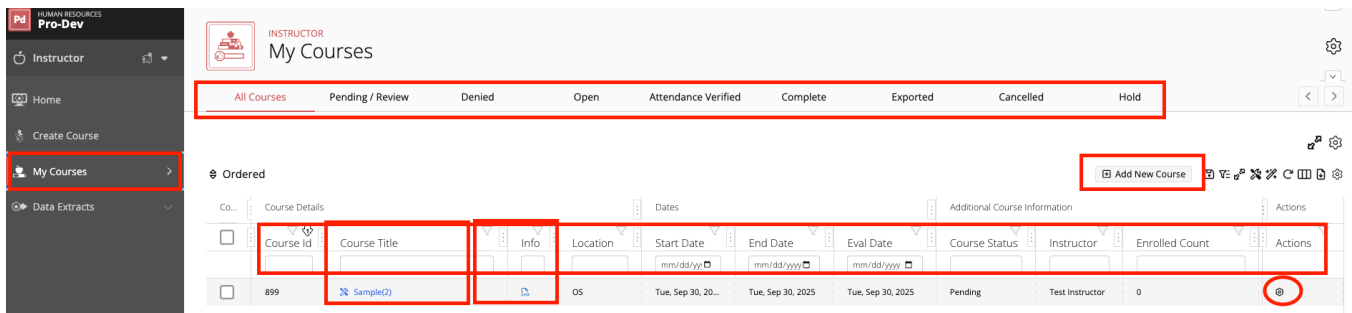


## View My Courses

Here, you will learn how to view all the courses you are associated with.

1. Start under **My Courses** in the left navigation menu.
2. You will see a data table allowing you to view all the courses you are associated with.
3. The **subpage tabs** across the top provide filtered lists based on the current status of each course.
4. To search for courses, use the **filters** or enter keywords in the field at the top of each column.
5. Click the **icon** in the **Info column** to generate a report.
6. Click on a **course title** to open the configure course page.
7. Click the **Add New Course button** in the top right to create a new course.
8. Click the **Row Action Gear** to the far right to
  - a. **Delete**
  - b. **Configure**
  - c. **Clone**
  - d. **Cancel Course**
  - e. **Print Evaluation Summary (Open)** (Data must be present to be viewable )



9. Click on one or more **checkboxes** to the far right.
  - a. Click the **Selected Gear** in the top left of the table and choose one of the following:
    - i. **Cancel Course(s)**
    - ii. **Email Learners**

