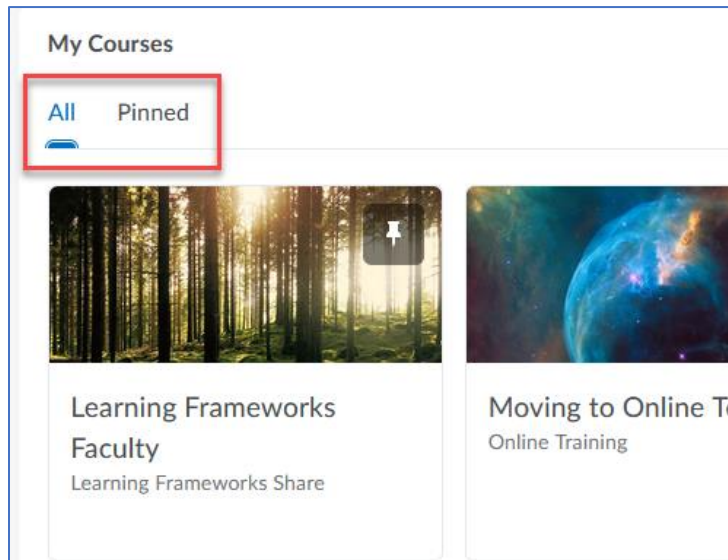


Pin and Unpin Courses

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

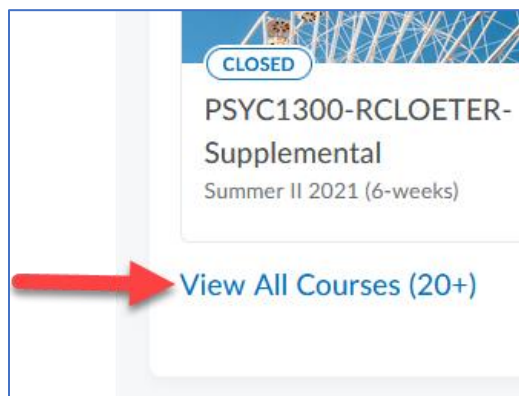
About My Courses

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.

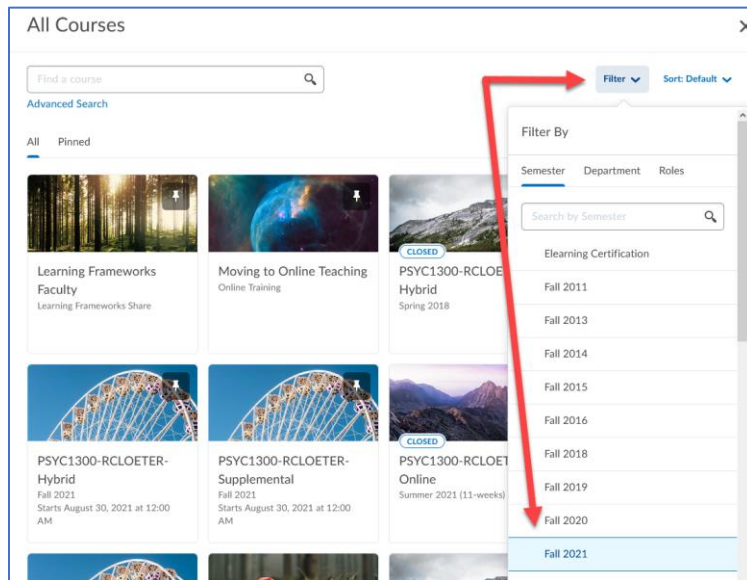


To Pin a Course

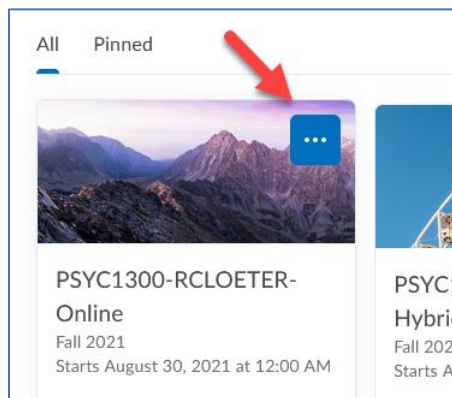
In the **All** tab, scroll down and **click on the View All Courses** link.



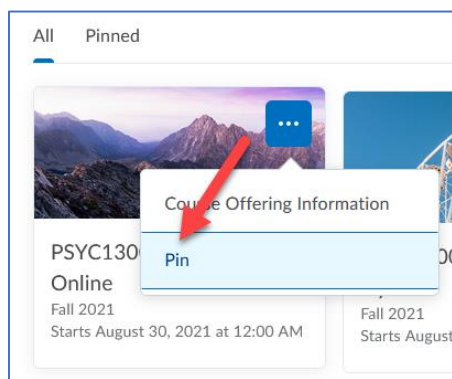
Click the **Filter** menu on the right of the screen and **select the semester** in which the course is to be taught.



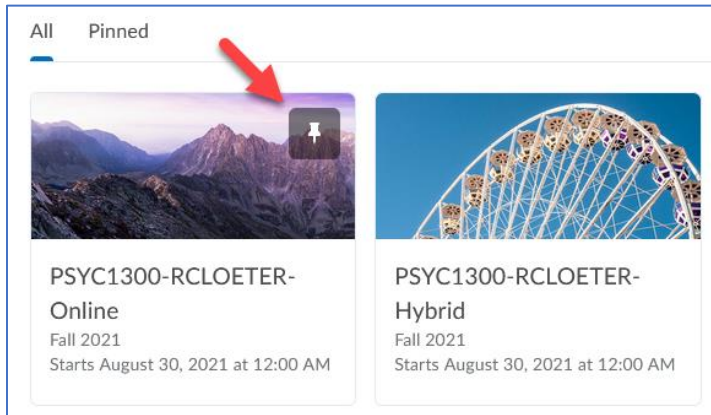
All courses you are assigned to teach for that semester should now be viewable. To “pin” a course hover mouse over the **upper right corner** of the course image till you see a blue square with 3 dots.



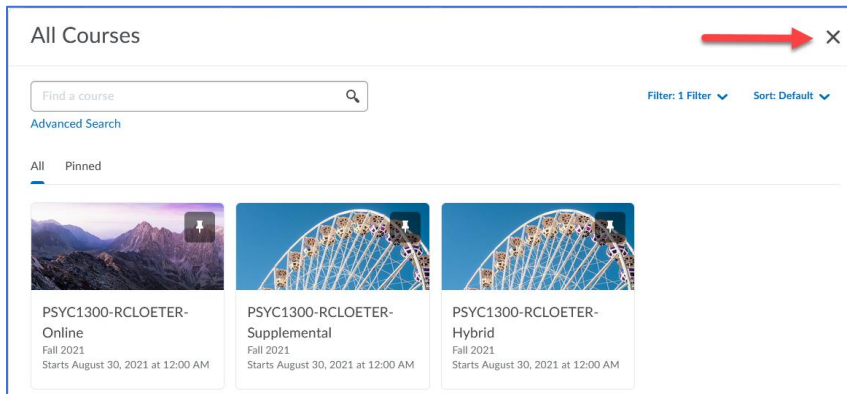
Click the **dots** and select to “Pin”.



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.



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

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.

