Using the *Select a Course…* Drop-down Menu, and the My Courses Widget – D2L Tutorial
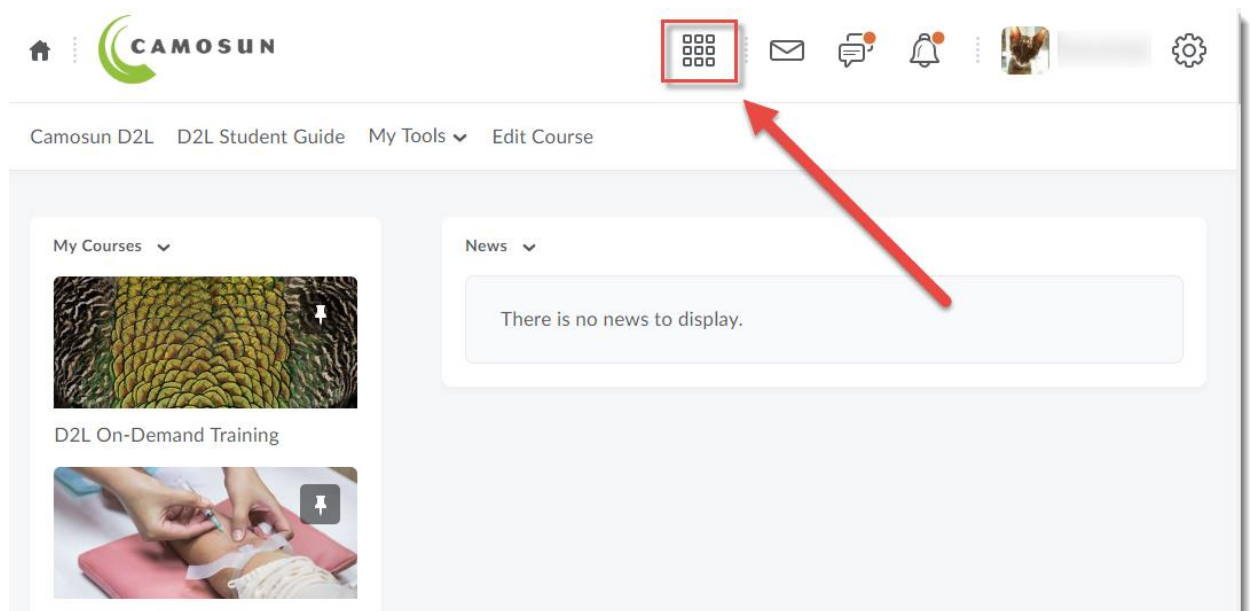
This tutorial is designed for faculty using D2L who have access to many course sites. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.
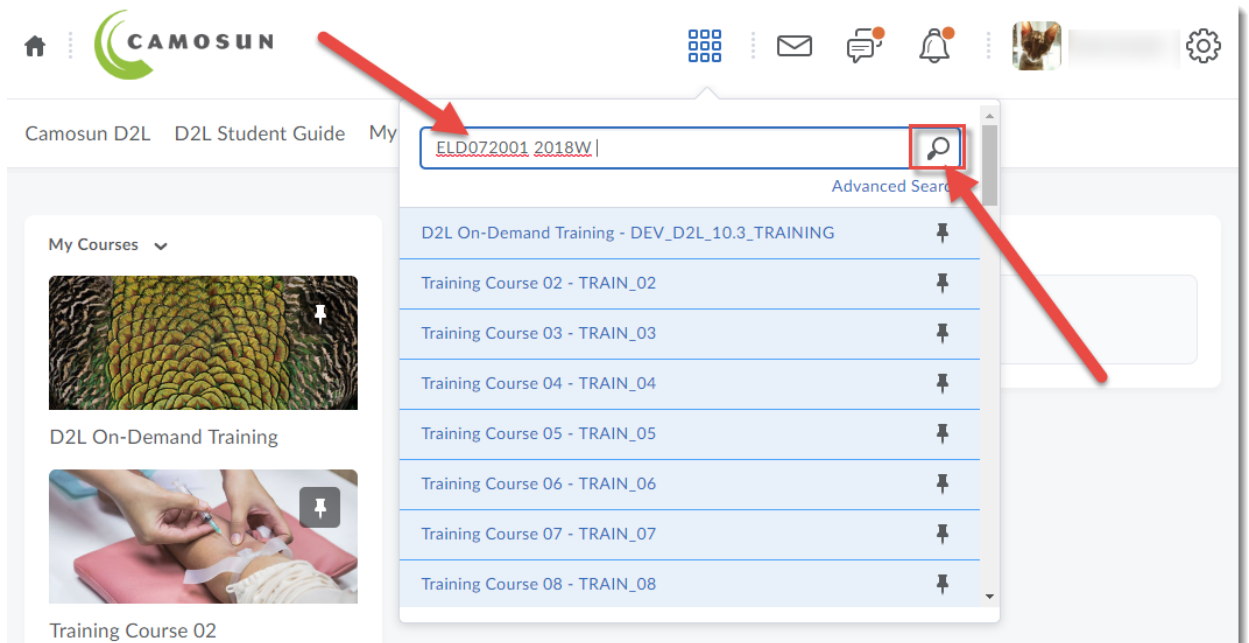
Scenario

