



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.

▼ My Courses

Courses where you are: Instructor

ENGL 099 - 2424 - ALP: PREP FOR COLL READ/WRTNG

ENGL 110 - 1168 - COMPOSITION I (unavailable - was last available Saturday, September 2, 2017)

ENGL 110 - 1247 - COMPOSITION I

ENGL 110 - 1248 - COMPOSITION I

ENGL 110 - 16 Week Template Site

ENGL 110 - 1985 - COMPOSITION I (unavailable - will be available Tuesday, January 16, 2018)

ENGL 110 - 8 Week - Template Site

▼ My Courses

▼ 2181 Summer 2017

Courses where you are: Instructor

ENGL 110 - 1168 - COMPOSITION I (unavailable - was last available Saturday, September 2, 2017)

ENGL 111 - 1015 - COMPOSITION II (unavailable - was last available Friday, September 8, 2017)

▼ 2183 Fall 2017

Courses where you are: Instructor

ENGL 099 - 2424 - ALP: PREP FOR COLL READ/WRTNG

ENGL 110 - 1247 - COMPOSITION I

ENGL 110 - 1248 - COMPOSITION I

ENGL 111 - 1290 - COMPOSITION II

ENGL 111 - 1295 - COMPOSITION II

▼ 2186 Spring 2018

Courses where you are: Instructor

ENGL 110 - 1985 - COMPOSITION I (unavailable - will be available Tuesday, January 16, 2018)

▼ No Term Assigned

Courses where you are: Instructor

ENGL 110 - 16 Week Template Site

ENGL 110 - 8 Week - Template Site

ENGL 110 - ONLINE

ENGL 110 Tues & Thurs 9:30-10:45AM

ENGL 111 - 16 Week - Template Site

Group your My Courses list by term

1. Hover your mouse pointer over the My Courses module to display the gear icon in the upper-right-hand corner.
2. 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
<input type="checkbox"/>	2181 Summer 2017	Continuous	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2183 Fall 2017	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2186 Spring 2018	Continuous	<input type="checkbox"/>	<input type="checkbox"/>

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

1. Hover your mouse pointer over the My Courses module, and click on the **gear icon** in the upper-right-hand corner.
2. Scroll down to the **Edit Course List** section. *You should see a list of all of your Blackboard courses.*
3. 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.