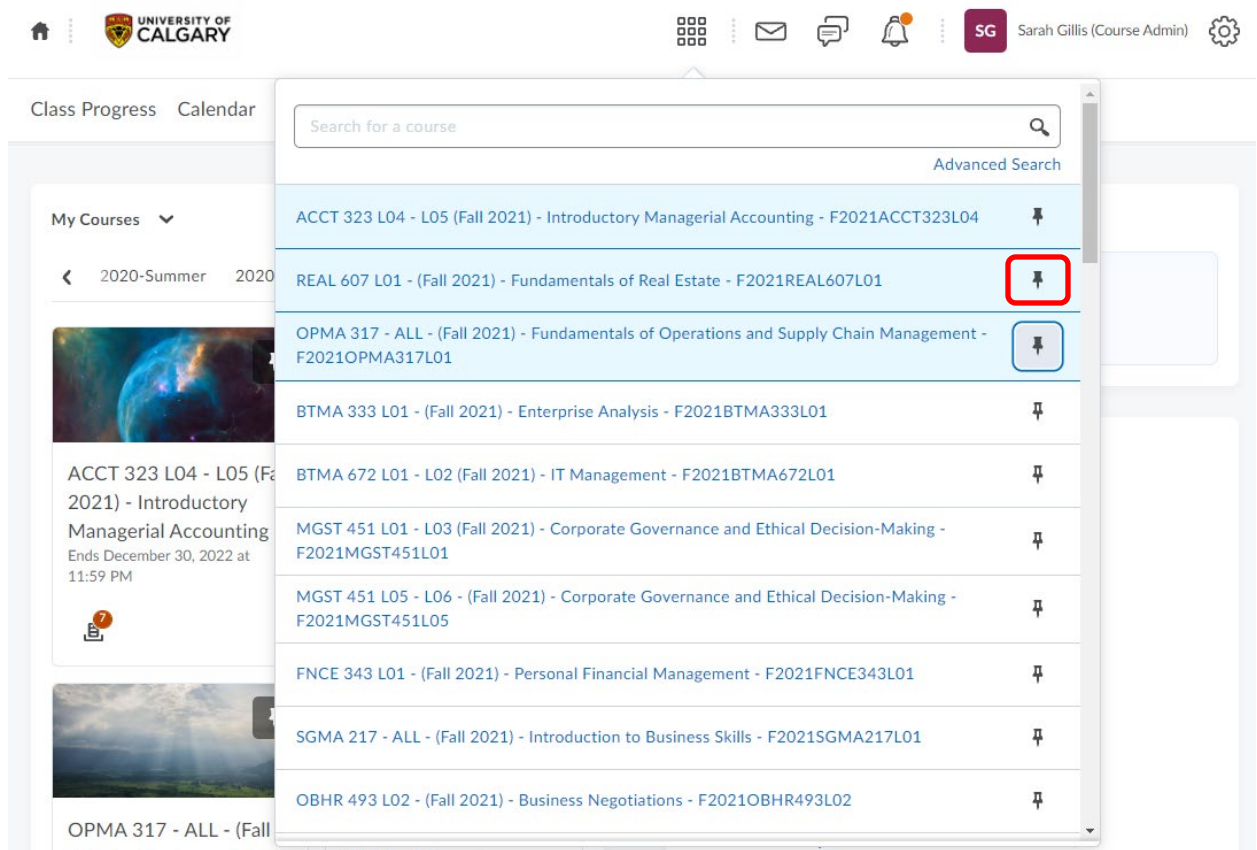


## How to pin a course in D2L

1. Search for and locate the course you wish to pin. Look for the pushpin button to the right of the course name.
2. Click the pushpin button. The pushpin button will turn grey, indicating the course has been pinned.



The screenshot shows the D2L interface with a search bar at the top. Below the search bar, a list of courses is displayed. The course 'REAL 607 L01 - (Fall 2021) - Fundamentals of Real Estate - F2021REAL607L01' is highlighted, and its pushpin button is yellow, indicating it is not yet pinned. A red box is drawn around this button. Other courses listed include 'ACCT 323 L04 - L05 (Fall 2021) - Introductory Managerial Accounting - F2021ACCT323L04', 'OPMA 317 - ALL - (Fall 2021) - Fundamentals of Operations and Supply Chain Management - F2021OPMA317L01', 'BTMA 333 L01 - (Fall 2021) - Enterprise Analysis - F2021BTMA333L01', 'BTMA 672 L01 - L02 (Fall 2021) - IT Management - F2021BTMA672L01', 'MGST 451 L01 - L03 (Fall 2021) - Corporate Governance and Ethical Decision-Making - F2021MGST451L01', 'MGST 451 L05 - L06 - (Fall 2021) - Corporate Governance and Ethical Decision-Making - F2021MGST451L05', 'FNCE 343 L01 - (Fall 2021) - Personal Financial Management - F2021FNCE343L01', 'SGMA 217 - ALL - (Fall 2021) - Introduction to Business Skills - F2021SGMA217L01', and 'OBHR 493 L02 - (Fall 2021) - Business Negotiations - F2021OBHR493L02'.

**Q: Why “pin” a course?**

**A:** When your course is pinned it will always appear at the top of your list. No need to search for your course each time you log in.

**Q: Can you “unpin” a course?**

**A:** Yes, just click on the yellow pin again to turn it grey, indicating it has been unpinned.