

Navigating Content

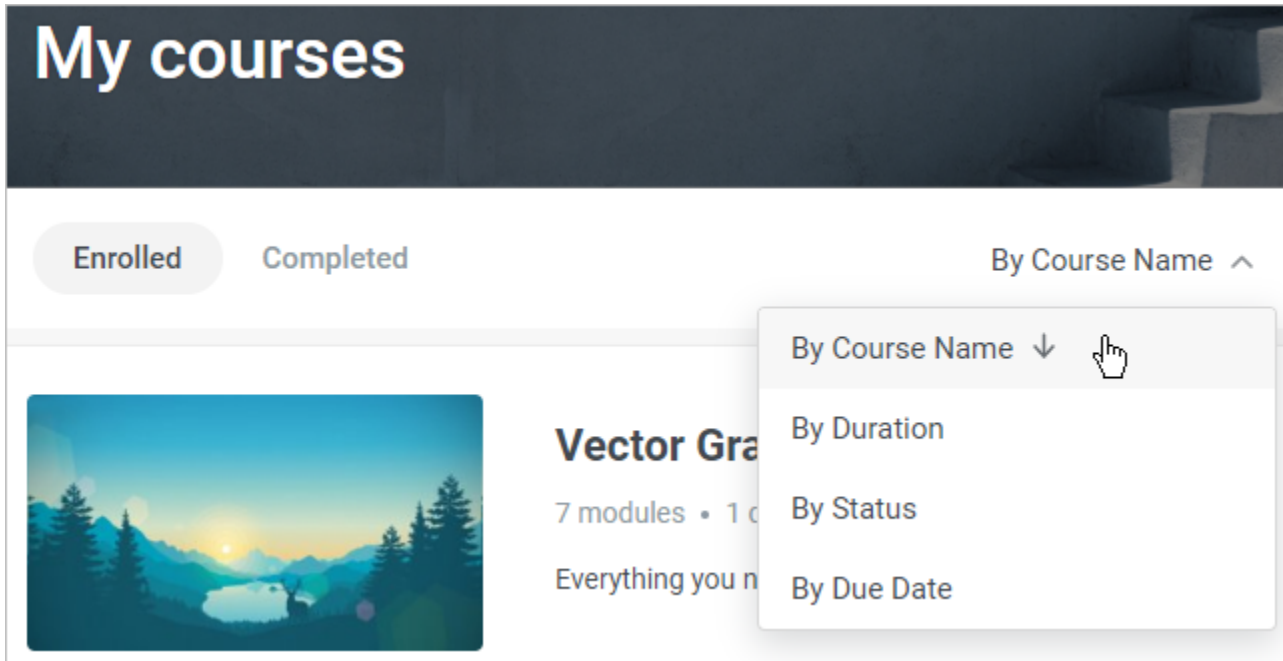
Use the following ways to navigate the list of content items on the **My Courses** page:

- [Sorting](#)
- [Search](#)

Sorting

Users can sort assigned courses by the title, duration, status, and due date. In addition, [completed courses](#) can be sorted by the completion date.

To do this, select a parameter in the **Sort By** field. A small black triangle located to the right of the parameter, shows the sorting direction (ascending or descending). To change the sorting order, click the parameter once again.



 Learn how to select the default option for sorting content items in the [User Portal Settings](#) article.

Search

To search a course by the title, description, or tags, use the search bar at the top right corner of the **My Courses** page. Start typing text and the system will leave matching items on the page.

My courses

Courses found: 1

Q sales



Sales Onboarding

7 minutes • 5 modules • 1 question • Completion Certificate

In Progress (20% viewed)

