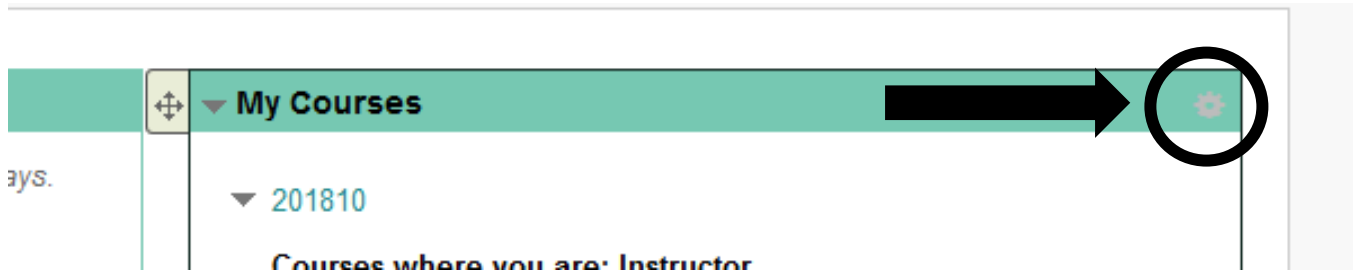
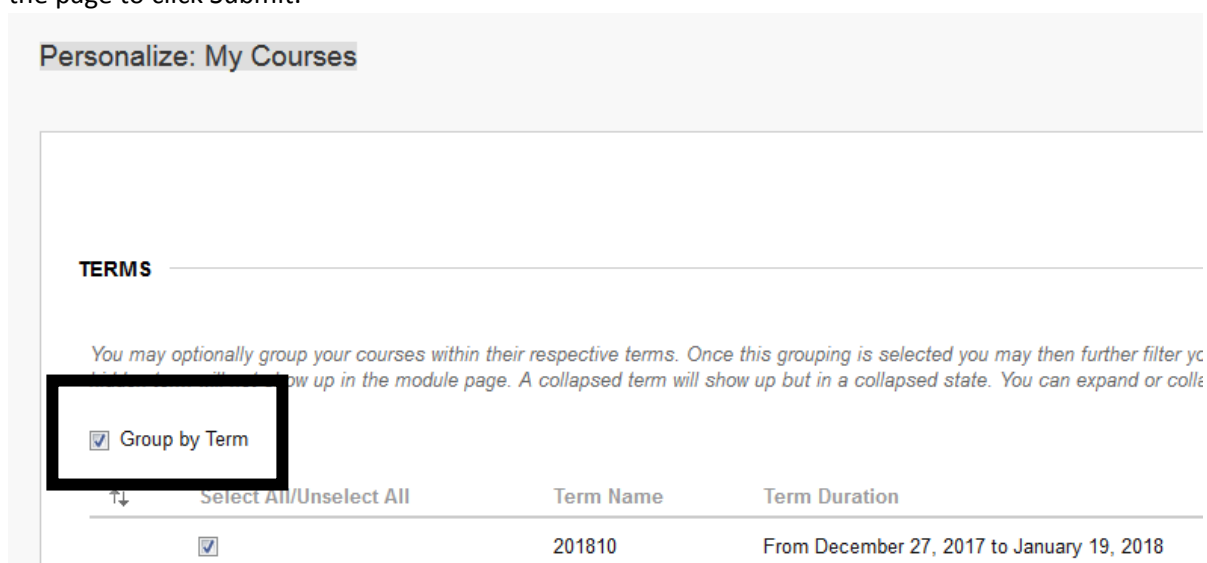


How to Hide your Previous Semester Courses in Generals Online

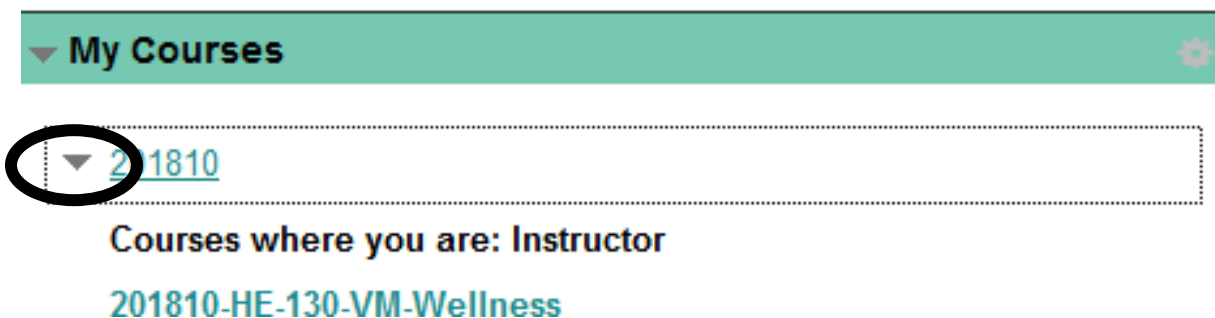
1. Login to Generals Online (<https://herkimer.open.suny.edu>)
2. Hover your mouse over the My Courses title bar and click on the cog that will appear in the upper right corner of that title bar.



3. On the Personalize: My Courses page, click the checkbox located in front of "Group by Term" then scroll to the bottom of the page to click Submit.



4. When you return to the My Institution page in GO, you can then collapse any term you would like to in order to hide the courses located under that term by clicking on the "twisty" located to the left of the term.



5. You may need to repeat steps 2 – 4 on the Courses tab if you also use the module located on that page to access your courses.