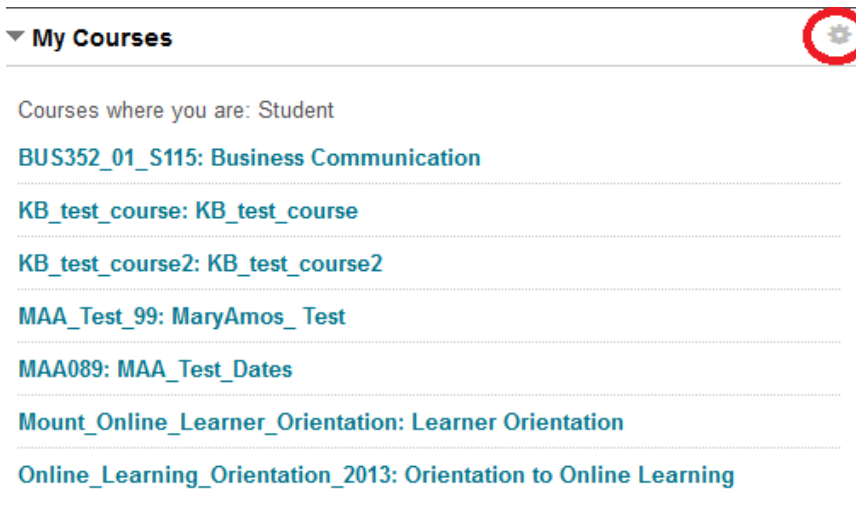


# How to Manage Your Blackboard Course List

1. Click on the “Manage My Courses Module Settings” icon that appears when you hover over the corner of the *My Courses* menu item with your mouse.



2. On the *Personalize: My Courses* page click on the checkbox to the left of “Group by Term” under the *TERMS* menu item then click the *Submit* button.

## TERMS

*You may optionally group your courses within their respective terms. Once this is done, you can collapse terms in the module page. A collapsed term will show up but in a collapsed state.*

Group by Term

3. Your courses will now appear grouped by term and they can be expanded or collapsed by clicking on the term ID (e.g. S115, S214 etc.)

