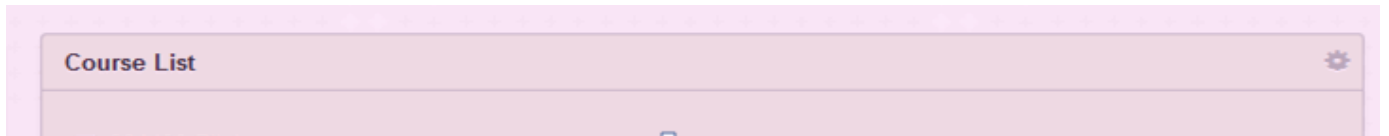


# Blackboard Learn- Course List by Term

You can categorize your course list by term in the 'My Courses' window under the My Institution tab or 'Course List' under the Courses Tab.

1. Click on the gear in the My Courses or Course List header.



2. A "Personalize: <Name of List>" will appear. Under 1. Terms, Check 'Group By Term'. You can also choose which terms you want shown and to show/ expand term.

**Personalize: Course List**

Cancel Submit

**1. 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

↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
	<input checked="" type="checkbox"/>	201430-Pilot	From January 1, 2014 to July 1, 2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	201499	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. In Section 2. Edit Course List, You can customize your Course details and order.

To the left of the course, an up/down arrow will appear; drag the course up or down.

You can also change what information of each course will appear by selecting or deselecting choices.

**2. Edit Course List**

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

**Courses you are teaching:**

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input type="checkbox"/>	9001-201499: New Online Faculty Orientation GPD 508 DL 9001-201499 (Unavailable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click the blue Submit button to save settings. Click on arrow to expand or hide the course term list.

**Course List**

- ▶ 201430-Pilot
- ▼ 201499
  - Courses where you are: Instructor**
  - 9001-201499: New Online Faculty Orientation GPD