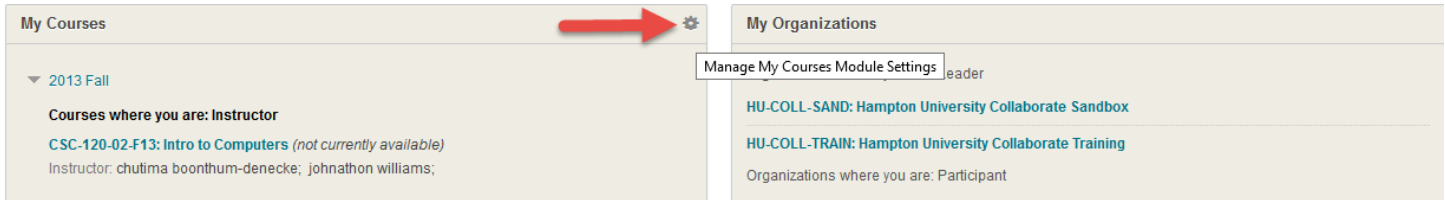


How to Organize Your Course List by Term

My Courses Module

It is now possible to order the course list in the **My Courses** module by term.



1. After logging in to Blackboard, **click on the gear icon** in the top-right corner of **My Courses** module.
2. **Personalize: My Courses** page will load. Below item 1 (Terms), **place a check mark next to Group by Term**. Line(s) get created, grouping your courses by terms (depending on how many semesters of courses you have, the number of lines might be different).

Personalize: My Courses

TERMS

You may optionally group your courses within their respective terms. The courses will show up but in a collapsed state. You can expand or collapse the courses as needed.

Group by Term





HOW TO ORGANIZE YOUR COURSE LIST BY TERM


- Once the terms (semesters) get created, you can drag and drop the rows of terms to order them. Move your mouse over the blank space under the up and down pointing arrows column to reveal the **arrows** icon. **Drag and drop the rows to order the terms based on your preference (for example, in reverse chronological order).**

Group by Term

↑↓ Select All/Unselect All


Drag and drop the rows to order the terms by latest term at the top

↑↓	Select All/Unselect All	Term Name
	<input checked="" type="checkbox"/>	2014 Spring
	<input checked="" type="checkbox"/>	2013 Fall
<div style="border: 2px solid blue; padding: 2px; display: inline-block;">↑↓</div>	<input checked="" type="checkbox"/>	2014 Fall



- Make the necessary customizations in item 2 (deciding which courses to display and whether to display the Course Name, Course ID, Instructors, Announcements, etc.) and click on the **Submit** button at the bottom or at the top of the page.

ms by default. A hidden term will not show up in the module page. A collapsed term





HOW TO ORGANIZE YOUR COURSE LIST BY TERM

5. The **module has been successfully updated** message will appear at the top of the screen. Your **My Courses** module will now display your courses list by terms.

The screenshot displays a user interface with a green notification bar at the top stating "The module has been successfully updated." Below this, there are two tabs: "My Home by the Sea" and "Notifications Dashboard". A red arrow points to the notification bar. The main content area is divided into two columns. The left column, titled "Tools", contains links for "Address Book", "Announcements", "Calendar", "My Grades", "Personal Information", "Send E-mail", "Tasks", and "Goals". A red arrow points to the "Personal Information" link. The right column, titled "My Courses", is highlighted with a blue border and contains a list of courses organized by term. The terms listed are "2014 Spring", "2013 Fall", and "2014 Fall". Under "2014 Spring", the course "ACC-203-02-S14: Acct Principles I (not currently available)" is listed with instructors "marc lebow; johnathon williams;". Under "2013 Fall", the course "CSC-120-02-F13: Intro to Computers (not currently available)" is listed with instructor "chutima boonthum-denecke; johnathon williams;".