

Grouping Courses by Term

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1. Navigate to blackboard.towson.edu
2. Log in with your Towson **NetID and Password**
3. In the top right hand corner of the **My Courses** module, select the **Gear** icon
4. Under the header **Terms**, select the checkbox next to **Group by Term**
5. Click **Submit**

Please note: After December 21, students will also be able to see any course they are enrolled in that you as a professor has made unavailable. Typically, Blackboard administrators keep 2 years' worth of courses on the system. This means that any previous course they've taken, or any future course they've already enrolled in on PeopleSoft will now be listed on their Blackboard site. The easiest way to prevent students from gaining access to your course after it has ended is to ensure that the course has been made unavailable. If the course is unavailable, students will only be able to see it listed; they will not be able to access the course.

Course ID and Course Names

Starting with Mini 2018 courses, Blackboard course IDs and Names have changed slightly. The new course ID, now a string of numbers, allows for closer integration with PeopleSoft. This closer integration provides a shorter amount of time between course creation and course enrollments in PeopleSoft and Blackboard.

Course ID: 002348-01-1181-1-0011-01083

Course Name: Writing for a Liberal Education (ENGL102001) – 1181

Now, all the information you need to find your course is located within the () in the course name. At the end of the course name, you'll see a 4 digit code which represents the semester.

EX. 1181 is Minimester 2018

1 = always there

18 = year (so 2019 will be 19)

1 = semester

1 = Mini

2 = Spring

3 = Summer

4 = Fall