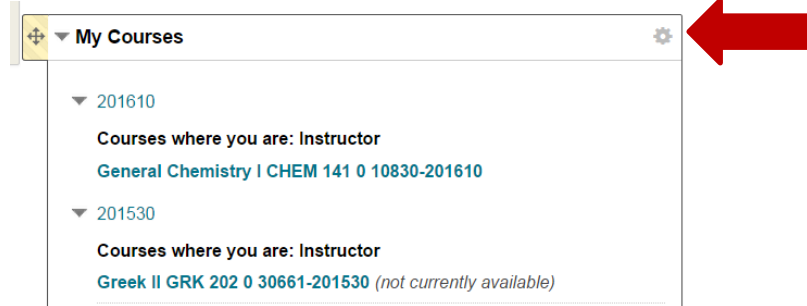
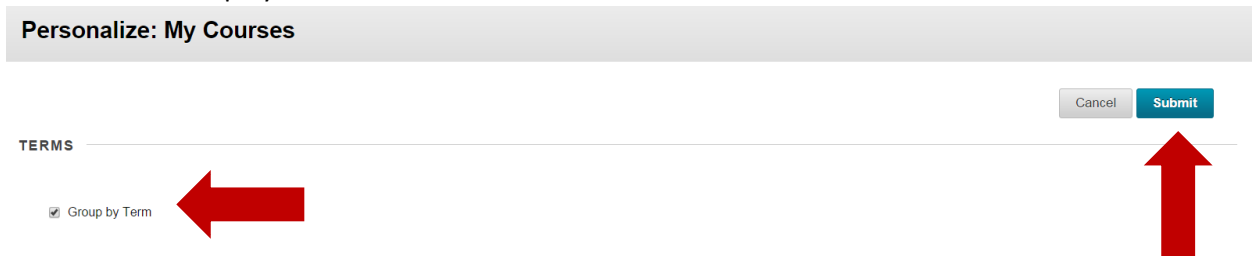


### 3. Group Your Courses by Term

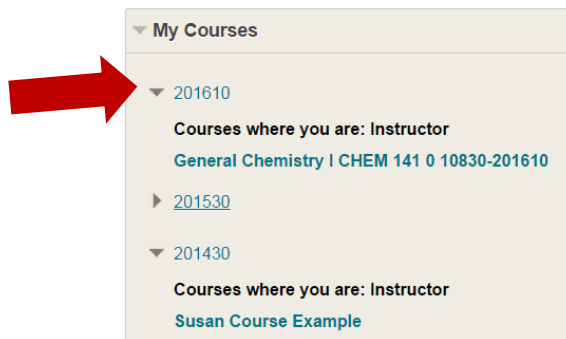
- a. When you log into Blackboard Learn, you will first land on the My Institution page. You'll see a list of your courses. Hover mouse over My Courses title. Click on the gear that appears on the right side.



- b. Click Group by Term. Click Submit.

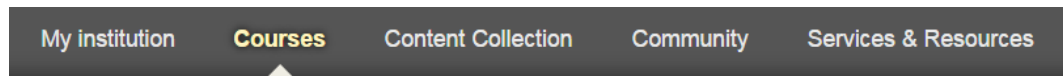


- c. Your courses will be grouped by term. You can click on any term code to collapse or show the courses listed for that term.



#### Notes:

- Your courses are also listed under the Courses tab. 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