
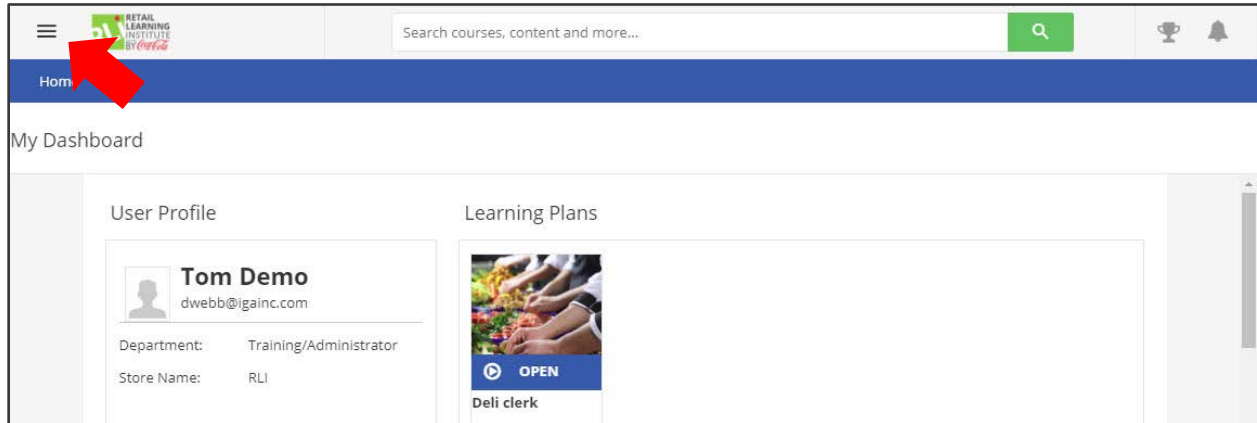
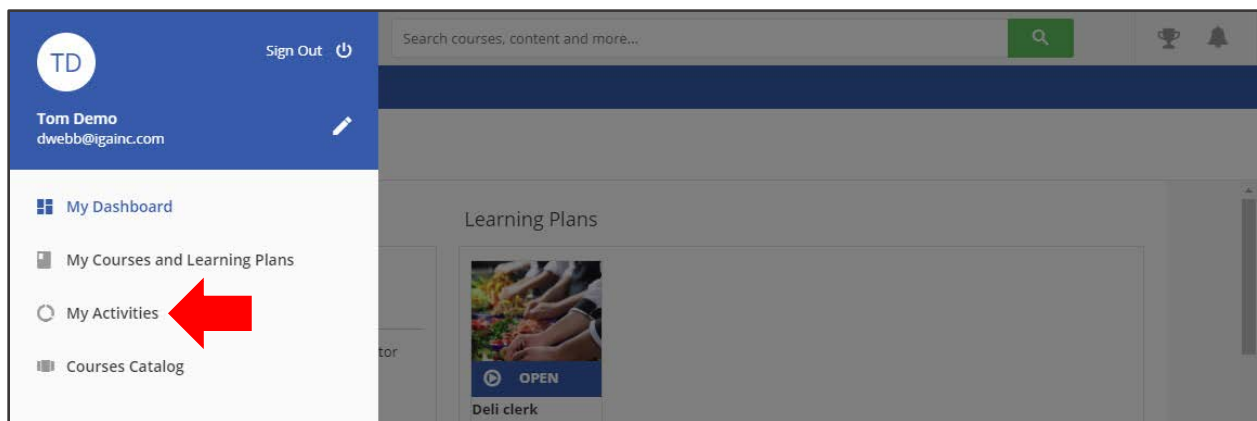


View Completed Courses

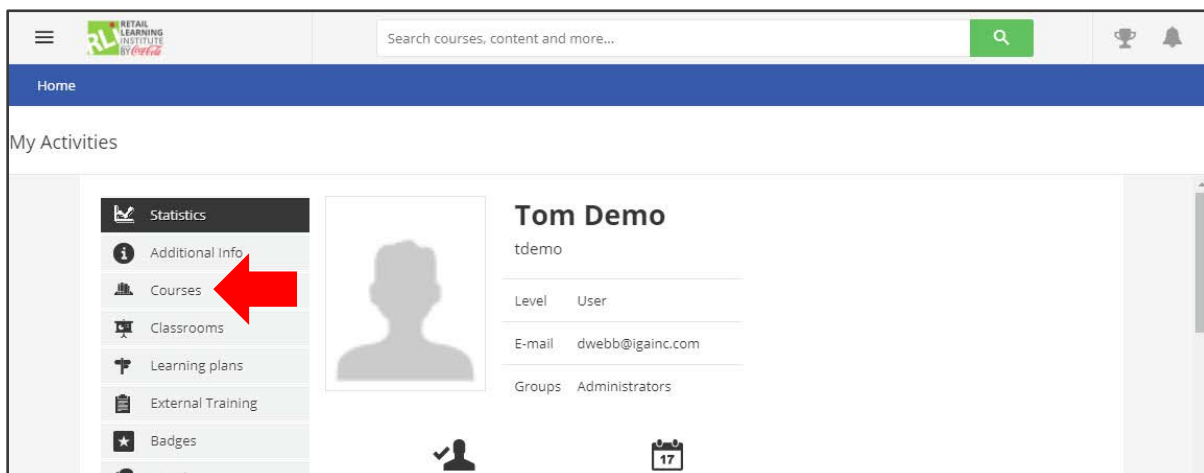
1. From the dashboard, select the **Menu** button ().



