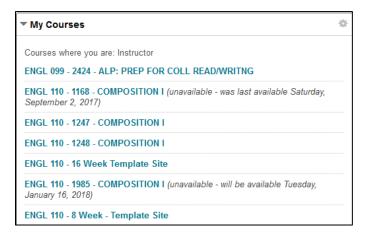


How to Organize the My Courses List

Starting Spring 2018, semesters will be defined within Blackboard. Instructors will be able to group their courses together by semester within the **My Courses** module.

The **My Courses** module on the **Blackboard** @ **ICC** tab displays the list of Blackboard courses to which you currently have access.

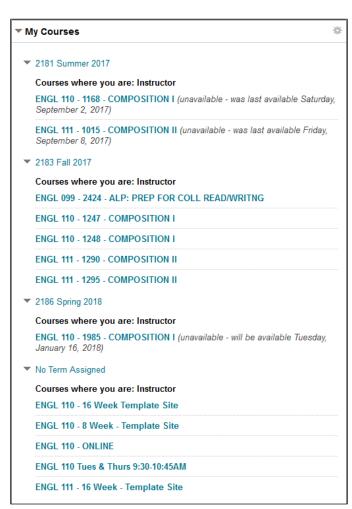


Group your My Courses list by term

- Hover your mouse pointer over the My Courses module to display the gear icon in the upper-righthand corner.
- Click the gear icon to manage the My Courses module settings. The Personalize: My Courses page will display.
- 3. Click the **Group by Term** checkbox.

÷	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
		2181 Summer 2017	Continuous		
	V	2183 Fall 2017	Continuous	V	V
		2186 Spring 2018	Continuous		

- 4. Click the **Submit** button. Courses associated with a semester will be grouped together in the course list.
- 5. Click on the triangle/arrow to the left of each term name to collapse or expand any of the term lists.



Edit display of My Courses list

- Hover your mouse pointer over the My Courses module, and click on the gear icon in the upperright-hand corner.
- 2. Scroll down to the **Edit Course List** section. *You* should see a list of all of your Blackboard courses.
- Select/deselect which course attributes (Course Name, Course ID, Instructors, Announcements, asks) display in the My Courses list.
- 4. Click **Submit** to save your changes.