**How to sort your My Courses by Term in Blackboard**

1. Go to **Blackboard** and locate the **Home tab**.
2. On the **Home Tab** hover over the **My Courses** module.
3. Click on the **Gear Icon** in the top right corner of the module.
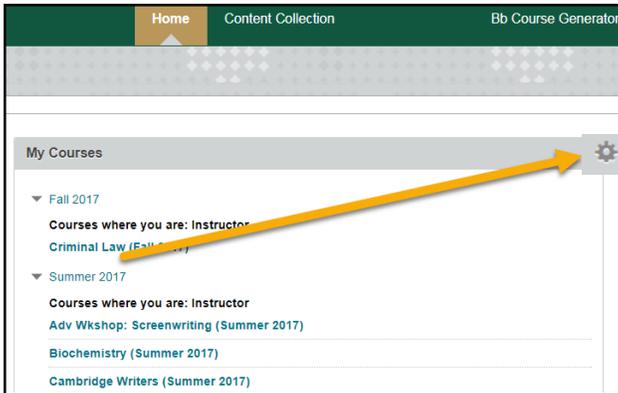
4. Select to **Group by Term** and select the courses that you would like to show in your listing.
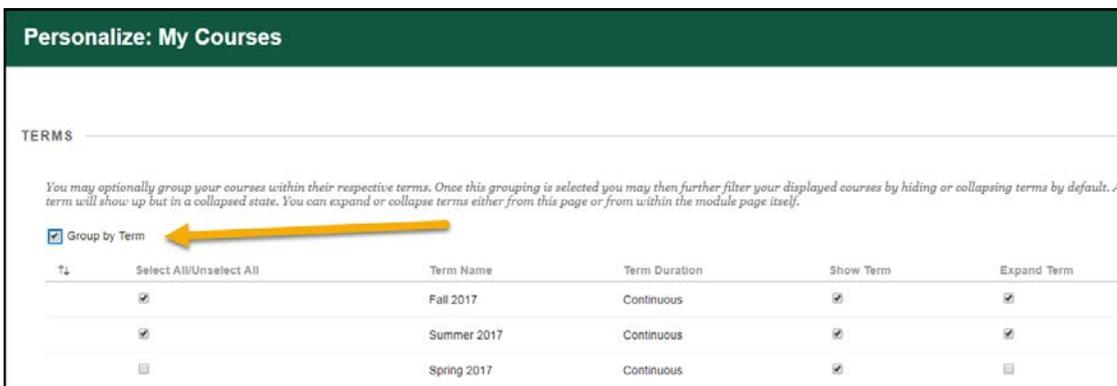
5. You can also choose to **Edit Course List** by selecting the options for the courses to show in your listing with specific preferences.

Note: Students and Instructors are not removed from courses after the semester is over and will continue to show in the My Course listing. If the instructor makes the course unavailable to students, it will not show in the student listing but will remain available in the instructors view.