How to Use My Learning Plan

Your personal learning plan contains a list of all the courses you've completed or are currently enrolled in.

You can access your learning plan from the **Quick access** pane on the home page or by selecting the **My learning plan** tab in the top menu bar.

My current sessions tab

The courses you're currently enrolled in will be listed under the *My current sessions* tab.

After enrolling in a course, you have the option to start the session by clicking **Start**, which will open the Knowledge centre for the course.

Click **Withdraw enrolment** if you are no longer interested in the course or have enrolled by mistake.

If the course you enrolled in does not have an exam, you can complete the training and then in the *My records/transcripts* tab, click **Mark as completed** to remove the course from *My current sessions*.

My records/transcripts tab

The *My records/transcripts* tab displays a list of courses you have previously enrolled in, along with their current status — Completed, Incomplete, Completed (Self-Asserted), Not started, Withdrawn or Retired.

To speed up your search, you can use the available filters in the filter bar, beneath the *My records/transcripts* tab. To show or hide the filter bar, click the down arrow.

Use any combination of the filters to quickly retrieve a course you were previously enrolled in:

- Course number, title or title keyword
- Status (e.g., Completed, Withdrawn)
- Learning type (e.g., eLearning, Resource collection)
- Training dates

The *Results per page* drop-down (at the far right) can display up to 200 transcript records.

In the *Other information* column (far right), you can see whether a course has been recently updated or replaced with another course. The direct link will open the replacement course page should you wish to enrol in it.

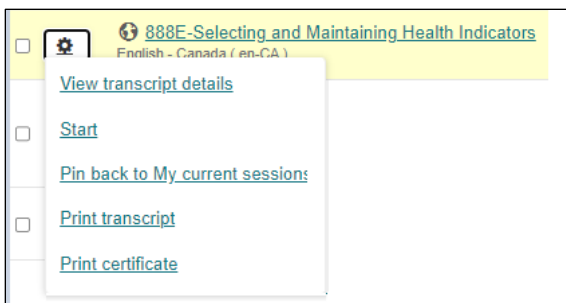# How to review or reopen a previously completed course

If you wish to review or retake any previously completed course, you do not need to re-enrol in it. Simply bring it back to your current session list from the *My records/transcripts* page.

- From the cogwheel menu beside the course title, click the Pin back to *My current sessions* link.

- Once you have reviewed the course, you have the option to move it back to the *My records/transcripts* page by clicking Remove from My current sessions.
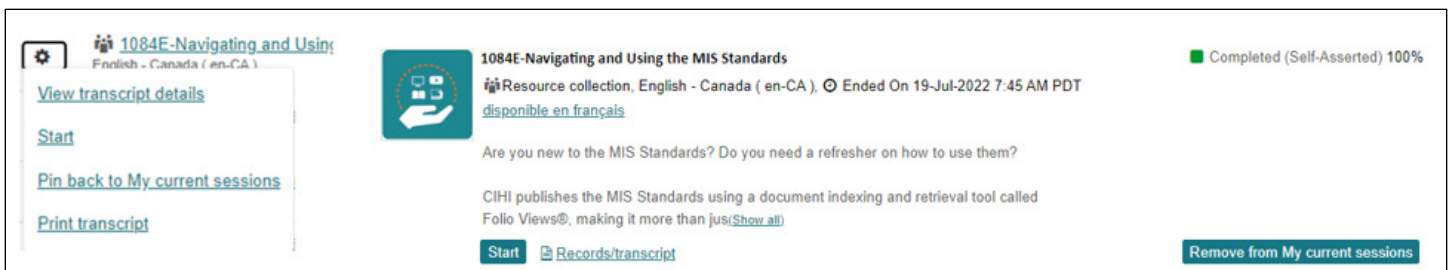
Available cogwheel menu options:

- **View transcript details:** Opens a printable version of the course transcript record

- **Start:** Opens the course's Knowledge centre

- **Pin back to My current sessions:** Moves the course to the *My current sessions* tab

- **Print transcript:** Opens the course's printable transcript report

- **Print certificate:** Opens a PDF version of the course's certificate of completion or participation

Need help? Got questions? Contact us at education@cihi.ca.

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How to cite this document:
Canadian Institute for Health Information. *How to Use my Learning Plan*. Ottawa, ON: CIHI; 2023.