

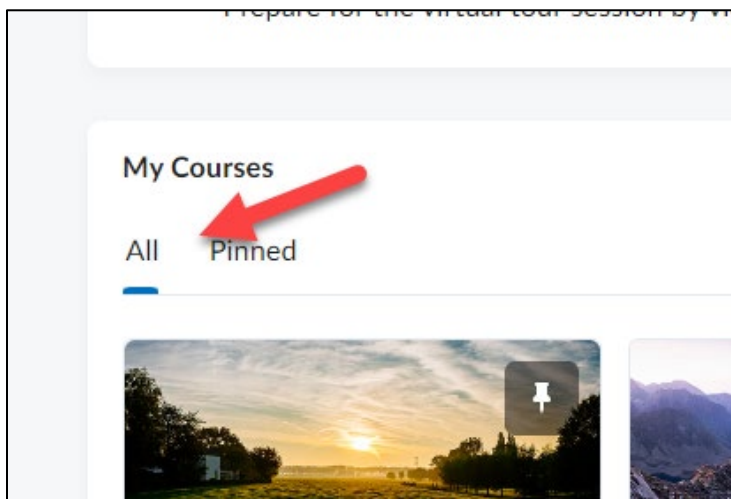


Pin and Unpin Courses

Pinning and unpinning a course is a way to manage which courses you see in the “Pinned” tab within your MyCourses area in D2L.

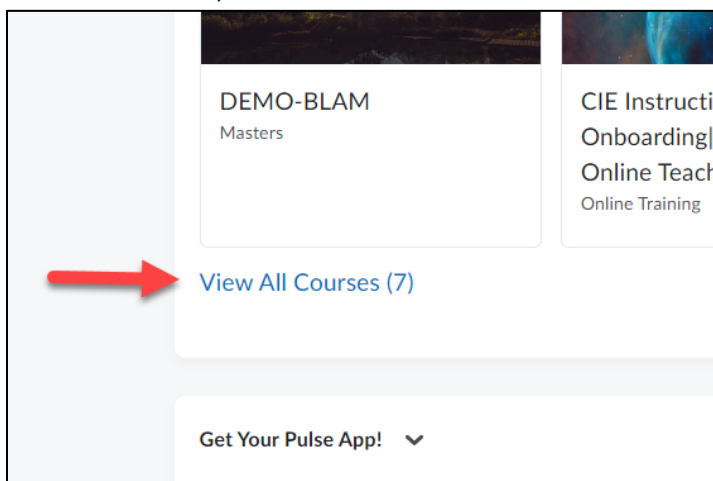
About My Courses

1. Once logged into D2L (<https://online.brazosport.edu>) if you have more than four courses, the MyCourses area will be split into two tabs. The All tab shows past, current, and future courses, while the Pinned tab only shows those you selected to have pinned, such as current semester courses.

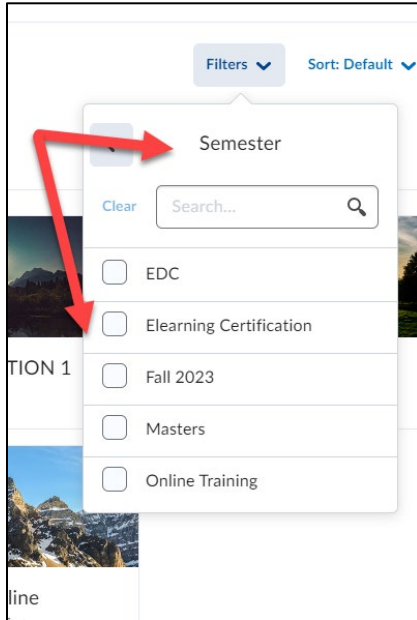


To Pin a Course

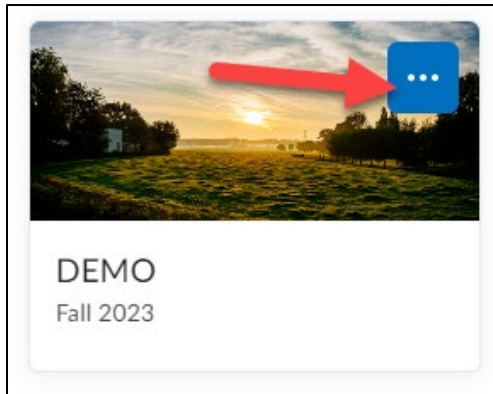
1. In the All tab, scroll down and **click** the View All Courses link.



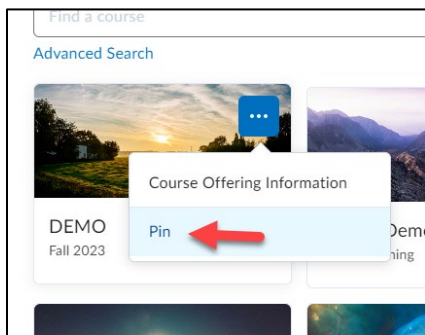
2. Click the Filter menu on the right of the screen and **select** the semester in which the course is to be taught.



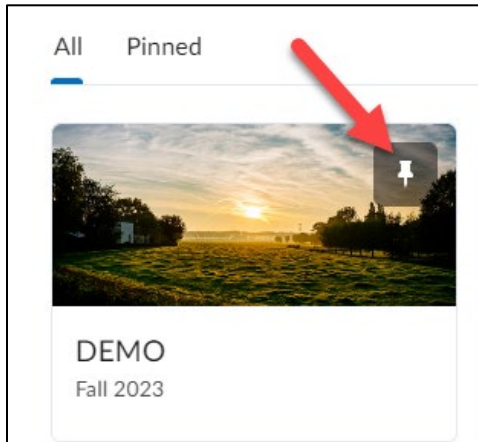
3. All courses you are assigned to teach for that semester should now be viewable. To “pin” a course, **hover** your mouse over the upper right corner of the course image till you see a blue square with 3 dots.



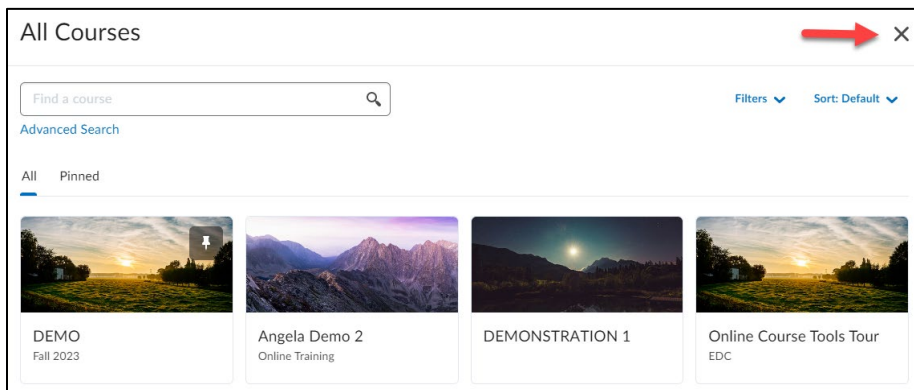
4. Click the dots and select to “Pin”.



5. The course image should now have a pin icon in the upper right corner indicating it is now pinned. Do this for each course in the semester.



6. Click on the X in the upper right corner to close the filter page and return to the My Courses area.



To Unpin a Course

1. Click on the Pinned tab to view currently pinned courses. To Unpin a course, you no longer need to view within the pinned area (such as past semester classes) just **click** on the pin icon in the upper right corner of the course image. The unpinned course should now be moved to the All tab.

