




# SuccessFactors (SF) Learning

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Access Completed Course Content



# \*Note

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This module is intended to view past course content related to self-paced, online courses and not scheduled virtual or in-person courses.

# Table of Contents

<b>MY LEARNING HISTORY</b>	PAGE 4	How to access an overview of your specific learning journey
<b>COMPLETED WORK</b>	PAGE 5	How to access your list of completed courses
<b>ONLINE CONTENT STRUCTURE</b>	PAGE 6	How to access past course content

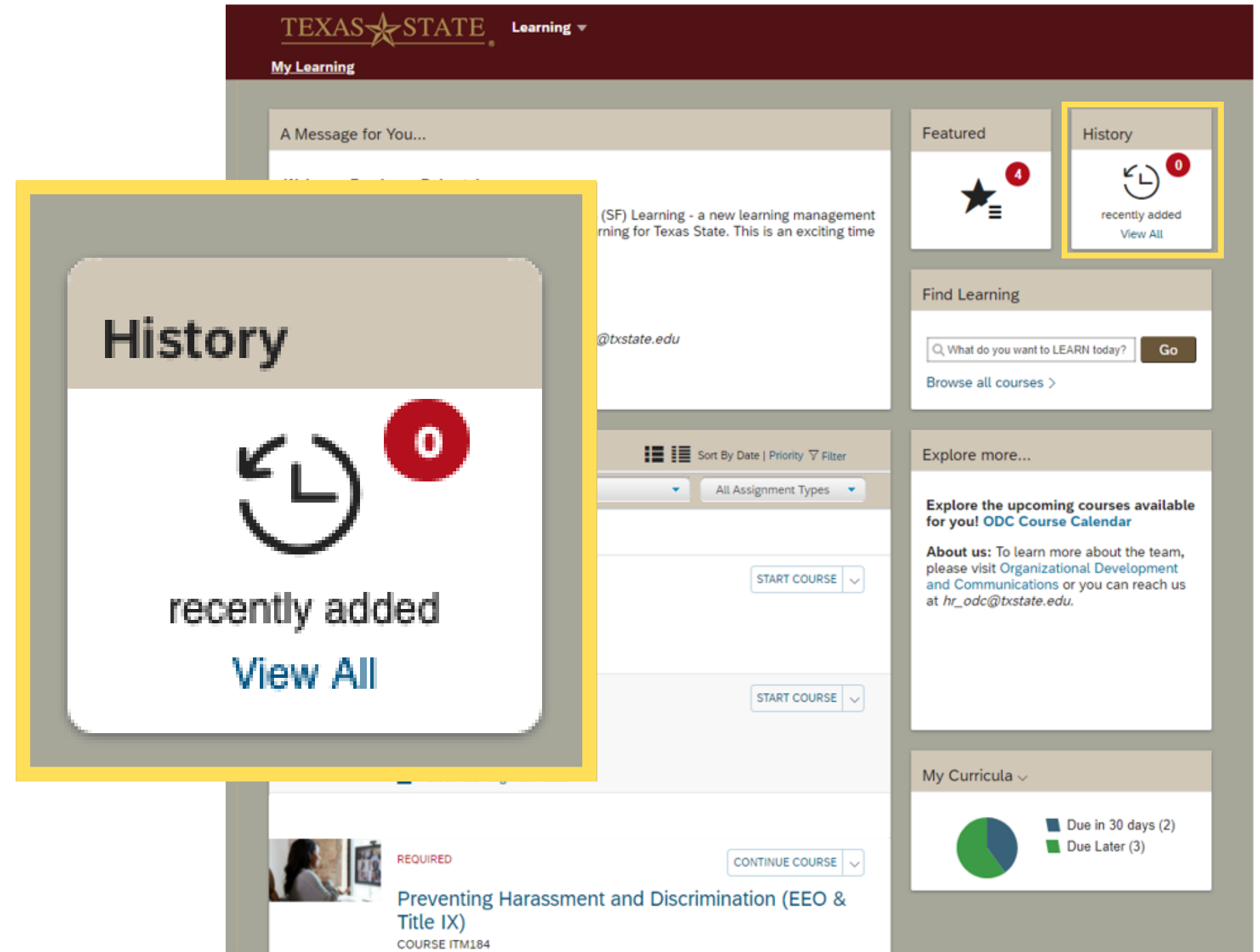
# My Learning History

On the "My Learning" dashboard you will find an overview of your specific learning journey.

The 'History' tile will provide quick access to your learning history information.

Click "View All" to view the 'Completed Work' page.

*\*Note: Your 'My Learning Dashboard' will be tailored to your specific role and learning journey.*



# Completed Work

After clicking "View All," navigate to the 'Completed Work' page.

This page provides access to:

- Past courses completed
- Time & Date of completion
- Print course certificate(s)
- Review past course content

Click on "Review Content" to view past course content.

