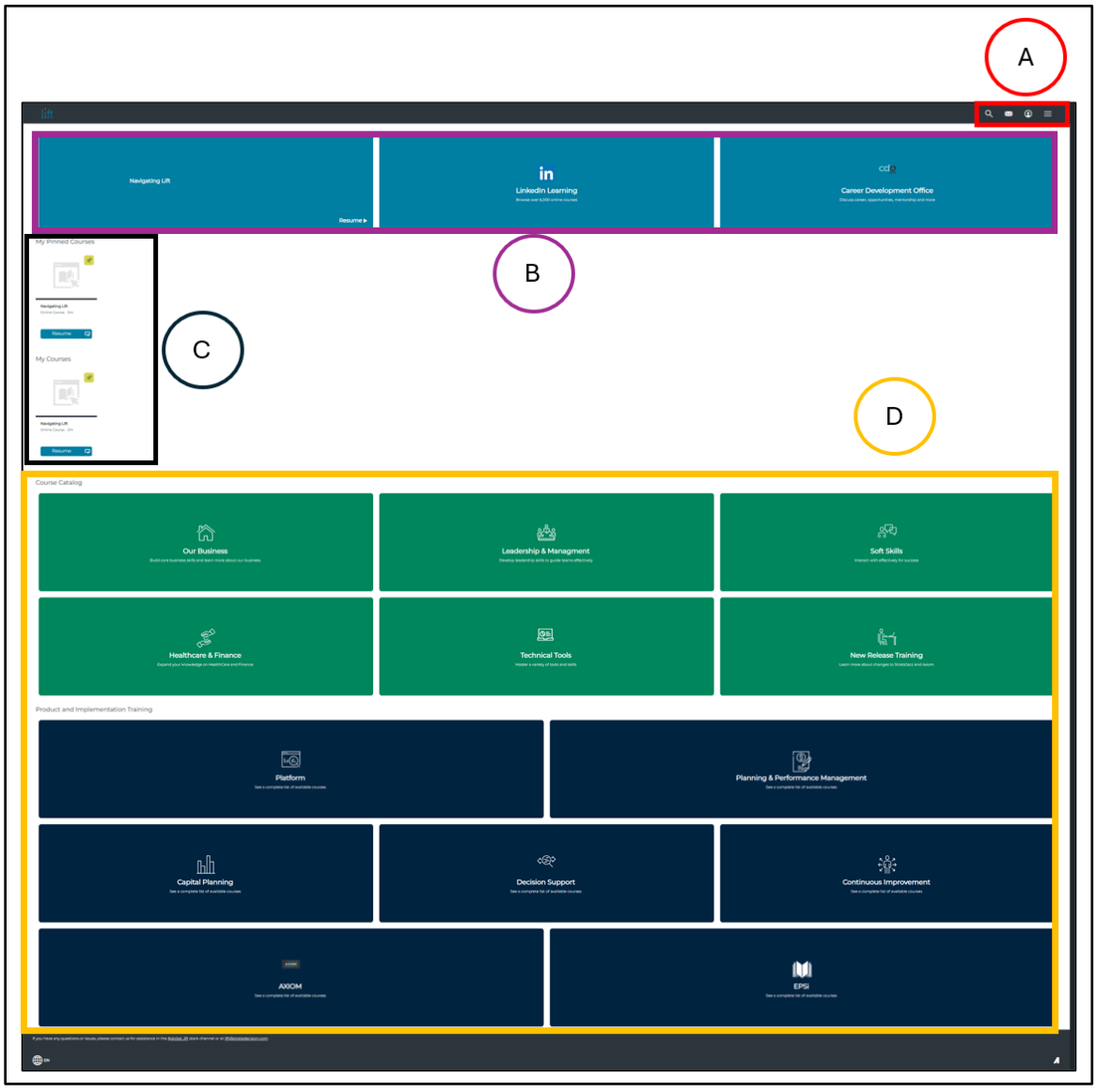
Absorb Dashboard User Manual

Welcome to the Absorb LMS Dashboard! This guide will help you navigate each section of the interface so you can find courses, explore resources, and track your learning progress with ease.



Catch Up Fast:

- The new Quick Links section has been streamlined with fewer tiles to help you access essential materials more efficiently. Tiles that were removed have been relocated to the side toolbar, which can be accessed via the hamburger menu in the top-right corner (see Section A for details).
- The **My Courses** section now displays only your mandatory and ongoing courses. Once a course is completed, it will automatically be removed for a cleaner, simplified view.

