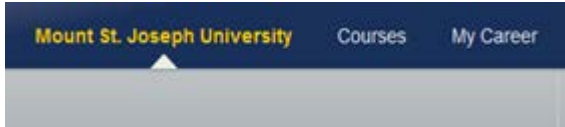


Customizing Course Lists in Blackboard

1. Select the *Mount St. Joseph University* link at the upper right side of the screen



2. Click on the *Manage Course List Module Settings* icon that appears when you hover over the corner of the *Course List* item.



2. On the “Personalize: Course List” page click on the *Group by Term* checkbox then click *Submit*

TERMS

You may optionally group your courses within their respective terms. Once thi up 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 based by clicking on each individual semester link

Course List



▶ [S115](#)

▶ S214

▶ S414

▼ No Term Assigned

Courses where you are: Student

[Online_Learning_Orientation_2013: Orientation to Online Learning](#)

Instructor: Chris Boland; Karen Buchanan; Kim Hunter; Kim Hunter;