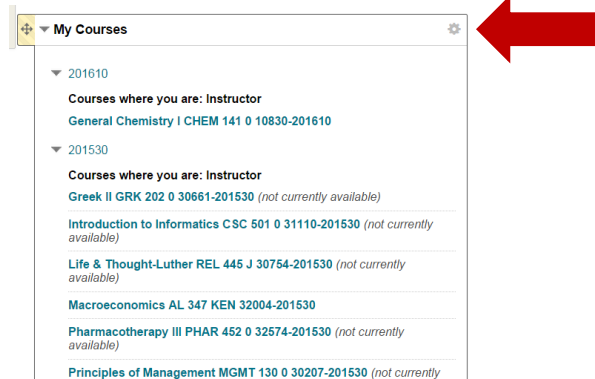
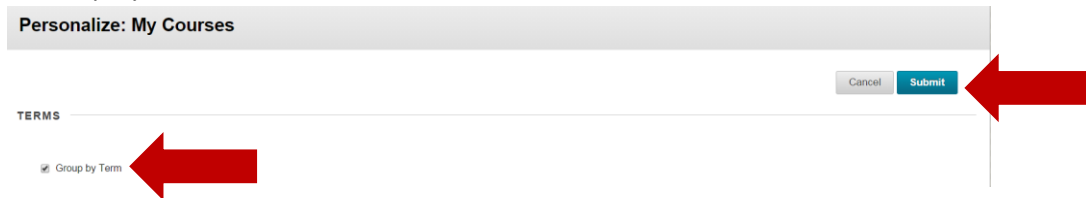


## Group Your Courses by Term

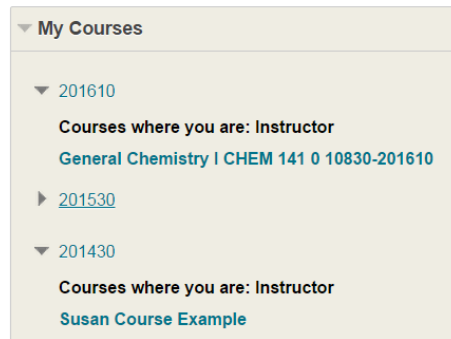
1. When you log into Blackboard Learn, you will first be on the My Institution page. You'll see a list of your courses. Hover mouse over My Courses title. Click on the gear that appears on the right side.



2. Click Group by Term. Click Submit.

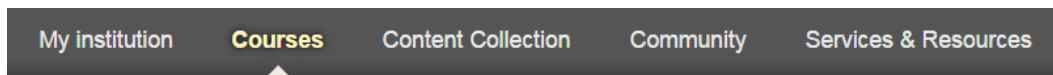


3. Your courses will be grouped by term. You can click on any term code to collapse or show the courses listed for that term.



### Notes:

- Your courses are also listed under the Courses link. The above procedure can be used for that list of courses as well.



- The term code matches the year the academic year ends. For example, the 201610 term is for Fall 2015 courses (since the academic year ends in May, 2016).
- The last two numbers of the term code generally follow this pattern: 10 = Fall, 20 = Winterim, 30 = Spring, 40 = Summer