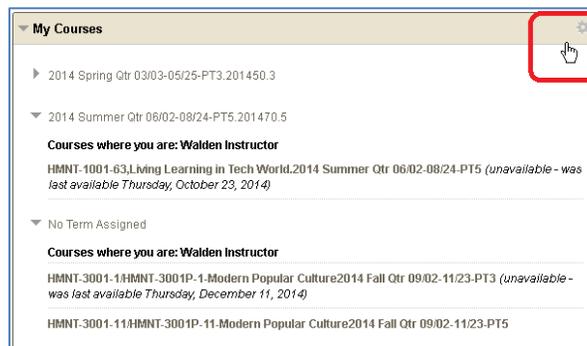# Blackboard Help Topic

Improved "My Courses" Course Sorting

Walden 2015

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This Blackboard help topic describes Course Sorting features, including Group by Term, and Course List editing.

Summary:

- To access the new "My Courses" course-sorting features, on the "My Homepage" tab, roll your mouse pointer over the header area of "My Courses", and click the gear-shaped icon that appears.
- The Group by Term checkbox in Section 1 will group your newest courses together by term (date).
- Additionally, checkboxes in Section 2 of the same page will let you choose whether to show or hide old courses in "My Courses" and/or extra information about those courses.
- Click "Submit" save your personalized changes.

Group By Term

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1. Click the "My Homepage" tab in Blackboard, and look for the "My Courses" module.

2. Move your mouse pointer over the heading of the module. A gear-shaped "Manage My Courses Module Settings" button will appear; click the gear-shaped button.

3. In Section 1, "Terms", check the "Group by Term" box to turn the Group by Term feature on.

4. Optionally, you can choose to uncheck the boxes in the "Show Term" column for older terms to hide older courses from your view, making current courses easier to see.

5. Click "Submit" to save changes.

Edit Course List

By default, all courses in "My Courses" are displayed, in alphabetical order.
You can change the display order and choose which courses to display.

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1. Click the "My Homepage" tab in Blackboard, and look for the "My Courses" module.

2. Move your mouse pointer over the heading of the module. A gear-shaped "Manage My Courses Module Settings" button will appear; click the gear-shaped button.

3. In Section 2, "Edit Course List", you can uncheck all the boxes to the right of one or more courses to hide them from your view. This will allow you to hide older courses, so that your current courses are easier to see.

4. You can mouse-over the "white space" to the left of courses to reveal a double-arrow button or "handle"; click and drag this handle to drag-and-drop courses into a new sort order of your choice. This can be a useful way to move your most commonly-accessed courses to the top of the list, for example.

5. Click the "Submit" button to save your changes.

FAQs, Tips, Reminders, Known Issues

Article #:

-- **Q:** Why are some of my courses listed under "No Term Assigned" when Group By Term is turned on?

A: Most courses developed within the last year are sorted into terms, but some of our very earliest Blackboard courses were not assigned to any specific term. Users who have these older courses in their course lists will find these courses listed under "No Term Assigned".

TIP: Unlike the course lists found under specific terms, the course list menu for this section cannot be completely hidden using the "Group by Term" feature, but you can "collapse" the menu to hide just the list of courses, leaving only the "No Term Assigned" menu heading visible.

-- **Q:** I'm using Microsoft **Internet Explorer 11**, and the gear-shaped icon does not appear when I mouse-over the "My Courses" module!

A: It seems some versions of Internet Explorer (including Internet Explorer 11) do not properly display the gear-shaped (or "star"-shaped) "Manage My Courses Module Settings" icon, as well as having some other minor difficulties with the Blackboard interface. Trying a different browser seems to be the best work-around in these cases, and for most purposes in our Blackboard environment we generally recommend using the Google **Chrome** or Mozilla **Firefox** browser instead of Internet Explorer.