

*Member How-to Document*

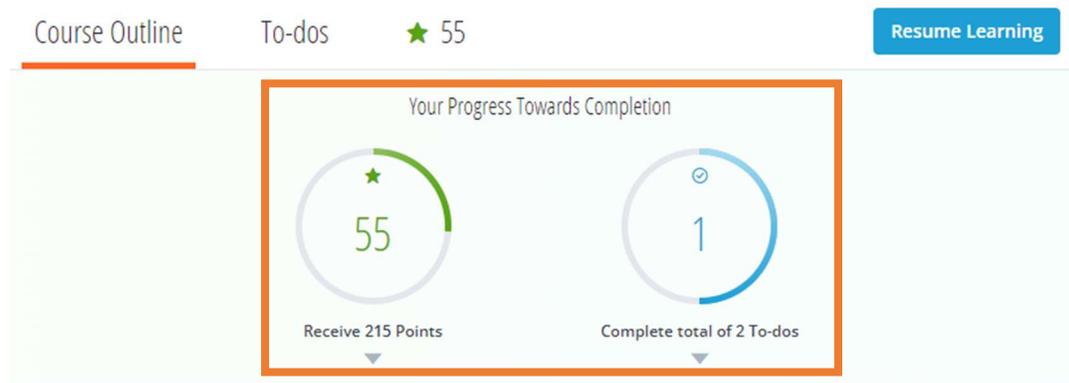
## Marking Content as Done

**Purpose:** *Marking content done will track your course completion.*

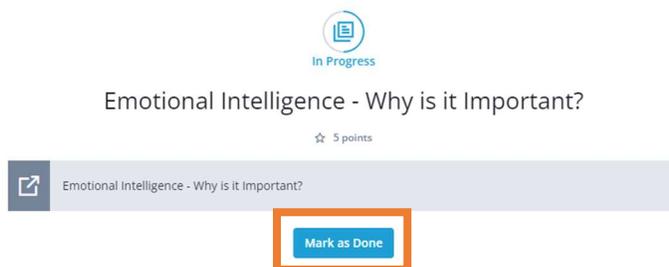
**Process:**

1. After you've started a course, you will see a breakdown of the completion requirements under the "Course Outline".

*Note: All courses require 80% of all total available points to be earned, and all To-Do items must be completed. You can see below that this course requires 215 points to be earned, and 2 To-dos completed.*

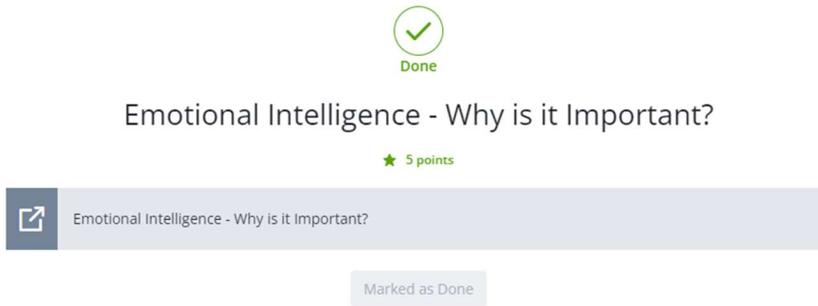


2. Once you have completed content within the course (reading articles, watching videos, etc.) You will see a "Mark as Done" button, click on it. This will give you points which are required for completion.



*Note: Certain Items (mainly videos) will not have a Mark as Done option and will automatically track completion.*

3. The content will now show as done.



4. After you've moved on to the next section, look to the left at the "Course Content" column. To check for completion, check the point total under the section name, this will tell you exactly what you're missing.



*Note: The green check mark does not mean the section is complete.*

5. Repeat steps 1-4 for the rest of the course. Once you reach the end, the course should mark itself as complete, allowing you to download a certificate of completion. If it doesn't, return to the course outline to see what you've missed.

*Note: Once the course is completed, you'll see the progress completion circles are full.*

