



# How to View Your Assigned Courses

Learn how to view your assigned courses.

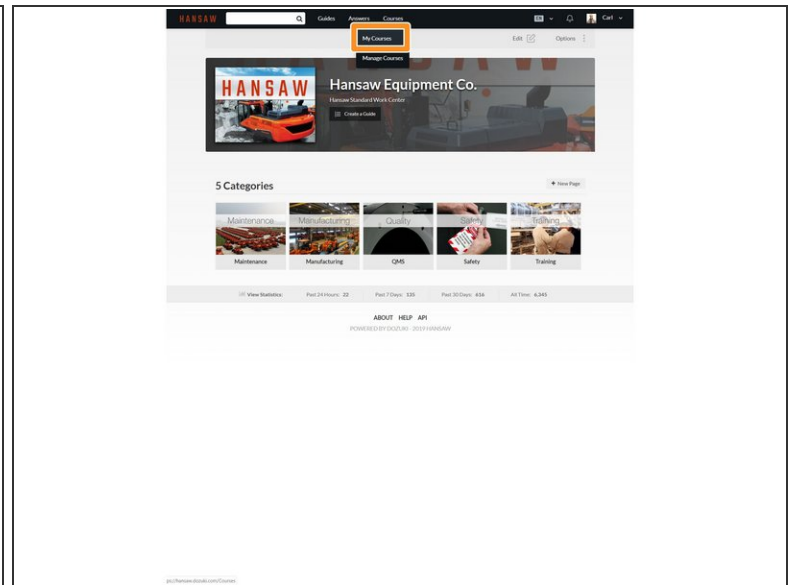
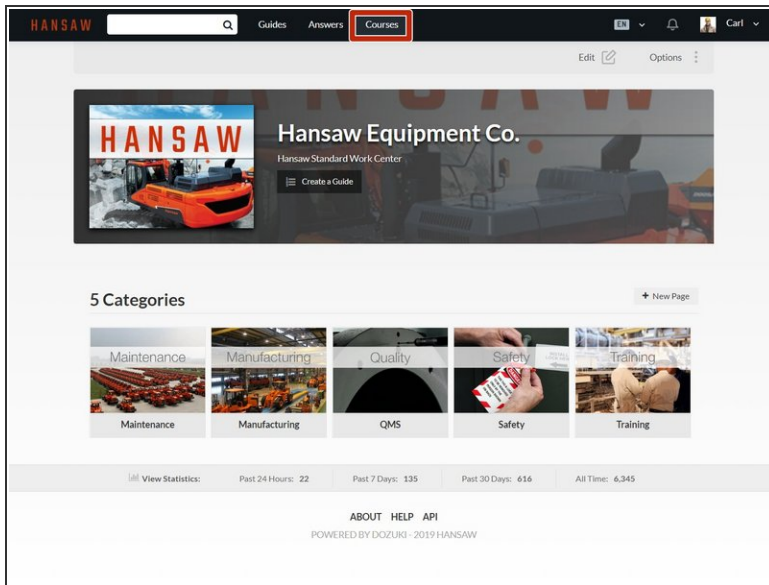
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## INTRODUCTION

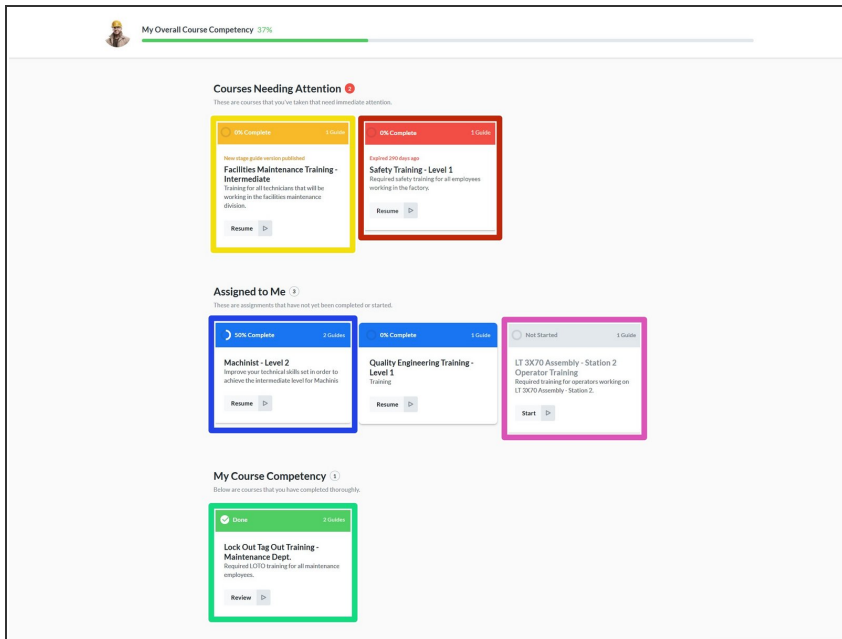
Use this guide to view your assigned courses.

## Step 1 — Viewing Your Assigned Courses



- Click on **Courses** in the site header.
- If you are an author or administrator for your site, select **My Courses** from the drop-down menu.


## Step 2



**i** The **My Courses** page shows cards for all of your assigned courses.

- Green cards show courses that you have completed.
- Blue cards show your in-progress courses.
- Yellow cards show courses with newly published material that require you to recomplete the course.
- Red cards show courses with expired stages.
- Grey cards show courses that you have not started.

### Step 3



My Overall Course Competency 37%

### Courses Needing Attention 2

These are courses that you've taken that need immediate attention.

0% Complete

1 Guide

New stage guide published

#### Facilities Maintenance Training - Intermediate

Training for all technicians that will be working in the facilities maintenance division.

Resume ▶

0% Complete

1 Guide

Current version is:

#### Safety Training - Level 1

Required safety training for all employees working in the factory.

Resume ▶

### Assigned to Me 1

These are assignments that have not yet been completed or started.

0% Complete

1 Guide

#### Machinist - Level 2

Improve your technical skills, set in order to address the intermediate facility Machinist.

Resume ▶

0% Complete

1 Guide

#### Quality Engineering Training - Level 1

Course 2

Resume ▶

Not Started

1 Guide

#### LT 30X70 Assembly - Station 2

Operator Training  
Required training for operators working on LT 30X70 Assembly - Station 2.

Start ▶

### My Course Competency 1

Below are courses that you have completed thoroughly.

Done

1 Guide

#### Lock Out Tag Out Training - Maintenance Dept.

Required OSHA training for all maintenance employees.

Review ▶

## Courses Needing Attention 2

These are courses that you've taken that need immediate attention.

0% Complete

1 Guide

New stage guide version published

### Facilities Maintenance Training - Intermediate

Training for all technicians that will be working in the facilities maintenance division.

Resume ▶

0% Complete

1 Guide

Expired 290 days ago

### Safety Training - Level 1

Required safety training for all employees working in the factory.

Resume ▶

## Assigned to Me 3

These are assignments that have not yet been completed or started.

- Click on the **Start** or **Resume** button on a **Course Card** to start a course or view the stages in the course.