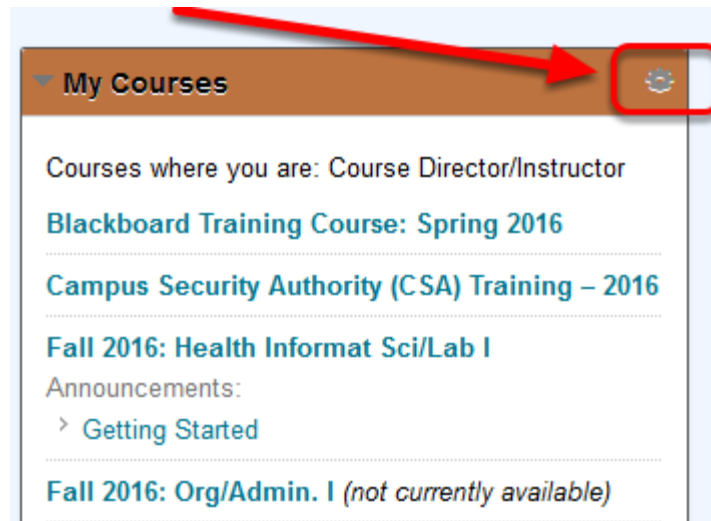


## Blackboard - How do I organize my list of courses by term?

Faculty & students may want to rearrange the list of courses or remove courses after the semester is over. Click on the gear icon in the upper right corner of the My Courses nugget to edit the list of courses.

**1. While logged into Blackboard, click on the gear icon in the upper right corner of the My Courses nugget to edit the list of courses**



**2. Under Terms, check the box that says Group by Terms. This will tell Blackboard to organize your courses according to the semester.**

Cancel Submit

### TERMS

*You may optionally group your courses within their respective terms. Once this grouping is selected you may then further filter your displayed courses by hiding or collapsing terms by default. A hidden term will not show up in the module page. A collapsed term will show up but in a collapsed state. You can expand or collapse terms either from this page or from within the module page itself.*

Group by Term

1	↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term	3
		<input checked="" type="checkbox"/>	Spring 2016	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input checked="" type="checkbox"/>	Fall 2016	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1. Drag the terms on the far left to rearrange the order of the listing. For example, an instructor can set the current term at the top of her list with course development in the second slot because she is preparing several hybrid courses.

2. If you want to hide an entire semester, you can uncheck the box for that entire term.
3. You can also specify which term you want to see automatically expanded or collapsed each time you log in to Blackboard. For example, you may want to have the current term open, but older terms closed.

3. Click **SUBMIT** to save.

4. To use terms, simply click on the name of the semester to expand or collapse the folder.

