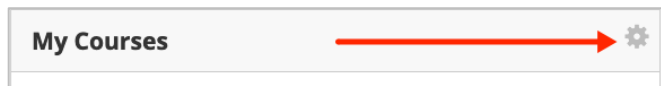


ENABLE TERMS IN ULEARN

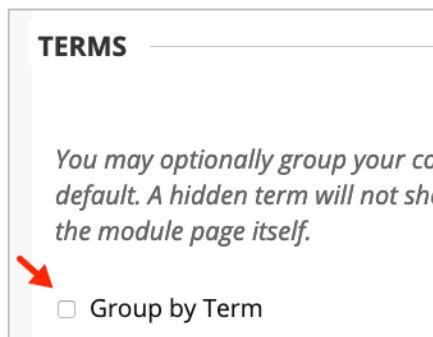
In ulearn instructors can enable ‘terms’ so that past courses are grouped by the semester they were taught (Fall 2020, Spring 2021, etc.,). This will make it easier to view past course content as well as perform a [course copy](#) into a current course.

Instructions

1. Hover the mouse over the My Courses module until a wheel icon appears. Click the **Manage My Courses Module Settings** icon.



2. Click on the **Group by Term** box.



3. To show a term or a semester, click on **Show Term**. You can also opt to have the term automatically expand and show the courses taught within that term (examples shown below).

↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2021 Semester	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2021 Semester	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2020 Semester	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Summer 2020 Term	Continuous	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Spring 2020 Term	Continuous	<input type="checkbox"/>	<input type="checkbox"/>

ENABLE TERMS IN ULEARN

- In the Edit the Course List section, you can hide courses within a term (a semester, in this case, is considered a term) if you do not wish to see them by unchecking the boxes for **Course Name** and **Course ID**.


EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not be displayed.

Courses you are teaching:


↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
	<input type="checkbox"/>	Spring2020_SOC1001_PEM_32680_CG_ALLY: SOC1001: Sociology I PEM 32680_ALLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Fall2021_ENG1020_HG_12016_DP: ENG1020: Rhetoric & Composition I HG 12016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Fall2021_ENG1020_HX_12487_DP: ENG1020: Rhetoric & Composition I HX 12487	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- On the same screen, hovering the mouse over the up/down arrows on the left side of a course name allows you to reorganize your course list by dragging courses to a desired location on the list.

↑↓	Select All/Unselect All	Course
	<input type="checkbox"/>	Spring2020_SOC1001_PEM_32680_CG_ALLY: SOC1001: Sociology I PEM 32680_ALLY
↑↓	<input type="checkbox"/>	Fall2021_ENG1020_HG_12016_DP: ENG1020: Rhetoric & Composition I HG 12016
	<input type="checkbox"/>	Fall2021_ENG1020_HX_12487_DP: ENG1020: Rhetoric & Composition I HX 12487

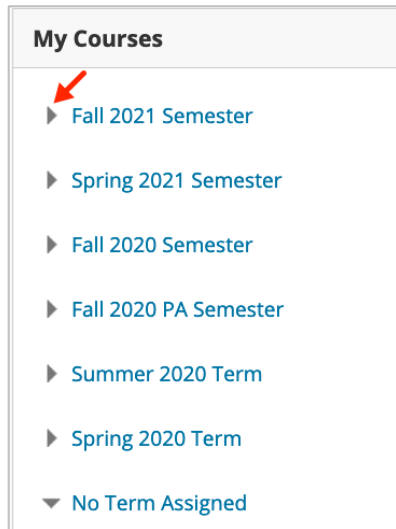
- When done making changes, scroll down and click **Submit**.

Cancel

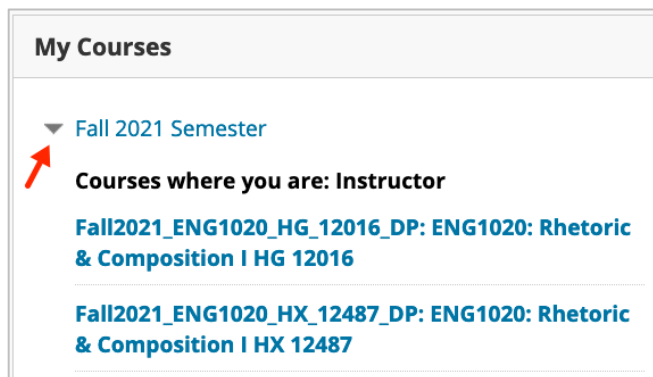
Submit 

ENABLE TERMS IN ULEARN

7. On the my ulearn page, you will see your courses grouped by term. If you have chosen to expand the term in the settings, the courses within that semester will automatically show. If not, then click the arrow to expand the courses within that term (in this case, a term is a semester).



Option shows an expanded term to show the courses within it:



If you want to hide a term or a semester, go back to the my courses module settings (step 1 in this guide) and uncheck the box next to the semester. When done, click **Submit** to save your changes.

ENABLE TERMS IN ULEARN

Group by Term

↕	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
	<input checked="" type="checkbox"/>	Fall 2021 Semester	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Spring 2021 Semester	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Fall 2020 Semester	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Summer 2020 Term	Continuous	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Spring 2020 Term	Continuous	<input type="checkbox"/>	<input type="checkbox"/>

Note:

Removing or hiding courses by deselecting them from My Courses does not permanently remove them from the system. This action only removes courses from the view in the My Courses module. Return to the My Courses module anytime to make courses visible if they have been previously hidden.