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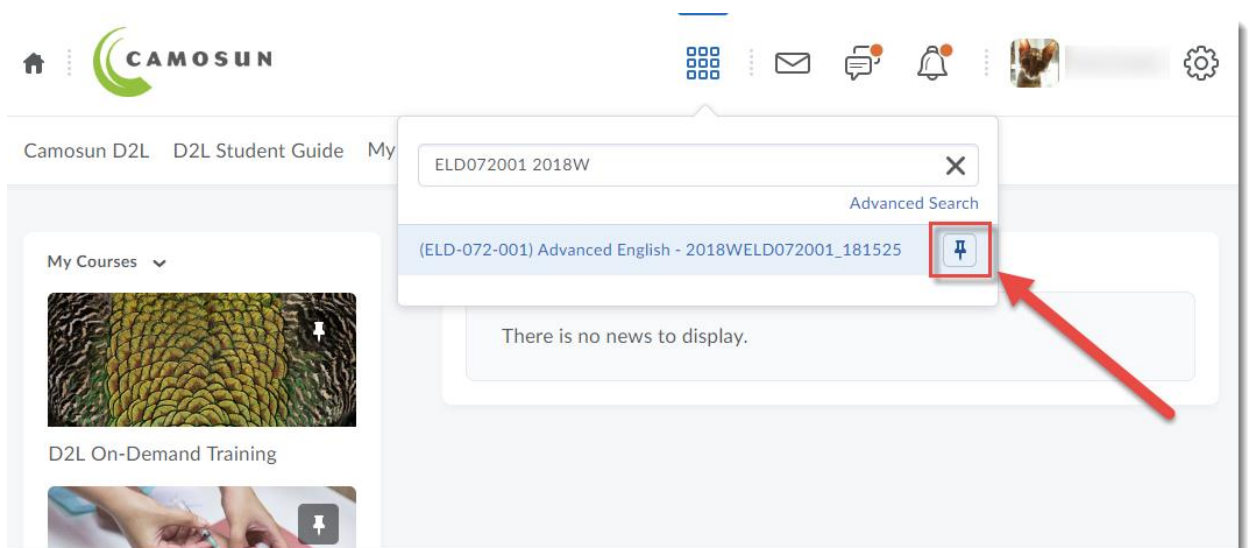
Using the *Select a course…* drop-down menu

