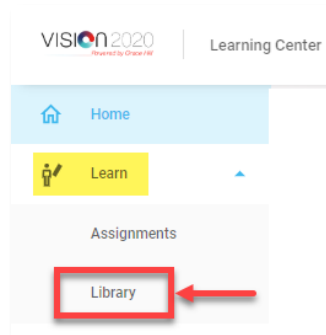# How do I add courses to My Items in the Learning Center?

The below instructions will help you search for a course in the Library to be added to your My Items tab.
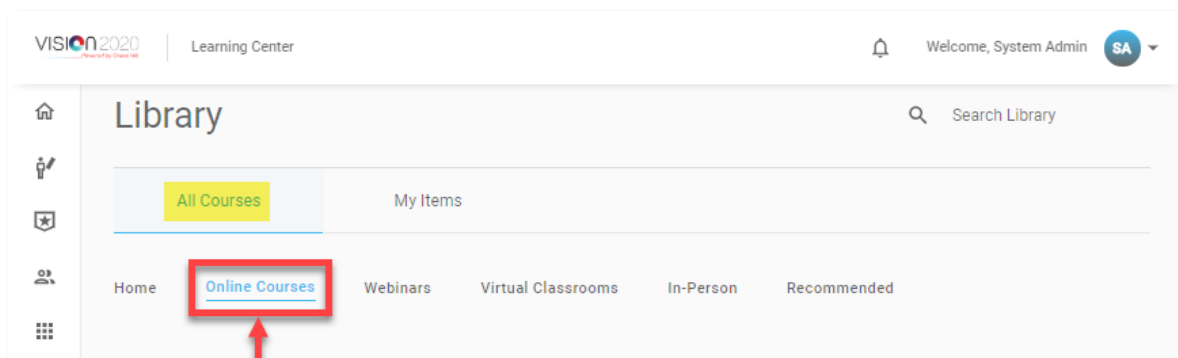
Find the Library

From the Learning Center Home page, click on the 👤 **Learn** option on the left-hand navbar.

Then, select **Library**.
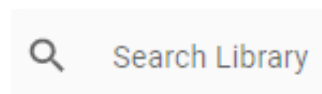
Locate Online Courses

Once in the Library, you'll land on the **All Courses** tab. Select **Online Courses** to view a listing of all available courses in alphabetical order.
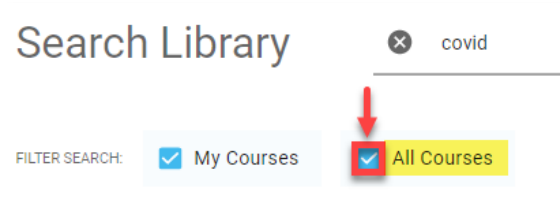
NOTE: If a course has already been assigned to you, the course will not appear in the Library.

Search Courses

To find a specific course(s), you can use the **Search Library** field in the top right-hand corner of the screen. Type in a word to search for and hit the **Enter** key on your keyboard.

For example, you can type in "COVID" to find all COVID-19 related courses available in Vision.

The **All Courses** checkbox in the Filter Search option will be selected by default to include in your search. Check the **My Courses** box, if you would like for courses in your My Items tab to be search as well.

Add Course to My Items

When you find the course you're looking for, click the **Add to My Courses** button in order to get it added to your **My Items** tab in the Library.

Click the **Start** button to begin the course. *Happy learning!*

Need help? Please contact our Grace Hill Support Team by calling **1-866-GRACEHILL.**