**Viewed by:** Learners

**Topic:** View/access my learning history

**Description:** Helping track and manage learning, providing a view of completed courses and describing how to print certificates.

**Content:**

On the **My Learning** page, navigate to the **History** section at the right hand side of the page. The **History** tile provides you with a list of recently completed work. This will be blank if no learning events were recorded in the last 30 days.

Select a title to view the details of the completed course.

Alternatively, clicking the **View All** link takes you to your **Completed Work** page.

**Completed Work** lists courses by **Completion Date, Title** and **Status.**

Use the **Show Completions** drop-downto filter completed work by date. You can filter **After** a date**, Before** a date**,** or **Between** two dates**.**

Use **Title** to search and filter course work by keywords in the title.

Select **Status** to filter completed work by the listed status e.g. **All, Course Attended, eLearning Complete** etc.

To review the details for the completed course, hover over the course title. Select **View Details** to view the complete registration information for the course including completed course hours. Select **Print Certificate** to print a certificate of completion for events.

!!!Note: Certificates can be printed or downloaded as PDF. If you need help with this, view the Print certificate of completion help text.

If you have any queries or need help please contact course.booking.enquiries@hants.gov.uk