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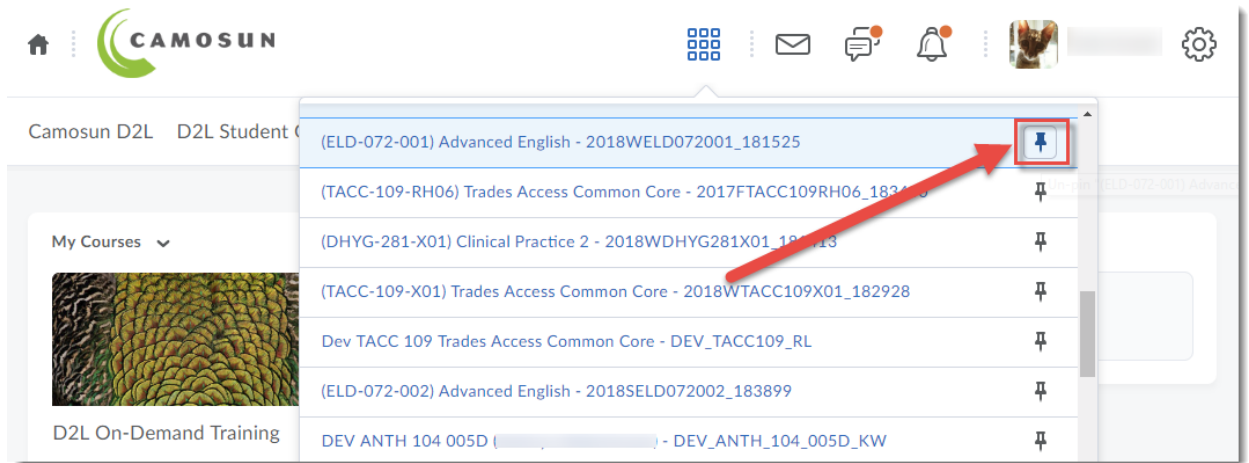
3. Into the Search box, enter the course code, year, and the section of the course you wish to access, and click the magnifying glass. All the courses found matching (or closely matching) your search will appear in the **Select a course...** list.

