

**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-down to 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](mailto:course.booking.enquiries@hants.gov.uk)