

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.

The screenshot illustrates the D2L interface with three numbered red arrows indicating the steps:

- Arrow 1:** Points to the "Select a Course" icon (a 3x3 grid of squares) in the top navigation bar.
- Arrow 2:** Points to the search input field containing the text "Co|Curricular".
- Arrow 3:** Points to the pin icon (a pushpin) on the right side of the first search result, "UNB Co-Curricular Program - UNB CoCurriculum".

The interface includes the UNB logo, user name "Kevin Cormier", and a "My Courses" widget showing "You don't have any pinned courses. to find." Below the search results, there are links for "Free Courses Registratic...", "UNB Co-Curricular Program", "IT Security Awareness", and "360 Stay Safe". A welcome message and instructor guides are also visible on the right side.

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.