4. 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.
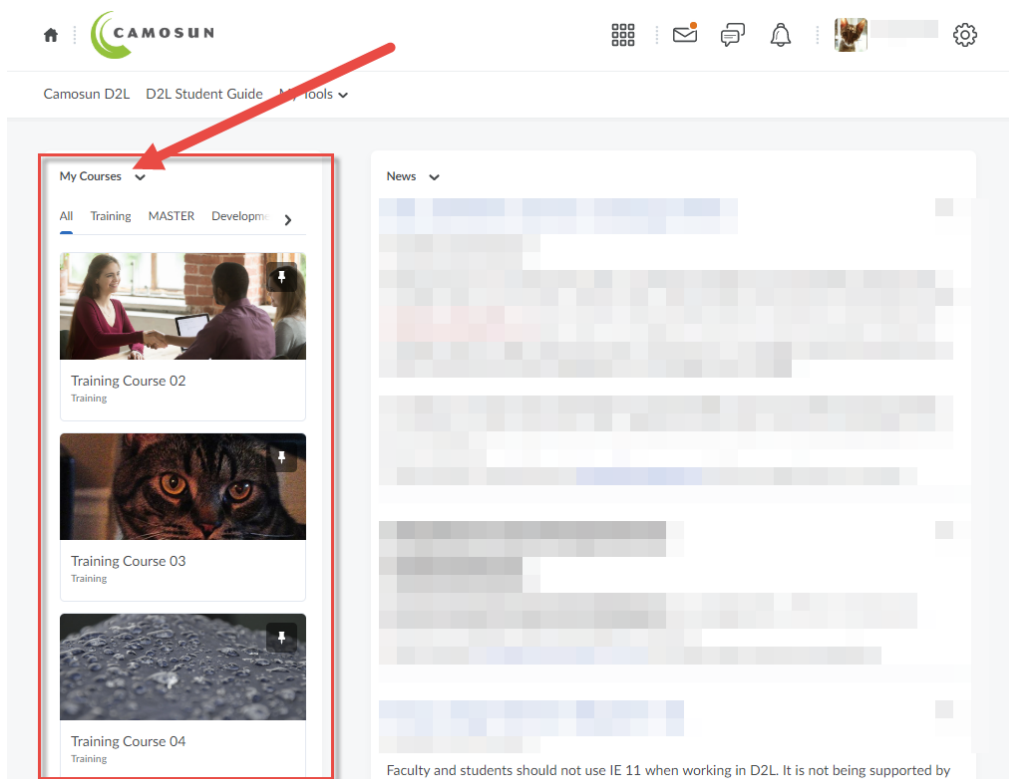
5. To **Unpin** courses (for example, when a course is over and you don't wish it to appear at the top of the list anymore) click the ***Select a course…*** menu, and click the pin beside the title of the course you wish to unpin.
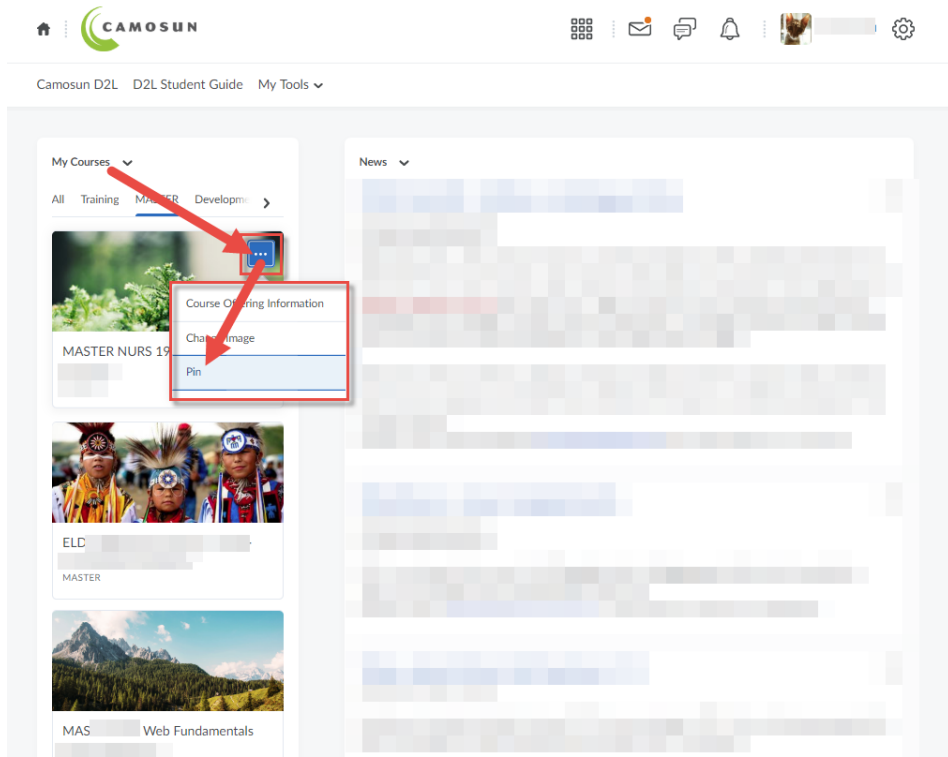

Using the **My Courses** widget

1. Log into Camosun D2L.

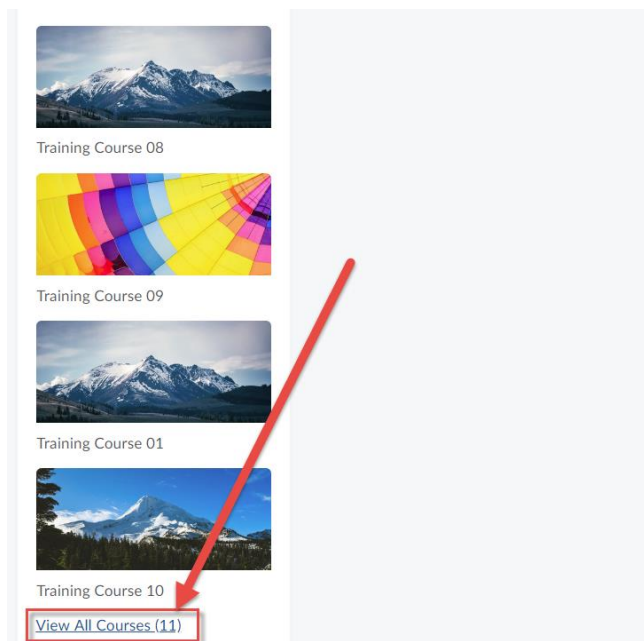2. After you log on to D2L, you will see the **My Courses** widget on the left.