2. Select **My Activities**.



3. Select **Courses**.



4. This page displays a list of your enrolled courses and their current status — subscribed, in progress or completed.

The screenshot shows the 'My Activities' page with a sidebar menu on the left containing options like Statistics, Additional Info, Courses, Classrooms, Learning plans, External Training, Badges, Social, Webinars, and Certification. The main content area is titled 'Courses' and displays a table of enrolled courses. A red rectangular box highlights the 'USER STATUS' column in the table header.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
Cashierint	Cashier	IN PROGRESS	6/19/2018			0h 1m	0.00
cs_en	Customer Service and Professionalism I - OLD	SUBSCRIBED	6/18/2018			0s	0.00
GettingStartedStudents_en	Getting Started - Students	COMPLETED	6/18/2018	6/19/2018		0h 6m	100.00
be1_en	Business Ethics	IN PROGRESS	6/19/2018			7s	0.00
ss1_en	Store Safety I	SUBSCRIBED	6/18/2018			0s	0.00
lp_en	Loss Prevention I	SUBSCRIBED	6/18/2018			0s	0.00
promotion_en	Promotions and Merchandising	SUBSCRIBED	6/18/2018			0s	0.00
sel_en	Selling Solutions	SUBSCRIBED	6/18/2018			0s	0.00
sx_en	Sexual Harassment	SUBSCRIBED	6/18/2018			0s	0.00
Int_deliClerk	Deli Clerk	SUBSCRIBED	6/18/2018			0s	0.00
FoodHandler-NRFSP	Food Handler Compliance (NRFSP Certification)	SUBSCRIBED	6/18/2018			0s	0.00

5. Select the heading **User Status** to sort the table by Subscribed courses.

The screenshot shows the same 'My Activities' page as above, but with a red arrow pointing to the 'USER STATUS' column header in the table. The table content is identical to the previous screenshot.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
Cashierint	Cashier	IN PROGRESS	6/19/2018			0h 1m	0.00
cs_en	Customer Service and Professionalism I - OLD	SUBSCRIBED	6/18/2018			0s	0.00
GettingStartedStudents_en	Getting Started - Students	COMPLETED	6/18/2018	6/19/2018		0h 6m	100.00
be1_en	Business Ethics	IN PROGRESS	6/19/2018			7s	0.00
ss1_en	Store Safety I	SUBSCRIBED	6/18/2018			0s	0.00
lp_en	Loss Prevention I	SUBSCRIBED	6/18/2018			0s	0.00
promotion_en	Promotions and Merchandising	SUBSCRIBED	6/18/2018			0s	0.00

6. Select the heading **User Status** again to sort the table by Completed courses.

The screenshot shows the 'My Activities' section with a 'Courses' table. The table is sorted by 'User Status', with all entries showing 'SUBSCRIBED'. A red arrow points to the 'USER STATUS' column header.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
cs_en	Customer Service and Professionalism I - OLD	SUBSCRIBED	6/18/2018			0s	0.00
ss1_en	Store Safety I	SUBSCRIBED	6/18/2018			0s	0.00
lp_en	Loss Prevention I	SUBSCRIBED	6/18/2018			0s	0.00
promotion_en	Promotions and Merchandising	SUBSCRIBED	6/18/2018			0s	0.00
sel_en	Selling Solutions	SUBSCRIBED	6/18/2018			0s	0.00
sx_en	Sexual Harassment	SUBSCRIBED	6/18/2018			0s	0.00
Int_deliclerk	Deli Clerk	SUBSCRIBED	6/18/2018			0s	0.00

7. Completed courses are listed at the top of the column.

The screenshot shows the 'My Activities' section with a 'Courses' table. The table is sorted by 'User Status', with completed courses at the top. The 'USER STATUS' column is highlighted with a red box.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
stocking_process_en	Stocking - Process	COMPLETED	6/19/2018	6/21/2018		0h 17m	90.00
GettingStartedStudents_en	Getting Started - Students	COMPLETED	6/18/2018	6/19/2018		0h 6m	100.00
stocking_process_en_rt	Stocking - Process - RT	COMPLETED	6/19/2018	6/19/2018		1h 1m	100.00
Cashierint	Cashier	IN PROGRESS	6/19/2018			0h 1m	0.00
be1_en	Business Ethics	IN PROGRESS	6/19/2018			7s	0.00
english_gsLP	Getting Started - Learning Plans	IN PROGRESS	6/19/2018			2h 33m	0.00
cs_en	Customer Service and Professionalism I -	SUBSCRIBED	6/18/2018			0s	0.00

Optional – Select the certificate icon in the column on the far right to download the certificate.