A: Widgets

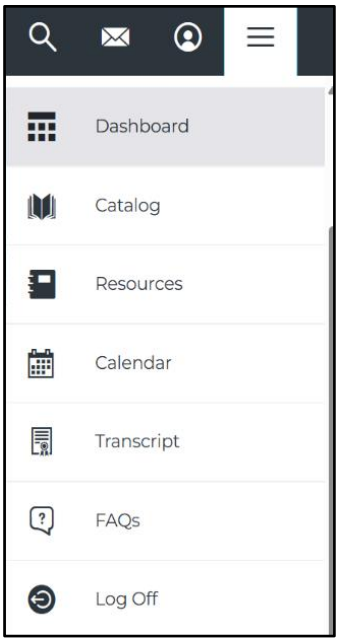
This highlighted area showcases widgets that further your Absorb experience.

Click the **magnifying glass** to look up courses using keywords that match their titles or tags. You can also refine your results by filtering the course type on the left side of the screen.



By selecting the **hamburger menu** in the top right, you can view additional resources:

- **Dashboard**: Will return the user back to the dashboard view
- **Catalog**: Allows you to access all training content
- **Resources**: Hosts a variety of recommended resources
- **Calendar**: Shows registered courses on a calendar view
- **Transcript**: Displays certificates and course information
- **FAQs**: View answers to commonly asked questions



B: Quick Links

These quick links provide easy access to helpful resources. The first is the **Resume** tile, which takes you directly to the last course or curriculum you were working on. Next is the **LinkedIn Learning** tile, where you can explore and learn from a wide range of content at your own pace. Finally, the **Career Development Office** tile offers tools and opportunities to support and advance your professional growth.



C: My Courses

This area is where you can access your courses. **Mandatory Courses** are those that must be completed. If you don't have any, this section won't appear.

Under **My Courses**, you'll see all the courses you're enrolled in or assigned to.

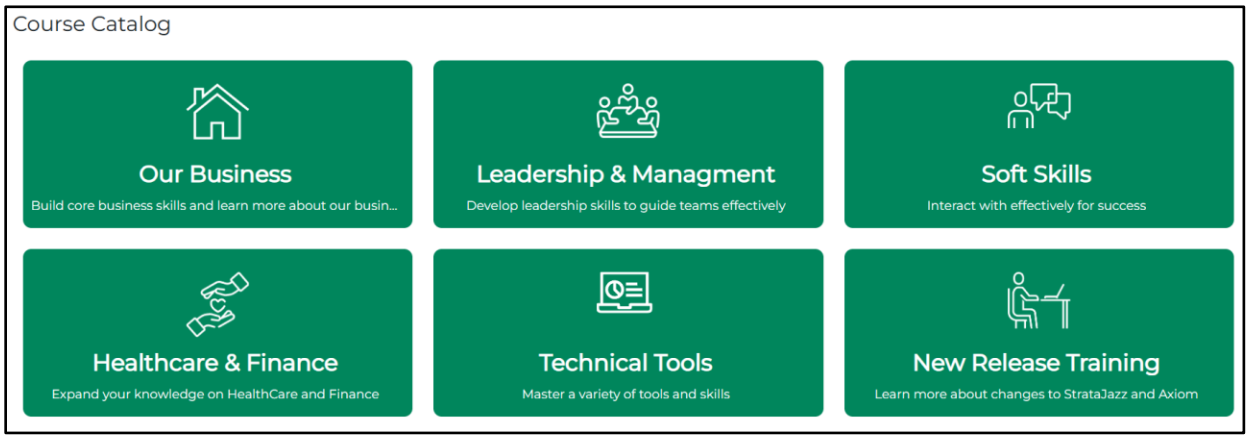
To **share** a course, click the icon to the left of the pin to generate a shareable link. To **pin** a course so it appears in the **My Pinned Courses** section, above, click the thumbtack icon in the top-right corner of the course tile.



Once you complete a course, it will automatically be removed from all these sections.

D. Course Catalog and Product & Implementation Training

The **Course Catalog** section offers opportunities to build your skills across a variety of topics and areas.



The **Product and Implementation Training** section helps you get familiar with different aspects of our products, including the various tools and features they offer.

