This guide will show you how to view activities that you have registered for, those that have been assigned to you, or any outstanding activities using the Timeline feature. The Timeline provides a snapshot of your activities, allowing you to quickly REGISTER, START, CANCEL, or even VIEW DETAILS about the selected activity.

Note: Assigned activities (required or recommended) cannot be removed from your schedule.

1) Click on the Timeline icon (header top right). The count indicates past due activities.

2) The Timeline Panel provides standard categories by which you can filter your results.

   2.1) To close the Timeline Panel, click this Close button.

   2.2) Select the type of activity you would like to see. TASKS include activities such as Learning Activity Evaluations that need to be completed. LEARN represents any training activities you need to complete. ALL includes both Tasks and Learn activities.

   2.3) TOTAL (all activities) will be displayed by default. Your categories will vary based on your courses and the status of each. Examples of additional categories are:
   - CURRENT: registered or in-progress activities
   - ASSIGNED: required or recommended activities
   - CRITICAL: activities organized by due date
   - REQUIRED: required and in-progress certifications
   - UPCOMING: registered or assigned activities
   - PAST DUE: overdue activities
   - REQUIRED CERTIFICATIONS: required compliance activities

   The number associated with each category indicates the number of items in that category. Click on the Category to see the items.
2.4) The Activities in the list can be sorted using the sort icon.

2.5) The START button will appear beside web-based activities that you are registered for, allowing you to quickly initiate the course. The drop-down arrow beside the START button will allow you to Cancel Registration. For activities requiring registration, you will see a REGISTER button, allowing you to quickly register for the activity.

3) Assigned activities will remain on your TimeLine until completed:

**RECOMMENDED**: activities are optional.
**REQUIRED**: activities required by you (with or without a due date).

You will need to REGISTER for each of these activities. While you have the option to CANCEL the registration, the assigned activities will remain in your Timeline until completed.

4) To return to the Homepage, click on the sccLearn Logo on the Header.