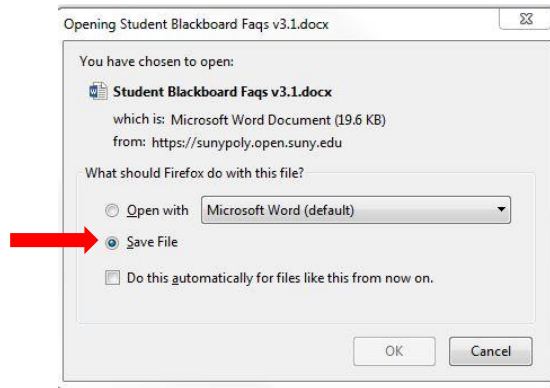# Blackboard FAQ

How to do I download and print materials in my course?

Files that have been uploaded to courses are opened with a browser that gives options to Open the file with an application or Save the file. To download the file to your computer, select the **Save File** option. When the files have been downloaded you will be able to open and print them.

PDF files are opened with a pdf viewer that has controls to download and print the file. Both controls are shown in the image below.

Download

Print
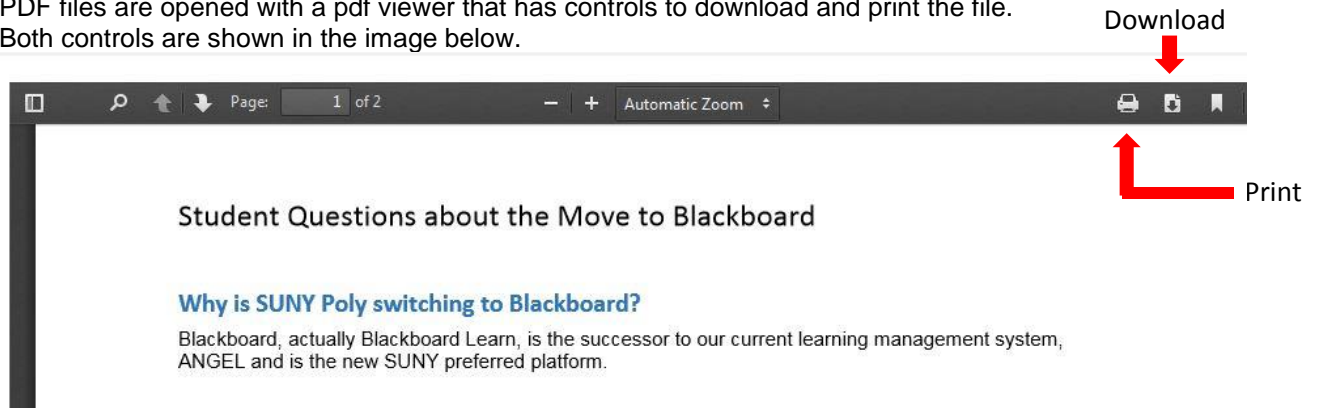
How do I hide courses from the My Courses module?

You can control the courses that appear in the My Courses module by adjusting the settings. Click on the gear icon in the upper right corner of the module to access the settings for the module.

Deselect all of the checkboxes as shown below to hide the course(s) and click **Submit**. Be careful not to hide courses that you are teaching or enrolled in for the semester!

Blackboard FAQ

Is Blackboard Different from ANGEL?

are accessible from the Course Menu making it easier to find things. SUNY Poly has developed a template for all courses to give consistency to course layouts.
Discussions are different and so are the electronic communications in courses.

Blackboard courses have two types of electronic communication: Course Messages and External Mail.

Course Messages are for private communications with class members, including your professor, within each course. Each course has its own Inbox and Sent folder. Course Messages can only be sent from within courses where you have access to the class member list.

External Mail is a tool to send email to your class member's college email address. External Mail has no Send folder, and no record of mail having been sent in Blackboard or in the SUNY Poly email system. Include yourself as a recipient if you need a record of the email being sent from you.