Completing a Course

The Course Page provides you with several key options and pieces of information.

The **Introduction** provides you with an overview of the course content.

The course **Objectives**, **Content** and intended **Audience** are also outlined.

The **Online Course Detail** lists all of the modules you need to complete (including any mandatory feedback/evaluation forms). The duration, status and score of each module will be displayed.

Note: where feedback/evaluation is marked as mandatory, the course will <u>not</u> be classed as completed until this has been submitted.

To access a module, click **Launch**.

As you progress through the modules, your **Course status** pie chart will update to show the percentage completed.

Enrolment details

Current status	Options
Completed	Re-attempt >

Certificates

You will recieve a certificate when you complete your current enrolment.

Award date	Expiry date	Download
05 Dec 2017	--	📄

Course documents

❤ Introduction and Background - Refresher Guide
❤ Definitions and Principles - Refresher Guide
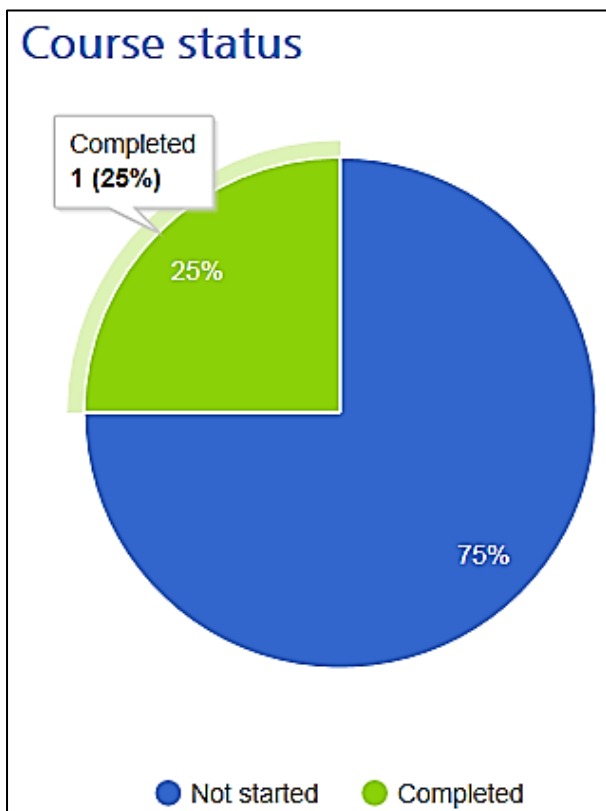❤ Individual Rights - Refresher Guide

Course links

🔵 EUGDPR
🔵 ICO Guidance

Once the course is completed, you will be able to:

- Reattempt the course

- Access the information again

- Download any certificates

- See when your certificate(s) expire(s)

- Access any course documents

- Access any course links

The course status in your **My Courses** section will also be updated. You can filter out completed courses by unchecking **Show completed courses**.

My courses

☑ **Show completed courses**

Please complete the courses listed below.

Course name	Course status	Options
🔵 Mental Health	Not started	Access course >
🔵 An Introduction to Safeguarding Children and Adults with Care and Support Needs	Not started	Access course >
🔵 GDPR - Core (Staff) Training	Completed	Access course >

Your **Current certificates** and **Overall course status** will also be updated.

Current certificates

Please find below the certificates that are current and have been awarded to you.

🟢 GDPR - Core (Staff) Training   Download   >

Overall course status

🔵 Not started
🟢 Completed

33.3%

66.7%