

## Personal Learning Record - LMS

Login to LMS

Click **“My Learning”**

Place a check mark in the **“Show History”** box. Browser will refresh with results.

Under the header **“Action”**:

- The term **“Review”** indicates that user can review the completed course
- The term **“Continue”** indicates user can click on the course title to continue course
- The term **“Take Now”** indicates user registered but didn't start the course

Look to the far right of the browser and locate **“Status”**

Under the header **“Status”**:

- The term **“Completed...”** Indicates when the course was completed
- The term **“Successful...”** indicates any quizzes/tests were successful completed
- The term **“Started”** indicates user started the course but did not complete it
- The term **“Not Started”** indicates user registered but didn't start the course