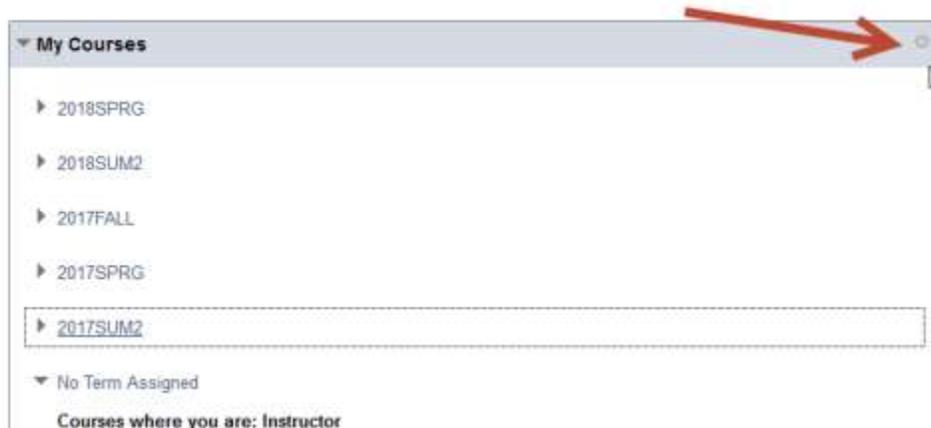# Personalize your Course View

All Blackboard users can personalize which courses appear on their course list.

From the Blackboard landing page, rollover the column heading "My Courses" and click on the "gear" icon on the right.

On the Personalize: My Courses page you can check the box to group your courses by term.

You can turn individual terms off by clearing all the checkboxes for that term. (Click once in the box to clear the check mark.) You can always come back later and turn a term back on if you need to find an old course.
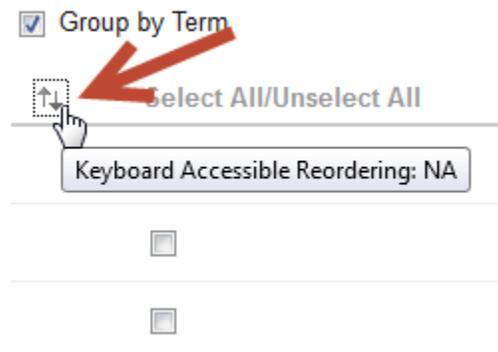
↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
	☐	2018SPRG	Continuous	☑	☐
	☐	2018SUM2	Continuous	☑	☐
	☐	2017FALL	Continuous	☑	☐
	☐	2017SPRG	Continuous	☑	☐
	☐	2017SUM2	Continuous	☐	☐
	☐	2016WINT	Continuous	☐	☐
	☐	2016FALL	Continuous	☐	☐
	☐	2016SUM1	Continuous	☐	☐
	☐	2016SUM2	Continuous	☐	☐

You can also scroll down and turn off individual courses within a term by clearing the checkboxes. For example if you have combined some sections of a course, you can turn off the individual "Child" courses.

Courses you are teaching:

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors
	☐	2016_SPRG_25959_CSST_2372: 001_Assurance & Guidelines	☑	☑	☐
	☐	2015_FALL_18326_FIN_3340: 001_Corporation Finance	☑	☑	☐
	☐	2015_FALL_18360_ED_3312: 001_Fine Arts in the Clsrm	☑	☑	☐
	☐	2016_SUM1_30701_ENG_2341: 001_Forms of Literature	☑	☑	☐
	☐	2017_FALL_11317_CSAT_3320: 001_Gaming & Screenwriting	☑	☑	☐
	☐	2017_FALL_11085_ANTH_4311: 001_Human Evolution	☐	☐	☐
	☐	2015_FALL_18680_GEOL_5402: 001_Interdisciplinary GIS	☑	☑	☐
	☐	2017_FALL_11765_WS_2301: 001_Intro to Women's Studies	☑	☑	☐
	☐	2016_SUM1_30738_PSY_1302: 001_Introduction To Psychology	☑	☑	☐

You can also reorder how the terms are listed by using the double arrow icon under the "Group by Term" option.

Select the term from the drop down menu and use the little arrows to reposition the terms on the list. Click "Submit" to save your changes.