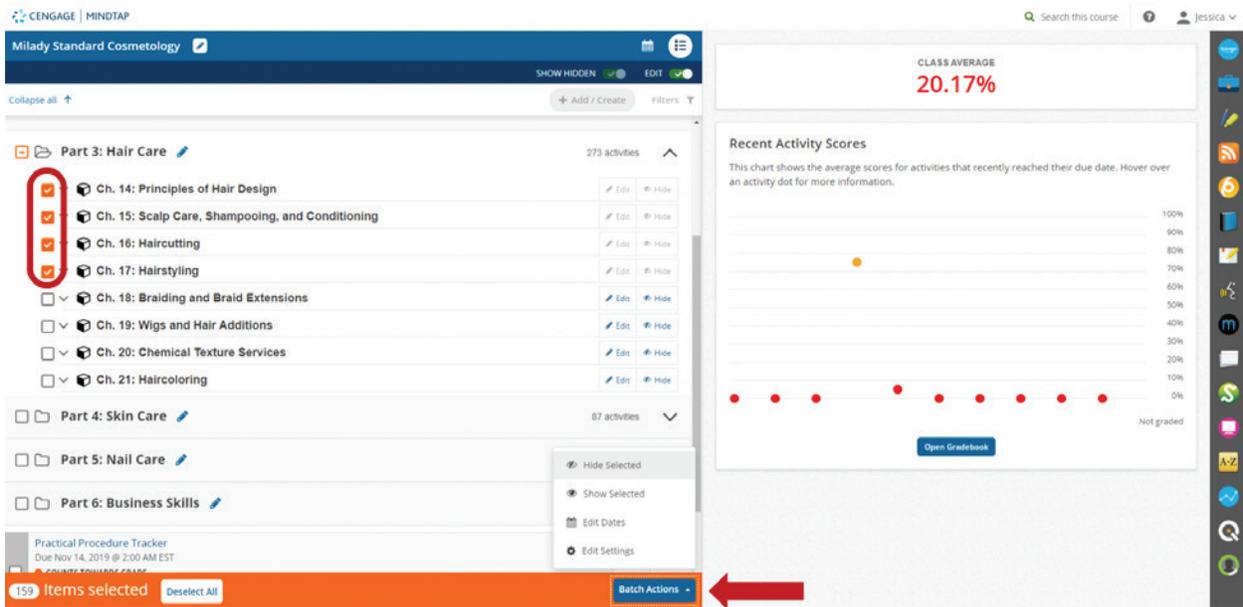
The screenshot shows the MindTap interface for 'Milady Standard Cosmetology'. At the top, there is a navigation bar with 'SHOW HIDDEN' and 'EDIT' buttons. The 'EDIT' button is highlighted with a red box. Below the navigation bar, there is a list of activities under 'Part 3: Hair Care'. One activity, 'Ch. 16: Read: Learn The Basic Principles of Haircutting', is highlighted in yellow, and its 'Show' button is also highlighted with a red box. To the right, there is a 'Recent Activity Scores' chart showing a class average of 20.17%.

**Please Note:** There is a batch select feature which allows you to select multiple folders, chapters, or activities. Click “Batch Actions” to hide or show content. Select the check boxes for multiple folders, then click “Batch Actions” for the desired editing option.

The screenshot shows the MindTap interface for 'Milady Standard Cosmetology'. On the left, there is a list of parts and activities. The first three parts are selected with checkmarks: 'Part 1: History & Career Opportunities', 'Part 2: General Sciences', and 'Part 3: Hair Care'. A red box highlights these checkmarks. At the bottom, there is a 'Batch Actions' dropdown menu with options: 'Hide Selected', 'Show Selected', 'Edit Dates', and 'Edit Settings'. A red arrow points to the 'Batch Actions' dropdown. At the bottom left, there is a status bar showing '574 Items selected' and 'Deselect All'.

6

Select the check boxes for multiple chapters, then click “Batch Actions” for the desired editing option.



Select the check boxes for multiple activities, then click “Batch Actions” for the desired editing option.

