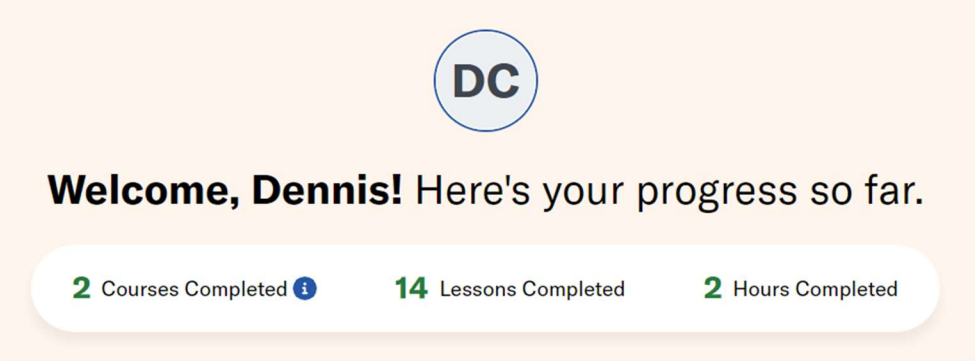
Member How-to Document

Harvard ManageMentor: Home Page and Profile Overview

Purpose: *Understanding your Harvard ManageMentor homepage, profile & how to navigate it.*

Home Page Overview

Once logged in to Harvard ManageMentor, you land on your homepage which will outline: the of number courses you've completed, the number of lessons completed, and lastly the hours completed per lesson/course (respectfully).



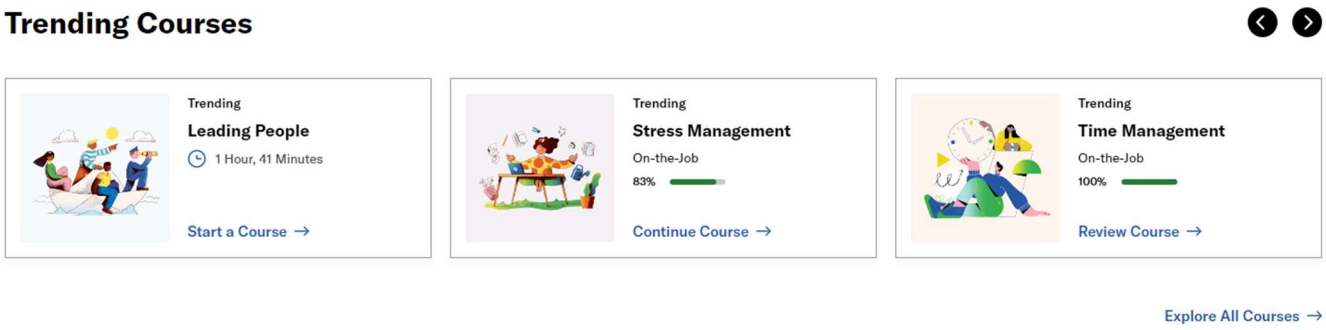
Return To Incomplete Courses:

Scrolling down, you will see "let's continue where you left off". This section shows you any courses that you've started but haven't completed, as well as your current completion percentage. Clicking on the course allows you to access the course again, picking up where you left off.

Trending Courses:

Next you will see the “Trending Courses”. This section houses our most popular and top recommended courses.

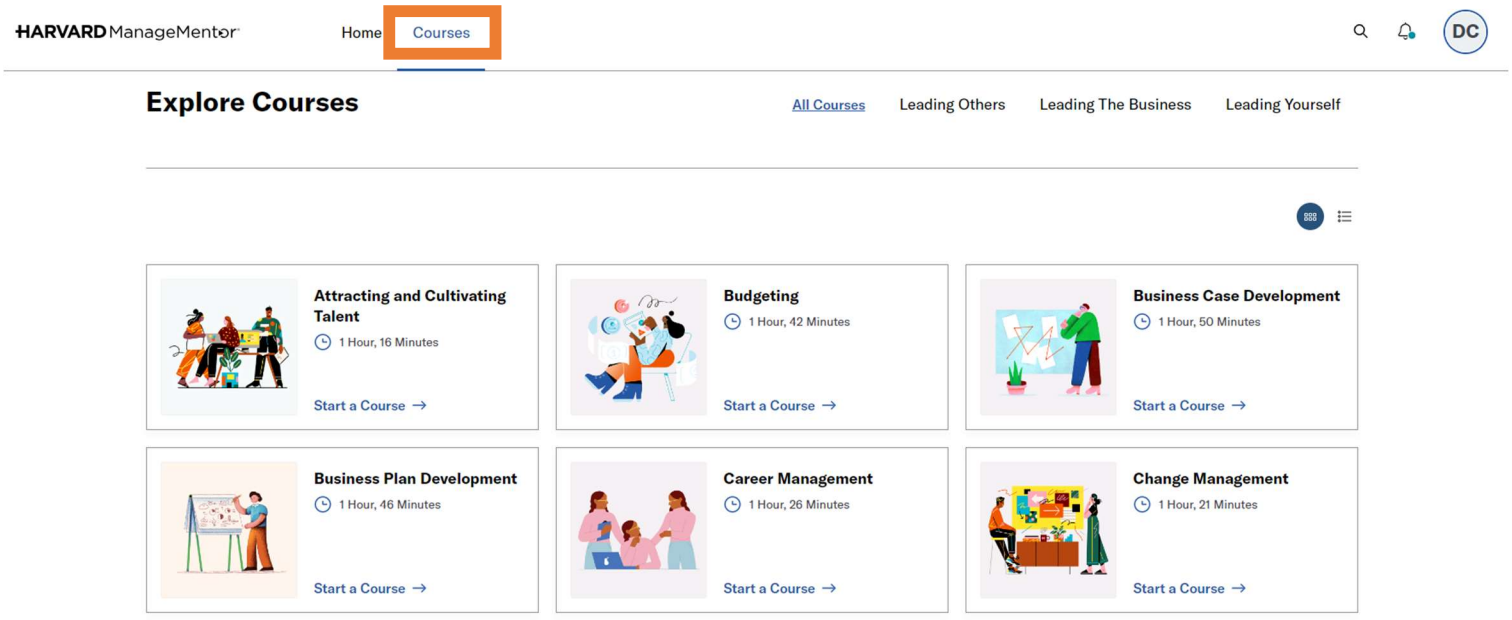
Recent Achievements:



