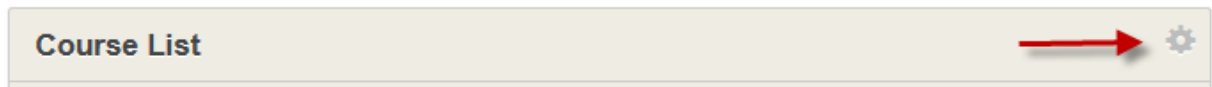
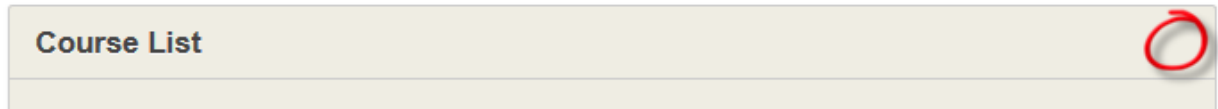


Grouping Courses by Term

1. Log into Blackboard. The first page you will see is the **My Classes** page which contains your **Course List**.
2. In the top-right corner of the **Course List** module, a tiny gear-shaped icon is hidden. The icon won't display, until you hover your mouse over this area, click on it.



3. The only area you need to adjust here is the **Terms** area. Make sure all of the boxes in this area are checked, beginning with the **Group by Term** option.

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.

| <input checked="" type="checkbox"/> Group by Term | Select All/Unselect All | Term Name | Term Duration | Show Term | Expand Term |
|---|-------------------------------------|----------------------|--|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Spring 2013 (201203) | Continuous | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Fall 2012 (201201) | From September 24, 2012 to December 21, 2012 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Winter 2013 (201202) | From January 7, 2013 to March 28, 2013 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

4. Click **Submit**.
5. Your courses should now be grouped by terms, with the newest available term displaying first. In order to collapse or expand courses listed under terms, click on the term heading.

