

Blackboard Learn 9.1

List Courses or Organizations by Term

If you teach a course repeatedly over several semesters or years, having these courses listed in Blackboard can lead to confusion. With our migration to Blackboard Managed Hosting, we have turned on Terms giving you a way to organize course sites in a logical way...Group by Terms. The same process works for organizations. If the organization sites you see in Blackboard are associated with "Terms" (really just categories that might or might not reflect academic terms), then you can group them in your My Organizations module.

From the My Courses Module, hover your mouse over the My Courses title bar until the My Courses Module Settings icon (it looks like a gear) appear.



Click on the settings icon and the Personalize: My Courses page appears. In the first section you have the option to Group by Term:

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.

☒ Group by Term

Click on the checkbox for Group by Term and a list of terms appears:

1. Terms

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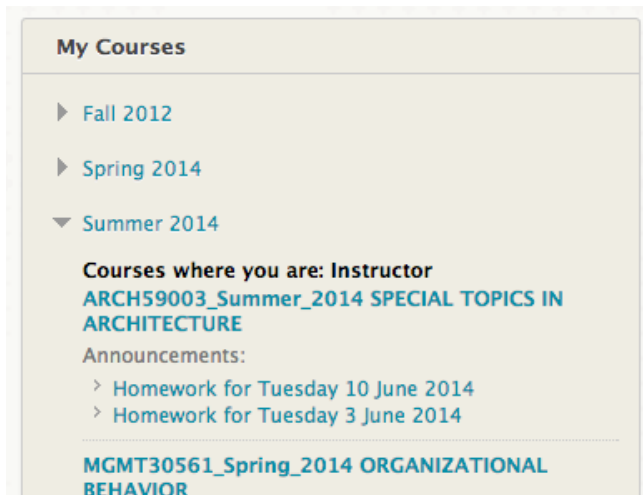
☒ Group by Term

↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
	<input checked="" type="checkbox"/>	Fall 2012	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Spring 2014	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Summer 2014	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

From the list of terms you can select which terms to display and whether the term should be expanded in My Courses.

In the second section you can select individual courses to display so for instance if you don't use Blackboard for your senior seminar you can deselect the course so it does not appear on your list.

Once you have made your selections, click the submit button at the top or bottom of the page. You will now see your courses grouped by term in the My Courses module:



Note: Terms are groupings, while they can and, in most cases, do refer to academic terms, they can be used to designate other types of Blackboard sites. For example, we use Blackboard for Coop activities, and academic departments might request sites to share resources for specific courses. In these instances we may create different term designators to permit sorting independent of the academic terms.

This document is based on documentation prepared at Assumption College and used with permission. It has been slightly modified to better suit the needs of Wentworth Institute of Technology.