This section shows you badges that you’ve earned for completed courses.

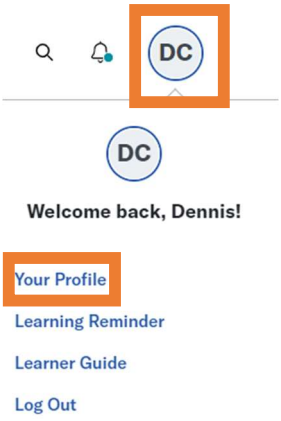
View All Courses:

To view all courses click on “Courses” at the top of the Home Page. Then, you will see the full course catalog.



Profile Overview

To access your profile, click on your profile icon at the top right of the screen, then click on “Your Profile”.

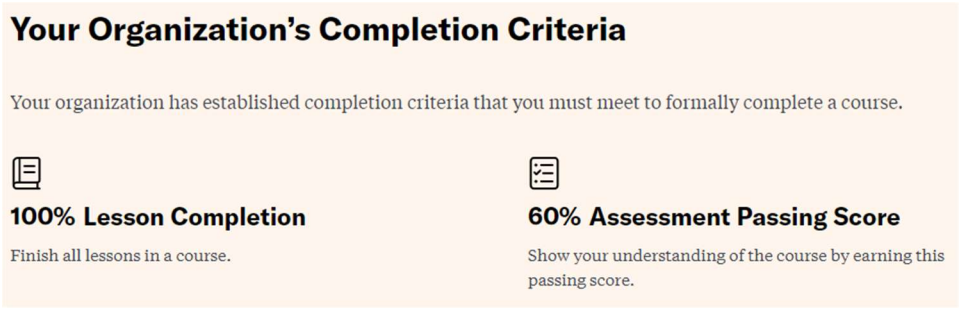


Your Progress:

This section gives you a quick breakdown of the total number of courses completed, total lessons completed, and hours completed, respectively.

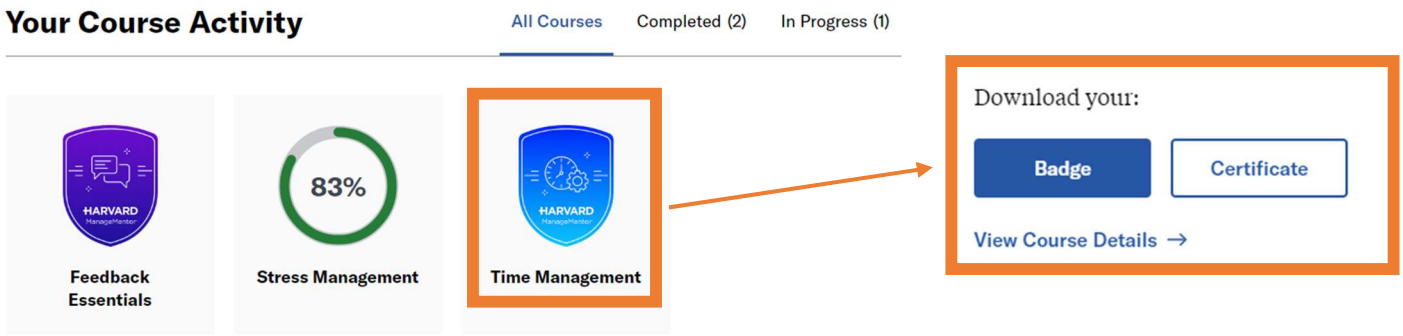
Completion Criteria:

This section breaks down what is required for a course to be counted as completed.



Your Course Activity:

This section outlines and allows you to filter any courses you currently have in progress or have completed. Clicking on a completed course allows you to re-download the badge and/or certificate, and it also allows you to retake the course.



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