Grouping Courses by Term

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.