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…
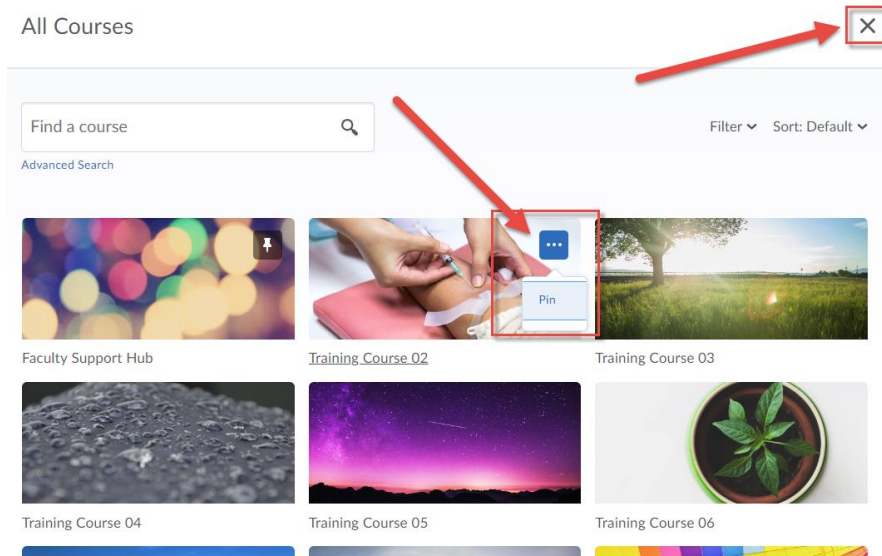

4. OR you can scroll down (if you need to) and click the **View All Courses** link at the bottom of the widget to access a list of all your courses.
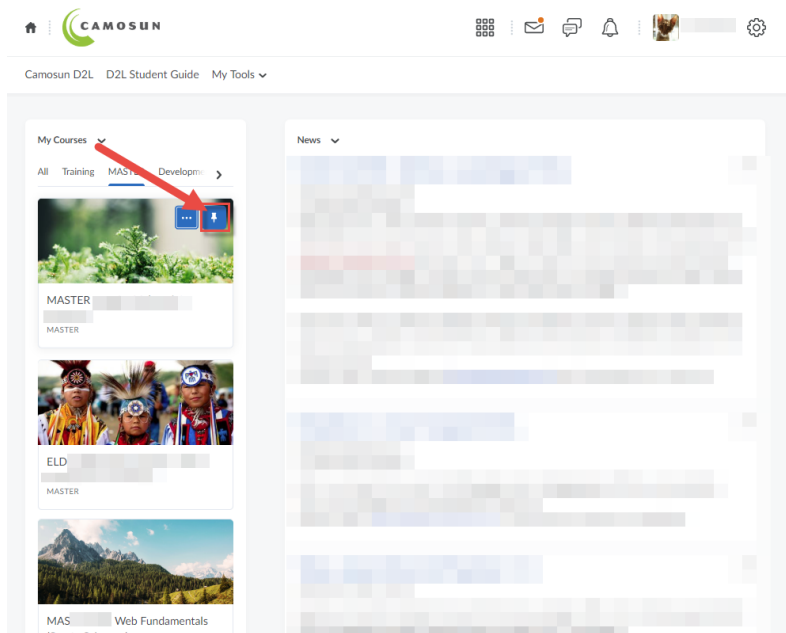
5. In the **All Courses** area, you can **Pin** multiple courses to your **My Courses** widget. Once you have finished pinning your courses, click the X at the top right to return to the main D2L homepage.

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.

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.