D2L Tutorials



Using the Select a Course... Drop-down Menu, and the My Courses Widget – D2L Tutorial

This tutorial is designed for faculty using D2L who have access to many course sites. For further information or assistance, go to our <u>Team Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you need to find a specific D2L course in the **Select a course...** drop-down menu, or in the **My Courses** Widget, and how to "pin" it so that it always appears at the top of the list and the widget for easy access.

Using the Select a course ... drop-down menu

- 1. Log into Camosun D2L.
- 2. After you log on to D2L, click on the **Select a course...** drop-down menu (it is the box of 9 tiles on the navigation bar).



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3. Into the Search box, enter the course code, year, and the section of the course you wish to access, and click the magnifying glass. All the courses found matching (or closely matching) your search will appear in the *Select a course...* list.

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	Training Course 03 - TRAIN_03
	Training Course 04 - TRAIN_04
D2L On-Demand Training	Training Course 05 - TRAIN_05
	Training Course 06 - TRAIN_06
	Training Course 07 - TRAIN_07
	Training Course 08 - TRAIN_08
Training Course 02	

Click on the pin to the right of the course title to "pin" that course to the top of the Select a course... list. This course will now appear at the top of your Select a course... list next time you return to the main Camosun D2L page.

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5. To **Unpin** courses (for example, when a course is over and you don't wish it to appear at the top of the list anymore) click the **Select a course...** menu, and click the pin beside the title of the course you wish to unpin.

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	(ELD-072-002) Advanced English - 2018SELD072002_183899	Ŧ
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Using the My Courses widget

- 1. Log into Camosun D2L.
- 2. After you log on to D2L, you will see the My Courses widget on the left.



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3. You can either click on the three dots at the top right on the image for the course you wish to pin, and then click **Pin** to pin the course to the top of the **My Courses** widget...

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4. OR you can scroll down (if you need to) and click the **View All Courses** link at the bottom of the widget to access a list of all your courses.



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5. In the **All Courses** area, you can **Pin** multiple courses to your **My Courses** widget. Once you have finished pinning your courses, click the X at the top right to return to the main D2L homepage.



6. To Unpin courses (for example, when a course is over and you don't wish it to appear at the top of the list anymore) put your mouse on the course image, and click the pin.

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Things to Remember

If you click on the title of the course in the **Select a course...** drop-down menu BEFORE you pin it, it will disappear from the list, and you will have to search for it again when you return to the main D2L page.

Once you pin a course in the **Select a course...** drop-down menu, it will also be pinned in the **My Courses** widget, and vice versa.

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