

How do I pin a topic in Conversations?

In Conversations, instructors can **pin** individual topics to the top of the Conversations left-hand topics list. Pinning allows instructors to bring attention to important topics that matter to the whole class. This is a separate feature from **bookmarking**, which allows individual users to select topics they would like to track.

Instructors can choose to pin a topic while creating it, or they can pin a topic after its creation.

Note: *You cannot pin individual answers or comments, only the whole topic.*

Adding a Pinned Post

To create a post that will be pinned from its publication, first select the **Create New Topic** button in the upper-right corner of Conversations.

Before publishing your work go to the section **Post Options**. Select **Pinned** to ensure your post will be kept at the top of the topics list.

Once you **publish**, your post should appear at the top of the left-hand topics list. Pinned posts will be displayed under the “Pinned” header, and a pin icon will appear on the right of every post preview in the left-hand topics list.

Pinning a Post Later

Pinning a topic after its creation can be particularly helpful for highlighting posts created by students that you want the entire course to read.

When you select a topic in the left-hand list, the original post and its comments will appear in the right-hand display column. Below the text of the initial post, you will see the option to **Pin a topic**, alongside a pin icon. Select **Pin**.

The post should appear at the top of the left-hand topics list. Pinned posts will be displayed under the **Pinned** header and a pin icon will appear on the right of every topic preview in the left-hand list.

Unpinning a Post

You can unpin a topic in two ways. When you select a pinned topic in the left-hand topics list, the post and its comments will appear in the right-hand display column. Below the text of the initial post, you will see the option to Unpin a topic, alongside a pin icon. Select **Unpin**. The topic should be instantly removed from the “Pinned” header in the left-hand list.

You may also use the post editor to unpin a topic. After a post has been published, three dots will appear in the upper right-hand corner. Click this to go to the post options menu. From this

menu, select **Edit**. You will be taken to the initial post editor, scroll to the bottom, uncheck **Pinned** to remove your post from the topic of the topics list.

Select **Publish** so that this change takes effect.