Vanderbilt University
Center for Teaching

Brightspace SUPPORT @CFT

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How to re-order your courses on the dashboard

Brightspace allows the user to P**in/Unpin** courses to the dashboard. Pinning a course puts it at the top of the course list, and helps the user quickly access their frequently used courses. **Unpinning** a course will remove it from the top of the dashboard, and place it after you pinned courses.

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Pin a course to the top of your dashboard

1) Locate the global navigation bar at the top of the page, and click the **Course List** icon.

 2) This will generate a list of all courses for which you have access. Click the **pin** icon to pin the course to the homepage. A solid pin indicates that the course is already pinned. An empty pin can be pinned.

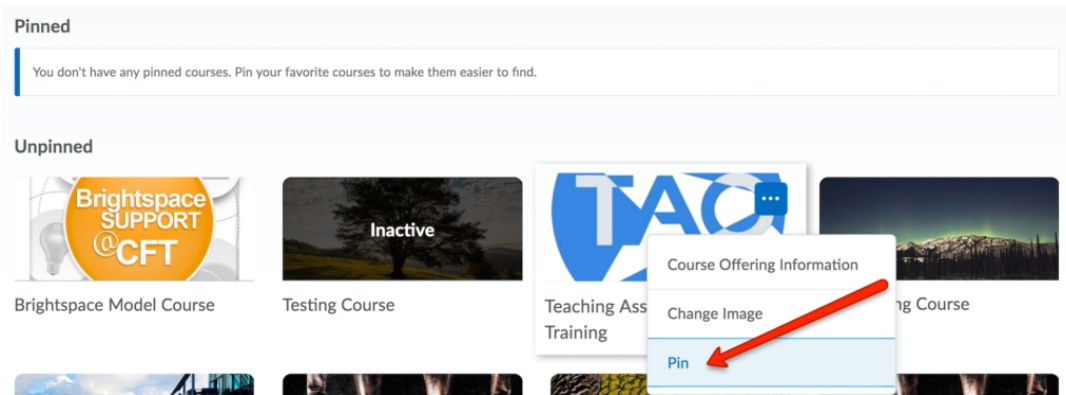3) **Refresh** the homepage, and the pinned course is now available under **My Courses**.

4) You can also **Pin/Unpin** courses directly on the homepage.

5) If you want to completely change the order in which your courses are displayed, unpin all of them and then pin them in the order you'd like them to appear. The most recently pinned course will always appear in the first position.