

Navigating Content

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

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

Sorting

In the User Portal, courses and learning tracks are sorted as follows:

- First, the course that the user viewed most recently.
- Then, the courses assigned by the instructor.
- And last, courses from the Catalog that students added themselves.

My Courses My Trainings Catalog Knowledge Base

My Courses

Enrolled (4) Completed (35) Search...

Business Sustainability Last viewed Incomplete
[Continue training](#)

Sales Onboarding Complete before Jun 16, 2021
Learning Track
0 of 3 courses completed

Courses from Catalog 3

Marketing In Progress (0.2% viewed)
1 material • 1 training



Important:

If the course which user viewed most recently is a part of learning track, the course will appear at the top of the list, not the learning track.

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.

The screenshot displays the 'ispring learn' interface. At the top left is the logo. To the right are icons for chat, notifications, and a user profile. Below these are navigation tabs: 'My Courses', 'My Trainings', 'Catalog', 'Knowledge Base', and 'My Team'. A large banner image with the text 'My Courses' is shown. Below the banner, it says 'Courses found: 1'. A search bar on the right contains the text 'marketing'. Below the search bar, a single course card is visible for 'Internet Marketing', which is a 'Learning Track'. The progress bar for this track shows '0 of 0 courses completed'.