How To Locate And Pin Courses

1. From within D2L, click on the “Select a Course” icon (button with 9 small squares) that’s located within the top navigation bar.
2. Within the “Search For A Course” box type in the name of the course you’d like to locate and pin (Example: ED 5300)
3. When the course appears on the list, to the far right of the course name, select the “pin” icon to pin the course and have it appear within your “My Courses” widget.
NOTE: What to do if your course doesn’t appear on the list?

Instructors: Contact your department Admin Assistant or Secretary who’s in charge of getting the course set up within Colleague to ensure your name is properly attached as instructor.

Students: If you’re a student and you don’t see the course on your list, it’s best to contact your instructor directly to see if they plan on using D2L for the course. For any course that you are enrolled in, the instructor is required to open the course up for student access before any student can see/access the course.