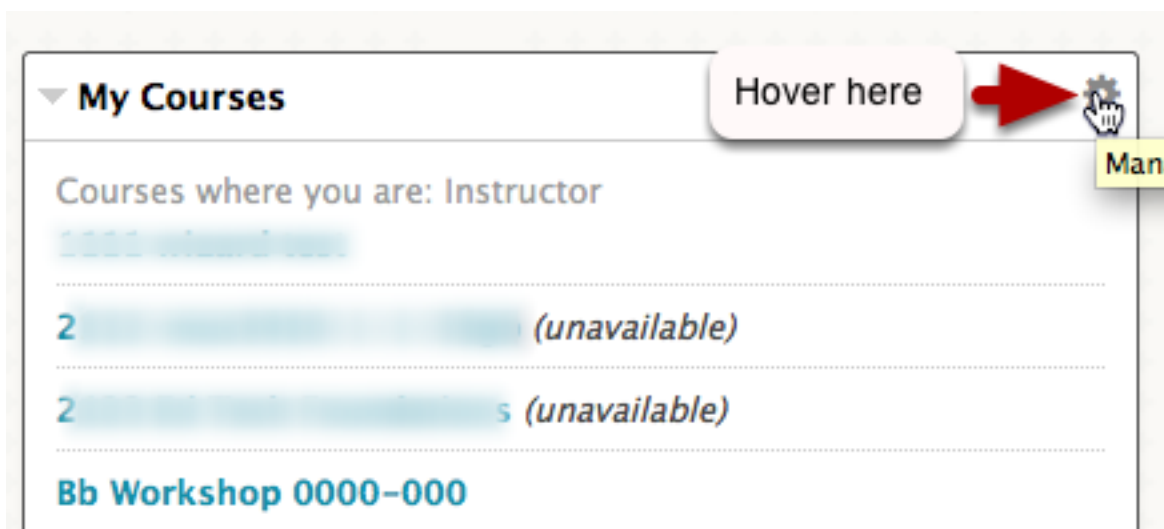


Manage the My Courses Module

How to organize, hide, and display courses on the *My Courses* module

Find the Manage My Courses Module Settings



Hover over the upper right corner of the *My Courses* module to display the small round icon (*Manage My Courses Module Settings*).

Click the icon to enter the *Personalize: My Courses* page

1. Terms

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You may optionally group your courses within their respective terms. Once this grouping is selected you may then further filter your displayed courses by hiding or collapsing terms by default. A hidden term will not show up in the module page. A collapsed term will show up but in a collapsed state. You can expand or collapse terms either from this page or from within the module page itself.

Group by Term

↕	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
	<input checked="" type="checkbox"/>	Spring 2013	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑	<input checked="" type="checkbox"/>	Fall 2012	From August 17, 2012 to December 21, 2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click *Group by Terms* to have the module list courses by term.

Hover over the left column to see the double-arrow to move term lists up or down

2. Edit Course List

Courses you are teaching:

	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks	Calendar Events	
1	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	2	(Unavailable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	2	(Unavailable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Hover over the left column to see the double-arrow to move the list terms up or down.
2. Click the *Select All/Unselect All* on the right side of the course name to check all boxes or remove all checks from boxes.

Click a **Submit** button to save your changes.

My Courses with Terms

The screenshot shows a 'My Courses' module with three sections: 'Spring 2013', 'Fall 2012', and 'No Term Assigned'. Each section is titled 'Courses where you are: Instructor' and contains a list of course names. A red arrow points to the 'No Term Assigned' section, and a callout box says 'Click a triangle to collapse or open a list'.

On the *My Courses Module*, courses assigned to terms will display below the Term ID. Courses with no term assignment will display below the assigned terms area listed as *Courses where you are: Instructor*.

Each section can be collapsed by clicking the triangle next to the name.