Harvard ManageMentor: How Do I Know if I've Completed a Course?

Purpose: *Verifying Harvard ManageMentor course completion is important for all members as it allows you to access discussion guides, On-The-Job action plans, and more for the specific course.*

Process:

1. Once logged into Harvard ManageMentor, click on your profile icon at the top right of the screen. Then click on "Your Profile".
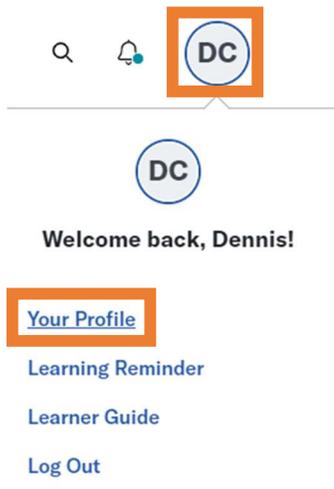
2. Click on "Your Course Activity".

3. To see your completed courses, click the "Completed (#)" tab.

   Note: If you have not completed a course, you will not see the completed section, it will instead prompt you to start a course. If you have started a course, but not finished all lessons and/or passed the assessment, continue to step 4 for your In-Progress course(s).
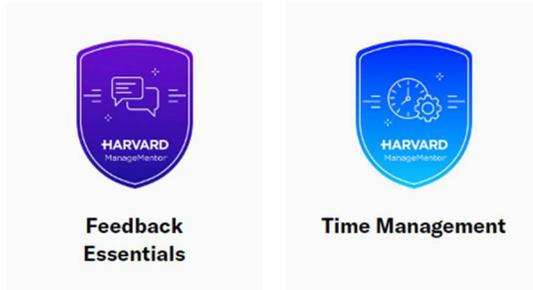
4. To see courses you're currently working on, click "In Progress". Next, click on the title of the course you'd like to access.

   Note: Courses in Harvard ManageMentor will only count as completed if you have finished all lessons within the course and achieved at least 60% or higher on the assessment. If either of these requirements are not met, the course will be counted as incomplete; go back and make sure all requirements are done.