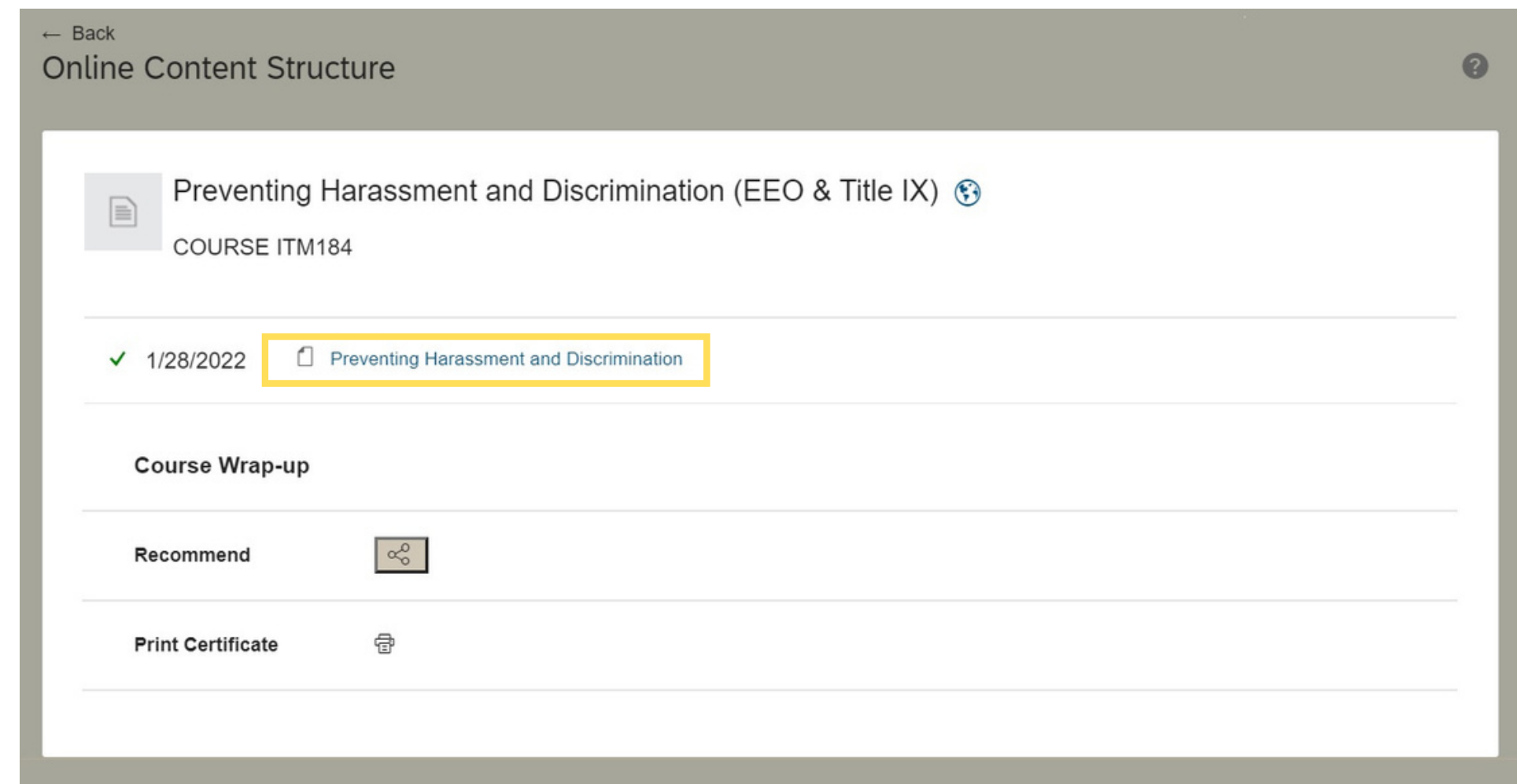
The screenshot shows the 'Completed Work' page with a 'Back' button and a 'Show Completions: All' dropdown. A table lists completed courses with columns for 'Completion Date \* ↓', 'Title', and 'Complete'. A modal for 'Preventing Harassment and Discrimination (EEO & Title IX)' is open, showing 'Grade: 100' and 'Completion Date: 1/28/2022 10:12 AM'. The modal includes buttons for 'View Details', 'Print Certificate', and 'Review Content' (highlighted with a yellow box).

Completion Date * ↓	Title	Complete
1/28/2022 10:12 AM	<a href="#">Preventing Harassment and Discrimination (EEO &amp; Title IX)</a>	
1/24/2022 04:09 PM	<a href="#">Preventing Harassment and Discrimination (EEO &amp; Title IX)</a>	
12/20/2021 10:24 AM	<a href="#">Social Media and Your Job</a>	Complete
12/20/2021 10:00 AM	<a href="#">Tools for an Ethical Workplace (Ethics and Compliance)</a>	Complete

# Online Content Structure

After clicking "Review Content," navigate to the 'Online Content Structure' page.

On the Online Content Structure page, you will be able to click the content's title to relaunch the previously taken course.



**SEE YOU ON  
SF LEARNING!**





# Thank You

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For more information, please contact Organizational Development & Communications (ODC).



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