LEARNING@GRIFFITH ‘MY COURSES’

How to tailor My Courses

Following November 2018 Learning@Griffith upgrades, your ‘My Courses’ module will display differently. You can tailor your course settings to group in terms (i.e. Trimesters) and/or to display course IDs. As shown below.

![Before vs After comparison](https://via.placeholder.com/150)

**How to group by Terms / Trimesters**

1. Click on the setting icon in the top right hand corner of the My Courses module.

2. Click on ‘Group by Term’ checkbox. This will expand the ‘TERMS’ section.
3. Click the checkboxes under ‘Show Terms’ that you wish to display in the My Courses module on the landing page.

How to sort your Terms / Trimesters

1. Click on the setting icon in the top right hand corner of the My Courses module.

2. There are two ways to sort trimesters; the first is the drag and drop method by clicking on the left-hand side of the row.
3. The second way to sort is to click on the arrow icon at the top of the far left column. By doing this a window will appear.

4. In the window, simply highlight the trimester you wish to move by clicking on it.

5. Once the trimester is highlighted, use the arrows below the list to move them up or down to the position you want.
6. Then click ‘**submit**’. Once you’ve submitted your preferences, a pop-up box will appear at the top of the page confirming you have re-ordered your trimesters.

**How to display Course IDs**

7. Click on the setting icon in the top right hand corner of the My Courses module.

8. In the ‘EDIT COURSE LIST’ section, Click on the checkboxes under ‘Course ID’ that you wish to display in the My Courses module on the landing page.

9. Click on ‘Submit’ button.