Pinning a course

How do I pin a course?

You can pin courses from two locations:

- the course selector
- the My Courses widget

Pinning a course from either location pins it for both locations. So if you pin a course, say ENGL 110.50A, in the course selector, you'll find the course is also pinned in the My Courses widget.

These instructions assume you have already logged in to D2L.

Pinning a Course in the Course Selector

1. Locate the course selector ( ) in the minibar.
2. Click the course selector ( ).
3. Within the course list in the course selector menu that opens, locate the course you wish to pin. If the course you want to pin isn't listed, please see below.
4. Locate, to the right of the name of the course you wish to pin, that course's empty pushpin ( ).
5. Click that empty pushpin ( ). The pushpin will fill in grey ( ) indicating you have pinned the course.

If Your Course Isn't Listed in the Course Selector Menu

1. If you have closed the course selector menu, reopen it by clicking the course selector ( ) again.
2. Within the course selector menu, search for the course you want to pin by:
   - typing the name of the course in the "Search for a course" box and clicking the search button ( ).
   - clicking the "Advanced Search" link and using the advanced search tools on the Search My Courses page.
   - clicking the "Search all courses" link and using the advanced search tools on the Search My Courses page.
3. Click the name of the course to go to the course's homepage.
4. Click the Course Selector ( ) in the minibar.
5. Within the course list in the course selector menu that opens, locate the course you wish to pin.
6. Locate, to the right of the name of the course you wish to pin, that course's empty pushpin ( ).
7. Click that empty pushpin ( ). The pushpin will fill in grey ( ) indicating you have pinned the course.

Pinning a Course in the My Courses Widget

1. Go to the My Home page.
2. Within the My Courses widget, click the "View All Courses" link.
3. On the All Courses page:
   a. Locate the course you wish to pin.
   b. Hover your mouse cursor over the picture of the course you wish to pin.
   c. Click the three dots (...) that appear in the upper right corner of the picture.
   d. In the menu that opens, click "Pin".
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